



Crawford County

Library System

CRAWFORD COUNTY
LIBRARY SYSTEM

POLICY MANUAL

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Code:_____AA

Date Approved_____

Date Revised_____2021_____

Policy Name: Philosophy of Library Service

To bring enlightenment, new knowledge, encouragement and inspiration to every member of the library community by providing access to books, media, and other services for life-long learning and enjoyment.

Code: _____ AB

Date Approved: _____ 5/14/2024

Date Revised: _____ 4/26/2024

Policy Name Objectives of the Crawford County Library System

- I. To collect and provide printed and audio-visual materials to meet the needs of patrons and the public.
- II. To organize these materials for ease and convenience of use.
- III. To serve the community as a center of reliable information.
- IV. To provide opportunity and encouragement for informal self-education at any age.
- V. To enrich and increase the subject collections on which individuals are undertaking formal education.
- VI. To support the educational, civic, and cultural activities of groups and organizations.

Code: _____ BA

Date Approved: _____

Date Revised: _____ 2021

Policy name: Establishment of Crawford County Library System

- I. The Crawford County Library System was established in July of 1999 as a result of the dissolution of the Ozarks Regional Library System.

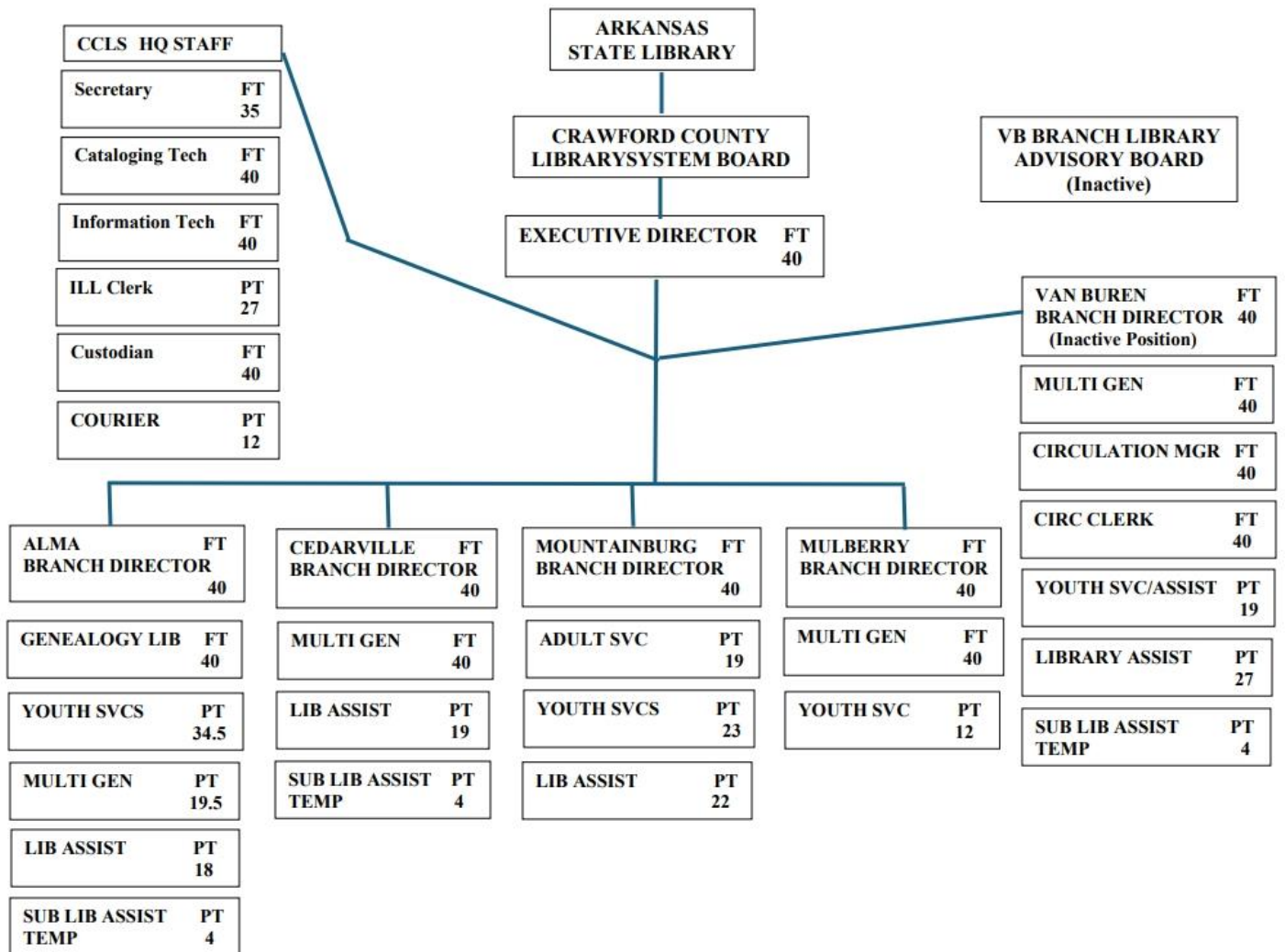
Code: _____ BB

Date Approved: _____ 3/11/2025

Date Revised: _____ 3/11/2025

Policy Name: Organizational Chart

Organization Chart (line of authority)



Code: _____ CA

Date Approved: _____

Date Revised: _____ 2021

Policy Name: Board of Trustees

- I. The Crawford County Library System Board of Trustees shall be composed of one member/representative of each school district of the local library.
- II. The board will have a chair, and vice-chair. The library director shall serve as the secretary or may designate another employee.
- III. Election of officers will be held at the first bimonthly meeting of the calendar year.
- IV. Robert's Rules of Order shall be authority.
- V. The board will not have standing committees, but the chair may appoint ad hoc committees.

Code: _____ CAA

Date Approved: _____

Date Revised: _____ 2021 _____

Policy Name: Meetings of the Board of Trustees

- I. Bimonthly meetings shall be held.
- II. Additional meetings shall be called by the chair as needed.
- III. Three members of the five-member board shall constitute a quorum.
- IV. The agenda will be presented in the following order:
 - A. Call to order.
 - B. Minutes of previous meeting.
 - C. Correspondence.
 - D. Library director's report.
 - E. Unfinished business.
 - F. New business.
 - G. Adjournment.
- V. The annual budget shall be presented for consideration at the bimonthly meeting in September.
- VI. Minutes of all board meetings and budgets are maintained in the library director's office and are available for inspection during regular library hours.
- VII. As trustees represent divergent communities within this library system, it is incumbent upon each member to make every effort to attend board meetings. A board member who misses 3 consecutive meetings without reasonable cause may be asked to resign the board.

Code: _____ CAB

Date Approved: _____

Date Revised: _____ 2021

Policy Name: Duties of the Board of Trustees

The Crawford County Library System Board of Trustees will:

- I. Strive for full attendance at all board meetings in order to receive and evaluate reports and carry out assigned duties.
- II. Employ a qualified library director to whom it delegates executive authority. The board members will be ready to give assistance and encouragement to the director as needed.
- III. Adopt, review and revise policies, rules and regulations under which the Crawford County Library System will operate and library services will be provided.
- IV. Approve the annual budget and assume responsibility for securing funds to meet the budget.
- V. Establish the formula utilized to determine local library allotments of county funds. The board will review and revise this formula as often as is deemed necessary.
- VI. Assure that county library headquarters are provided with the adequate tools to meet the requirements of modern library service.
- VII. Formulate long-range plans for future development and extension of library programs.
- VIII. Make periodic, required reports to governing officials and agencies. These records will cover services rendered and financial information and outline new services for which need is recognized.
- IX. Be informed of the needs of the library system, library trends, and library laws.
- X. Serve as the liaison between the library and governmental officials. Its members will advise the library director of the needs of the community and will explain the library and its services to the public.
- XI. Seek the advice and recommendations of the library director in the execution of its duties. Its members shall request information be compiled by the library director when necessary to make informed decisions.

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Code: _____ DA

Date Approved: _____

Date Revised: _____ 2021 _____

Policy Name: CCLS Headquarters Staff Responsibilities

The Crawford County Library System headquarters will:

- I. Maintain and expand the collection of county owned books in compliance with the collection development policy.
- II. Provide acquisitions and technical processing of materials owned by the local libraries.
- III. Provide for the distribution of materials within the system.
- IV. Provide supplementary reference services upon request by the local libraries.
- V. Initiate programs, publicity, exhibits, book lists, etc., to stimulate the use of the library materials.
- VI. Cooperate with other community agencies and organizations to:
 - A. Determine and meet their educational needs.
 - B. Assist with their programs through such services as bibliographies, materials, and exhibits.
- VII. Secure information for patrons beyond the county library system's resources in accordance with accepted interlibrary loan practices and policies.
- VIII. Cooperate with, but not perform the function of school and other institutional libraries.
- IX. Act as liaison between the Crawford County Libraries and the Arkansas State Library.
- X. Provide training, education, and guidance for librarians and staff.
- XI. Maintain financial and statistical records for the Crawford County Library System and submit required reports at each board meeting.
- XII. Administer all Crawford County Library Funds as well as the State Aid for the Crawford County Library System.

CCLS Headquarters Staff Responsibilities, cont.:

- XIII. Review on an annual basis county library services to determine whether the needs of the community are met and indicate whether present services should be discontinued or other services added.
- XIV. Develop good public relations with the branch librarians, staff and the public.
- XV. Submit suggestions on any phase of library service, which may be improved.

Code: DAA

Date Approved: 4/26/2024

Date Revised: 5/14/2024

Policy Name: Crawford County Library Director will:

- I. Supervise and coordinate all services, programs and activities of the Crawford County Library System. Report to the Crawford County Library Board.
- II. Attend all meetings of the board, assist the library board chairperson with preparation of an agenda for the meetings, keep the board members informed of all pertinent matters, and take minutes of board meetings.
- III. Provide information to the board as it establishes a long-range plan.
- IV. Recommend policies and programs to the board and administer the policies and programs approved by the board.
- V. Monitor all library funds to maintain line items within the approved budget, approve all affidavits for payment, and prepare a bi-monthly financial report for the board.
- VI. Assist the board in formulation of annual budget.
- VII. Recommend, plan and carryout services which meet community needs.
- VIII. Select and supervise library personnel in accordance with board policy, in order to insure that the responsibilities of the libraries are fulfilled.
- IX. Schedule, attend, and encourage personnel to attend professional meetings and workshops in order to upgrade skills.
- X. Actively participate in community activities appropriate to the Crawford County Library System.
- XI. Serve as a consultant to any agency requiring help.
- XII. Consult on county and local library operations when requested.
- XIII. Provide for orientation of new employees and training of staff.

Policy Name: Crawford County Library Director will: (Cont.)

Requirements:

- I. Excellent written and oral communication skills
- II. Good interpersonal skills.
- III. Ability to work effectively with a multi-ethnic, multi-socio-economic community.
- IV. An MLS from an ALA accredited library school and 5 years of professional leadership experience in a public library.

Code: _____ DAB

Date Approved: _____ 5/13/2025

Date Revised: _____ 4/18/2025

Policy Name: Secretary will:

A. Administrative

- I. Operate office equipment such as fax machines, copiers, scanners, printers, mail machines, paper folding machines, calculators, and phone systems
- II. Use computers for spreadsheet, word processing, database management, publisher, and other applications
- III. Compose, type, copy, and distribute notes, routine correspondences, and reports.
- IV. Complete forms and other materials as needed
- V. Set up, maintain, and organize paper and electronic filing systems for records, correspondence, and other materials
- VI. Maintain scheduling of the Van Buren Public Library meeting room
- VII. Arrange meetings, conferences, and travel arrangements for library personnel
- VIII. Deliver documents and items between the library and Crawford County Courthouse
- IX. Mail newsletters, promotional material, overdue notices, and other information
- X. Route and distribute incoming mail and other materials
- XI. Order and dispense supplies and other materials
- XII. Supervise volunteers as necessary
- XIII. Perform other duties as assigned

B. Crawford County Library System Board

1. Keep statistics from all libraries and prepare reports for board meetings
2. Attend meetings of the board and take minutes of board meetings when needed

Policy Name: Secretary will: (Cont.)

C. Communication/Publicity

1. Provide publicity to newspapers, journals, radio, and TV stations
2. Review local newspapers and magazines for publicity about the libraries
3. Maintain the Crawford County Library System website and social media pages

D. Budget/Finance

1. Process invoices, prepare affidavits for payment, and reconcile the running budget
2. Create reports for and count incoming petty cash for the Van Buren Public Library

E. Patron Service

1. Answer telephones and provide information to callers, take messages or transfer calls to appropriate individuals
2. Operate library software to help patrons find materials, place holds, check materials in and out, and run reports
3. Conduct searches to find needed information

Requirements:

1. High School Diploma or equivalent
2. Strong attention to detail
3. Ability to manage multiple priorities
4. Excellent customer service skills
5. Work well individually and with others
6. Strong organization and basic filing and office skills
7. Computer literate, competent in basic Microsoft Office programs (Word, Excel, Outlook, Access, and Publisher), type 50 wpm
8. Able to operate all types of office equipment

Code: _____ DAC

Date Approved: _____

Date Revised: 09/09/2021

Policy name: Technical Services Assistant will:

Acquisitions:

- I. Work with librarians to determine materials to be ordered.
- II. Prepare and place orders with various companies as needed.
- III. Maintain record of standing order plans and pricing.
- IV. Maintain automatic ordering/standing order profiles for all libraries and submit changes when needed.
- V. Perform other duties as assigned.

Cataloging:

- I. Receive materials, check orders and invoices, and distribute to libraries.
- II. Catalog all new and donated materials as required.
- III. Maintain good cataloging skills and learn new cataloging rules.
- IV. Help with database maintenance and clean-up.
- V. Receive and distribute MARC Records to OverDrive consortium.
- VI. Maintain holdings in OCLC when needed.
- VII. Perform other duties as assigned.

Interlibrary Loans:

- I. Receive interlibrary loan requests from libraries.
- II. Order loan requests through the OCLC, maintain records of orders and report numbers for annual report.
- III. Enter received loans into CCLS system and distribute to ordering patrons.

Technical Services Assistant, cont:

- IV. Return items to loaning libraries and delete temporary records from catalog.
- V. Receive orders from participating libraries and send out items to those libraries.
- VI. Maintain holdings from OCLC when needed.
- VII. Keep postage machine updated with money.
- VIII. Perform other duties as assigned.

Code: DAD

Date Approved: 03/11/2025

Date Revised: 03/11/2025

Policy Name: IT Specialists:

- **Technology Setup and Maintenance:**
 - Set up, install, and configure new computers, printers, and hardware.
 - Perform routine updates, maintenance, and troubleshooting on library computers.
 - Install and update software on a scheduled basis.
 - Conduct regular backups of critical data and systems.
- **Technical Support and Troubleshooting:**
 - Provide hands-on support for computer-related issues for patrons and staff.
 - Troubleshoot and resolve technical problems promptly.
 - Escalate issues to software/hardware customer support when necessary.
 - Maintain on-call availability for urgent technology issues.
- **Inventory and Documentation:**
 - Maintain an up-to-date inventory of all technology assets.
 - Keep the CCLS Technology Manual current with procedures and configurations.
- **Network and Security Management:**
 - Oversee network installation, configuration, and maintenance.
 - Monitor Wi-Fi performance.
 - Oversee implementation and maintenance of security measures (firewalls, antivirus, access controls, patching).
 - Oversee response to security incidents and escalate the issue as needed.
 - Ensure IT policy enforcement for security, security incident response, backups, and outages.
- **Staff Training and Account Management:**
 - Train staff on new software, hardware, and systems.
 - Create and manage user accounts in Active Directory (username/password, email).
 - Assist with account creation for library-specific systems (e.g., ILS).
- **Procurement and Vendor Management:**
 - Regularly review and evaluate vendors for quality products and services.
 - Collaborate with vendors for installation and support of specialized technologies (e.g., RFID, ILS, Kiosks).
 - Review and manage software licensing
 - Acquire hardware and software using cost-effective solutions.
 - Manage E-Rate program requirements and application to secure funding for IT needs.

IT Specialists: (continued)

- **Website and Reporting:**
 - Maintain and update the library's website for functionality and usability.
 - Generate and analyze technology-related reports (Wi-Fi usage, system performance, door counting).
- **Strategic Planning and Special Projects:**
 - Address the library's technology needs holistically, including specialized systems (ILS, RFID, gates).
 - Participate in strategic planning for future technology initiatives.
 - Perform other duties as assigned to support library operations.

Code: _____ DAE

Date Approved: _____ 5/14/2024

Date Revised: _____ 4/26/2024

Policy Name: County Library Courier will:

- I. Drive the delivery van to each library on the scheduled day, delivering books and supplies.
- II. Sort and distribute items to the designated libraries.
- III. Maintain the vehicle by fueling when needed, checking tire pressure periodically, and checking oil and other fluid levels. Keep a record of when maintenance service is due.
- IV. Record mileage after each trip.
- V. Keep van clean. Drive courteously and carefully. Remember the van is an extension of the Crawford County Library System.
- VI. Notify Library Director of any mechanical problems.
- VII. Perform other duties as assigned.

Requirements:

- I. Must be able to lift 50 pounds, have a wide range of movement, have a current driver's license, good driving record and be insurable.
- II. Must have high school diploma or equivalent.

Code:_____DAF

Date Approved:_____5/14/2024

Date Revised:_____4/26/2024

Policy Name: Youth Services Librarian will:

- I. Plan, promote and present a theme based program of stories, songs, poetry and activities appropriate for the children in all the Crawford County Libraries and the Head Start Programs and some ABC programs as assigned in Crawford County.
- II. Design and distribute promotional items.
- III. Plan, promote and present summer reading programs based on the theme provided by the Arkansas State Library 6 to 8 weeks in length.
- IV. Attend the State Summer Program Workshop in March of each year and other related workshops as they become available.
- V. Serve as a consultant to other librarians on children's programming and teen programming.
- VI. Keep statistics on attendance, et cetera, of children's programs and teen programs.

Requirements:

- I. College degree and experience with children and youth library programming required.
- II. Must relate to children and teens well.
- III. Position changed to include both children and youth services as of 9/14/2010.

Code: _____ DAG

Date Approved: _____ 5/14/2024

Date Revised: _____ 4/26/2024

Policy Name: Janitor Job Description

Rationale:

Summary: Keeps buildings clean and orderly. Performs heavy cleaning duties, including cleaning floors, shampooing rugs, washing walls and glass, and removing trash.

We are looking for a responsible, organized, and hardworking janitor to maintain the County Libraries' facilities. You'll be responsible for keeping our buildings clean. In addition to keeping the inside of the building clean, you may be expected to keep the outside orderly, as well. You will be responsible for a variety of tasks, so our janitor needs to be careful and thorough in working, cleaning, and tidying the premises.

Duties and Responsibilities (non-exhaustive):

- Maintain the general cleanliness of all buildings and immediate environs of all five library branch facilities.
- Perform major cleaning tasks such as, wet-mopping, sweeping, dusting, emptying trash (lifting waste paper and debris – up to 55 lbs.)
- Clean and disinfect restrooms, including floors and all fixtures (i.e.: urinals, toilets, sinks, mirrors, partitions, and counters).
- Disinfect drinking fountains.
- Sweep and mop floors and vacuum carpets, moving equipment and furniture for proper cleaning and placing furniture back in correct placement.
- Dust exposed areas of computers, including screens and desks. Dust or clean all tables, chairs, and shelves in general areas, study and meeting rooms, service desks, and offices.
- Clean spills and other hazards.
- Wash windows, window sills, and all glass doors, walls, and blinds as needed.
- Gather and empty trash and trash bins, replacing can liners and washing wastebaskets and trash containers as needed.
- Seek out areas requiring cleaning; take initiative to complete the task.
- Perform ongoing tasks such as replacing light bulbs and replenishing toilet paper, paper towels, soap and sanitizer dispensers.
- Strips, scrubs, buffs and refinishes floors; shampoos carpet as needed.
- Maintain and clean janitorial equipment
- Report major damages to Branch or County Library Director
- Secure facilities after operating hours by locking doors, closing windows and setting the alarm.
- Order cleaning supplies
- Completes all tasks assigned by supervisor.
- Performs tasks in accordance with all federal, state, county, and library guidelines.

Policy Name: Janitor Job Description (continued)

- Contributes to the team; exhibits professionalism with patrons and fellow employees.
- Maintain a professional relationship with staff and community patrons.

Policy Name: Janitor Job Description (Cont.)

- Attend meetings as scheduled by supervisor.
- Ensure that all doors and windows are appropriately locked, alarms are set, and lights are turned off as needed and as shift dictates.
- Performs special duties relating to janitorial work that may not be a part of routine duties.
- Performs other duties as assigned.

Requirements:

- Ability to perform the essential job functions satisfactorily with or without a reasonable accommodation
- Current driver's license, clean driving record from DMV, and ability to travel to branches
- Must have knowledge of the variety and uses of cleaning and sanitizing agents and the safety precautions necessary for their use
- Must have knowledge of the proper care of, and ability to use, cleaning equipment such as mops, brooms, vacuum cleaners, power scrubbers, polishers and buffers
- Must be able to work independently – mostly with minimal supervision
- Ability to identify problems and resolve proactively
- Ability to endure prolonged standing, walking, sitting, kneeling, occasional reaching above the head or the shoulders, bending, squatting, and kneeling
- Ability to lift 55 pounds to shoulder height occasionally
- Ability to push / pull a minimum of 20 pounds frequently
- Ability to follow written and verbal instructions
- Effective interpersonal skills
- Must pass background and drug test

Preferred:

- High school Diploma or equivalent
- Previous janitorial experience

Schedule:

- Flexible, primarily outside of library operating hours and on weekends
- Determined with successful candidate
- 40 hours/week

Includes benefits

Code: _____ DB

Date Approved: _____ 11/10/2015

Date Revised: _____ 7/12/2022

Policy Name: **Branch Director Job Description**

Summary: Serve as administrator of the branch library as an integral part of the Crawford County Library System, balancing local with county needs. Each library has common and unique characteristics and responsibilities.

