

Appendices

APPENDIX A.
Guidelines for Fines and Charges

Philosophically, the Board of Library Trustees believes the library should provide information equally to all persons, regardless of their ability to pay for that information. Additionally, the Board supports the premise that no additional costs should be placed on library services within the limitations of the library's funding.

The Kirkwood Public Library has one primary source of financial support; a property tax levy collected specifically for this library within the Kirkwood Public Library District.

Several statements can be made which serve to further clarify these guidelines:

- Free borrower's cards are available upon presentation of proper identification. A replacement fee will be collected if a borrower's card is lost.
- Borrowing any of the library's circulating materials is free of charge. A fee is charged if materials are lost, damaged or are returned after the date upon which they were due.
- The library's non-circulating materials (i.e., microforms, reference books, most newspapers) may be used in the library by anyone. A fee is charged to anyone wishing to make copies so that the information may be taken out of the library.
- A typewriter is available for use by our patrons. There is no charge for use but paper is not provided.
- Printers are attached to online catalog workstations and CD-ROM databases. There is a charge for paper used in these printers.
- Personal computers are available for the public to use for Internet searching, word processing, spreadsheet programs, etc. A laser printer is available, but a fee will be charged for copies made with it.

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APPENDIX B.
Fines And Charges

Fines	
Overdue Materials	25¢ per day to \$8.00 maximum per item.

Charges	
Borrower's Card	Free of charge
Lost or Damaged Materials	Price of the item plus \$5 processing fee. If found within 6 months the price of the item less overdue fines and fee is refunded.
Reciprocal Book Return	Free of charge
Interlibrary Loans through Regional libraries	Free of charge
Interlibrary Loans through OCLC	Free of charge
CD or Video Cases	\$1.00
CD or Video Texts	Price of the item
Individual Audio Tapes/Books on CD	\$10.00
Computer Disks	\$1.00
Photocopiers	15¢ per copy
Microform Printers	15¢ per 8 ½ x 11/\$1.00 per 11 x 17
Personal Computer Printouts	15¢ per page
Typewriter	Free of charge
Collection Agency	\$10.00
Non-Resident Card	\$100.00
Proctoring	Residents: \$25 per test date and \$5 for each additional test proctored same date

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	Nonresidents: \$35 per test date and \$5 for each additional test proctored same date An additional \$5 fee is charged if faxing requested; printing is 15 cents per page
Passports	Acceptance fee established by the Federal Passport Agency.
Public faxing	Sending: Local: \$1 per page Long Distance: \$2 first page and \$1 each additional page International: \$5 first page and \$3 each additional page Receiving: \$1 per page

REVISED 10/2/07

APPENDIX C
Property Disposal Procedure

It is the policy of the Kirkwood Public Library to dispose of library material, furniture and equipment that are no longer functional or useful. When an item is fully depreciated or no longer has a useful value to the library, it will be removed from the inventory of the library and disposed of. The Library adopts the following policy for the disposal of such library property:

1. Books and other materials no longer deemed appropriate for the collection will be donated to the FRIENDS of the Kirkwood Public Library for disposal through their regular book sales.
2. If an item is determined to have only marginal value or no value, or it does not sell through auction or publicly advertised sale, it may be sold or discarded in the best interest of the library.

The Bookkeeper is authorized to accept trade-in allowances on any item of equipment being replaced or upgraded for which a trade-in allowance is offered.

In an instance where an item of surplus inventory is determined by the director to have unusual, historic or artistic value such an item may be referred to the Board for determination of value, which determination may include the services of a professional appraiser or outside expert opinion.

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APPENDIX D.
Ordinance #5939

An ordinance amending Chapter 17-16 of Ordinance 5407, "The Code of Ordinances of the City of Kirkwood" by adding thereto an additional paragraph.

Whereas, the Library Board of the City of Kirkwood has asked the Council to make it unlawful for any person to withhold certain items, which items are the property of the Library, from public use; and

Whereas, the City Council is desirous of assisting the Library Board in whatever way possible.

Now therefore, be it ordained by the Council of the City of Kirkwood, Missouri, as follows:

Section 1. That Section 17.61 "Damaging – Destroying Library Property" be amended by re-designating the title of the section adding thereto an additional paragraph so that hereafter Section 17-61 will be titled: "Damaging – Destroying – or Unlawfully Withholding Library Property" and that the present paragraph be designated as paragraph (a) and the additional paragraph will be designated as paragraph (b), which will read as follows:

"(b) It shall be unlawful for any person to take, remove or withhold from the Kirkwood Public Library any book, pamphlet, periodical, picture, paper, map, written record, article, chattel, films, records, tapes, cash or other property except in accordance with the rules of the library."

