POLICY STATEMENT OF THE PANORA PUBLIC LIBRARY

- LIBRARY POLICIES
  1. Library Hours: Monday noon-7 PM, Tuesday noon-5 PM, Wednesday noon-8 PM, Thursday noon-5 PM, Friday 9:30 AM-5 PM, Saturday 9:30 AM-noon. These hours may be changed with Board approval or due to emergency situations.
  2. Approval for use of the Library or meeting room is at the discretion of the Library Director-see meeting room policy.
  3. Display and bulletin boards are available for use at the discretion of the Library staff.
  4. Gifts and memorials to the library shall be encouraged. They will be accepted/rejected and will be used by the discretion of the Library Director and the Board of Trustees. Acknowledgment will be made to the donor.
  5. The Library does not assume responsibility for any materials loaned to the library.
  6. The use of the Library or services may be denied for due cause. Examples of such cause may be failure to return books or to pay penalties, theft or destruction of library property, disturbance of other patrons, or any objectionable conduct on library premises.
  7. See "Library Policies for use of the Internet"
  8. See "Wireless Access Policy."

- WHO MAY USE THE LIBRARY
  1. Library service will not be denied or qualified because of religious, racial, social, economic, or political status.
  2. It will serve all residents of Guthrie County as well as persons residing outside the geographical area, but owning property or attending an educational institution in the area or any person having a library card from any participating Open Access Library.
  3. The use of the Library or services may be denied for due cause. Examples of such cause may be failure to return books or to pay penalties, theft or destruction of library property, disturbance of other patrons, or any objectionable conduct on library premises.

- LOAN PERIODS
  1. Books, audio books, DVDs and all other library materials: 2 weeks.
  2. Current periodicals, cake pans: 2 weeks.
  3. Material for school use: 4 weeks.
  4. Interlibrary loan: 3 weeks.
  5. Renewals available unless on a reserved list.

- LIBRARY FEES
    1. Overdue library material – will be charged $.05 per library day.
    2. Lost or damaged material – charges will be determined by the library director.
    3. Copy machine – 8 ½ x 11 - .25 (both sides - .35) 8/1/2 x 14 - .35 (both sides - .45) 11 x 17 - .50 (both sides .65).
    4. Fax machine – Sending 1st page - $2.00, each additional page $1.00. Receiving: 1st page - $1.00, additional pages $.50 each.
    5. Colored copy $1.00
    6. Scanner – free

- PERSONNEL POLICIES
    1. The personnel of the library shall consist of the library director and appropriate library staff. The Library Director is to be selected and hired by the Board. The Library Director will select and supervise appropriate staff with the Boards approval. The library is an equal opportunity employer.
    2. Wages of the staff will be determined by the Board and will be based on qualifications, experience, comparable wages in the area and available funds.
    3. If attendance at conferences, seminars, meetings and workshops, etc. has received approval by the Board, costs of registration, mileage, meals, wages and other approved fees will be paid to the person attending.
    4. The following are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Friday after Thanksgiving, Christmas Day, as well as the day before or after Christmas. The Library will not be open these days. If open the library will close at 4 PM on the day before Thanksgiving Day, Christmas Day, and New Year's Day.
    5. The Library will be closed on the Saturday of Panorama Days.
    6. The employee scheduled to work on the day the library is closed will be paid as if he/she did work.
    7. Library employees who work at least 1200 hours per year may be eligible for pro-rated benefits as noted in the City of Panora Employee handbook.

- AMENDMENTS
    1. These policies may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.

Revised 01/19/2015