He/She is hired by the Crawford County Library System Director with the approval of branch board if active, and works under the Director's administrative direction.

Responsibilities of, and qualifications for, a branch director will vary with the size of the branch library and the limitations of the budget.

Duties and Responsibilities (non-exhaustive):

- Serve patrons with materials selection, reference and research, circulation, reader's advisory, children's, community, reading guidance, online assistance, and special programs; evaluate and adjust accordingly
- Initiate services and programs in addition to those of the county library system as approved by the County Library System Director
- Administer the branch funds, keep financial and statistical records
- Hire branch staff; assign duties; orient, train, and supervise branch library personnel
- Maintain building and equipment in coordination with municipal agencies as appropriate
- Select library materials, supplies, equipment, and furniture; perform periodic holdings review and weed collection as needed
- Work with County Library Director on policies, budgeting, and other county-level issues
- Implement the policies of the Crawford County Library System as well as those of the assigned branch library, and observe state and federal library laws
- Attend all meetings of the Crawford County Library System Board, local Friends of the Library, and other meetings as scheduled by County Library System Director
- Keep the board members informed of all pertinent matters
- Prepare and present various kinds of reports
- Maintain active public relations, including maintaining or overseeing social media accounts; develop and sustain community partnerships, raising the visibility of the branch library within the public and local communities
- Represent the library on local committees and groups
- Work with the local Friends of the Library to raise funds and advocate for the library
- Contribute to the team; exhibit professionalism with patrons and fellow employees
- Perform other related duties as assigned

Policy Name: **Branch Director Job Description (Cont.)**

Requirements:

- High school diploma
- Current driver's license, clean driving record from DMV, and ability to travel
- Ability to participate as a colleague within a public library setting
- Ability to work as part of a group as well as independently with minimal supervision
- Ability to identify problems and resolve proactively
- Ability to supervise full-time and part-time staff
- Effective written and oral communication and interpersonal skills with staff and patrons
- Solid ability to use computers and other technology
- Ability to lift 50 pounds and have wide range of movement
- Ability to pass background and drug test

Preferred:

- College degree
- Previous library experience
- Residency in municipality of library
- Experience in community and civic engagement
- Skill in fundraising and donor development
- Supervisory experience
- Previous instructional experience

Schedule:

- 40 hours/week
- Flexible, primarily outside of library operating hours and on weekends
- Determined with successful candidate

Includes benefits

Code: _____ DBA _____

Date Approved: _____ 3/12/2024 _____

Date Revised: _____ 2/26/2024 _____

Policy Name: Circulation Department Manager will:

Manage all activities of the circulation department of the Van Buren location of the Crawford County Library System. This position reports to the Van Buren Branch Manager.

Essential Functions:

- I. Under the supervision of the Branch Manager. The principal responsibility is the management of circulation services and library circulation staff.
- II. Provide uniformly gracious and friendly service to all customers.
- III. Develop and maintains effective and friendly working relationships with customers, community organizations and agencies.
- IV. Handling customer inquiries, requests, suggestions, complaints, and disputes in a courteous, polite, nonjudgmental, and professional manner.
- V. Plan, organize, perform, and supervise all aspects of circulation activity at the circulation service desk as required, such as:
 - a. Perform all circulation duties, register customers, inspect materials for damage, emptying the book drop, and receive monies.
 - b. Prepare materials to be shelved, shelve materials as need, and maintain neat and orderly shelves.
 - c. Handle all functions of ILL materials for the branch including contacting customers.
 - d. Appropriately respond to in-person, telephone, e-mail, and other communications.
- VI. Oversee and coordinate the activities, assign duties, conduct training, and schedule the work hours of circulation staff under the direction on the Branch Manager.
- VII. Maintain technological expertise and ensure that technology/computer skills of staff meet expected levels.
- VIII. Understand and enforce the Library's policies and procedures, while safeguarding the confidential and restricted information of customers and Library personnel.
- IX. Assess the performance of circulation staff in coordination with the Branch Manager.
- X. Assist the Branch Manager in developing, implementing, and evaluating program and service goals for the department.
- XI. Assist the Branch Manager in interviewing job applicants and selecting employees for the department
- XII. Assist customers with a variety of services including locating items, responding to general inquiries, providing information, instructing customers in the use of library equipment, maintaining the ILL system, receiving monies for copies, faxes, etc., performing circulation duties including checking in and out books and other materials.
- XIII. Utilize various types of machinery and equipment including computers, Online Public Access Catalog (OPAC), microfilm reader, copier, fax machine, cash drawer, receipt printer, & general office machines.
- XIV. Understands and enforces the Library's policies and procedures, while safeguarding confidential and restricted information, both patron information and information related to personnel and pending organization changes.
- XV. Complete special assignments related to Library operations as directed.

Policy Name: Circulation Department Manager will: (Cont.)

- XVI. Watch for and identify products/services that may improve Library programs, services, and/or cost effectiveness of existing programs and services.
- XVII. Reports to the Branch Manager.

Qualifications:

- I. Has or can readily acquire knowledge of public library computerized circulation procedures and regulations (Polaris)
- II. Is able to meet the public well and handle directional/informational inquiries intelligently.
- III. High school graduate or GED and basic computer skills required.
 - a. Associate or bachelor degree preferred.
 - b. Library and/or office experience preferred.
 - c. Any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- IV. A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.
- V. Must possess a valid driver's license.

Requirements:

- I. Language and Communication Ability
 - a. Read and understand a variety of documents and reports.
 - b. Prepare written documents and reports, using the proper format, punctuation, spelling, and grammar.
 - c. Communicate effectively with co-workers, supervisor, other county employees, patrons, etc. with poise, voice control, and confidence.
 - d. Knowledge and command of vocabulary and correct word choice for clear communication.
- II. Verbal and Numerical Aptitudes
 - a. Record and deliver information and to follow verbal and written instructions.
 - b. Utilize mathematical formulas, add and subtract totals, multiply and divide, utilize decimals, and determine time and weight.
- III. Physical Requirements
 - a. Operate a variety of automated office machines which may include but is not limited to computer, typewriter, copier, cash drawer, OPAC, receipt printer, etc.
 - b. Ability to lift up to thirty-five pounds. Exert up to thirty-five pounds of force and/or to push, pull, or otherwise move loaded book trucks or other such objects.
 - c. Requirements are in excess of sedentary work; position involves walking, standing, reaching, stooping, bending, climbing, balancing, etc.
 - d. Maintain regular and reliable attendance. Work a flexible schedule that includes working evenings and weekends (Saturday) as assigned.
- IV. Motor Coordination and Manual Dexterity
 - a. Coordinate hands and eyes in utilizing office equipment and other objects in the library environment, in preparing and repairing books, operating projectors and laminating machines, etc.

Policy Name: Circulation Department Manager will: (Cont.)

V. Interpersonal Temperament

- a. Ability to deal effectively with people in a variety of circumstances, some of which can be stressful.
- b. Must be adaptable to performing with maturity and fairness when confronted with disagreements or criticism.
- c. Able to handle an emergency calmly and reassuringly.
- d. Must be flexible to multi-task to answer needs of several persons at once.

VI. Additional Duties as Assigned

- a. The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job.
- b. Employees may be requested to perform job-related tasks other than those specifically presented in this description

Code: DBB

Date Approved: 5/14/2024

Date Revised: 4/26/2024

Policy Name: Branch Adult Services Librarian will:

- I. Plan, promote and present programs for adults in the Branch Library, assisted living facilities, and rehabilitation centers, etc. as assigned by the Branch Librarian.
- II. Design and distribute promotional items; provide copies of planned, detailed programs to Branch Director and Secretary by established media deadlines.
- III. Attend the State Adult Programming Workshops and other related workshops as they become available.
- IV. Serve as a consultant to other Branch librarians adult programming.
- V. Keep statistics on attendance, et cetera, of adult programs.
- VI. Assist with collection development.
- VII. Perform other duties as assigned.

Requirements:

- I. Experience with adult library programming required.
- II. Must relate to adults and elderly well.
- III. Must be able to lift 50 lbs. and have full range of motion.
- IV. Good communications and interpersonal skills with staff and patrons.
- V. Computer and instructional experience.
- VI. A high school diploma is required, college degree and library experience preferred.

Code: DBC

Date Approved: 05/14/2024

Date Revised: 04/26/2024

Policy Name: Branch Youth Services Librarian will:

- I. Plan, promote and present a theme based program of stories, songs, poetry and activities appropriate for the children in the Branch Library, Head Start Programs, some ABC programs and area schools as assigned by Branch.
- II. Design and distribute promotional items; Provide copies of planned, detailed programs to Branch Director and Secretary by established media deadlines.
- III. Plan, promote and present summer reading programs based on the theme provided by the Arkansas State Library for 6 to 8 weeks in length.
- IV. Attend the State Summer Program Workshop in March of each year and other related workshops as they become available.
- V. Serve as a consultant to other Branch librarians on children's and teen programming.
- VI. Keep statistics on attendance, et cetera, of children's and teen programs.
- VII. Assist with collection development.
- VIII. Perform other duties as assigned.

Requirements:

- I. Experience with children and youth library programming required.
- II. Must relate to children and teens well.
- III. Must be able to lift 50 lbs and have full range of motion.
- IV. Good communications and interpersonal skills with staff and patrons.
- V. Computer and instructional experience.
- VI. A high school diploma is required, college degree and library experience preferred.

Code: _____ DBD
Date Approved: _____ 5/14/2024
Date Revised: _____ 4/26/2024

Policy Name: Library Assistant

- I. The Library Assistant is hired by the Branch Director with the approval from the Crawford County Library Director.
- II. Qualifications will vary according to the size of the branch library and the limitations of the budget.
- III. The Library Assistant will:
 - A. Perform front desk duties, such as, charging, discharging, and renewing items on borrowers' records at their request.
 - B. Serve patrons needs with material selection, reference and research services, reader's advisory and special program. Assist with collection development, weeding and inventory.
 - C. Record statistics make copies, maintain supplies, process and sort new materials and donations, maintain and plan special displays, perform light housekeeping, and maintain the physical appearance of the library.
 - D. Provide computer assistance and technical support. Enforce library and patron policies.
 - E. Plan and coordinate special programs for the library.
 - F. Attend staff meetings, workshops, and training sessions.
 - G. Receive money that is collected by the library and turn in to Branch Director or Friends Treasurer.
 - H. Shelve and retrieve materials, register new library patrons, and maintain patron records.
 - I. Shelf-read, assist with weeding, and maintenance of collection. Repair books and materials. Assist with interlibrary loan materials, and notify patrons when requested materials become available.
 - J. Answer and route telephone calls.

Policy Name: Library Assistant continued

- K. Perform opening and closing duties
- L. Inspect items checked in for personal items, damages and unwanted pests
- M. Maintain patron and staff safety. Protect library property from damage.
- N. Work with directors and staff to help improve library services and keep the libraries valuable to the community.
- O. Educate patrons to use databases and other resources offered by the library.
- P. Perform other duties as assigned.

Requirements:

- I. Good communications and interpersonal skills with staff and patrons.
- II. Computer and instructional experience.
- III. Must be able to lift 50 pounds and have wide range of movement.
- IV. A high school diploma is required and library experience preferred.

Code: _____ DBE

Date Approved: _____ 1/13/2026

Date Revised: _____ 1/13/2026

Policy Name: Supplemental Library Assistant

Rationale:

On occasion, Crawford County Library System Branches need trained people who can be available to provide services to the public, and sometimes staff, on an irregular basis. Supplemental Library Assistants (SLA) will be customer-service oriented, flexible, and dependable. They will be scheduled to work between 4-19 hours per week, with a minimum of four (4) hours and a maximum of 79 hours per month, depending on the needs of the library. A minimum of two (2) hours per workday is preferred. Starting pay is minimum wage.

- I. The SLA is hired by the Crawford County Library Director in consultation with the Branch Directors.
- II. The SLA will be assigned a primary branch and report to that Branch Director.
- III. The Supplemental Library Assistant will:
 - A. Circulation:
 1. Inspect, clean, and check in library materials using staff computers.
 2. Assist patrons with checking out materials, placing holds, and renewing items on borrowers' records at their request.
 3. Maintain proper patron records related to charged and discharged library materials and contact information.
 4. Shelve and retrieve library materials.
 5. Assist with shelf-reading, resetting, and fronting library materials as needed.
 6. Notify patrons when requested materials become available.
 - B. Customer Service
 1. Greet patrons when they enter the building or approach the front desk
 2. Serve patron needs with material selection, basic reference services, and reader's advisory
 3. Provide computer assistance and basic technical support to library users, including patrons and presenters
 4. Register new library patrons and maintain patron records
 5. Help to educate patrons in the use of library spaces and materials, digital card catalog, databases, and other resources offered by the library
 6. Assist patrons with copies, printing, faxing, and other clerical duties
 7. Maintain patron confidentiality as pursuant to Arkansas Library Law, ALA Freedom to Read statement, and the ALA Bill of Rights

Policy Name: Supplemental Library Assistant continued

C. General Operations

1. Follow and enforce library and patron policies
2. Perform branch-specific opening and closing duties
3. Record branch statistics as assigned
4. Maintain the physical appearance of the library by: performing light housekeeping as needed, helping to maintain special displays, maintaining front desk organization and supplies, and helping to maintain neatness in the stacks, in public use areas, and in shared work areas
5. Answer and route telephone calls
6. Maintain patron and staff safety
7. Attend staff meetings and training as scheduled
8. Work with directors and staff to help improve library services and keep the libraries valuable to the community
9. Perform other duties as assigned

Requirements:

- I. High school diploma or equivalent
- II. Range of motion sufficient to shelve on a full range of 8 ft shelving (step stools are available)
- III. Ability to move through the library when assisting patrons
- IV. Reliable transportation
- V. Ability and availability to serve at three or more of our five Crawford County Library branch locations. Refusal to comply may result in dismissal.

Preferred:

- I. Great customer service skills
- II. Great interpersonal communication skills
- III. Basic computer literacy skills
- IV. Flexible schedule, including Saturday availability

Code: DBF

Date Approved: 01/13/2026

Date Revised: 01/13/2026

Policy Name: Multigenerational Programming Assistant will:

This position will work closely with the Programming Services Librarian, assisting in providing services to all ages in the community. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- I. This position is part-time for approximately 18 hours per week. The ability to work all hours of library operations including evenings and some Saturdays may be required as well as possible overnight trips.
- II. Help plan, promote and present a theme-based program of stories, songs, poetry and activities appropriate for the children in the Branch Library and outreach as assigned by Branch.
- III. Plan and/or implement programs for children and young adults (Teens) to include, but not limited to, book club, craft and other classes, speakers and demonstrations.
- IV. Design and distribute promotional items; Plan special interest displays and routine publicity. Provide copies of planned, detailed programs to the supervisor in a timely manner.
- V. Ensure programming calendars for youth and adults are updated, created and submitted to the Library Director bi-monthly for Library Board meetings. Programming calendars are due two months prior to the start of the month.
- VI. Help plan, promote and present summer reading programs based on the theme provided by the Arkansas State Library for 8 weeks in length.
- VII. Attend the State Summer Program Workshop in March of each year and other related workshops as they become available. Attend staff meetings, workshops, and training sessions. Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of library trends and educational growth.
- VIII. Serve patrons needs with material selection, reference and research services, reader's advisory and special program, shelve and retrieve materials. Assist with collection development, weeding and inventory.
- IX. Keep statistics on attendance, et cetera, of children's and teen programs.
- X. Take program photos and create social media content as needed.

- XI. Policy Name: Multigenerational Programming Assistant Continued:
- XII. Maintain patron and staff safety. Protect library property from damage. Maintain confidentiality of library and patron information.
- XIII. Work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
- XIV. Work with director and supervisor to help improve library services and keep the library valuable to the community. Participate in and represent the library in community relations activities.
- XV. Promote the branch library and the County Library System in a positive manner.
- XVI. Assist with monitoring programming costs to ensure they remain within allotted budget.
- XVII. Perform other duties as assigned.

Requirements:

- I. Experience with children and youth library programming required.
- II. Must relate to children and teens well. Must have a high degree of flexibility and ability to frequently change focus.
- III. Possess excellent verbal and written communication, computer, and math skills.
- IV. The ability to meet deadlines and willingness to reprioritize as needs evolve. Exemplary organizational skills and attention to detail required.
- V. Must be able to lift 50 pounds and have full range of motion.
- VI. Excellent public service rapport and patience when working with people of all ages and abilities. Maintain good communications and interpersonal skills with staff and patrons.
- VII. Comfortable using computers, the internet, digital resources, and online platforms. Knowledge of Canva, Microsoft Word and Excel essential.
- VIII. A high school diploma is required, college degree and library experience preferred.
- IX. Creativity and artistic ability is a plus
- x. Sense of humor is essential.

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Code: _____ EA

Date Approved: _____

Date Revised: _____ 2021

Policy Name: Personnel Policies -- Scope

The personnel policies of the Crawford County Library System apply to those staff members of the county headquarters and the branch libraries which are on the payroll of Crawford County Library System.

Code: _____ EB

Date Approved: _____ 3/12/2024

Date Revised: _____ 2/26/2024

Policy Name: Appointments

- I. It is the policy of the Crawford County Library System to provide for employment opportunity to all qualified persons: to prohibit discrimination against any employee or applicant for employment because of race, color, sex, sexual orientation, age, national origin, religion, political affiliation, veteran's status, or disability; and to promote the full realization of equal employment opportunity through a positive continuing program of affirmative action. This policy shall be followed in recruiting, hiring, determination of pay, promotions, training programs, transfers, and treatment of individuals. It is to be implemented throughout the system and its enforcement is the responsibility of the library director and the Crawford County Library Board.
- II. Salaries are set by the Crawford County Library Board in the annual budget.
- III. Job vacancies will be advertised through various channels. All qualifications required for hiring must be "bona fide" occupational qualifications required for the performance of the job.
- IV. Applications for employment will be accepted upon forms provided by the library. Applications are active for 3 months and must be retained for 1 year.
- V. Applicants may be screened before interviewing.
- VI. Hiring of the county director, will be by the Crawford County Library Board.
- VII. Hiring in the CCLS headquarters will be by the library director.
- VIII. The county director will hire the branch director.
- IX. Hiring of the branch library staff is by the branch director.
- X. Those responsible for hiring shall not hire or appoint for regular employment any person who is related by blood or marriage to the third degree. Those responsible for hiring shall not hire or appoint for regular employment any person in the immediate family of any other person in the same office or library. Immediate family shall be defined as spouse, child, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent and grandchild. "Persons related by blood or marriage to the third degree" shall include members of the immediate family plus first cousins, aunts, uncles, nieces and nephews.
- XI. Training of new employees will be done by the library director and/or immediate supervisor or their designee.

Code _____ EBA

Date Approved _____ 3/12/2024 _____

Date Revised _____ 2/26/2024 _____

Policy Name: **Job Classification**

- I. The purpose of this policy is to familiarize the employee with Crawford County Library System's equal opportunity, job classification, and benefit guidelines. Nothing herein creates a property right to employment or establishes a basis for grounds of discipline or dismissal.
- II. Crawford County Library Employment Policy — All Crawford County Library employees are at-will employees. Crawford County Library employment is not for a specific length of time. Employment may be terminated at any time by either the library or the employee, without notice or liability of any kind (except for wages earned and unpaid) and with or without cause. If, notwithstanding this document, any employee contends that he or she has a property right in his or her employment or a substantial expectancy of continued employment (express, implied, written, or oral) until just cause exists for a reduction in pay or removal from position, then that employee shall assert such contention at a requested grievance hearing. It is the Crawford County Library Systems policy to provide dual opportunity for all qualified persons; prohibit unlawful discrimination in employment practices, compensation practices, personnel procedures, and the administration of benefit plans to provide the same or similar treatment and opportunities to all persons similarly situated.
- III. Constitutionally Protected Conduct — Should any applicant or employee contend that he or she has been unlawfully discriminated against for exercising a constitutionally protected liberty right (e.g. speech, association, political patronage, access to courts, privacy, personal health choice) or treated in any other unlawful or unconstitutional manner, the applicant or employee shall assert such contention at a requested grievance hearing.
- IV. Hiring and Promoting — The at-will employment policy applies equally to hiring and promoting. Nothing herein shall create a property right in employment, entitlement to be hired or promoted, or an expectancy of continued employment. Nothing herein establishes grounds upon which hiring or promoting must be based.
- V. Employee Benefits — Eligibility for personal leave or other employee benefits does not create any property right in employment or any expectancy of continued employment.
- VI. Benefit Waiting Period — An employee hired to fill a full-time position (35+ hours per week) shall have a benefit waiting period of two months. Benefits will begin on the first day of the month following the employee's first day of the month after 60 days. Personal and sick leave accrual shall be retroactive to the date of hire. During the waiting period, an employee shall not be eligible for any type of paid leave and may be released without notice.
- VII. Full-time Regular — Upon completion of a 90 day probationary waiting period, an employee scheduled to work 35+ hours per week shall be considered a full-time regular employee and shall be entitled to all rights contained in the Crawford County Library Personnel Policy.