Section 2. This ordinance shall be in full force and effect after its passage and approval, as provided by law.

Passed and approved, March 4th, 1976

APPENDIX E.

Internet and Technology User Agreement

The Kirkwood Public Library seeks to provide a positive experience for all individuals in the use of the technology and the Internet.

What you need to know to use the Library's computers:

- ▶ **Public access work stations are limited to 100 minutes per day per patron. Cardholders must use their own card to access the work stations.**
- ▶ **Patrons must sign in (at Children's) for use of the toddler computers.** At the work station, the patron will find instructions for entering his/her library card barcode number. This will open up the program and start the timer running. The computer will give notifications ten minutes, five minutes and one minute before time runs out and the system shuts itself down. We urge patrons to use flashdrives and to save frequently to prevent losing their work. Do NOT save work to the desktop of the computer; the information will be lost. The Library is NOT responsible for lost work.
- ▶ If the patron does not have a Kirkwood Library card (resident or nonresident) or an MLC member library card, and does not qualify for any of these cards, **the library staff in Reference and Children's has guest cards that may be used to accommodate the patron.**
- ▶ **If the patron needs a little more time to complete his/her project,** a library staff member, upon request, may extend the time by allowing the patron to use a guest pass, if there are no other patrons waiting for access. The library permits patrons an additional 100 minutes to be used in that one instance once a week. Extensions will not be made within fifteen minutes of the library's scheduled closing time. All computers are logged off remotely five minutes prior to the library's closing.
- ▶ **Attempts to circumvent the timer/barcode entry system** to gain unauthorized access to the Internet or other computer programs on library work stations are violations of this agreement.
- ▶ Only a librarian may request that a patron vacate a computer.
- ▶ **Individuals under the age of 18** must have the Kirkwood Public Library Internet Permission form signed by the minor and a parent or guardian on file.
- ▶ **Use of computers** is limited to two people per computer.
- ▶ **Printing – 15 cents per page** for black/white /\$1.00 for color.
- ▶ **No Chat Rooms.**
- ▶ **No downloading or uploading of any files, programs, or games to the hard drive (C drive).**
- ▶ **The Kirkwood Public Library is not responsible for any damage to any individual's personal saving device, hard drive or computer or**

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for any loss of data, damage or liability that may occur from an individual's use of the library's computers.

This **Internet and Technology User Agreement** is in accordance with the **Kirkwood Public Library Internet Policy (Article III, Section 7)** which is available at the Circulation Desk and Children's Desk. The computer user must comply with the **Kirkwood Public Library Internet Policy** and all applicable federal, state, and local laws, including, but not limited to, the "Neighborhood Children's Internet Protection Act" and the laws governing the transmission and dissemination of information while accessing the Internet. The Library provides Internet Content Filtering Service as required by Federal and State law. By signing the **Statement of Acceptance or selecting "Accept" online**, the computer user acknowledges having read the **Internet and Technology User Agreement** and agrees to abide by the statements and policies of the agreement.

Violation of any part of this agreement will result in suspension or permanent revocation of the individual's use of the technology in accordance with the Library's behavior policy.

Approved by the Board of Trustees on November 15, 2006.

Revised by the Board of Trustees on February 17, 2010.

| Revised by the Board of Trustees on July 21, 2010

APPENDIX F.
Freedom to Read Statement

Adopted June 25, 1953, by the ALA Council.

Revised January 28, 1972.

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is

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essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

9/9/08

APPENDIX G.
Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

APPENDIX H.

Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights

Library-initiated programs support the mission of the library by providing users with additional opportunities for information, education and recreation. Article 1 of the Library Bill of Rights states: "Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves."

Library-initiated programs take advantage of library staff expertise, collections, services and facilities to increase access to information and information resources. Library-initiated programs introduce users and potential users to the resources of the library and to the library's primary function as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions or individuals as part of its own effort to address information needs and to facilitate information access in the community the library serves.

Library-initiated programs on site and in other locations include, but are not limited to, speeches, community forums, discussion groups, demonstrations, displays, and live or media presentations.

Libraries serving multilingual or multicultural communities make efforts to accommodate the information needs of those for whom English is a second language. Library-initiated programs across language and cultural barriers introduce otherwise unserved populations to the resources of the library and provide access to information.

As stated in Article 2 of the Library Bill of Rights, Library-initiated programs "should not be proscribed or removed (or canceled) because of partisan or doctrinal disapproval" of the contents of the program or the views expressed by the participants. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of material for the library collection constitutes an endorsement of the contents of the material or the views of its creator.

Library-initiated programs are a library resource, and, as such, are developed in accordance with written guidelines, as approved and adopted by the library's policy-making body. These guidelines include an endorsement of the Library Bill of Rights and set forth the library's commitment to free and open access to information and ideas for all users.

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Library staff selects topics, speakers and resource materials for Library-initiated programs based on the interests and information needs of the community. Topics, speakers and resource materials are not excluded from Library-initiated programs because of possible controversy. Concerns, questions or complaints about Library-initiated program are handled according to the same written policy and procedures, which govern reconsiderations of other library resources.

Library-initiated programs are offered free of charge and are open to all. Article 5 of the Library Bill of Rights states: "A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

The "right to use a library" encompasses all of the resources the library offers, including the right to attend Library-initiated programs. Libraries do not deny or abridge access to library resources, including Library-initiated programs, based on an individual's economic background and ability to pay.

APPENDIX I.

Statement on Labeling

An Interpretation of the Library Bill of Rights

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, the ability for library users to access electronic information using library computers does not indicate endorsement or approval of that information by the library.

Labels

Labels on library materials may be viewpoint-neutral directional aids that save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language or themes of the material, or the background or views of the creator(s) of the material, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage or prohibit users or certain groups of users from accessing the material. Such labels may be used to remove materials from open shelves to restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Rating Systems

A variety of organizations promulgate rating systems as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by the library violates the Library Bill of Rights. Adopting such systems into law may be unconstitutional. If such legislation is passed, the library should seek legal advice regarding the law's applicability to library operations.

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Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or destroying such ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see Expurgation of Library Materials: An Interpretation of the Library Bill of Rights).

Some find it easy and even proper, according to their ethics, to establish criteria for judging materials as objectionable. However, injustice and ignorance, rather than justice and enlightenment, result from such practices. The American Library Association opposes any efforts that result in closing any path to knowledge.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005.

[ISBN 8389-5226-7]

APPENDIX J.

Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, non-print, or digital format. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As Libraries: An American Value

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states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

See also Access to Resources and Services in the School Library Media Program and Access to Children and Young Adults to Non-print Materials.

¹ See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975) "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*,. 244 F.3d 572 (7th Cir. 2001).

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008.

[ISBN 8389-7549-6]

APPENDIX K.

Diversity In Collection Development: An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article II of the Library Bill of Rights: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Library collections must represent the diversity of people and ideas in our society. There are many complex facets to any issue, and many contexts in which issues may be expressed, discussed, or interpreted. Librarians have an obligation to select and support access to materials and resources on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials and resources legally obtainable should be assured to the user, and policies should not unjustly exclude materials and resources even if they are offensive to the librarian or the user. This includes materials and resources that reflect a diversity of political, economic, religious, social, minority, and sexual issues. A balanced collection reflects a diversity of materials and resources, not an equality of numbers.

Collection development responsibilities include selecting materials and resources in different formats produced by independent, small and local producers as well as information resources from major producers and distributors. Materials and resources should represent the languages commonly used in the library's service community and should include formats that meet the needs of users with disabilities. Collection development and the selection of materials and resources should be done according to professional standards and established selection and review procedures. Librarians may seek to increase user awareness of materials and resources on various social concerns by many means, including, but not limited to, issuing lists of resources, arranging exhibits, and presenting programs.

Over time, individuals, groups, and entities have sought to limit the diversity of library collections. They cite a variety of reasons that include prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual content and expression, and other potentially controversial topics. Examples of such censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting resources about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information or materials from or about non-mainstream political entities. Librarians have a professional

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responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials and resources based on personal bias or prejudice.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians must not permit their own preferences to limit their degree of tolerance in collection development.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008.

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APPENDIX L.
Freedom to View

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

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APPENDIX M.

Reconsideration Form

Revised and Approved by Board of Trustees November 18, 2009

The library values your opinion. If you would like us to reconsider the presence of any library material in our collection, please complete this form, indicating as clearly and legibly as possible the nature of your concern. A staff member will contact you in the near future to discuss your request.