Policy Name: **Job Classification (Cont.)**

- VIII. Temporary — An employee hired to work 80 or more hours per month, on a short-term basis, not to exceed 89 days, shall be considered temporary. A temporary employee shall not be eligible to participate in any benefit plan or to receive paid leave. Retention on the payroll for more than 89 days, either as extended temporary service in an emergency situation or as promotion to a full-time position is contingent upon the approval by the county library board and its appropriation of funds to pay retirement benefits retroactive to the date of hire. A temporary employee who is granted full-time status shall not have his or her temporary service applied to the satisfaction of the benefits waiting period. Sick leave hours, personal hours, and holiday hours, accrual shall not be retroactive to the date of hire. Date of hire for insurance enrollment purposes, leave benefit calculation, and other employment purposes shall be the date of promotion to full-time service.
- IX. Part-time Temporary — An employee hired to work less than 80 hours per month regularly shall be considered part-time temporary. A part-time temporary employee shall not be eligible to participate in any benefit plan or receive any paid leave. A part-time temporary employee may work more than 80 hours per month on an occasional basis if such occasions do not exceed 80 days during the retirement system's fiscal year of July 1 through June 30. A part-time temporary employee may not exceed the above stated hours limitation without special approval by the county library board and its appropriation of funds to pay retroactive retirement benefits. A part-time temporary employee who is granted a full-time status shall not have his or her part-time temporary service applied to the satisfaction of the benefits waiting period and sick leave hours, personal hours, and holiday hours accrual shall not be retroactive to the date of hire. Date of hire for insurance enrollment purposes, leave benefit calculation, and other employment purposes shall be the date of promotion to full-time service.
- X. Part-time Regular— This classification applies to part-time employees who have completed one year's service with the Crawford County Library System and have worked a minimum of 45 weeks during a twelve-month period. Part-time regular employees shall be eligible for personal, sick leave, and holiday pay stated in the Crawford County Library Personnel Policy. A part-time regular employee who has not been covered by the retirement plan may not work more than 80 hours per month exceeding 89 days without special approval by the county library board and its appropriation of funds to pay retroactive retirement benefits. A part-time regular employee who is granted full-time status shall not be required to satisfy a benefit waiting period for purposes of leave but will have a three-month probationary waiting period. Insurance enrollment and other employment purposes shall be the date of promotion to full-time service.

Code: _____ EC _____

Date Approved: _____ 5/14/2024 _____

Date Revised: _____ 4/26/2024 _____

Policy Name: Promotions

- I. The library will provide the opportunity for all employees to apply for positions offering more pay and/or increased responsibility.
- II. An employee promoted or transferred to a new position shall not be required to satisfy a first day of the month after the first 60 days waiting period for purposes of benefits or leave but will have a 90-day probationary period.

Code: _____ ECA

Date Approved: 07/14/2020

Date Revised: 2021

Policy Name: Customer Service Policy

In order to bring enlightenment, new knowledge, encouragement and inspiration to every member of the library community by providing access to books, media and other services for life-long learning and enjoyment, the CCLS Staff strives to provide the highest level of service to all library patrons.

Towards this goal, all CCLS Staff will:

- I. Make eye contact and extend friendly greetings to all patrons when they enter and leave the library.
- II. Offer prompt assistance and inform patrons that staff is available. Unless a staff member is in the back room or on the phone with another patron, staff should interrupt their other duties to attend to patron's needs.
- III. Assist customers on a first come, first served basis when possible. Staff will acknowledge waiting patrons with a greeting.
- IV. Walk patrons to requested items in the library or offer to retrieve them (no pointing).
- V. Respect patron privacy, confidentiality, and intellectual freedom by adhering to all library laws, ALA Bill of Rights, Code of Ethics.
- VI. Maintain staff availability, in appearance and in fact, at the front desk and in the stacks. Work related cell phone use should take place out of view of patrons whenever possible. Non-work related cell phone use may take place during break and lunch times, and during emergency situations. We encourage friendliness among staff, but patron service must always trump staff conversations.
- VII. Be dressed in a professional manner appropriate to the tasks of the day. Clothing should be clean and in good repair.
- VIII. Make decisions that will ensure the best experience for each patron while balancing the needs of the individual with the overall needs of library customers throughout the library district.
- IX. Address patrons' questions, concerns, and complaints about the service received or about library policy by:
 - a. Maintaining an attitude of respect
 - b. Let the patron know you understand their concern
 - c. Seek options to resolve the concern
If resolution is not achieved:
 - d. Refer the patron to a superior
 - e. Follow through with the superior to make sure the problem was resolved.

Customer Service Policy, cont.:

- X. Use extra care and sensitivity when discussing difficult issues with patrons such as damaged materials, large fines, and other potentially embarrassing situations. If a staff member is uncertain about how to broach a sensitive issue, they should discuss it with a supervisor to make a plan to provide the best service possible. If a pest issue arises, follow policy JBA.
- XI. Offer the opportunity for patrons to have their photo attached to their library account. This provides security and access to patrons. Staff will respectfully honor the patrons' wish to decline and note declinations on patron account.
- XII. Ensure that patrons' needs have been met by asking if there is anything else staff can help with and thanking the patron for using library services.

Code: _____ ED

Date Approved: _____

Date Revised: _____ 2021

Policy Name: Performance Evaluation

- I. There will be an annual written evaluation of each employee during the 3rd quarter by the library director or branch director with final approval by the library director.
- II. After discussion of the evaluation with the employee, it will be filed by the library director in his/her personnel file with a copy given to the employee.
- III. There will be an annual written evaluation of the library director by the officers of the Crawford County Library System Board during the 3rd quarter. This evaluation will be discussed with the director and placed in his/her personnel file.
- IV. If an employee's evaluation is unsatisfactory (1 on the evaluation form), there will be a reconsideration session in 3 months. If there is no improvement by the employee after two sessions, the employee will be dismissed.
- V. If an employee's evaluation needs improvement (2 on the evaluation form), there will be a reconsideration session in 3 months. If there is no improvement by the employee after two sessions, performance will be considered unsatisfactory. After one more reconsideration session in 3 months, the employee will be subject to dismissal.

Code: _____ EE

Date Approved: _____ 11/18/2025

Date Revised: _____ 11/09/2025

Policy Name: **Working Hours**

- I. Hours the branch libraries are open is set by the county director with input by the branch director and approval of the county library board, these hours vary according to size of staff, size of library, and money available to pay salaries.

The branch libraries will be open as follows:

CCLS Mon: 8:00AM – 5:00PM Tue: 8:00AM – 5:00PM Wed: 8:00AM – 5:00PM Thu: 8:00AM – 5:00PM Fri: 8:00AM – 5:00PM Sat: CLOSED Sun: CLOSED	Alma Mon: 8:30AM – 5:30PM Tue: 8:30AM – 5:30PM Wed: 8:30AM – 5:30PM Thu: 8:30AM – 5:30PM Fri: 8:30AM – 6:00PM Sat: 10:00AM – 2:00PM Sun: CLOSED	Cedarville Mon: 8:30AM – 5:30PM Tue: 8:30AM – 5:30PM Wed: 8:30AM – 5:30PM Thu: 8:30AM – 5:30PM Fri: 8:30AM – 5:30PM Sat: 8:30AM – 12:30PM Sun: CLOSED
Mountainburg Mon: 8:30AM – 5:30PM Tue: 8:30AM – 5:30PM Wed: 8:30AM – 5:30PM Thu: 8:30AM – 6:30PM Fri: 8:30AM – 6:30PM Sat: 10:00AM – 3:00PM Sun: CLOSED	Mulberry Mon: 8:00AM – 5:00PM Tue: 8:00AM – 5:00PM Wed: 8:00AM – 5:00PM Thu: 8:00AM – 6:00PM Fri: 8:00AM – 5:00PM Sat: 8:30AM – 12:30PM Sun: CLOSED	Van Buren Mon: 8:30AM – 5:00PM Tue: 8:30AM – 6:00PM Wed: 8:30AM – 5:00PM Thu: 8:30AM – 6:00PM Fri: 8:30AM – 5:00PM Sat: 10:00AM – 2:00PM Sun: CLOSED

- II. Employee hours are established by the branch or county director.
- III. There are two 15-minute rest periods during the day, and lunch hours are set by the branch director.
- IV. The established work week begins at 12:00 AM on Sunday and ends on Saturday at 11:59 PM.
- V. This policy will go into effect immediately upon approval.

Code: _____ EEA

Date Approved: _____

Date Revised: _____ 01/08/13

Policy Name: Compensatory Time

- I. The term “compensatory time” shall mean hours during which an employee is not working, which are not counted as hours worked during the applicable work week or other work period for purposes of overtime compensation, and for which the employee is compensated at the employee’s regular rate.
- II. Employees exempted by the Fair Labor Standards Act are exempted from both, the minimum wage and overtime provisions of the Crawford County Library System Personnel Policies.
- III. No employee will work more than the hours for which they are scheduled to work in a work week (Sunday at 12:00 AM through Saturday at 11:59 PM) without prior approval of the library director except in the case of an emergency.
- IV. Hours in excess of those scheduled to be worked in a work week up to 40 hours will be compensated with straight time of or regular pay if the budget allows as determined by the Crawford County Library director.
- V. Hours worked in excess of 40 actual work hours per week shall be compensated by compensatory time at the rate of one and one-half hours for each hour of overtime actually worked in a work week.
- VI. An employee who has accrued compensatory time and who has requested use of such compensatory time shall be permitted to use such time within a reasonable period after making the request if the use of compensatory time does not disrupt the operation of the library.
- VII. Compensatory time should be used within 90 days in which it is earned if at all possible. Compensatory time must be taken in a staggered fashion to ensure the library remains fully staffed.
- VIII. No Crawford County Library System Employee may accrue more than 60 hours of compensatory time. After any employee has accrued the maximum compensatory time and not used it as leave, all, overtime in excess maximum limits must be paid in cash at the rate of 1 1/2 times his/her regular rate of pay for each additional overtime hour worked.

Compensatory Time, cont.:

- IX. Upon the termination of employment with the Crawford County Library System an employee who has accrued the maximum compensatory time shall be paid for unused compensatory time at a rate of compensation not less than:
 - a. The average regular rate received by the employee during the last three (3) years of employment, or
 - b. The final regular rate received by the employee, whichever is higher.
- X. If a library employee is paid for accrued to the time such compensatory time is earned other than upon termination of employment, the employee shall be paid for such compensatory time at the regular rate earned by the employee at the time the employee receives the payment.
- XI. Overtime pay at the rate of one and one-half (1 1/2) times the regular rate may be paid to the library employees in accordance with the Crawford County Library Board approved appropriations.
- XII. The Fair Labor Standards Act prohibits employees from volunteering to perform the same type of services which the individuals employed to perform for the Crawford County Library System in excess of 40 hours without compensatory time or overtime pay as compensation.
- XIII. The county director will administer compensatory time.

Code: _____EF

Date Approved: _____07/14/2026_____

Date Revised: _____06/16/2026_____

Policy Name: POLICY REVOKED NUMBER RESERVED

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Code: _____ EG

Date Approved: _____

Date Revised: _____ 2021 _____

Policy Name: Schedule Changes in Local Libraries

- I. To a limited extent, if there is more than one employee at a branch library, exchanges in schedules of working hours and days within the same work week may be made to accommodate individual needs. If this is done, it must be with the approval of the branch director.

Code: _____ EH

Date Approved: _____ 06/06/2024 _____

Date Revised: _____ 06/06/2024 _____

Policy Name: Holidays

- | | | | |
|----|--|---|--|
| I. | New Year's Day
MLK Birthday
President's Day
Good Friday
Memorial Day
Juneteenth Day
Independence Day | Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
3 Days after Thanksgiving | December 24
Christmas Day
New Year's Eve |
|----|--|---|--|
- II. Part time regular employees will receive holiday pay if a holiday falls on a regularly scheduled work day.
- III. If a holiday falls on a full-time employee's day off, he/she will receive an additional day off during that same pay period.
- IV. When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on Sunday it will be observed on the following Monday. The library will also be closed on the observed day of the holiday.
- V. For full-time regular employees, a paid holiday shall consist of 8 hours or more, depending on the employee's regularly scheduled hours.
- VI. For part-time employees, a paid holiday shall consist of the number of hours that he or she is normally scheduled to work.
- VII. When a holiday falls on a Friday or Monday the library will also be closed on Saturday.
- VIII. If the Quorum Court votes and approves additional holiday closure days the library system will also observe those days.
- IX. If for any reason, other than a holiday, the Quorum Court votes for the county offices to be closed, the library system reserves the right to remain open, by library at the County Director's discretion, during that period.

Code: _____EI

Date Approved: _____5/11/2022

Date Revised: _____

Policy Name: **Leave Request**

Full-time and Part-Time

- I. Except in emergencies, all absences require prior approval from the employee's director.
- II. In order to use leave earned, it is the responsibility of the employee to develop a leave plan with his/her director.
- III. Usual prior notice should be considered from at least one month to two weeks. Directors may grant the request or work out an alternative plan with the employee. It should be noted that while the director will attempt to honor leave requests of employees, adequate staffing for the service schedule is the first priority.
- IV. If prior notice is not possible, the employee will notify the director as soon as possible (preferably before the scheduled hours of work), that he/she cannot report to work as scheduled. At this time the conditions which have created the need to be absent will be explained. If the anticipated absence is longer than one day, the employee should continue to communicate with their director to advise of a continued need to be absent on leave status. The employee will submit a post-hoc leave request form to their director the day the employee returns to work.
- V. The appropriate leave policy (Personal, Sick, Absence without Permission, Absence without Pay, etc.) applies to all leave requests.

Code: _____ EIA

Date Approved: _____ 9/10/2024

Date Revised: _____ 8/20//2024

Policy Name: **Personal Leave**

Full-time

- I. Personal leave must be accrued before it is taken.
- II. Employees terminating prior to having worked for the library for a year are not eligible for personal leave pay.
- III. Accumulation of personal leave shall not exceed the amount earned in one year plus 10 days. It is the responsibility of the employee to determine when they will exceed their maximum number of personal leave hours prior to their next anniversary date. They must take off enough time to preclude that or lose the excess at their anniversary date.
- IV. No personal leave will be longer than ten consecutive working days without the permission of the library director unless a personal leave was postponed for the benefit of the library.
- V. Personal leave schedules are subject to the approval of the library director.
- VI. Personal leave not to exceed the maximum accumulation for the employee will be reimbursed upon termination.
- VII. Accumulated personal leave may be taken as sick leave with approval of the library director.
- VIII. Upon employment, each full-time employee is awarded two personal leave days (16 hours based on an 8 hour work day).
- IX. All regular full-time employees who have been employed continuously by the Crawford County Library System for a period of one year shall be allowed five working days' personal leave with pay, beginning at the second year of employment.
- X. All regular full-time employees who have been employed continuously by the Crawford County Library System for a period of two years but less than five years shall be allowed ten working days' personal leave with pay, beginning in the third year of their employment.
- XI. All regular full-time employees who have been employed continuously by the Crawford County Library System for a period of five years but less than fifteen years shall be allowed fifteen working days' personal leave with pay, beginning in the sixth year of employment.
- XII. All regular full-time employees who have been employed continuously by the Crawford County Library System for a period of twelve years or longer shall be allowed twenty working days' personal leave with pay, beginning in the thirteenth year of their employment.

Personal leave, cont.:

- XIII. All regular full-time employees who have been employed continuously by the Crawford County Library System for a period of eighteen years or longer shall be allowed twenty-five working days' personal leave with pay, beginning in the nineteenth year of their employment.
- XIV. The continuous service as mentioned above is defined as uninterrupted employment while working as a regular full-time employee of the Crawford County Library System. Leave of absence without pay shall not interrupt continuous service except for the actual time off. If extenuating circumstances exist, a determination shall be made by the Crawford County Library Board.
- XV. Library closures due to inclement weather, power outages, or other unusual occurrences supersede personal leave requests, and personal leave will not be charged.

Part-Time

- I. After one year of employment, part-time regular employees earn one working week paid personal leave time each year. The working week shall be based upon each part-time employee's individual guaranteed work hours beginning on the first day of employment.
- II. Part-time personal leave is non-cumulative.
- III. If a part-time employee is continuously employed by the Crawford County Library System for less than five (5) years, then is hired to be a full-time employee, that employee is to be rewarded with 16 hours of paid personal leave for longevity immediately upon becoming a full-time employee.
- IV. If a part-time employee is continuously employed by the Crawford County Library System for five (5) years or more, then is hired to be a full-time employee, that employee is to be rewarded with 40 hours of paid personal leave for longevity immediately upon becoming a full-time employee.
- V. If a part-time employee is continuously employed by the Crawford County Library System for ten (10) years or more, then is hired to be a full-time employee, that employee is to be rewarded with 80 hours of paid personal leave for longevity immediately upon becoming a full-time employee.
- VI. Library closures due to inclement weather, power outages, or other unusual occurrences supersede personal leave requests, and personal leave will not be charged.

Code: _____ EIB

Date Approved: _____

Date Revised: _____ 2021

Policy Name: Administrative Leave

The library director shall receive 2 weeks administrative leave each year for attendance at professional conventions and conferences. This is non-cumulative.

Code: _____ EIC1

Date Approved: _____ 3/10/2026

Date Revised: _____ 3/10/2026

Policy Name: **Sick Leave – Full-time employees**

- I. All full-time employees of the library are eligible for sick leave with pay which shall accumulate at the rate of one working day of leave each full calendar month of service to the library. A working day is calculated by dividing the number of hours normally worked in a week by 5 (e.g., 40 hours/5 = 8 hours of sick leave earned each month).
- II. An employee is eligible for sick leave for the following reasons:
 - a. Illness, physical incapacity, or medical, dental or optical appointment for the employee or his/her immediate family; and the overall mental health and wellness of the employee.
 - b. Immediate family for the purposes of sick leave is defined as spouse, parents, children, and dependents.
- III. An employee who is unable to report for work due to the reasons listed in item II above shall report the reason for his and her absence to his or her branch director or the system director as soon as possible. Sick leave with pay shall not be allowed unless such report has been made and the director has approved the absence.
- IV. After 3 days sick leave, the library director will require a written statement by physician certifying that the employee's condition or family member's condition prevented him/her from appearing at work.
- V. If an employee accepts sick leave benefits based on false evidence, the employee shall be subject to disciplinary action.
- VI. Absence of more than 15 consecutive working days will be considered under the FMLA policy (Policy EIE), with the appropriate leave rules applying.
- VII. Sick leave with pay shall be granted only if it has been earned.
- VIII. Sick leave may be accrued up to the maximum of 90 working days, providing that the employee has been employed by the library continuously during the time in which sick leave was accrued.
- IX. When terminating employment with the library, an employee may collect pay for accrued sick leave up to the 90 working day limit.

Sick Leave, cont.:

- X. Sick leave shall be granted to employees after they have completed the first day of the month after 60 days employment with the library, but shall accrue from the date of employment. When an employee has been promoted to full-time the waiting period is waived, and sick leave will start on the first of the month if the promotion falls within the first pay period of the month. Promotions after that pay period, the effective date will be the first day of the following month.
- XI. With approval of the director, an employee may voluntarily donate accumulated sick or personal leave to another employee who has exhausted all sick and personal leave if the employee or immediate family member becomes ill. Any leave transferred will be of the same kind (e.g., sick as sick and personal as personal).
- XII. Library closures due to inclement weather, power outages, or other unusual occurrences supersede sick leave requests, and sick leave will not be charged.

Code: _____ EIC2

Date Approved: _____ 11/13/2018

Date Revised: _____ 11/08/2022

Policy Name: Sick Leave – Part-time regular employees

- I. Part-time regular employees earn one working week of paid sick leave each year.
- II. The working week shall be based upon each part-time employee's normal work schedule.
- III. This sick leave is non-cumulative.
- IV. The library director or the branch director must be notified when a staff member is absent on vacation or sick leave.
- V. Absence of 3 or more working days will require a doctor's note.
- VI. Eligibility for sick leave is the same as for full-time employees in items II, III, IV, and V in Policy EIC.
- VII. When terminating employment with the library, an employee will not collect pay for accrued sick leave.
- VIII. With approval of the director, an employee may voluntarily donate accumulated sick or vacation leave to another employee who has exhausted all sick and vacation leave if the employee or immediate family member becomes ill. Any leave transferred will be of the same kind (e.g., sick as sick and vacation as vacation).
- IX. Library closures due to inclement weather, power outages, or other unusual occurrences supersede sick leave requests, and sick leave will not be charged.

Code: _____ EID

Date Approved: _____ 11/08/2016

Date Revised: _____ 5/11/2022

Policy Name: **Leave of Absence without pay, not eligible for FMLA Leave**

Employees are valuable assets to the library system and need to be at work on their scheduled days.

- I. This policy applies to leave approved by the Director. For absence without permission, see Policy EJ.
- II. In the event that an employee uses up all paid leave days, the employee may request to be absent on unpaid leave.
- III. The Branch or County Director may approve up to 5 days of leave without pay in a six-month period for an individual employee.
- IV. Leave of absence without pay for up to 30 days may be granted by the County Director under certain conditions of past employment, need of the individual, and convenience to the library.
- V. Board approval shall be needed for leaves of absence without pay totaling more than 30 days within a 12-month period.
- VI. During leave without pay, no retirement benefits, personal leave time, or sick leave is accrued.
- VII. The employee may be able to continue his or her medical insurance or other benefit plans by arranging with Crawford County Personnel office to pay the monthly premiums or fees.
- VIII. If the employee does not return to work on the specified date at the end of the leave, he/she will be terminated.