Your Name _____

Address _____

City _____ State _____ ZIP _____

Work Phone _____ Home Phone _____

Is this request made on behalf of:

_____ Yourself

_____ An Organization (Please name the organization)

Format:

Book _____ Video _____ Magazine _____

Other Audiovisual Materials _____

Newspaper _____ Other _____

Library Program _____

Title _____

Author or Producer _____

Did you review, view, or listen to the entire work? _____

What brought this title to your attention?

Please comment on the title as a whole as well as being specific about those matters that concern you. (Use additional paper if necessary.)

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Optional: What other materials do you suggest to provide additional information on this subject?

Signature _____ Date _____

Received By (Staff Initials) _____ Date _____

When completed, this form should be returned to the Library Director, Kirkwood Public Library, 140 E. Jefferson Ave., Kirkwood, MO 63122.

APPENDIX N.
Requests for Disclosure of Library Records

Library Records: For the purpose of this document, a library record is any document, record, or other method of storing information retained, received, or generated by the library that identifies a person or persons as having requested, used, or borrowed library materials, and all other records identifying the names of library users.

Written Request:

- Requests will be discussed with the Kirkwood Public Library Director prior to a reply, with the Director's signature, being mailed. Staff will follow the instructions of the Director. (If a request requires discussion with the Library Board's attorney, the Director will contact the attorney.)
- A copy of the reply along with a report of any telephone conversations related to the request will be maintained in the Director's office, with the requested correspondence
- Appropriate library staff members will be reminded of library policy and Missouri Statute regarding this issue.

Oral Request:

- The name of any person requesting records, official capacity, if any, and his/her address will be ascertained.
- It will be explained that request must be discussed with the Director. The Director will inform the individual of Mo. Rev. Statute on Disclosure of Library Records and related Kirkwood Public Library policy.
- Directions for a written request will be followed.
- A brief written report relating to the request will be written and forwarded to the Director promptly.
- During the first week of employment, new employees will be informed of issues and policies related to disclosure of records.
- Should an employee be served with a subpoena, the Kirkwood Public Library Director will be notified immediately. Director will contact the Board attorney.

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For a Written Reply to a Request for Disclosure of Library Records

(Letterhead)
(Date)

TO: (Name, agency, address)

FROM: Kirkwood Public Library
(Name of person sending reply) Signature _____
(Address)
(Telephone Number)

RE: Request for Disclosure of Library Records

The Revised Missouri Statute 182.817. "Disclosure of Library Records" and Kirkwood Public Library policy prevent library personnel from releasing information found in library records to anyone other than the person identified in those records without a properly executed and served Missouri or Federal court order.

This statement is not to be construed as an acknowledgment that such records exist in Kirkwood Public Library files.

Director's Signature: _____

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APPENDIX O.

Fee Schedule 1

Schedule of Fees for Searching and Duplication of Requested Records
In Regard to the Missouri Sunshine Laws

Activity	Cost
1. Searching Files	
a. Requested records less than 5 years old	\$15/hr. (minimum 1 hr. charge)
b. Requested records 5 years or older	\$25/hr. (minimum 1 hr. charge)
2. Duplicating Record	
a. Standard size record – not exceeding 8 ½” x 11”	15 cents a page
b. Special size record – exceeding 8 ½” x 11”	25 cents a page
c. Special type of record	
(1) blueprint	\$3.00 a sheet
(2) photograph	\$7.00 each
(3) video/CD	\$25 each
(4) audiotape/CD	\$15 each
3. Shipping of Record	
a. Request to be picked up at Kirkwood Public Library	No cost
b. Request to be shipped	Standard priority post shipping costs according to weight will be charged

4/15/02

APPENDIX P.
Confidentiality of Library Records

Agreeing in spirit with the U.S. Privacy Act of 1974 and the Policy on the Confidentiality of Library Records adopted by the Council of the American Library Association, January 20, 1971, and affirming the belief that people have the right to be secure against unreasonable or unwarranted invasions of privacy, it is the policy of the Kirkwood Public Library to regard as confidential its registration, circulation, and other records associating the names of the library users with the borrowing of specific materials or other specific uses of the library. This information will be disclosed only to those individuals or groups whose library privileges (uses) are directly affected.

All personnel records of the Kirkwood Public Library which may relate to the hiring, firing, disciplining, or promotion of personnel, all records pertaining to legal actions, causes of action, or litigation and all the communications between the Kirkwood Public Library Board and its attorneys which are privileged under law, are closed records within the meaning of Chapter 610 RSMO.