Code: _____ EIE

Date Approved: _____ 11/08/2016

Date Revised: _____ 5/11/2022

Policy Name: **Disability/Family and Medical Leave**

- I. The purpose of the Family and Medical Leave Act (FMLA) of 1993 is to balance the needs of families with the demands of the workplace. It was designed to promote our country's interest in preserving family unity while accommodating the legitimate interest of employers.
- II. The FMLA legislation seeks to minimize the potential for employment discrimination on the basis of gender consistent with the Equal Protection Clause of the Fourteenth Amendment by assuring the leave is available when necessary for both men and women.
- III. The Crawford County Library System will grant up to twelve (12) weeks of unpaid leave per year to employees who need to care for family members.
- IV. An employee must have been employed for at least twelve (12) months and worked at least 1,250 hours during the previous twelve (12) months to qualify for FMLA leave.
- V. Employees are entitled to take up to twelve (12) weeks unpaid FMLA leave per a year for:
 - A. The birth of an employee's child.
 - B. The placement of a child with the employee for adoption or foster care.
 - C. To care for the employee's spouse, child, or parent who has a serious health condition; or
 - D. A serious health condition rendering the employee unable to perform his or her job.
- VI. The employee may take leave intermittently or on a reduced work schedule when medically necessary due to the employee's or a family member's illness.
- VII. The employee is to provide at least thirty (30) days' notice, if possible, of the intention to take leave.
- VIII. The Crawford County Library System requires medical certification that the leave is needed due to the employee's own serious health condition or that of a family member. The System may, at the System's expense, require a second medical opinion. If the first and second opinion differs, the system may request a third opinion, at the system's expense, which is then binding.
- IX. The system will continue the employee's health insurance under the same conditions as if the employee were working. Under this circumstance, the employee will still be required to pay his or her share of the premium if the System's health insurance provides for such co-payments. Leave under FMLA is not a "qualifying" event under COBRA.
- X. Upon returning from leave, an employee is entitled to be restored to the same or equivalent position with equivalent pay, benefits and other terms and conditions of employment.

- XI. FMLA leave will automatically run concurrent with all other available leave time. (e.g., sick leave maternity leave, etc.)

Leave for Work Related Accident or Illness:

- I. A full-time employee, disabled due to work-related injury or illness will be placed on Work-Related Disability Leave of up to 3 months duration upon presentation of a physician's statement of need and length of disability.
- II. The first week of Work-Related Leave may be taken as sick leave with pay. After the first week of disability, sick leave hours may be paid in the amount that when added to Worker's Compensation Insurance disability payment would equal the employee's normally earned salary. After the accumulated sick pay has been used. Work Related Leave without sick pay benefits will be granted.
- III. All contributory benefits will continue in effect during the period of paid sick leave with the employee contributions being deducted from the sick leave benefits when amount paid is sufficient. After all sick leave benefits have been used, the employee must arrange with Crawford County Clerk's office to pay contributory portion. Benefits paid by the library for employees actively at work will also be paid by the library for employees on Work Related Leave.
- IV. The period of Work-Related Leave will be based on the physician's statement to the Worker's Compensation Insurance.
- V. Employee's unable to return to work at the conclusion of the 3 month maximum leave time shall be removed from payroll. Any remaining benefits shall be paid on termination. Re-employment shall be based upon availability of an opening and the employee's work record. In the event that at the end of said three month period, said employee is disabled pursuant to the Americans with Disabilities Act of 1990, and said employee desires to return to work, the library will make reasonable accommodations pursuant to said Act to enable employee to return to work.
- VI. The time to return to work after injury or illness is a matter for the employee's physician to determine. The employee should notify the county library director of his or her return to work date and present documentation from his or her physician as soon as possible upon this information. No employee shall be allowed to return to work without a release from his or her physician.
- VII. Failure to return from Work Related Leave upon being released as able to return to work by his or her physician shall be considered notice of termination and re-employment shall be based upon availability of an opening and the employee's work record.
- VIII. On return to work, an employee is entitled to be restored to the same or equivalent position with equivalent pay, benefits and other terms and conditions of employment.

Code: _____ EIF

Date Approved: _____

Date Revised: _____

Policy Name Military Leave

- I. Full-time Crawford County Library System employees are entitled to military leave in accordance with the Federal guidelines (PL 93-508, as amended by PL 94—286.) Full-time employees who are members of the National Guard or any of the Reserve branches of the armed forces of the United States shall be granted two weeks leave annually plus necessary travel time for annual training requirements. An amount equal to the employee's taxable earnings for military training shall be deducted from his or her regular pay for the period of the training. Pay for that period will be processed upon submission of documentation of training time and compensation received. The employee must report to his or her supervisor the next scheduled work period after his or her return home, allowing for hospitalization and necessary travel time. Failure to report to work at the next regularly scheduled work period shall make the employee subject to the conduct rules of Crawford County Library pertaining to absence from scheduled work.
- II. A full-time employee who is drafted or called to active duty in the armed forces of the United States or who volunteers for military service shall be placed on extended military leave without pay, and shall not accrue vacation or sick leave hours during military leave. Upon application within 90 days after the effective date of his or her release from duty, the employee shall be permitted to return to his or her former position or to a comparable position, with the seniority, status, pay and benefits that the employee would have had if he or she had not been absent for military purposes. An employee who enlists or reenlist for a second consecutive tour of military duty shall forfeit his or her reemployment rights. Military personnel called to duty in emergencies by the Governor or by the President shall be granted leave subject to the pay policies in Section 1 not to exceed 30 working days, after which leave without pay will be granted in addition to regular vacation leave.
- III. No employee will be permitted to use sick leave or required to use vacation leave for military leave purposes.
- IV. Any military leave should be discussed with the Personnel Department of Crawford County for full information on Veterans' reemployment rights.

Code: _____ EIG

Date Approved: _____

Date Revised: _____ 5/11/2022

Policy Name: **Maternity Leave**

See Sick Leave, Disability/Family and Medical Leave (non-work related).

Code: _____ EIH

Date Approved: _____ 7/14/2026 _____

Date Revised: _____ 6/16/2026 _____

Policy Name: Bereavement Leave

- I. Leave with pay up to 3 days shall be granted to full-time and part-time regular employees in case of death in the immediate family. Two additional days' travel time may be granted if out-of-state travel is required.

Immediate family is defined as: Spouse, Child, Parent, Step-Parent, Brother, Step-brother, Sister, Step-Sister, Mother-in-law, Father-in-law, Brother-in-law, Sister-in-law, Daughter-in-law, Son-in-law, Grandparent, Grandchild

- II. One day's leave with pay shall be granted in the case of the death of: Aunt, Uncle, Nephew, Cousin, or Niece.
- III. Vacation leave, compensatory time or leave without pay may be granted for deaths other than above.

Code : _____ EII

Date Approved: _____

Date Revised : _____ 2021 _____

Policy Name: Jury Duty

Library employees shall be granted leave of absence with pay when subpoenaed for jury duty or as a witness. An employee should notify the Library Director immediately when he/she is called for jury/witness duty. The employee will receive his/her base wage or salary for the time served for days that fall during the employee's regular schedule. This includes time spent reporting for an interview or examination for jury duty, even if the employee is not chosen to serve.

If the employee is dismissed prior to the end of his/her scheduled shift, he/she is expected to report to work for the balance of his/her shift unless other arrangements are made with the Library Director's permission. Vacation or comp time will be used for the hours not spent serving on the jury.

Employees must present the Director with a statement from the court clerk certifying the times and dates of actual jury/witness duty.

Code: _____ EIJ

Date Approved: _____

Date Revised: _____ 2021 _____

Policy Name: Educational Leave, Tuition Assistance, and In-service Growth

- I. Educational leave with pay for full-time and part-time regular employees may be granted by the library director for conferences, seminars, and courses of instruction designed to advance the technical and professional library skills of the employee provided such leave does not interfere with the operations of the library.
- II. If the annual budget includes money for tuition assistance, the library director will be responsible for awarding it to full-time and part-time regular employees on the same basis as educational leave.
- III. Attendance at in-service training sessions by the branch director and branch library staff is very important for the operation and development of the system.
- IV. Library employees and board members should support the Arkansas Library Association by membership. Membership in the American Library Association is also open to staff members and board members.

Code: _____ EJ

Date Approved: _____ 9/14/2021

Date Revised: _____ 5/11/2022

Policy Name: **Attendance and Absence without Permission**

- I. Employees are valuable assets to the library system and need to be at work on their scheduled days. Library employees are expected to be in attendance every day they are scheduled to work.
- II. If the employee anticipates being tardy or absent, he/she shall notify the immediate supervisor by the opening of the business day.
- III. Branch directors are responsible for scheduling a substitute to work in the library as needed.
- IV. An absence of an employee from duty, including any absence of one day or part of a day that is not authorized by the library director, may be deemed absent without permission.
- V. Absence without permission may be without pay and subject to disciplinary action.
- VI. Absence without permission for three days without communication with the branch or county director shall be deemed sufficient grounds for dismissal.

Code: _____ EK

Date Approved: _____ 2021

Date Revised: _____ 5/11/2022

Policy Name: **Inclement weather**

- I. The County Library Director and the Branch Directors will decide if the libraries should close.
- II. Library closures due to inclement weather, power outages, or other unusual occurrences supersede leave requests, and leave will not be charged.
- III. When the library is open, any employee unable to work due to inclement weather will be charged one day of personal leave or sick leave for each day he/she does not report to work unless it may be considered as compensatory time off.

Code : _____ EL

Date Approved: _____

Date Revised: _____ 2021

Policy Name: Unusual Occurrences

Staff members must report any unusual occurrences, vandalism, failure of service, or dissatisfaction on the part of a patron, to the supervisor immediately. The supervisor should notify the library director.

If the unusual occurrence involves any police officer, the staff **must**:

- I. Immediately take police officer to the branch manager/director.
- II. Branch manager should have someone to immediately notify the CCLS director
- III. If neither is available (nights and weekends), the staff member **must** notify both by phone immediately.

Code: ELA1

Date Approved: 3/12/2024

Date Revised: 2/26/2024

Policy Name: Pandemic Policy

- I. If schools are closed for a pandemic, the library in that town will also close.
- II. If lack of staff will weaken the proper operation of the library, the library will close.
- III. If patrons show symptoms of illness, a staff member can politely suggest they leave the premises.
- IV. Signs can be placed on the doors asking patrons to refrain from entering if they have symptoms of the illness.
- V. Employees will be encouraged to be immunized and stay home if they are sick.
- VI. If an employee is ill or quarantined due to a pandemic, that person must exhaust sick and vacation leave time and apply for FMLA in order to receive compensation if so entitled.
- VII. If one or more libraries close for a pandemic those libraries will maintain a “no contact” policy with regard to interaction with the public. The rest of the system will have regular hours unless otherwise notified.
- VIII. During the “no contact” period the closed libraries will provide curbside customer service if staff is available.

Code: ELA2

Date Approved: 09/10/2020

Date Revised: 01/19/2021

Policy Name: Employee Policy for COVID-19 Pandemic

1. If a staff member tests positive for COVID-19, he/she will immediately notify the branch manager.
2. The branch manager will immediately notify all staff working at the facility and determine all who have been in close contact within the time determined by current CDC guidelines with the person who tested positive. Those staff will be asked to quarantine following current CDC guidelines.
3. The Branch Manager will assure that all work areas of the employee who tested positive are thoroughly sanitized before other staff use that workspace.
4. The library branch may close temporarily or reduce service availability if not enough staff are available to work due to the quarantine requirement.
5. If a staff member had minimal contact with the person who tested positive, they are to follow current CDC guidelines to determine next action. Receiving a positive result will lead to a repeat of steps 1-5.
6. If a staff member working at that facility had no contact within the last 4 days prior to their coworker falling ill and/or receiving a COVID-19 positive result, they should follow current CDC guidelines.
7. A staff member testing positive for COVID-19 and having symptoms may not return to work until deemed a non-risk, following current CDC guidelines.
8. A staff member testing positive for COVID-19 but having no symptoms may not return to work until the number of days determined by the current CDC guidelines.
9. When staff misses work due to a required or physician recommended quarantine or misses work while waiting to be tested or while waiting for test results, quarantine paid leave will be granted.
10. Quarantine means that you are to stay at home. Evidence that you are not observing quarantine guidelines could lead to immediate termination. *See "How to Home Quarantine" at the Arkansas Department of Health website.*
11. Current CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Policy Name: Staff Children, Significant Others, and Family in the Library

Library staff members are not permitted to use the library as their regular child care solution. Children, significant others, or other family of library staff, who must occasionally spend after-school or other extended periods of time in the library due to extenuating circumstances, will be expected to follow the same rules and policies which apply to **all** children and patrons in the library. Each staff member will be responsible for ensuring that library work remains a top priority, and that library time is not used for supervision of children, or entertaining significant others or family members. Parents and caregivers may utilize vacation time and other available time off when emergencies arise. Children that are ill should not be brought to work. Parents and caregivers may use sick leave to care for ill children.

The following special provisions will apply:

- I. Children, significant others, or other family must remain in public areas of the library. Staff work areas, especially behind the circulation desk, are off limits. Children **MUST NOT** be given security codes or access to staff computers.
- II. A child may join his/her parent or caregiver in the staff break room only during the parent's or caregiver's regularly scheduled break. Children may not enter the break room unattended. Same rule applies to significant others and other family members.
- III. If staff children, significant others, or other family members become a disruption or distraction for staff, a supervisor may ask the staff member to make other arrangements for child care, or ask the person to leave the library after their patron needs are met.

The Library frequently offers prizes or incentives for library patrons. Children and family of staff are eligible to receive the prizes or incentives with the following provisions:

- I. Children and family of staff may enter drawings or win prizes that are valued at \$20 or less.
- II. Children and family of staff may enter drawings or win prizes that are valued over \$20 **ONCE** per calendar year. After a prize of \$20 or more has been won, the child or family member should refrain from entering any drawing for a prize valued over \$20 for the remainder of the year.
- III. Library staff members are responsible for discovering the value of the prizes and instructing their children or family accordingly.

Code: _____ EM

Date Approved: _____

Date Revised: March 11, 2014

Policy Name Fringe Benefits

- I. Library employees participate in Social Security (FICA) with the library and the employee paying into the fund.
- II. The library pays unemployment insurance for all employees.
- III. All full-time employees are covered by basic health, dental and life insurance. The library pays for those premiums for the employee's coverage only. Family coverage is available at the employee's expense. Any additional policies available for employee or family will be at the employee's expense.
- IV. All full-time library employees have life insurance on the employee provided at the library's expense.
- V. Staff hired after January 1978, are covered by Act 793 of 1977. Under this plan, the library contributes to the Arkansas Public Employees Retirement System (APERS) as pertains by law. The employee contributions are mandatory. Retirement benefits do not accrue during leave of absence without pay.
- VI. All full-time employees and part-time employees who work 80 or more hours each, month for 90 or more days in an APERS fiscal year (July 1 through June 30) must be enrolled as a member of APERS retroactive to the date of employment.
- VII. All members of the Retirement System shall be issued a copy of the APERS handbook. Specific questions not answered in the booklet should be directed to:

Arkansas Public Employees Retirement System
124 West Capital, Suite 400
Little Rock, AR 72201—3704

- VIII. Worker's Compensation is provided for job related injuries and illnesses. Employees will follow reporting procedures as specified by the county or city from which they receive their paycheck. (See Appendix A).
- IX. Any injuries incurred in the line of duty should be reported immediately to the library director.
- X. Additional benefits and services may be offered to county employees. Library employees will participate in these benefits including the provisions of COBRA (See Appendix B) on the same basis as other county employees in the county from which they receive their paycheck.

Code: _____ EN

Date Approved: _____

Date Revised: 05/08/2018

Policy Name: Travel Expenses

- I. The county library director is reimbursed for travel expenses for:
 - A. Travel within the area.
 - B. Attendance at state meeting
 - C. Attendance at regional and national meetings.
- II. Staff will be reimbursed for those travel expenses incurred in the conduct of library business that have been approved by the director.
- III. Reimbursement of such expenses shall be limited to actual expenses supported by a travel voucher form and receipts for lodging, meals, and other allowable expenses. Staff may be reimbursed for the actual cost of meals for travel to include breakfast, lunch and dinner outside of the county up to the then current State of Arkansas per diem rate. Reimbursement for meals per day will not include breakfast on the day of leaving or dinner on the day returning to the County. Reimbursement requires original itemized receipt for such expenditures attached to proper application for reimbursement and a copy of the agenda to which indicates the purpose of travel for each for each individual a copy of the attendee sign in sheet(s) when applicable. All receipts must be itemized for each individual employee seeking reimbursement. Meal reimbursement is for each individual meal (breakfast, lunch and dinner) and is not to be cumulative or lump sum amount give for each day.

Additionally, employee may be reimbursed for lodging at the then current State of Arkansas rate. Lodging may be reimbursed at a rate higher than the current State of Arkansas, if the lodging is directly connected to a conference which employee is attending at the request of the Library director; under this circumstance, employee may be reimbursed at the rate negotiated by the conference. Mileage for official county business, within or out of county, will be reimbursed at the state mileage rate. Expenses will not be reimbursed if there is not receipt or if a photo copy of the receipt is provided. Family member's expenses will not be reimbursed. Any expenses over and above the State of Arkansas per diem rate will be the responsibility of the employee. Lost receipts or non-itemized receipts for fuel/meal will not be paid. Employee will be responsible for lost receipts or non-itemized expense receipts. There will be no reimbursement for fuel when mileage per diem is collected.

Policy Name: Travel Expenses (Cont.)

- IV. Any employee authorized to use a privately owned vehicle in the conduct of library business may be reimbursed for mileage at the standard mileage rate set by Crawford County. The library does not assume responsibility whatsoever for fines, accidents, operating costs, or maintenance incurred by the owner while on official library business.
- V. The library does not assume responsibility for fines or tickets received by library employees using a library vehicle.
- VI. In no event shall commercial air travel be reimbursed at a rate greater than economy or coach fare. The County will not reimburse expenses where there are no itemized receipts or where a photocopy of itemized receipt and agenda is not provided.
- VII. Business/workshops/training meetings scheduled to last 2 hours or more may be reimbursed at a reasonable cost not exceed \$5.00 per person for refreshments or \$12.00 per person for meals. Cost of alcohol will not be reimbursed. Original receipt(s), the name, purpose, number in attendance, date and time (beginning/ending) of meeting, agenda and sign in sheet are required for reimbursement.

Code: _____ EO

Date Approved: _____

Date Revised: _____

Policy Name: Political Activity

- I. Library employees shall not be appointed or retained on the basis of their political commitment.
- II. No employee shall involve the library's name, symbols, property, or supplies in political activities; provided, an employee who is a candidate for elected office may state his/her position with the library, the duties and responsibilities, and the length of service.
- III. Thirty days before any primary, run-off, or general election, in which the employee has an opponent, an employee who becomes a candidate for the Arkansas General Assembly or for any national state, county or municipal office which is a paid, full time position, shall take accumulated vacation or shall be placed on leave of absence without pay; provided, no employee shall become a candidate for a position on the Crawford County Quorum Court without first resigning from library employment.
- IV. An employee who is elected to a full-time county, state-wide, national office may be placed on leave of absence without pay for up to two years or may be terminated at the discretion of the library board.
- V. An employee elected to the Arkansas General Assembly must take leave of absence without pay when the General Assembly is in regular or extraordinary session.
- VI. No employee shall engage in any political activity which creates an actual or apparent threat to the efficiency and integrity of the Crawford County Library System.
- VII. No library employee shall participate in partisan politics during normal library working hours. "It shall be unlawful for any public officer, deputy, or assistant to devote any time or labor during office hours toward the campaign of any other candidate for office or the nomination to any office. (ACA 7-1-103)
- VIII. It shall be unlawful for any person to assess any library employee for any political purpose whatever, or to coerce by threats or otherwise any such employee into making subscriptions or contributions for such purposes.

Code: _____ EP

Date Approved: _____

Date Revised: _____

Policy Name: Termination and Reinstatement

- I. To resign in good standing, an employee must submit to the library director at least two weeks written notice containing reasons for leaving library employment.
- II. When an employee resigns, his/her final paycheck shall be issued on the regular payday after the end of the pay period for which he/she was last scheduled to work.
- III. The library director may hold the employee's final check until such time as the library director is satisfied that all items owned by the library and issued to the employee have been returned in good condition.
- IV. If the library has a financial claim against the employee, such financial claim shall be withheld from the employee's final check.
- V. Should an employee be terminated because of a reason not the fault of the employee, the library shall give at least two weeks' notice.
- VI. An employee may, at the discretion of the person(s) responsible for hiring, be reinstated at the same employment status which the employee held before termination, if an employee terminates in good standing and is re-employed within 30 days of termination in the same position. Employees being considered for reinstatement under other circumstances must have final approval by the Crawford County Library Board.
- VII. Federal law does not permit mandatory retirement.

Code: _____EQ

Date Approved: _____

Date Revised: _____

Policy Name: Disciplinary Action

- I. It is every library employee's duty to perform his responsibilities to the best of his/her abilities. When faults or needed improvements are pointed out by the library director, every effort must be made to conform to the required level of performance.
- II. Disciplinary action is to be viewed by the library director as a last resort and should therefore be taken seriously by all library employees. If a verbal warning does not result in correction, the second step is a written appraisal signed by the employee and the library director with a copy given to the employee and a copy placed in the employee's personnel file. Further disciplinary action can result in dismissal.
- III. Dishonesty, insubordination, or bad conduct preclude a verbal warning and written appraisal and can be grounds for immediate dismissal.

Code: _____ ER

Date Approved: _____

Date Revised: _____

Policy Name: Grievance Procedure

A grievance is defined as a cause of distress felt to afford reason for complaint or resistance. To come within the scope of the grievance procedure, a problem must deal with a library-related issue and it must be concerned with the employee's conditions of employment and may include the following:

- I. Poor working conditions, hours, and wages;
- II. Unfair treatment by Supervisor;
- III. Non-compliance with the Crawford Library System's Personnel Policies; or
- IV. Discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, political affiliation, veterans status, or disability.

Employees holding a work-related grievance shall utilize the following procedure in working toward the resolution of their grievance:

- I. File a written grievance with the supervisor within five working days. The supervisor will examine the grievance and make a written response to the employee within ten working days from the date the grievance is submitted.
- II. If dissatisfied, the employee should make his/her complaint known in writing to the county library director within the next five working days. The statement must include a brief description of any action taken or decision made by the supervisor in the first step. The county library director will then examine the grievance and make a determination in writing within the next ten working days.
- III. If the employee does not receive a satisfactory response from the county library director, the employee may present a written statement to the Crawford County Library Board chair within the next five working days for action by the board. The Crawford County Library Board will then make a decision resolving the grievance within the next thirty working days. The board will make a written response to the county library director, the employee and the supervisor within ten days after the grievance hearing is held.

Code: _____ ES

Date Approved: _____

Date Revised: September 9, 2014

Policy Name: Drug Free Workplace

Purpose:

To maintain a safe, drug- and alcohol-free work environment. The users of drugs and alcohol may impair the well-being of all employees, the public at large, and result in damage to library property. It is the policy of the Crawford County Library System that employees are prohibited from unlawful manufacture, distribution, dispensation, possession or use of controlled substance, alcohol, illegal drugs, inhalants, as well as inappropriate or illegal use of prescription drugs. Such actions are prohibited both while at work or in the performance of official duties off property; violations of this policy will subject the employee to discipline, up to and including termination.

The following activities are prohibited while an employee is on the Library premises or otherwise engaged in Library business:

- The manufacture, possession, use, sale, dispensation, receipt or transportation of any controlled or illegal substance.
- Being under the influence of any substance during working hours, or reporting to work with detectable quantities of substances in the body.
- Performing duties while under the influence of any substance or other drug or medicine, whether prescribed by a physician or purchased over-the-counter, that causes drowsiness or other side effects that may impair an employee's ability to perform his or her job properly and safely.

Testing under the Policy:

Testing for alcohol, illegal drugs and controlled substances is an important part of a safe environment. In addition to pre-employment drug screening, the Crawford County Library System may also conduct substance screening under any of the following circumstances, subject to applicable law:

- When an employee sustains an on-the-job injury that may result in lost time
- When an employee is suspected of being unfit for duty
- When an employee's supervisor or another individual in a management position believes an employee has violated substance policies

Policy Name: Drug Free Workplace (Cont.)

Test Results:

Test results must be handled on a confidential basis and, when appropriate, will be available only to the personnel who have a need to know such results. All test results are reviewed by a licensed and insured drug testing company with a background and certification in substance abuse. Responsibilities of this individual include:

- Identify and interpret positive test results
- Validate prescriptions for disclosed medications
- Report his/her findings to the employer

If the employee wants to contest the positive result, he/she should advise the reviewer at this time. The reviewer will arrange to have a second test performed on the same sample at another laboratory. This retest will be at the employee's expense. If the second test reports a negative result, the results of the second test shall be considered the final test result and the employee will be reimbursed for the cost of the second test.

Notification:

- As a condition of employment, employees must abide by the terms of this drug and alcohol policy and report any convictions under a criminal drug or alcohol statute, including DWI/DUI convictions for violations occurring on or off county premises. A report of a conviction shall be made within five (5) days after the conviction. Failure to report a conviction within the five (5) day period may result in disciplinary action, including immediate termination.
- The County library director must notify the US government agency with which it has a grant or contract within ten (10) days after receiving notice from the employee or other notice of such conviction.

Any employee who violates this substance abuse policy, or who is convicted of an alcohol or drug violation, will be subject to disciplinary action, up to, and including dismissal. Compliance with this Policy is a condition of employment.

Code: _____ ET

Date Approved: _____ 03/13/2026

Date Revised: _____ 02/18/2026

Policy Name: Screening

To ensure that employees of the Crawford County Library System are well-qualified and the further ensure that the Crawford County Libraries maintain a safe and productive work environment free of any form of violence, harassment or misconduct – it is the policy of the Crawford County Library System to screen applicants for employment and to verify applicant references, credentials or both.

- I. Screening will occur only after an applicant has signed a screening consent form. Any applicant electing not to sign his form will not be eligible for employment at any CCLS library.
- II. Offers of employment are conditioned upon Crawford County Library System’s receipt of pre-employment screening and investigation that is acceptable to the Crawford County Library System. Employees will have a background review every three years after the date of hire.
- III. All screenings must be conducted by a third-party consumer reporting agency except employment and educational verification, reference checks and skills testing, which may be conducted by a CCLS manager or director. All screenings are conducted in accordance with applicable laws including but not limited to Arkansas Code Annotated 21-15-102 (“Criminal Background Checks”), the Federal Fair Credit Reporting Act (FCRA), the American with Disabilities Act (ADA) and state and federal anti-discrimination and privacy laws.
- IV. All results are confidential and are viewed only by Crawford County Library System personnel having direct responsibility in hiring. All results are stored securely and separately from personnel files.
- V. Under the Fair Credit Reporting Act, individuals have certain rights to discover and to dispute or explain any information prepared by a third party consumer reporting agency. If the Crawford County Library System intends to deny employment wholly or partly because of information obtained from screening conducted by a third party consumer reporting agency, then the applicant will be provided a copy of the results, a statement of rights and the name, address and phone number of the consumer reporting agency to contact about the results of the check or to dispute its accuracy.
- VI. Applicants for employment are expected to provide references from their former employers as well as information sufficient to verify academic accomplishments and records.

Policy Name: Screening (Cont.)

VII. Screening includes the following:

- A. Identity Verification: This is the verification of information provided on a completed application, resume or any other submissions used in the hiring process. Information to be verified includes, but is not limited to, identity, social security number and previous address.
- B. Employment and educational verification, reference checks, skills tests:
 - i. Employment and educational verification – This is the verification of factual data such as start date, end date, job title, dates of graduation, name of school, degree obtained, and skills testing.
 - ii. Reference checks – This is the check of qualitative information about the applicant's performance from past employers and colleagues such as how well the person did, where improvements are needed or if the person would be rehired.
 - iii. Skills test – This test includes hands-on and written tests designed to assess skills or knowledge needed for certain jobs, e.g. putting books in correct order on a book truck.
- C. Criminal history and sex offender registry: This screen seeks to determine any criminal history and/or inclusion on a sex registry. If a conviction is discovered, Crawford County Library System will closely scrutinize the conviction with respect to the library's policy of ensuring a safe workplace. A criminal conviction does not necessarily bar an applicant from employment. Before an employment decision is made, a determination will be made whether the conviction is relevant to the position for which the individual is applying, or would present safety or security risks, taking into account the nature and gravity of the conduct, and the nature of the position, and the age of the conviction. Any conviction for an offense set forth in Arkansas Code Annotated 21-15-102(g) will, however, bar the individual from being offered or continuing an employment position at the library.
- D. Motor Vehicle Report: This report verifies the possession of a valid driver's license and checks the driving record.

VIII. Crawford County Library System relies upon the accuracy of applications as well as the accuracy of other information presented by applicants for employment. Any misrepresentations, falsifications, or material omissions, no matter when discovered may result in the Library's exclusion of the individual from further consideration for a position or termination if the individual is already working as an employee or volunteer.

IX. Crawford County Library System reserves the right to conduct screening anytime after any employee has joined the staff to determine eligibility for promotion, reassignment, or retention. Proper notification and consent of the employee and the approval of the Executive Director are required for all screening except skills test.

Code: _____ EU

Date Approved: _____ 03/10/2026

Date Revised: _____ 03/10/2026

Policy Name: Distribution of Personnel Policies

- I. Each new employee will receive a copy of the Personnel Policy Manual along with an extra copy of the Policy EU Distribution of Personnel Policies page. This page contains the following statement to be signed and returned to the CCLS Library Director.
- II. Updates to the Personnel Policy Manual will be distributed to all employees after changes have been approved by the Library Board.

I, the undersigned employee, by my signature, acknowledge that I have read and do understand all provisions contained in the Crawford County Library System Personnel Manual.

Employee Signature

Printed Name

Date

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Code: _____ FA _____

Date Approved: _____ 5/14/2024 _____

Date Revised: _____ 4/26/2024 _____

Policy Name: Sources of Operating Funds

Sources of operating funds for the Crawford County Library System include:

- I. Crawford County Library millage levies on real and personal property in the county. These funds are maintained in the County Library Fund accounts of Crawford County.
- II. State Aid funds are received through the Arkansas State Library in quarterly payments. The amount received from this source depends on the appropriation by the state legislature and the formula adopted by the State Library Board for distribution of State Aid. State Aid funds are deposited in the County Library Fund accounts of Crawford County.

Code: _____FB_____

Date Approved: _____07/09/2024_____

Date Revised: _____06/06/2024_____

Policy Name: Investment of Surplus Funds

- I. The county treasurer of Crawford County is authorized by the Crawford County Library Board to invest surplus county library funds.

Code: _____ FC

Date Approved: _____

Date Revised: _____

Policy Name: Budget and Report

- I. The county library budget is prepared by the county library director and presented to the board for consideration.
- II. The library director shall make bi-monthly and annual reports to the county board. An annual report is also required by the Arkansas State Library. Reports will be prepared for other governing officials or agencies as required.

Code: _____ FD

Date Approved: _____ 5/14/2024 _____

Date Revised: _____ 4/26/2024 _____

Policy Name: Payment of Bills

- I. The county library director or the county library board chairman will approve all bills for payment from the Crawford County Library System Funds and send affidavits, with invoices to the county clerk's office for payment.
- II. County payroll checks are electronically deposited by the Crawford County Clerk's office. The County Clerk mails checks for other bills. A copy of the affidavit is sent back to the county library director.
- III. The county library board must approve distribution of funds from the Library Fund Savings Account.
- IV. Any Library Board bills must be approved by the Library Board prior to payment.

Code: _____ FE

Date Approved: _____

Date Revised: _____

Policy Name: Accounting

- I. The county treasurer shall maintain ledgers of expenses for the Crawford County Library System Funds and State Aid Fund. The county headquarters staff will maintain a file of reports from the County Treasurer and the County Clerk.
- II. Copies of invoices paid from all funds shall be kept on file in the county headquarters offices.
- III. Invoices and records of grants will be maintained in the county offices.

Code: FEA

Date Approved

Date Revised: 05/16/2013

Policy Name: Petty Cash

Each library takes in money for copies, donations and other petty cash. Tracking of this income and expenditures of these funds is essential.

- I. The branch director will be responsible for tracking income and expenditures.
- II. Income will be recorded on a Library Cash Report Form daily, with weekend income reported on Monday morning. A record for daily income will be written at the end of each day.
- III. Each library must have a pre-numbered receipt book. Any income over \$25.00 must have a receipt written to the person paying for copies or giving a donation, etc. Any check received must have a receipt written to the person paying for copies or giving a donation, etc.
- IV. These funds must be sent to the CCLS director at the end of each month with the monthly petty cash report. The Van Buren and Alma branches must send their petty cash reports and funds twice a month. The director will post these funds into a spreadsheet for each library and deposit them with the county treasurer. The funds will then be appropriated by the Quorum Court into the appropriate petty cash line item for future use by the libraries. All funds collected by the libraries must be deposited. No expenditures may be made from these cash monies.
- V. Petty cash may be used for library purposes only, not for personal use.
- VI. Libraries will keep a specified amount in a petty cash account for expenditures. Any expenditure out of this account will have to be receipted back to the library director for reimbursement through the County Clerk's office by warrant.
- VII. Any expenditure should have a receipt attached. If there is no receipt, then the purchaser is responsible for paying that bill.

Code: _____ FEB

Date Approved: _____ 07/19/2021

Date Revised: _____

Policy Name: Branch Credit Card

On occasion, Crawford County Library System Branch Directors have a need to purchase items outside of traditional procurement methods. The preferred method is to use the CCLS-issued credit card. A limited amount of Petty Cash is available at each branch as a back-up.

1. The CCLS Board authorizes the use of branch credit cards in connection with library related activities and for only those types of expenses that are for the benefit of the library. Credit cards may be used only for expenditures that are within the applicable budget.
2. Use of a credit card for personal expenditures, or otherwise in violation of this policy, constitutes a misuse of the credit card. Any library personnel engaging in misuse of a credit card will be responsible to reimburse the library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.
3. The CCLS director will work with the appropriate financial institution to determine the best type of credit card accounts for the library branches.
4. The CCLS director will work with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
5. The CCLS director will determine, when necessary, the need to cancel a credit card, adjust the credit limit, or notify the financial institution of a lost or stolen card.
6. Credit cards will be established in the name of Crawford County Library System. As authorized users, branch directors may choose other individuals to purchase library materials with the branch credit card. Each individual branch will have a maximum credit limit set by CCLS director.
7. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to CCLS secretary.
8. Original receipts are sent to the CCLS secretary in delivery on M-W-F after card use. Each branch director may keep copies of their receipts submitted to protect against loss during transit.
9. CCLS secretary will verify statement transactions with receipts and create an affidavit for the monthly card bill account. Approved by CCLS director, it is then submitted to county clerk's office to be paid and deducted from the appropriate petty cash line item.

Code: _____ FF

Date Approved: _____

Date Revised: _____

Policy Name: Audit

- I. The State Auditors will audit the Crawford County Library System Funds annually.
- II. If required by a grant, the county Library will arrange for a certified public accountant to audit grant monies received by the Crawford County Library System.

Code: _____FG

Date Approved: _____5/14/2024

Date Revised: _____4/26/2024

Policy Name: Outstanding Patron Balance Maintenance

Rationale:

Replacement fees are charged to patrons who lose or cause irreparable damage to library materials.

Attempts are made to recover items/fees by overdue notices and/or contact by phone. In order to keep the database maintained, uncollectable balances more than four years old will be purged from the system on an annual basis.

1. The county director may submit a report summary to the library board in November containing patrons' outstanding balances that are four years old or more.
2. Annually at the November meeting, the library board may vote on writing these balances off as bad debt.
3. If the board votes to write the debt off, the Technical Services Assistant will purge outstanding balances of seven years and older from patron records in the CCLS database. This will be completed in December as part of annual system maintenance.
4. In January, the Technical Services Assistant will provide each branch director with a contact list of patrons assigned to their branches with outstanding balances less than four years old. Directors will attempt to recover items or balances due by November 1st.
5. All Crawford County Libraries will have an Amnesty event each year. Such events will be designed to encourage the return of long-overdue materials, the full or partial payment of outstanding balances, and the reinstatement of library patrons' accounts to good standing.
6. For the January board meeting, if the board requests the county director will submit a report to the library board with the previous year's end results. The report will contain the amounts written off, the amounts recovered from collection and fine forgiveness efforts, and remaining outstanding balances.

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Code: _____ GA _____

Date Approved: _____ 5/14/2024 _____

Date Revised: _____ 4/26/2024 _____

Policy Name: Library Card Eligibility

I. Residents

II. The following categories of patrons shall be issued resident cards free of charge:

- A. Permanent residents of Crawford County.
- B. Property owners in Crawford County.
- C. Persons employed in Crawford County.
- D. Students enrolled in schools in Crawford County.

III. Non-Residents

- A. Patrons who are not eligible for a resident card may use materials in the libraries without cost.
- B. They may use the home loan service upon payment of an annual non-resident fee. The fee for a non-resident card in Crawford County will be \$10.00 annually.

IV. The Crawford County Library System has one resident card, that will be honored by any library in the system. This library card may be issued to a qualified patron at any branch library.

Code: _____ GB

Date Approved: _____

Date Revised: _____ 07/14/20

Policy Name: Registration

Applicants will provide the following information:

- I. Name.
- II. Mailing address.
- III. Telephone number and work phone, if applicable.
- IV. Date of Birth.
- V. Signature.
- VI. Email address if applicable.
- VII. Responsible party's written name and signature for children under age 18 to check out items or use the Internet and computers.
- VIII. Whether or not the applicant wishes to register to vote.
- IX. **Two** forms of ID. One form must be a photo ID, such as a driver's license or other government-issued identification

AND

One of the following forms of ID showing current address:

- a. Utility bill.
 - b. Printed check.
 - c. Tax receipt.
 - d. Mail delivered to current address.
 - e. Other items which provide satisfactory proof of current address.
-
- X. When an applicant has successfully registered for a card, they may check out 3 items at that time. When those items are returned, normal check-out rules apply.
 - XI. Policy effective January 1, 2013.

Code: _____ GC _____

Date Approved: _____ 7/9/2024 _____

Date Revised: _____ 6/6/2024 _____

Policy name: Loan Period

I. Books/Audio Books

- A. Items are normally loaned for 21 days.
- B. All materials except those that are in special demand, those that cannot be replaced, including rare and fragile items, or of special format, will be lent for home use under library regulations and procedures. Items that do not circulate include current issues of magazines, reference materials, and some local histories.
- C. Length of loan for interlibrary loan materials will vary according to the date the materials are due back at the lending library.
- D. No limit is placed on the number of books a patron may borrow at any time except that the librarian may use judgment to limit the number of books on a single subject when there is great demand.

II. Visual Materials

- A. Visual Materials include but are not limited to the following:
 - 1. DVDs
 - 2. Blu-Rays
- B. Items are loaned for a 21-day period.
- C. All other visual materials are limited to 10 per cardholder.

III. Specialty Items

- A. Specialty Items include but are not limited to the following:
 - 1. Fishing Poles
 - 2. Telescope
 - 3. Library of Things
- B. Items are loaned for a 14-day period.
- C. Specialty Items are limited to 1 each per cardholder.

Code: _____ GD

Date Approved: _____ 5/14/2024 _____

Date Revised: _____ 4/26/2024 _____

Policy Name: Renewals

- I. Materials may be renewed up to three times unless a hold is pending then the patron can put their name on the wait list.
- II. Renewals may be made in person, by telephone, mail, or by email if the patron can give the correct information to the librarian.
- III. Renewals may be made at any library in Crawford County.
- IV. No items are to be automatically renewed by the librarian.

Code _____ GE

Date Approved _____

Date Revised _____

Policy Name: Requests

- I. Requests will be accepted at each library for:
 - A. Items in that library, but not on loan.
 - B. Items in the county collection, but not in that library.
 - C. Items not in the county collection.
 - D. Information on a particular subject.
- II. Every attempt will be made to borrow items not in the county system from libraries that do not charge for interlibrary loan. If there is a charge made by the lending library to borrow an item or provide facsimile copies, the patron must agree to assume the charges before the transaction will be completed.
- III. If a patron loses materials, damages materials, or keeps materials overdue, which have been borrowed from another library on interlibrary loan, they will be responsible for paying the charges assessed by the lending library.
- IV. Due to the cost of interlibrary loan, a patron's interlibrary loan privileges may be suspended if they abuse the service by returning items late, damaging items, or not picking up items for which they have made requests.

Note: Only the County Library Board may change this policy.

Code: _____ GF

Date Approved: _____ 07/09/2019

Date Revised: _____ 01/10/2023

Policy Name: Fines, Charges and Patron Responsibilities

- I. No overdue charges will be levied.
- II. Libraries may establish a donation box or jar in lieu of fines.
- III. Overdue notices will be sent from the Crawford County Library System in order to let patrons know they have items out. The item price will be charged if the item is not returned.
- IV. A patron's account will be blocked when they have overdue items over one month old AND valued at \$25.00 or more.
- V. Once a patron's account reaches a balance of \$25.00 and is one month old, the account will be blocked until the materials are returned or until the patron's balance reaches below \$25.00.
- VI. A block of one patron's account will extend to all linked accounts. Generally linked accounts exist between a parent and a child or other guardian-type relationship where the adult party is ultimately responsible for the items borrowed by the minor party in the relationship.
- VII. A patron must present his library card in order to borrow materials. If a patron has lost his card or does not have it with him when he comes to the library to check out materials, he may check out items if he shows an ID or if he agreed for a picture to be placed on his account, that picture can be used as an ID.
 - a) If a patron requires a replacement card, the fee for the replacement, and any future replacement will be:
 1. \$1.00

Code: _____ GG

Date Approved: _____ 05/14/2024

Date Revised: _____ 04/26/2024

Policy Name: Lost Materials

This policy applies to materials owned by the Crawford County Library System.

- I. For a lost item, the cost to the patron will be the full replacement price, which is found in the circulation record.
- II. If the price of the item is not listed in the circulation record and replacement cost cannot be verified in a bibliographical source, staff will refer to the list below for replacement cost.
 1. Adult book--\$20.00
 2. CD Audiobook - \$45.00
 3. Juvenile or Easy book--\$15.00
 4. Paperback--\$5.00
 5. DVD--\$10.00 or \$30.00 for series
 6. Blu-Ray --\$15.00 or \$45.00 for series
- III. When an item is returned with missing parts, and parts are not returned after the patron has been notified, the cost of the part (if available for separate purchase) or the full price of the whole item will be charged to the patron.
- IV. A patron may replace a lost item in lieu of payment at the discretion of the branch director. The library reserves the right to refuse any replacement item.
 - a. The replacement item should:
 - i. Have the identical ISBN or producer's identifying number, e.g. UPC, of the lost item.
 - ii. Be in the same format and edition as the lost item.
 - iii. Be in new or like-new condition for borrowing by others – A copy that has been read, but remains in excellent condition. Pages are intact and are not marred by notes or highlighting. The spine remains undamaged.
 - iv. Be of equal value to the lost item.
- V. Once a patron has paid or provided a replacement for the item, a refund will not be given should the original item be found.

Code: _____ GH _____

Date Approved: _____ 05/14/2024 _____

Date Revised: _____ 04/26/2024 _____

Policy Name: Damaged Materials

This policy applies to materials owned by the Crawford County Library System.

- I. For a completely damaged item, the cost to the patron will be the full replacement price.
- II. If the price of the item is not listed in the cataloging record and the replacement cost cannot be verified in a bibliographical source in the library, please refer to the list below for cost:
 - a. Adult book--\$20.00
 - b. CD Audiobook -- \$45.00
 - c. Juvenile and Easy books--\$15.00
 - d. Paperback--\$5.00
 - e. DVD--\$10.00 or \$30.00 for series
 - f. Blu-Ray -- \$15.00 or \$45.00 for series
- III. If a patron pays for the damaged item immediately, the item becomes the property of the patron after it has been withdrawn from the collection. If the item has not been paid for in two weeks' time, the Patron forfeits his/her right to the item and it will be discarded.