The Director will advise all supervisors and other library employees that such records are not to be made available to any other private individual or group, or to any agency of federal, state or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory powers.

Also be advised that upon receipt of such process, order or subpoena, the Library's Officers will consult with Council for the Kirkwood Public Library in order to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order or subpoena is not in proper form or if good cause has not been shown, the Library Officers will insist that such defects be cured.

APPENDIX Q.
NATIONAL INTERLIBRARY LOAN CODE

INTRODUCTION

The Reference and Adult Services Division, acting for the American Library Association in its adoption of this code, recognizes that the exchange of material between libraries in the United States is an important element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

Interlibrary loan is essential to the vitality of libraries of all types and sizes and is a means by which a wider range of materials can be made available to users. In the interests of providing quality service, libraries have an obligation to obtain materials to meet the informational needs of users when local resources do not meet those needs.

Interlibrary Loan has been described as an adjunct to, not a substitute for, collection development in individual libraries. Changes in the last decade have brought increasing availability of materials in alternative formats, an abundance of verification and location information, and a shift in the very nature of interlibrary cooperation. Interlibrary borrowing is an integral element of collection development for all libraries, not an ancillary option.

The effectiveness of a national resource sharing system depends upon the responsible distribution of borrowing and lending. Libraries of all types and sizes should be willing to share their resources liberally so that a relatively few libraries are not overburdened. Libraries must be willing to lend if they wish to borrow.

This code is designed to regulate lending and borrowing relations between libraries. It is not the intent of this code to prescribe the nature of interlibrary cooperation within formally established networks and consortia, or to regulate the purchase of materials from document suppliers. However, this Code may be used as a model for development of state, regional, or local interlibrary loan codes.

This code provides general guidelines for the requesting and supplying of materials between libraries. Specific guidelines and procedures are found in such sources as those listed in the bibliography.

1.0 Definition

1.1 Interlibrary loan is the process by which a library requests materials from, or supplies materials to, another library.

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2.0 Purpose

2.1 The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, materials not available in the user's local library.

3.0 Scope

3.1 Interlibrary loan is a mutual relationship and libraries should be willing to supply materials as freely as they request materials.

3.2 Any materials, regardless of format, may be requested from another library. The supplying library determines whether the material can be provided.

4.0 Responsibility of the Requesting Library

4.1 The requesting library should establish and maintain an interlibrary loan policy for its borrowers and make it available.

4.2 The requesting library should process requests in a timely fashion.

4.3 The requesting library should identify libraries that own and might provide the requested materials. The requesting library should check policies of potential suppliers for special instructions, restrictions, and information on charges prior to sending a request. The requesting library is responsible for all authorized charges imposed by the supplying library.

4.4 Requests for materials for which locations cannot be identified, should be sent to libraries that might provide the requested materials and be accompanied by the statement "cannot locate". The original source of the reference should be cited or a copy of the citation provided.

4.5 The requesting library should avoid sending the burden of to a few libraries. Major resources libraries should be used as last resort.

4.6 The requesting library should transmit all interlibrary loan requests in standard bibliographic format in accordance with the protocols of the electronic network or transmission system used. In the absence of an electronically generated form, the American Library Association Interlibrary loan request form should be used.

4.7 The requesting library must ensure compliance with the U.S. copyright law and its accompanying guidelines. Copyright compliance must be determined for each copy request before it is transmitted, and a copyright compliance statement must be included on each copy request. Copyright files should be maintained as directed in the CONTU Guidelines. (See bibliography for full citations to these documents.)

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4.8 The requesting library is responsible for borrowed materials from the time they leave the supplying library until they have been returned and received by the supplying library. If damage or loss occurs, the requesting library is responsible for compensation or replacement, in accordance with the preference of the supplying library.

4.9 The requesting library is responsible for honoring due dates and enforcing all use restrictions specified by the supplying library.

4.10 The requesting library should request a renewal before the item is due. If the supplying library does not respond, the requesting library may assume that the renewal has been granted for the same length of time as the original loan.

4.11 The requesting library should return materials by the due date and respond immediately if the item has been recalled by the supplying library.

4.12 The requesting library should package materials to prevent damage in shipping, and comply with special instructions stated by the supplying library.

4.13 The requesting library is responsible for following the provisions of this code. Continued disregard for any provision may be reason for suspension of borrowing privileges by a supplying library.

5 Responsibilities of the Supplying Library

5.1 The supplying library should establish and maintain in interlibrary loan policy, make it available in paper and/or electronic format, and provide it upon request.