Note: Only the county board may change this policy.

Code: _____ HA

Date Approved: _____

Date Revised: _____

Policy Name: Materials Selection

This policy applies to the materials owned by the Crawford County Library System.

- I. The library will provide any materials, which help to meet its objectives. Materials may include books, periodicals, pamphlets, newspapers, recordings, slides, films, microfilm, pictures, maps, computer files, and other non-book materials.
- II. Materials acquired will meet high standards of quality in content, expression, and format except where this conflicts with public demand. Professional selection tools will be used in selection of materials.
- III. The library will seek to avoid unnecessary duplication of books and materials available elsewhere in the area.
- IV. The library has materials for self-study, but is not primarily designed to furnish reading required for academic study.
- V. The library subscribes to the Library Bill of Rights of the American Library Association. (See Appendix A)
- VI. The library also subscribes to the Freedom to Read Statement prepared by the American Library Association and the American Publishers' Council. (See Appendix B)

Code: _____ HB

Date Approved: _____

Date Revised: _____ 3/9/2010

Policy Name: Gifts and Memorials

This policy is applied to the materials owned by the Crawford County Library System.

- I. Books and other materials will be accepted as gifts or memorials on the condition that the library director/branch director has the authority to make whatever disposition is deemed advisable in accordance with the materials selection policy and the weeding and discarding policy. The libraries will not pick up items. All donations must be delivered to the designated library.
- II. When gifts of money are given for the purchase of materials in memory or honor of an individual, materials will be selected in accordance with the materials selection policy while keeping in mind the interests of the individual to be memorialized or honored.
- III. The library will not accept deposit materials which are not outright gifts.
- IV. Personal property, art objects, portraits, antiques, and other museum objects will not be accepted without board approval. If accepted these will become property of the Crawford County Library System and the County Library Director has the authority to make whatever disposition is deemed advisable in accordance with the donation.
- V. Gifts of money, real property and/or stock will be accepted if conditions attached thereto are acceptable to the board and the governing officials.
- VI. The library cannot appraise materials or place a money value on gifts to the library.

Code: _____ HC

Date Approved: _____

Date Revised: _____ 03/12/2013

Policy Name: Weeding and Discarding

- I. Materials will be continuously evaluated to offer the public a collection that is accurate and relevant.
- II. Evaluation of materials will follow four basic criteria:
 - a. Poor Appearance – materials that are torn, dirty, defaced or otherwise damaged will be removed from the collection. Materials that are missing content (pages, discs, etc) or that have an odor or mold will also be removed. Items removed for poor appearance may be replaced if the items are popular and demand warrants a replacement.
 - b. Poor content – materials containing incorrect or outdated information will be removed and replaced with a newer edition if possible. Nonfiction materials, especially those in the medical, science, or geography fields, should be no older than five (5) years old. Nonfiction materials that are not in the medical, science or geography fields should be less than ten (10) years old. Items removed for poor content will be replaced if the items are popular and demand warrants a replacement.
 - c. Unused materials – materials that have not circulated ONCE in five (5) years will be removed from the collection. Materials that have not circulated more than three (3) times in a three (3) year period will be evaluated closely and removed if necessary. Unused materials will not be replaced.
 - d. No longer within the collection priorities – materials that are no longer relevant to the community or are easily attainable through other methods (such as Inter-Library Loan) will be removed from the collection.
- III. Each branch library will have the option of giving away Crawford County Library materials weeded from their library or returning them to the Crawford County Library System headquarters to be distributed equitably to any friends groups in the system.
- IV. Procedures for the disposal of discarded materials shall not violate local, state and federal laws.

Code: _____ HD _____

Date Approved: _____ 7/14/2026 _____

Date Revised: _____ 6/16//2026 _____

Policy Name: **Reconsideration of Library Materials**

The Crawford County Library System welcomes recommendations and suggestions regarding the Library's collection. However, the choice of reading materials is an individual matter, and no single person may be allowed to exercise censorship or restrict access to Library materials by persons outside their household. Only parents or guardians have the right to guide, direct, or restrict the reading, listening and viewing choices of their own minor children.

- I. A patron will make a written challenge of an item by completing the Patron Request for Reconsideration Form in full, and turning it into the Library Director on duty.
- II. The patron making the request must have a current and valid CCLS Library Card, and must first read/view the material they are challenging.
- III. The local branch director will provide this policy; the form; and the date, time, and location of the next board meeting to anyone requesting a reconsideration.
- IV. The County Library Director will be notified immediately of the request for reconsideration.
- V. The material(s) under consideration will remain in the library's collection pending the outcome of the Patron's request, and the County Director shall notify the Board of Trustees and the Crawford County Library System legal representative of the challenge before the next regular meeting.
- VI. Any item may only be evaluated for reconsideration once in a twelve-month period. One single patron may not challenge more than three items in a twelve-month period.
- VII. At the next Board meeting, the county library board will first read the material being challenged, then decide whether the library material will be retained in the library's collection, removed, or, upon recommendation by the local branch director, placed in a different collection within the library. If the requestor is not present, the Board does not need to consider the petition.
- VIII. The County Library Board will determine the disposition of the material.
- IX. Written notification of the action taken by the county board will be sent to the requestor.

Code: _____ HD

Date Approved: _____

Date Revised: _____ 9/13/2022 _____

PATRON'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

{Important notice: This request form becomes public information immediately upon submission and in accordance with the Freedom of Information Act is open to full public disclosure.}

Title _____

Author, composer, producer, artist, publisher, etc. _____

Request initiated by _____

Library Card # _____ Telephone # _____

Address _____ City _____ State _____ Zip _____

Complainant represents: _____ Self
_____ Organization; Organization Name: _____

1. Did you read, view, or listen to the entire work? _____
2. What do you believe is the theme or purpose of this work? _____

3. For what age group would you recommend this material? _____
4. To what in the work do you object? (Please be specific, cite exact pages and scenes, and continue on the back if necessary) _____

5. What do you feel might be the result of reading, viewing, or listening to this work? _____
6. Do you believe this item serves any of the following purposes?
 - a. Promotes understanding of other cultures and lifestyles? _____ Yes _____ No
 - b. Promotes discussion of societal issues? _____ Yes _____ No
7. In its place, what material of equal value would you recommend? _____
8. What would you prefer the library to do about the material?
_____ Reclassify for older age group (if Juvenile)
_____ Withdraw it from the library

Signature of the complainant

Date

Name of Staff member receiving this form: _____

Date received: _____

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Code: _____ IA

Date Approved: _____

Date Revised: _____

Policy Name: Interlibrary Loan

- I. The Crawford County Library System has agreed to the AMIGOS Interlibrary Loan Code and will abide by its provisions and the OCLC Interlibrary Loan Guidelines (See Appendix C) in the conduction of interlibrary loan transactions with other AMIGOS Interlibrary Loan participants.
- II. The provisions of the AMIGOS Interlibrary Loan Code and the accompanying OCLC Interlibrary Loan Guidelines (See Appendix C) will also be applied to interlibrary loan transactions with non-AMIGOS Interlibrary Loan participants.
- III. The Crawford County Library System patrons will have first priority on any materials owned by the county library. Materials purchased within the previous 6 months or materials in demand by Crawford County Library System patrons will not be lent on interlibrary loan.
- IV. Interlibrary loan requests from other libraries will be accepted on standard ALA Interlibrary Loan Request Forms or via OCLC.
- V. The interlibrary loan period to a borrowing library will be 28 days. Materials may be renewed for 14 days provided a Crawford County Library System patron has not requested the materials.
- VI. There will be no charge for interlibrary loan materials to any library.
- VII. The following will not be lent on interlibrary loan: microforms, periodicals and newspapers, audio-visual formats with the exception of those videos received as a part of an LSCA grant from the State Library, genealogy materials, or reference items.
- VIII. The first 50 pages of photocopies for a single request will be supplied at no charge.

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Code: JA

Date Approved: _____

Date Revised: 09/13/2011

Policy Name: Library Patron Confidentiality

The Crawford County Library System and the branch libraries in the system will adhere to the provisions of Arkansas State Act 903, 1989 concerning the confidentiality of library records.

Amendment:

Patrons can now sign in on the computers. Only library personnel are allowed to view records and they must be subpoenaed by law enforcement personnel as stated by Arkansas Law (Arkansas State Act 903, 1989).

Procedure:

The Crawford County Library System will observe the following procedures, until we determine a more detailed procedure is needed. If a law enforcement officer presents a subpoena or search warrant at any of the libraries:

- I. Staff members who are approached should immediately contact the CCLS director and the Branch Manager to alert them and refer the officer to the CCLS director's office.
- I. The CCLS director will immediately contact CCLS legal counsel for the review of the document's legal sufficiency (and tell the law enforcement officer of this procedure).
- II. Legal Counsel will provide assistance on site during the search. This could happen at non-standard times, such as, weekends and late nights. A phone tree will be used to notify respective personnel during nights and weekends.
- III. Similarly, we will ask legal counsel for contacts during non-standard times.

Code: _____ JAB

Date Approved: _____ 07/09/2013

Date Revised: _____

Policy Name: Libraries Monitored By Security Cameras

Security cameras may be placed in the branches of the Crawford County Library System as a security measure for library users, staff, materials and the facilities. The cameras will be placed in areas where there should be no expectation of privacy, such as computer labs, seating areas, circulation areas, and entrances. Cameras will not be placed in restrooms.

The cameras record non-audible motion video and the footage is saved to a digital video recorder (DVR). Footage remains on the DVR for 30 days or until the DVR becomes full. Footage will not be saved from the DVR unless it is determined by the branch and county directors that the footage needs to be kept for a longer duration of time.

The cameras are not continually monitored. Therefore, library patrons and staff should not expect immediate emergency response when illegal incidents or emergencies occur in the library.

If illegal situations occur in the library or on library property, the footage from the cameras may be used as evidence and released to the police department as required by law. Library management will review the footage to ensure library patron confidentiality as much as possible before releasing it to law enforcement officials.

If a law enforcement official presents a subpoena or search warrant for camera footage, the same procedures as outlined in Library Patron Confidentiality Policy (JA) shall be followed.

Code: _____JB

Date Approved: _____07/09/2019

Date Revised: _____

Policy Name: Photography Policy

Attendance at programs and events sponsored by the Crawford County Library System (CCLS) may be recorded through photographs and/or video. CCLS uses photos of patrons on its publications, social media, and display spaces to promote the value, and use of, library products and services and to advance the mission of this library.

CCLS will post this policy prominently throughout the library, noting that if individuals or their family members do not want to be photographed, they should notify library staff prior to or immediately after the program/event. CCLS does our best to make sure everyone being photographed is aware of the situation and the opportunity to decline to participate if they choose. If a library user finds an image of him/her or a family member that they would like removed from library publicity, they are encouraged to contact the library and it will be removed promptly.

At the beginning of library events, staff will announce, *“Library staff will take photographs which may be used for library promotional purposes. Please notify staff if you do not want to be photographed.”* The following sign will be posted throughout the library to further notify patrons their picture may be taken:

“Smile! Your attendance at programs sponsored by the Crawford County Library System may be digitally recorded through photographs or video recordings. These images/videos may be posted on our website, in our newsletter or flyer, on our social media outlets, or ultimately on the World Wide Web. If you do not wish your image to be published, please notify a staff member of the Crawford County Library System before or immediately after the program. No individual identification will be used unless the library has a written photo release form.”

Library patrons and visitors to CCLS may not take photographs or videos of other patrons or staff without permission of the person(s) being photographed.

I. Photographs Taken by Media

- A. Patrons will be notified if media is photographing an event/program. Before a photograph is published, verbal consent will be obtained. Written consent will only be required if a person’s name is to be published.

Policy Name: Photography Policy (Cont.)

II. Photographing Adults

- A. When photographing one adult or a small group (3 or less), staff will get verbal consent. Written consent will only be required if a person's name is to be published.

III. Photographing Children Under Age 18

- A. When photographing one child or a small group (3 or less), staff will get guardian consent prior to taking the photo. Guardian will be notified the picture may be used in future library publications, on the library website, or social media outlets. In order to publish the child's name in conjunction with the photo, written consent must be obtained.

Next two pages are the Photograph/Video/Sound Release Form and the Photograph/Video/Sound Declination Form for you to copy and use at all CCLS branches. You must keep these on file indefinitely until further notice.

Policy Name: Photography Policy: Photograph/Video/Sound Release Form

I hereby give the Crawford County Library System permission to use photographs/videos/sound of the adults and the minors named below for publicity, promotion, news releases, videos, and web use of the Crawford County Library System. This might also apply to written composition or visual art of the minor if it is published.

I hereby release and discharge the Crawford County Library System from any and all claims arising out of the use of the photograph/video/sound that I or the minor child(ren) listed may have in this regard.

Adult's Name: _____

Phone: _____

Address: _____

Name(s) of Children Under 18: _____

Signature of Adult or Parent/Guardian: _____

Date: _____

Please check one option:

☐ May be identified by full name

☐ May be identified by first name only

☐ May not be identified by name at all

Policy Name: Photography Policy: Photograph/Video/Sound Declination Form

I hereby **decline** the Crawford County Library System permission to use photographs/videos/sound of the adults and the minors named below for publicity, promotion, news releases, videos, and web use of the Crawford County Library System.

Adult's Name: _____

Phone: _____

Address: _____

Name(s) of Children Under 18: _____

Signature of Adult or Parent/Guardian: _____

Date: _____

Policy Name: Patron Responsibility Regarding Insects and Pests (Cont.)

Prevention policies:

1. Each library will have a pest control company to treat and inspect their facility on a regular schedule.
2. Library staff is the first line of defense. As books are checked in, staff will inspect each book for signs of insect infestation. Materials will be quarantined by placing them in a sealed plastic bag when signs are found.
3. Patrons will be asked to suspend checkout of Library materials if they are experiencing an infestation in their home. Items returned to the Library with newly detected infestation will be quarantined.
4. When items are donated, Library staff will perform an intake inspection as soon as possible. The Library reserves the right to discard materials with signs of past or present insect activity.

Code: JC

Date Approved: 11/18/2025

Date Revised: 11/09/2025

Policy Name: Patron Library Behavior

Everyone has the right to expect and receive quality library service from friendly and helpful staff at any Crawford County Library. Each person has the right to receive the service in an atmosphere that is calm, safe and without disturbances from other customers. The staff has a right to provide these services without fear of abuse or threatening behavior from people using the library. To ensure that the Crawford County Libraries provide a safe and pleasant experience for all who use it, the following policy is accepted.

- A. A library patron is expected to follow the prescribed forms and practices of correct behavior. While using the library, we ask that you do **NOT**:
- I. Use tobacco products, spit or litter on the premises. E-cigarettes, personal vaporizers, or electronic nicotine delivery systems are also prohibited inside the library.
 - II. Eat or drink unless in a designated area and in an approved container.
 - III. Bring pets except service animals.
 - IV. Enter intoxicated, use or sell intoxicants.
 - V. Mutilate, destroy or deface library materials, equipment or fixtures.
 - VI. Loiter or solicit, petition or campaign on premises.
 - VII. Annoy, harass, physically, sexually or mentally threaten or abuse library staff or library patrons. Utter profane, obscene or injurious language. Disturb the peace by persistent loud, annoying or aggressive conduct or playing music through headphones or other devices so loud that it can be heard by other patrons.
 - VIII. It is the goal of the Crawford County Library System to make our libraries safe for children. To that end, parents must always be with their child if the child is under 3 years of age. Parents must be in the department while children from 3 to 6 years of age attend a program or use the library. Parents must be in the building while their children from 6 to 10 years of age are using the library or attending a program. Parents of children 11 to 18 can leave the library but must pick up the child BEFORE closing. Parents must not leave any children after closing time. No children under age 18 will be left alone outside the library after closing time. A Staff member must stay with them until they are picked up or go home. A staff member can call the police after 30 minutes if parents are not responsive to calls or other notifications. If these

Policy Name: Patron Library Behavior (Cont.)

policies about children are not followed by our patrons, the following procedures will be implemented: first offense will be a verbal warning; second offense, the police will be called; third offense the Department of Human Services will be called.

- IX. Interfere with other's use of the library through poor personal hygiene. People of all ages should wear clothing and footwear while in the library.
- X. Carry a firearm or other weapons on library premises, except as expressly permitted by Arkansas Law.
- XI. Be in an unauthorized area of the library, or remain in an area after closing time, stay in the building when requested to leave during emergency situations or drills.
- XII. Allow children to be disruptive by crying, pushing, hitting, fighting, running, biting or throwing things.
- XIII. Remove books and other items from the library without checking them out.

The violation of any of these rules may subject the individual(s) involved to expulsion from the library premises. Staff will give one warning. If a second offense occurs the party will be asked to leave for the day. Permanent expulsion will be the last resort.

B. Use of Library Parking Lots

Library parking lots are intended for the use of library customers during library hours. Vehicles may not interfere with the normal operation of the library. Vehicles parked in violation of this rule may be towed at the owner's expense. Signs are posted. AR Code § 27-51-1305 and AR Code § 27-50-1101

Code: JCA

Date Approved: 3/10/2009

Date Revised:

Policy Name: Cell Phone Use Policy

Cell phone usage in the library has become a problem. Phones ringing, loud and long conversations are very distracting for other library patrons. Therefore:

- I. Disruptive cell phone use is not allowed in the library.
- II. Cell phones should be turned off or set to “vibrate or silent” when entering the library.
- III. Short, quiet phone calls may be taken to a designated area of the library. All other calls should wait until after leaving the library.
- IV. Camera phones may not be used to take photos of other library patrons.
- V. Refusal to comply with this policy or its intent will result in the patron being required to leave the library.

Code: _____ JCB

Date Approved: 11/08/2022

Date Revised: _____

Policy Name: Animals in the Library

The Crawford County Library System recognizes that patrons with disabilities may have service animals trained to assist or accommodate them with a sensory, mental, or physical disability or to perform tasks for the benefit of a disabled individual. The Library also considers the safety and health of all its patrons, the public, and library staff to be of utmost priority.

- I. Pets are not allowed in the library except those used for library programming or as service animals as defined by the American with Disabilities Act.
- II. Emotional support, therapy, comfort, or companion animals which have not been trained to perform a specific job or task do not qualify as service animals under the ADA and are not allowed in the library.
- III. If it is not obvious that an animal brought into the library is a service animal a staff member may ask the following questions:
 1. Is the service animal required because of a disability?
 2. What work or task has the animal been trained to perform?
- IV. Service animals are not allowed on library furniture, and must remain on the floor or be carried (as appropriate) by their handlers at all times.
- V. Service animals must be harnessed, leashed, or tethered unless these devices interfere with the animal's work or the patron's disability prevents the use of these devices.
- VI. Service animals that are not housebroken, bark repeatedly, are uncontrolled, or are otherwise disruptive will be required to leave the premises. Library staff will offer the patron an opportunity to obtain materials or services without the animal's presence.

Code: JD

Date Approved: 05/12/2026

Date Revised: 03/10/2026

Policy Name: Meeting Room Policy

Eligibility

- I. Library meeting rooms may be used by local non-profit organizations of an educational, civic, cultural or professional nature. In cases where non-profit designation is not readily apparent, proof of IRS 501 (c)(3) tax-exempt may be required to establish eligibility.
- II. For profit organizations may use the library meeting room for non-profit purposes, subject to approval by the Crawford County Library System.
- III. A signed Crawford County Library System Meeting Room Policy must be on file prior to any individual or organization reserving a library meeting room.

Priority

The following groups/organizations may receive priority when reserving a meeting room:

- A. Library sponsored or co-sponsored events.
- B. City, County or State governmental units
- C. Non-profit organizations

Restrictions

- I. Meeting rooms must be reserved by an adult and that adult must be present for the entirety of the event.
- II. No individual or organization which holds an event at a library meeting room may charge a fee of any kind.
- III. Library meeting rooms may not be used for solicitation of any kind.
- IV. Library meeting rooms may not be used for illegal purposes.
- V. Library meeting rooms may not be used for riots or for purposes that may incite a riot.
- VI. Library meeting rooms may not be used for the immediate or future promotion or sale of products, services or memberships.
- VII. No individual or organization will be allowed to store personal or organizational items on any property to the Crawford County Library System without prior consent of the Crawford County Library System.
- VIII. Library meeting rooms may not be reserved more than 3 months in advance.
- IX. No individual or organization will be allowed to reserve or use a meeting room more than twelve (12) days total in any calendar year. Of the twelve (12) days total, no individual or organization will be allowed to reserve or use a meeting room for more than five (5) consecutive days.

Policy Name: Meeting Room Policy (Cont.)

Restrictions:

- X. No person's right to attend a meeting or program will be denied or abridged because of national origin, age, race, religion, sex, disability, background, views, or sexual orientation. No person's right to attend a meeting or program of a non-profit will be denied or abridged because of membership or lack of membership in that organization or group.
- XI. No alcoholic beverages may be present on any property operated by Crawford County Library System.
- XII. All of the Crawford County Library System facilities are strictly NON-SMOKING areas.
- XIII. No event may exceed a library's normal operating hours unless prior approval is granted by the Crawford County Library System.
- XIV. The use of a library meeting room is subordinate to the daily operational function of the Crawford County Library System. Excessive noise or any activity that interferes with the daily operation of the Crawford County Library System will not be allowed.

Advertisements

- I. All publicity by any individual or organization about a meeting or event that is being held at a library meeting room must clearly state that the library is the site of the meeting, not the meeting sponsor, and all publicity must state that the views and opinions of the authors expressed herein do not necessarily state or reflect those of the Crawford County Library System.
- II. A library meeting room must be reserved and confirmed prior to the posting or expression of any public announcement or advertisement.
- III. Any public announcement or advertisement citing a library as the meeting place must be approved by the Crawford County Library System prior to its disbursement.
- IV. The agreement of the Crawford County Library System to allow usage of a library meeting room does not imply that the library advocates or endorses the views or opinions associated with any individual or organization using a library meeting room.
- V. The individual or organization that has reserved a library meeting room for an event that is not sponsored or co-sponsored by the Crawford County Library System is responsible for the providing of the date of the event, directions to the event, and any other relevant information including changes.
- VI. No individual or organization that has reserved a library meeting room for an event that is not sponsored or co-sponsored by the Crawford County Library System is allowed to distribute the library's telephone number in conjunction with promotion of the event.

Operations

- I. All library meeting rooms must be cleaned and all trash must be removed by the individual or organization that reserved the library meeting room immediately following the conclusion of the individual or organization's use of the library meeting room.
- II. The individual or organization that reserves a meeting room is responsible for the setup and break down of the library meeting room. Crawford County Library System does not provide technical assistance. Nothing is to be attached to any walls or doors, including decorations or promotional materials.

Policy Name: Meeting Room Policy (Cont.)

- III. If an individual or organization receives permission to use a library meeting room in excess of normal operating hours, it is their responsibility to ensure all doors are locked, all lights are turned off, and all other electronics and accessories are powered off.
- IV. Keys to a library meeting room may be picked up during regular business hours, no sooner than the day before the scheduled event. All keys shall be placed in the book drop after locking the meeting room doors. There is a \$10 replacement fee charged for lost or unreturned key cards.
- V. An individual or organization with a library meeting room reservation is responsible for notifying the Crawford County Library System of a cancellation at least 24 hours prior to the reservation.
- VI. Individuals or organizations reserving the library meeting rooms are solely responsible for obtaining any insurance, permits or licenses that may be required.

Termination of Privilege

Failure to adhere to the above policy in any way may result in termination of an individual or organization's privilege to use a library meeting room.

Code: _____ JD _____

Date Approved: _____ 04/12/2026 _____

Date Revised: _____ 04/12/2026 _____

Facility Use Request Form

Name of Organization: _____

Name of Responsible Party: _____

Address: _____

Telephone: _____

E-mail address: _____

Release

I hereby release and discharge the Crawford County Library System, its agents, employees, and representatives, from all claims, demands, actions, judgments, and executions that I or my organization may have against the Crawford County Library System arising out of the use or attempted use of a facility operated by the Crawford County Library System.

I have read the Crawford County Library System Meeting Room Policy and understand all of its terms.

Signed this _____ day of _____, 20____.

Signature

Event Information:

Type of Event: _____

One time event: Date of event: _____

Start time: _____ End time: _____

Monthly meeting: Day of the month: _____

Start time: _____ End time: _____

Additional comments: ** Please send a copy of your advertising prior to publication.

Code: JDA

Date Approved: 11/10/2009

Date Revised: 09/13/2011

Policy Name: Study Room Policy

There are 4 small study rooms available only at the Van Buren Public Library. By signing out a study room, you agree to abide by the following rules:

- I. Rooms are available only during hours that the library is open.
- II. Rooms may not be reserved and may be checked out one time per day for up to two hours.
- III. The room must be in continuous use by the group or individual.
- IV. Study rooms are available for educational purposes only.
- V. Study rooms shall not be used for entrepreneurial or commercial purposes, or for gambling or games of chance, or any other unlawful purposes.
- VI. No food or drink is allowed in the study rooms. Study rooms must be left clean, and in the same condition as found.
- VII. Children must be supervised at all times by a responsible adult or child aged 16 or older.
- VIII. Study room activities must not interfere with or disturb Library staff or users. Music and other noise must be kept to a level acceptable to the Library.
- IX. Any individual or organization using a Library study room agrees to indemnify and hold harmless the Crawford County Library System and its Board of Trustees and any city entities and its officials for any and all liability which may arise from the use of the premises.
- X. All Crawford County Library policies must be strictly observed, including room capacity.
- XI. No illegal, immoral, offensive or unsafe activities shall be permitted within the library or study rooms.
- XII. Any person deemed to violate the rules at the Library Director's discretion may be banned temporarily or permanently from the use of said room. In the case of repeat violations, they may be banned from the facility.

Remember to remove all personal items and library materials from the room when it is vacated. Items left unattended in a study room may be removed by a library staff and secured until it is claimed.

Code: JE

Date Approved: 5/14/2024

Date Revised: 4/26/2024

Policy Name: Guidelines for Displays, Advertisements and Solicitations

Crawford County Libraries have designated areas for material to be displayed. Special areas are provided for pamphlet/brochure/newspaper/magazine materials on bulletin boards and desk areas. Since space is limited, preference will be given to cultural, educational and recreational materials, when the space is not required by the library. Display of materials is subject to the following guidelines:

- I. The approval process is handled by the Library Administration in accordance with the policies of the Library Board. The Library Board reserves the right to refuse any display and any material.
- II. The library must approve all materials to be posted and/or distributed before the materials is posted and/or displayed.
- III. Although materials meeting the Libraries guidelines may be left for pickup by the public, the Library is unable to accept the responsibility for the distribution of such materials.
- IV. Posters or flyers which advertise commercial sales and/or services are not accepted for display nor are materials which promote particular religious or partisan political views or advocate action on behalf of particular religious or political organizations.
- V. The Library will not distribute, post, or display the following types of printed materials:
 - A. Advertising for profit-making or fund raising affairs unless the event is of recognized cultural or educational interest to the community.
 - B. Advertising or promotional materials of a profit-making commercial entity, items for sale, or estate or trustee sales.
 - C. Obscene and/or illegal materials.

Policy Name: Guidelines for Displays, Advertisements and Solicitations (Cont.)

- VI. Solicitation of the public or the staff is not permitted on the Public Library property under the control of the Public Library by the public or members of the Library staff. By soliciting is meant the sale or distribution of merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign material, or anything not connected to the work of the libraries.

Exceptions:

- A. Fundraising projects conducted by the Friends of the Libraries of CCLS.
- B. Fundraising projects conducted by the Crawford County Library Foundation.
- C. Those solicitations and fundraising projects sponsored by the Library Staff of the System with the approval of the Library Director.
- D. Worthy local non-profit fundraisers and benefits approved by the Library Administration.

Code: _____ JF

Date Approved: _____

Date Revised: 11/17/2014

Policy Name: Naming Rights Policy

Naming facilities within a facility may include such areas as meeting rooms, special use areas, collections and equipment. A naming opportunity can be offered to an individual, foundation, or corporation in recognition of substantial funding for the library and its programs. Donors seeking such opportunities will have the choice of: (a) honoring a leading community figure or local hero; (b) requesting that either they or another individual or entity of their choice be recognized. A name should be appropriate for a public library. When a gift or pledge is appropriately committed, the Branch Library Director shall notify the Chair of the Library Board and the Director of the Crawford County Library System of the terms of the commitment.

A naming opportunity can also be offered to an individual, foundation, or corporation in recognition of outstanding contributions that are consistent with the nature and mission of the library. Any trustee, staff member or citizen of Crawford County may nominate a library supporter for special recognition. In such a case, the Library Board will evaluate the appropriateness of such a nomination and determine the proper recognition. The Crawford County Library Board will have the power/duty to accept or reject all naming rights.

Naming rights do not extend beyond the useful life of the spaces or facilities within which they are located. A named area within a facility shall bear a commemorative plaque citing the significant role of the donor or library supporter. The library will provide plaques or other commemorative items. Areas and collections that can be names in honor of a family or individual are listed below:

Meeting Room	\$50,000
Genealogy Room	\$25,000
Computer Area	\$25,000
Children's Story Area	\$25,000
Conference Room	\$15,000
Teen Room	\$15,000
Porch	\$10,000
Staff Lounge	\$ 5,000
Study Room	\$ 5,000 each
Range of Shelving	\$ 1,000 each

Donations of monies for materials and equipment of \$1,000 and up will receive a plate placed on the Benefactor's Plaque. Other areas will be considered on request.

Policy Name: Naming Rights Policy (Cont.)

Mulberry Public Library Naming Rights Policy

Study Room	\$10,000
Conference Room	\$15,000
Teen Room	\$15,000
Children's Activity Room	\$25,000
Adult Reading Area	\$50,000
Range of Shelving	\$ 1,000
Library	\$100,000 or more

Donations of monies for books will receive a book plate placed in the front of the book/books that is/are either specified by the donor or chosen for the collection by the librarian.

Any area named before this policy is accepted will remain named and, thereafter, follow the limitations of this policy.

The money will be deposited in the appropriate Endowment Fund, Foundation or Library Fund.

Mountainburg Public Library Naming Rights Policy

Meeting Room--	\$5,000
Study Room--	\$5,000
Adult Reading Area--	\$4,000
Children's Reading Area--	\$3,000
Young Adult Reading Area--	\$3,000
Shelving, per stack--	\$1,000
Children's Shelving, per rolling unit--	\$750
Library--	\$100,000

Donations of monies for materials and equipment of \$500 and up will receive a plate placed on the Benefactor's Plaque. Other areas will be considered on request.

No donation is too small and will be gratefully acknowledged.

Code: _____ JG

Date Approved: _____ 5/14/2024

Date Revised: _____ 4/26/2024

Policy Name: Procedure for Public Comments at the Crawford County Library Board Meetings

Pursuant to the Arkansas Freedom of Information Act § 25-19-106, all library board meetings are open to the public. The Crawford County Library Board welcomes community involvement. The library will provide the dates, times, and locations of meetings online. In the event of a special or emergency meeting, the guidelines set up in the policy and procedures handbook will be followed. The library values openness and encourages feedback from the public it serves. This policy outlines the library board's responsibilities in operating transparently and provides procedures for community members with a legitimate interest in the actions the Library Board will be addressing in that meeting to participate. Library board meetings are guided by an agenda that is set before each meeting. Community members who wish to address the board must submit the form below to the Library Director or a Board Member at least 1 hour prior to the meeting. This request should be detailed enough to allow the board members and director to understand the issue the individual wishes to discuss and which agenda item it pertains to. Each participant is limited to 3 minutes. Only community members who have turned in the form at the proper time will be allowed time to speak and meeting time constraints may not allow all who turned in a form to be accepted to speak. The Board reserves the right to limit the number of participants per subject per meeting. The meeting's agenda does not usually allow for continuous public debate. When the Board reaches that portion of the agenda, you will be called upon by the Board Chairperson.

The presiding officer has the right and power to control the meeting guided by the following rules:

1. Community participation shall be permitted only as indicated on the agenda and at the discretion of the presiding officer.
2. Community members may participate during the public portion of a meeting after being recognized by the presiding officer.
3. Participants must be recognized by the presiding officer and must preface their comments with an announcement of the person's name and community of residence.
4. Each participant must limit their comments to 3 minutes.
5. No participant may speak more than once on the same topic and a different form must be turned in for each topic according to the above rules.
6. The presiding officer has the right and power to control the meeting and may take reasonable actions that are necessary to ensure an orderly meeting.
7. The Board will take the comments into consideration but will not engage in a debate with participants. It may, however, in certain circumstances ask a participant to clarify something that the participant said if necessary, prior to a decision.
8. If the Board, as a whole, wishes to reply to a comment it will be done in writing prior to the next regularly scheduled meeting.
9. This time is given for a participant to address the Board about a specific subject that the Board will be deciding on in that meeting. It is not to address the general public with general comments.

Request to speak before the board.

Please complete this form and return it to either a Board Member or the Library Director at least 1 hour prior to the meeting.

Name: _____ Date: _____

Address:

City, State and Zip: _____ Phone: _____

Email address:

Subject you wish to address at the next board meeting:

Staff use only Name, Date & Time:

Code: _____ JH
Date Approved: _____ 5/14/2024
Date Revised: _____ 4/26/2024

Policy Name: Patron Internet Access

The library's Internet access is intended as an information resource. The library does not provide electronic mail and prohibits the use of Internet chat, news, or discussion groups. When using the Internet, please remember that some material may be outdated, wrong, or biased. It is the duty of the patron to critically evaluate all information found.

Adult library patrons use the Internet at their own discretion. Library staff will assist patrons with Internet use as time permits, but cannot offer personal instruction on computer use. The Crawford County Library System does not protect persons from information found individually offensive. The Library has no control over resources available from outside the library, nor does the Library have complete knowledge of what is on the Internet at any given time. We cannot be responsible for its content. To comply with the Children's Internet Protection Act (CIPA) decision by the Supreme Court on June 23, 2003, the Crawford County Library has installed content filters for all public access computers in the library.

Youth Internet Access: The Internet may contain material that is inappropriate for viewing by children. The library staff is not in a position to monitor and supervise children's use of the Internet. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. Parental signature on a youth library card application signifies permission for a child ages 1-18 to use the internet. NOTE: Per AR 5-27-205 Children 10 and under must be supervised by an adult.

Computer users may not install or use any software that is not installed by the library. Attempts to damage computer equipment, or alter computer configuration, are unacceptable use of the library's electronic resources. Displaying, sending, or receiving material inappropriate for viewing in a public place is prohibited by Arkansas State Code 5-68-205. Inappropriate material is defined as pictures or text, which could reasonably be construed as obscene or pornographic, as defined by Arkansas State Code 5-68-302.

The Library will deny computer or Internet access to library users who misuse or abuse the library's electronic resources, or who are found in violation of this policy. First offense will result in a one-month suspension, second offense one year. If Internet searching results in disruption of library services, or if patron behavior when using Internet resources becomes inappropriate for a library setting, the library reserves the right to end the session.

- * You may sign up for 1 (two) hour-long session each day. And extension of time is possible if computers are available.
- * Special time limits (up to four hours) are authorized for taking online tests – i.e. Real estate exams, GED exams, etc.
- * Special time limits authorized for online training classes required by employers.

The use of the computer is a privilege. By accepting this document, patrons agree to abide by the statements of this policy.

Code: JI

Date Approved: 07/14/2026

Date Revised: 06/16/2026

Policy Name: Patron Volunteer Policy

Guidelines for Volunteers

- I. Crawford County Libraries welcomes youth and adult participation as a member of the volunteer staff of the library. We hope your experience will be a pleasant rewarding experience. The contribution of your time and talent will help the library maintain and improve the high standards of library service expected by the residents of Crawford County. Adult volunteers will be required to fill out the Volunteer Application and pass an official background check within the last 12 months. Volunteers will be subject to further review if necessary. Minors may be subject to a background check per the discretion of the County Library Director. Volunteers fulfilling court ordered community service hours will be considered upon discretion of the Library Director(s).

A. YOUTH Volunteer Service Opportunities

1. Junior Friends of the Library – is an after-school club for kids. They meet twice a month on a schedule set by that branch. These volunteers assist the Children’s Department staff with displays, posters, decorations, straightening bookshelves, helping with library activities and more.
2. Summer Volunteers – are part of a 7-8 week program that takes place during the annual Summer Reading Program (10 week commitment). All summer volunteers are required to attend a training session at the beginning of the summer to learn their jobs and responsibilities. Typical tasks may include: Registering kids, teens and adults for Summer Reading Programs, helping to prepare crafts and materials for children’s programs, assisting with setting up the program room on program days, photocopying, cutting paper, cleaning books, straightening shelves, or shelving. Schedules are worked out on an individual basis and may be worked around vacations and other commitments. Shifts will be no more than 4 hours a week. Weekdays work best because more staff is available to supervise, however weekend opportunities may occur. At the end of the summer there will be an appreciation party for all teen summer volunteers.
3. Minimum Age: The Library will accept youth volunteers ages 12 and up only, unless specific volunteer opportunities and/or unique circumstances arise. In those cases, accepting a younger person for volunteer service is up to the discretion of the Head of Youth Services.

B. ADULT Volunteer Service Opportunities

1. Programs – We welcome you to provide programming for all ages – gardening, crafts, computer skills, etc. If you have an idea of a program that you would like to provide please contact the Library Director with your proposal and qualifications.

Policy Name: Patron Volunteer Policy (cont.)

2. Summer Volunteers – (10 week commitment) We can always use another adult in the room to help with the Summer Reading crowd. Please contact the Youth Services Programmer at your library to volunteer for this program. Duties may include expected tasks, serving snacks, setting up crafts, among others.
3. Friends of the Library – Each library has their own Friends of the Library Group that meets once a month at the library. They are very active in supporting their libraries. If you would like to become a part of this group please enquire at the front desk.

II. The following guidelines will assist you in performing your volunteer assignments:

- A. The volunteer should report to the library staff member according to a mutually agreeable schedule. In case of illness or other reason for absence, please notify the department as early as possible.
- B. Volunteers should maintain a courteous, pleasant, and businesslike manner in public areas. Socializing with friends, relatives or other staff members during the work period is not considered appropriate. Children, or other relatives or friends are not permitted in non-public areas.
- C. Volunteers are to dress in a neat, well-groomed manner.
- D. Any questions asked by patrons in the public areas should be referred to a library staff member, except for the directional questions such as, “Where is the restroom?”
- E. Volunteers are invited to attend staff meetings, if they wish.
- F. A time sheet is kept on file for each volunteer. Each volunteer is required to sign in and out so we can maintain a record of the number of hours volunteers have contributed to the library. Department Head or designated supervisor will initial this daily.
- G. Volunteers who are unable to follow instructions from library staff will be asked to resign from the volunteer program.

III. As a valued library Volunteer, you will be expected to:

- A. Arrive at the library on time as scheduled.
- B. Record date and time that you arrive and leave on the volunteer time sheet. Department Head or designated supervisor will initial the timesheet daily.
- C. Wear a “VOLUNTEER” badge while you are working. Return the badge at the end of your day.
- D. Give adequate notice when not available for your assigned time.
- E. Volunteers are to dress in a neat, well-groomed manner.
- F. Avoid personal calls or visits while you are working
- G. If you have any questions while you are working, please ask library staff. There are no silly questions.
- H. Expected Tasks:
 1. Cleaning tables – Kid’s Room, Study Rooms, Meeting Room, Small Meeting Room.
 2. Water the plants.
 3. Dust all book shelves
 4. Collecting books lying around to “in-house”
 5. Organizing and straightening shelves
 6. Shelf reading (make sure they are in ABC order)

Policy Name: Patron Volunteer Policy (cont.)

7. Clean or organize craft closet
8. Check all markers, glue sticks and crayons in kid's room to make sure they work. If not, trash them.

IV. Volunteers are considered valued members of our library family. As a non-paid employee, you will:

- A. Receive training from an experienced, patient, well-informed supervisor.
- B. Gain a sense of satisfaction in serving your community
- C. Support literacy and life-long learning.
- D. Meet new and interesting people who share your love of books.
- E. Volunteer hours may be applied toward any fines on your record. One Hour = \$5.00 fine forgiveness.
- F. Work will be reviewed and services at the library may be concluded at any time.

STAFF AND VOLUNTEER CHECKS AND TESTING

STAFF THREE-YEAR REVIEW
VOLUNTEER INITIAL AND REVIEW AS NEEDED

Crawford County Library System

1409 Main Street
Van Buren, AR 72956

NOTICE OF BACKGROUND CHECK DISCLOSURE

The Crawford County Library System will conduct a staff member - three-year review, or as a volunteer an initial and annual background check on individuals associated with the library system. The Library will conduct a full confidential criminal background check in deciding whether to continue your employment or to allow you to volunteer in any of our library branches. Your signature below authorizes the Library to obtain background information from reporting agencies in connection with your employment or volunteer application and during the duration of your engagement with the library system. To perform the background check, please provide the following mandatory information:

Print Full Name:

(First)_____ (Middle)_____ (Last)_____

Any Other Last Names by Which You Have Been Known?

Social Security No.: _____ - _____ - _____

Driver's License No.: _____ State: _____

Date of Birth: _____

Home Address: _____

Number of Years at Residence: _____

Phone Number: _____

Email Address: _____

Signature: _____

Date: _____

CRAWFORD COUNTY LIBRARY SYSTEM

VOLUNTEER APPLICATION

CONTACT INFORMATION

Name _____ Date _____

Home Address _____

Telephone Number _____ Secondary Phone _____

Email Address _____

Age _____ Date of Birth _____

Driver's License Number _____ **SSN:** _____

School or Employer _____

Teacher/Supervisor _____

Phone _____ Email _____

Emergency Information:

Medical Conditions/Allergies/Etc. _____

Restrictions _____

Emergency Contact:

Name _____ Relationship _____

Telephone Number _____ Secondary Phone _____

Address (optional) _____

Second Contact:

Name _____ Relationship _____

Telephone Number _____ Secondary Phone _____

Address (optional) _____

Please list any past volunteer/work experience you feel might be useful to us:

List any hobbies, activities, computer skills or interests that would be helpful to us placing you in a volunteer position:

How did you hear about volunteer opportunities with the library:

Availability (Check all that apply)

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Would you prefer to: ____ Maintain a regular schedule OR ____ Complete one-time projects

Which necessary project of the library would you feel most comfortable working on?

- ____ Publicity – Creating and distributing promotional information (on-going)
- ____ Shelve books (on-going)
- ____ Routine Maintenance – Cleaning items (Multiple one-time projects)
- ____ Scan each book on shelves (large one-time project)
- ____ Special events (one-time projects)
- ____ Summer Reading Program (10 week commitment)
- ____ Prepare craft proto-types for story time (on going)
- ____ Plan and implement programs (Subject to Approval of Library Staff)
- ____ Special Project Saturday

I understand that as a volunteer, I will be assigned to perform whatever duties the library considers most necessary and helpful to its operation. I also understand that my work will be reviewed and my services at the library may be concluded at any time. I understand that activities are voluntary, and I am participating at my own risk. By signing this application, I acknowledge that a full confidential background check will be completed, and I agree to abide by the policies of the Crawford County Library System. I agree to keep confidential all library user information or library records I may encounter.