5.2 The supplying library should process requests within the time line established by the electronic network. Requests not transmitted electronically should be handled in a similar time frame.

5.3 The supplying library should include a copy of the original request, or information sufficient to identify the request, with each item.

5.4 The supplying library should state any conditions and/or restrictions on use of the materials lent and specify any special return packaging or shipping requirements.

5.5 The supplying library should state the due date of duration of the loan on the request form or on the material.

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5.6 The supplying library should package the items to prevent damage in shipping.

5.7 The supplying library should notify the requesting library promptly when unable to fill a request, and if possible, state the reason the request cannot be filled.

5.8 The supplying library should respond promptly to requests for renewals. If the supplying library does not respond, the borrowing library may assume that the renewal has been granted for the same length as the original loan period.

5.9 The supplying library may recall materials at any time.

5.10 The supplying library may suspend service to any requesting library which fails to comply with the provisions of this code.

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APPENDIX R.

Bill 9803, Ordinance #9684

AN ORDINANCE AMENDING CHAPTER 18 ½ “PENSIONS AND RETIREMENT,” ARTICLE 1, SECTION 18 ½-2 “DEFINITIONS” (H) TO REMOVE PART-TIME LIBRARY ASSOCIATES AT THE REQUEST OF THE LIBRARY DIRECTOR, AND CROSSING GUARDS.

WHEREAS, the Library wishes to exclude Library Associates from participation in the plan to have more flexibility with their schedule, and

WHEREAS, these employees are part-time employees who have more need for a flexible schedule and additional hours rather than participation in a pension plan, and

WHEREAS, the City no longer employs Crossing Guards and this classification should be removed.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. Chapter 18 ½ “Pensions and Retirement,” Article I, Section 18 ½-2 “Definitions” (h) is hereby deleted and the following inserted in lieu thereof:

- (h) “Employee” shall mean any person who is employed by the City, except (1) any elected or appointed official who is not an Employee of the City, (2) commissioned, salaried police officers and salaried Firefighters of the police and fire departments of the City, (3) seasonal Employees whose customary employment is for less than a consecutive five-month period in a Plan Year, (4) any person whose customary employment is for less than twenty (20) hours per week, and (4) library associates, ice rink guards, cashiers, and ice rink shift managers.

SECTION 2. This Ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS 2ND DAY OF AUGUST, 2007.

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APPENDIX S
Approved by the Board of Trustees June 16, 2010

Kirkwood Public Library Meeting Room Application
<small>S:Operations/Forms/Meeting Room Application</small>

The meeting room is available for use between the hours of 9:15 am to 8:45 pm Monday-Thursday, between 9:15 am-4:45 Friday-Saturday, and between 1:15 pm-4:45 pm Sunday.

Organization: _____
Contact Person: _____
Name Title
Address of Organization or Contact Person:

Street Address Only

City State Zip Code
Telephone Numbers: Day: _____ Evening: _____
Email Address: _____
Date and Day of Reservation:

Time of Reservation: From: _____ am/pm To: _____ am/pm
Time of Meeting: From: _____ am/pm
To: _____ am/pm
Purpose/Function of Meeting:

Will Refreshments be Served? <input type="checkbox"/> Yes \$15 fee applicable if refreshments served <input type="checkbox"/> No

The undersigned warrants that he/she is an authorized representative of the Organization with authority to execute this Application and bind the Organization hereto, and has read the Meeting Room Policy, including the Rules, and hereby agrees to abide by them. Further, the Organization and the undersigned agrees to indemnify and hold harmless the Library, its Board of Trustees, staff and agents, from and against any and all liabilities, losses, damages, costs and expenses of any kind which may be suffered by, incurred by or threatened against the Library, the Board of Trustees or any of its staff or other agents on account of or resulting from injury, or claim of injury, to person or property arising out of the organization's use of the Library. The Organization and the undersigned person designated below also agree to accept responsibility and liability for any and all damages which may

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arise out of the Organization's use of the Library, including but not limited to damaged or missing equipment and fixtures, and any and all structural, interior, or exterior damage to the Library.

Organization's Name

Representative's Printed Name

Title

Signature

Date

Rates: Non-Commercial: \$10/4 hrs (\$2 for each additional hour over the 4 hour minimum).
Commercial: \$110/4 hours, (\$20 for each additional hour over 4 hour minimum). \$15 charge
will be added to each group if refreshments are served.

Office Use Only: Approved Denied Payment received, _____

Amount

Authorization: _____ Date _____