Signature _____ Date _____

Parent/Guardian Signature _____

Print _____

Parent's Signature is required of any volunteer applicant under 18 years of age.

Please return this application to the library where volunteer services will be served.

CRAWFORD COUNTY LIBRARY SYSTEM
Youth Volunteer Parental/Guardian Consent Form
(Required for all youth volunteers under 18 years of age)

___ Alma ___ Cedarville ___ Mountainburg ___ Mulberry ___ Van Buren

In order for your child to become a volunteer with us, we need your consent and involvement in helping them have a positive experience. Please read and sign this parental consent form if you would like your child to volunteer at any of the Crawford County Libraries.

Note: This Parental Consent Form must be filled out for all volunteers under age 18. Children under the age of 12 may not volunteer except for unique reasons agreed to by the Head of the Department.

Name of Youth Volunteer: (print clearly)

I understand that my child (named above) wishes to be considered for volunteer work, and I hereby give my permission for them to serve in that capacity, if accepted by the selected library. I understand that they will be provided with any training necessary for the safe and responsible performance of their duties and that they will be expected to meet all requirements of the position, including regular attendance. I understand I will be responsible for timely transportation to and from the location of volunteer work. I understand that they will not receive monetary compensation for the services contributed.

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____ *Date* _____

Relationship to Volunteer _____

Parent/Guardian Phone # _____ *Email* _____

Volunteer Signature _____ *Date* _____

Code: _____ JJ _____

Date Approved: _____ 5/13/2025 _____

Date Revised: _____ 4/18/2025 _____

Policy Name Policy on Registered Sex Offenders

I. Purpose

The Crawford County Library System (CCLS) is committed to providing a safe and welcoming environment for all patrons, including children and vulnerable populations. At the same time, the library system recognizes constitutionally protected rights of access to information. This policy has been adopted in a manner consistent with the Arkansas Sex Offender Registration Act, Arkansas law regarding library access, and the guidance set forth in the Sex Offender Assessment Committee (SOAC) Guidelines, particularly *Doe v. City of Albuquerque*'s emphasis on avoiding a wholesale ban while addressing legitimate safety concerns.

II. Definitions

- **Registered Sex Offender:** Any individual required to register under the Arkansas Sex Offender Registration Act (Ark. Code Ann. §§ 12-12-901 – 12-12-927).
- **Risk Levels:**
 - *Level 1 (Low)*
 - *Level 2 (Moderate)*
 - *Level 3 (High)*
 - *Level 4 (Sexually Dangerous Person)*
as determined by the Arkansas Sex Offender Community Notification Assessment (SOCNA) process.
- **Library Premises:** All indoor and outdoor areas controlled by CCLS, including branch libraries and affiliated service locations.

III. Notice Requirement

1. **General Notice (All Registered Sex Offenders):**
 - If you are a registered sex offender of any level and intend to use library facilities, you must provide advance notice of your visit. A minimum of 24 hours' notice is strongly encouraged.
 - Notice may be provided in writing (email or a signed letter) to the Library Director or the designated Branch Manager. The notice should include:
 - Full legal name
 - Current Risk Level (Level 1, 2, 3, or 4)
 - Date and approximate time of the intended visit
 - Brief purpose of the visit (e.g., "computer use," "book checkout," "reference assistance")
 - Failure to provide notice may result in a denial of entry for that visit, consistent with ensuring patron safety.

2. **Additional Requirements for Level 2 or Higher:**

- If you are classified as Level 2 (Moderate), Level 3 (High), or Level 4 (Sexually Dangerous Person), you must notify the library employee or volunteer on duty immediately when you arrive on library premises.
- If you are classified as Level 2 (Moderate), Level 3 (High), or Level 4 (Sexually Dangerous Person), the Library Director or designated manager may impose extra conditions (e.g., time-of-day restrictions or staff accompaniment), as outlined below in Section IV, to align with the SOAC Guidelines.

IV. Restrictions on Use (For Level 2 or Higher Offenders)

To protect children and vulnerable patrons consistent with the SOAC Guidelines and *Doe v. City of Albuquerque*:

1. **Time-of-Day or Scheduled Access:**

- The Library Director or designee may limit visits to specific hours (e.g., “adult-only hours”) or to times when no children’s programs are taking place. Hours will be posted or communicated upon the offender’s notice of visit.

2. **Children’s/Teens’ Areas and Programming:**

- Level 2 or higher offenders may not enter areas specifically designated for minors (e.g., children’s section, teen reading rooms) or attend programs primarily intended for minors.
- Loitering or watching minor-focused programs from nearby areas is also prohibited.

3. **Escorted Access or Monitoring:**

- The Library Director or manager may require staff accompaniment or periodic check-ins during the offender’s stay.
- Violations of these conditions (e.g., leaving escorted areas) may result in immediate removal from the premises and further restrictions.

4. **Appropriate Conduct:**

- All standard library conduct rules apply. Any inappropriate behavior or violation of this policy can lead to removal from the premises and/or suspension of library privileges, in accordance with general library policies.

V. Discretion, Enforcement, and Violation of this Policy

- **Staff Authority:** Library staff are authorized to request identification, verify risk level, and consult with local law enforcement as needed.
- **Library Director Oversight:** The Director retains the discretion to adjust specific conditions (e.g., assigned visiting hours) to ensure both public safety and compliance with Arkansas law.
- **Documentation:** Staff may document interactions or incidents in a secure library log for reference, ensuring confidentiality is preserved unless disclosure is required by law.
- **Reporting Violations:** Library employees will communicate to the Director immediately upon any violation of the Policy on Registered Sex Offenders. The Director will then communicate any necessary information to library employees, other branches, local law enforcement, and the offender's probation or parole officer as appropriate.

VI. Appeal Process

Any registered sex offender subject to a restrictive condition (e.g., time-of-day limitation or escorted access) may submit a written appeal to the Crawford County Library Board. The Board will review the

appeal at its next scheduled meeting. The Board's decision is final unless otherwise overridden by statutory provisions or court order.

VII. Consistency with Arkansas SOAC Guidelines

- This policy aligns with Ark. Code Ann. §§ 12-12-901 – 12-12-927 and the Sex Offender Assessment Committee (SOAC) Guidelines by:
 - Prohibiting a wholesale ban on registered sex offenders,
 - Requiring reasonable notice,
 - Placing tailored restrictions on higher-risk offenders (Levels 2, 3, 4),
 - Ensuring that the library's measures do not overburden constitutionally protected access, while still prioritizing patron safety.

VIII. Notification and Availability

- **Public Posting:** This policy will be made available on the CCLS website and posted at all library entrances where general rules are displayed.
 - **Effective Date:** [May 13, 2025].
 - **Approval:** Crawford County Library Board.
-

Approved by:

[Crawford County Library Board Chair / May 13, 2025]

Disclaimer: This policy does not supersede state registration requirements or local law enforcement's authority. CCLS reserves the right to revise this policy as necessary and in accordance with changes in Arkansas law or updates to the SOAC Guidelines.

Code: KA

Date Approved: 05/14/2024

Date Revised: 04/26/2024

Policy Name: Computers and Equipment

As part of the Crawford County Library Systems Policy Handbook, a policy to ensure confidentiality, integrity and availability of the electronic resources belonging to this system is needed. This policy should be adhered to by all individuals who operate or use the computing systems and networks of this institution. To this end the policy will address issues on administration, software, web site, and general usage.

- I. CCLS requires that the Director or designated substitute be present anytime that the network is compromised.
- II. Computers and or other hardware cannot be moved without the consent of the Director or designated substitute.
- III. Only software purchased by the CCLS with the applicable license agreement can be used on the CCLS system.
- IV. Software cannot be loaded without the consent of the Director or designated substitute.
- V. Peripherals cannot be added to the system without the consent of the Director or designated substitute.

Password administration is necessary to combat the forces that can compromise our electronic resources.

- System passwords will be kept in confidence by the Director, IT Specialist and Technical Services Assistant, and will not be given out to anyone without approval from one of these individuals. This does not apply to personal e-mail passwords; those passwords will not be stored by the system.

CCLS requires that web documents published by any sub-unit of the system follow certain standards which are intended to promote web site usefulness, accessibility, and good practice.

All equipment and software new, used, donated or purchased that is used by the CCLS staff will be subject to these rules governing the CCLS equipment.

Date Revised: 04/26/2024

- 152

Policy Name: Equipment Use (Cont.)

- VI. Cricut Material and Equipment: Where available, Cricut equipment may be used by the library patrons. No one under 13 years of age may use the equipment while they are unattended. Materials must be supplied by the library patron. Cricut equipment is not loaned outside the library building.
- VII. The restrictions and borrowing of any other equipment owned by the Crawford County Library System is subject to the Crawford County Library System Director's and/or the branch manager for the owning library's permission.

Code: KAB

Date Approved: 05/14/2024

Date Revised: 04/26/2024

Policy Name: Laptop Policy and Agreement

Users must report to the circulation desk and leave a valid Photo ID with the staff when requesting to borrow a laptop. Acceptable forms of Photo ID are: valid driver's license, state license, state issued identification card or student identification card. ID will be returned when the laptop and its components are returned and equipment is judged to be in good condition. Users must be patrons of the Crawford County Library System and be in good standing. Users must be over the age of 18. Users are expected to have working knowledge of the computers and programs as the staff may assist with basic computer usage questions, but not available for training.

Users are responsible for the laptop and all its components (hardware and software). Users will not remove the laptop from the facility nor leave it unattended. Users will not alter any settings or configurations on the laptop, nor save anything to the hard drive of the laptop. It is the user's responsibility to provide data storage devices compatible with the laptop. No start up disks or software from outside the library is permitted. **Printing can be done from the laptop via email submission to the front desk.** Users will reimburse the Library **full replacement cost** for any damages if the laptop or any software installed thereon is damaged, lost or stolen while checked out.

Users will be granted a two (2) hour time period on a first come first served basis. Laptops must be returned to library staff at the circulation desk at least thirty (30) minutes prior to the library closing. **Power must be kept on when returning a laptop, so the components can be checked.** Violation of the Laptop Loan Policy and Agreement may result in the following consequences:

First Offense – Termination of session and loss of laptop privileges for one day.

Second Offense – Denial of laptop privileges for one month.

Third Offense – Denial of all laptop privileges, contingent upon approval of Library Director.

By signing this agreement, the user verifies to have read and understand the Laptop Loan Policy and Agreement of the Crawford County Library System.

Name: _____

ID: _____

Signature: _____

Date: _____

Code: KAC

Date Approved: 05/10/2016

Date Revised: _____

Policy Name: 3D Printer Policy and Procedure

The Crawford County Library System strives to offer our community of user's access to new and emerging technologies to inspire a new interest in creation and collaboration. This Policy establishes how and under what circumstances the public may use the 3D printer.

1. The 3D printer is available to the public to make three dimensional objects in plastic using a design that is uploaded from a digital computer file.
2. The library's 3D printer may be used only for lawful purposes. The public will not use the Library's 3D printer for items:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, or dangerous to the well-being of others.
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. In violation of other's intellectual property rights. (copyright, patent, or trademark protection)
3. Only designated Library staff will have hands-on access to the 3D printer.
4. The Library is not liable for any malfunctions or misprints.
5. The library reserves the right to refuse any 3D print request.
6. It is the responsibility of the requesting patron to design their own creation and prepare and bring it for printing in stl. format. The design should be downloaded to a USB flash drive. Patrons may submit only one file at a time for printing.
7. Patrons must schedule print time with Library Staff. Same day printing is not assured. The CCLS reserves the right to schedule only one print per day per person or entity.
8. Priority will be given to library programs or activities.
9. (Cost) 3D printing at the library will cost \$1.00 per object plus \$.20 per gram to offset the cost of the filament and maintenance of the 3D printer.
10. Time limit to pick up printed objects. Items printed from the library's 3D printer that are not picked up within 7 days will become property of the library. Items must be picked up by the individual who printed them.
11. You must clean your own rafts and supports. Small bumps or holes and rough edges on the object may occur. These can be cleaned up with fine sand paper or other tools.
12. The library cannot guarantee model quality or stability, nor confidentiality of designs.

This policy and procedure may change at any time. While the Crawford County Library System staff will make every effort to oversee the use of the equipment in the printing of an object, the use of the printed object upon completion is not under the direction or control of the Library System. The Crawford County Library System is not responsible for any object created with use of the 3D printer, including any harm or injury incurred as a result of any usage of the 3D printer or the object which is printed.

Code:_____KAC_____

Date Approved: _____05/10/2016_____

Date Revised: _____

3D Printer Policy and Procedure

**Crawford County Library System
Van Buren Branch
1409 Main Street
Van Buren, AR 72956**

By signing this statement, I am indicating that I understand, accept, and abide by the terms of 3D Printer Policy and Procedure, I agree to pay \$1.00 per object plus \$.20 per gram of filament used, and I will pick up my object made within 7 days or it will become property of the library. I relinquish any responsibilities on behalf of the Crawford County Library System's liability in the printing process or the use of the printed object.

Printed Name

Printed Parent/Guardian Name (if applicable)

Signature

Parent/Guardian Signature (if applicable)

Date

Email or Phone Number for acknowledgement of printing project/details

Description of Object to be printed:

Date when it will be printed

Date when it must be picked up

Code:_____KAD

Date Approved_____07/11/2017

Revised_____

Policy Name: Children's Tablet Loan Policy and Agreement

Users must report to the circulation desk and leave a valid Photo ID with the staff when requesting to borrow a tablet or the tablet may be checked out with a Crawford County Library Card. Acceptable forms of Photo ID are: valid driver's license, state license, state issued identification card, or student identification card. ID will be returned when the tablet and its components are returned and equipment is judged to be in good condition. Users are expected to have working knowledge of the tablet and games as the staff may assist with basic usage questions, but not available for training.

Users are responsible for the tablet and all of its components (hardware and software). Users will not remove the tablet from the facility nor leave it unattended. Users will not alter any settings or configurations on the tablet. Users may not attempt to unlock the tablet from protected kid's mode or bypass any other security features present on the device. **Printing cannot be done from the tablet.** Users will reimburse the Library **full replacement cost** for any damages of the tablet or any software installed thereon is damaged, lost, stolen, and/or any damage from potential malware infection of the network while checked out.

Users will be granted a two (2) hour time period on a first come first served basis. Tablets must be returned to the library staff at the circulation desk at least thirty (30) minutes prior to the library closing. **The power must be kept on when returning a tablet, so the components can be checked.** Violation of the Children's Tablet Loan Policy and Agreement may result in the following consequences:

First Offense -Termination of session and loss of tablet privileges for one day.

Second Offense – Denial of tablet privileges for one month.

Third Offense – Denial of all tablet privileges, contingent upon approval of
Library Director.

By signing this agreement, the user verifies to have read and understand the Children's Tablet Loan Policy and Agreement of the Crawford County Library System.

Name: _____ID: _____

Signature: _____Date & Time: _____

Code: _____ KAE

Date Approved _____ 5/14/2024

Date Revised _____ 4/26/2024

Policy Name: Telescope Loan Policy and Agreement

- I. Users agree to never look directly at the sun through the telescope or its finder scope, even for a moment. It is understood that permanent eye damage could result. The Crawford County Library System will not be held liable for any injuries incurred as a result of telescope use.
- II. Users must be 18 years of age or older, and a CCLS cardholder in good standing.
- III. Users are responsible for the telescope and all of its components and parts. If any of these items are damaged or lost, a replacement fee will be billed to the user's library account.
 - a. Parts include: Telescope on rotating stand with case, Lens cap on scope, Eyepiece with lens cap, EZ Finder scope, Lens cleaning cloth, Learning the Constellations with Instruction Manual, and Red light.
- IV. Telescopes are loaned for a two-week (fourteen day) period. If no other borrower has placed a hold on the telescope, it may be renewed up to two times. Only one telescope per household may be checked out at a time.
- V. A telescope may be placed on hold by contacting any location, but it may only be picked up from and returned to its home location.
- VI. The telescope must be checked in with a library staff member and during library hours. It may not be placed in a book drop or left at the circulation desk without a staff member being informed of its return.
- VII. When transporting the telescope, user will take all reasonable care to secure it during transport. If you are transporting the telescope in a car, we recommend securing it with a seat belt.
- VIII. Barcodes, stickers, labels, and other identifiers may NOT be removed.
- IX. After 90 days, the user will be billed for the \$500.00 replacement cost of the telescope, and the library may take steps to retrieve the telescope up to and including collection agency and/or legal action.

Policy Name: Telescope Loan Policy and Agreement (Cont.)

By signing this agreement, the user verifies to have read and understand the Telescope Loan Policy and Agreement of the Crawford County Library System, and they are responsible for all charges accrued for any damage to the telescope during the lending period, and for the full replacement cost if applicable.

Borrower Name: _____ Library Card Number: _____

Borrower Signature: _____ Driver's License: _____

Check Out Date: _____ Due Date: _____

Telescope Barcode Number: _____

Library Staff Signature: _____

Copy of Driver's License:

****For Staff Use Only****

Telescope Check-out Procedure

1. Confirm Borrower's current contact information in Polaris
2. Have Borrower read and sign contract. Answer any questions of Borrower.
3. Check out telescope in Polaris

Telescope Check-in Procedure

1. Confirm all telescope parts have been returned:

____ Telescope on rotating stand with case
____ Lens cap on scope
____ Eye piece with lens cap
____ EZ Finder Scope
____ Lens cleaning cloth
____ Instruction Manual
____ Red light

2. Check in Telescope in Polaris

Date returned: _____
Staff Initials for return: _____

Code: _____KB

Date Approved: _____

Date Revised: _____

Policy Name: Employee E-Mail Policy

CCLS participates in a range of computing networks and all staff use electronic mail (e-mail) in their day-to-day activities. E-mail services are provided on public owned computing and networking systems to further the library's mission of research, instruction and public service. Use of e-mail should be consistent with this mission and this policy. Acceptable use of e-mail is based on common sense, common decency, and civility applied to the electronic communications environment.

Unacceptable uses include, but are not limited to, the following:

- I. Using e-mail for any purpose which violates federal or state laws.
- II. Using e-mail for commercial purposes.
- III. Misrepresenting your identity or affiliation in e-mail communications.
- IV. Sending harassing, intimidating, abusive or offensive material to or about others.
- V. Intercepting, disrupting or altering electronic communications packets.
- VI. Using someone else's identity and password.
- VII. Causing congestion on the network by such things as the propagation of "chain letters," "broadcasting" inappropriate messages to lists or individuals, or excessive use of the shared data store of the e-mail post office.
- VIII. Assigning a priority of "high" to a mass mailing.

Code: _____ KC _____

Date Approved: _____ 5/14/2024 _____

Date Revised: _____ 4/26/2024 _____

Policy Name: Employee Internet Usage Policy

As part of the Crawford County Library System commitment to the utilization of new technologies, most of our employees have access to the Internet. In order to ensure compliance with existing copyright and decency laws, and to protect ourselves from being victimized by the threat of viruses or hacking into our systems, the following policy has been established:

- I. It is the Crawford County Library System's policy to limit Internet access to official business. Employees are authorized to access the Internet for personal business after-hours, and in strict compliance with the other terms of this policy. The introduction of viruses, or malicious tampering with any computer system, is expressly prohibited.
- II. Employees using Crawford County Library System accounts should act accordingly so as not to damage the reputation of the institution.
- III. Files which are downloaded from the Internet must be scanned with virus protection software before installation or execution. All appropriate precautions should be taken to detect viruses and to prevent the infection of other machines.
- IV. Employees shall not place company material (copyrighted software, internal correspondence, etc.) on any publicly accessible Internet computer without prior permission.
- V. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Employees must exercise caution and care when transferring such material in any form.
- VI. United States copyright and patent laws protect the interests of authors and software developers in their products. It is against federal law to violate the copyrights or patents of others on or through the Internet. Staff may not download or use copyrighted material without obtaining written authorization.

Code: KD

Date Approved: 5/14/2024

Date Revised: 4/26/2024

Policy Name: Automation Data Backup Policy

- I. The preservation of critical Library data, including server images, software configurations, and shared network storage, necessitates regular backups. These backups should be conducted weekly, ensuring redundancy by storing copies at both a physically accessible location within the library premises and on remote, secure servers.
- II. Additionally, a scheduled backup of critical Library data should occur on a tri-monthly basis. Upon completion of three months, the previous backup may be overwritten with the latest iteration.
- III. Automation software may facilitate the backup process; however, it is imperative that the IT Specialist periodically assesses the integrity and recoverability of these backups to uphold data reliability.
- IV. The backup of critical systems will be administered by the IT Specialist.

Code: KE

Date Approved: 5/14/2024

Date Revised: 4/26/2024

Policy Name: Staff Data Access Security

Windows User Accounts:

- 1 The IT Specialist will be responsible for creating staff User Accounts for Windows through Windows Active Directory. Each staff user account must have a unique alpha-numeric password. Staff passwords will be held in a secure password vault accessible to the Director, IT Specialist and Technical Services Assistant.
- 2 Upon the employee's termination or leaving, their user account will be deleted.

Polaris (Integrated Library System) and Staff Accounts

1. Each staff member will be given a user name and password to sign onto a staff account for the ILS.
2. Upon the employee's termination or leaving, their account type will be changed from staff to patron.

Code: KF

Date Approved: 09/08/2009

Date Revised:

Policy Name: Social Networking Policy

The Crawford County Library System (CCLS) Social Networking Policy applies only to those library-sponsored sites created and maintained by the Crawford County Library System staff. All posts to library social networking sites shall promote and enhance the library system's philosophy and objectives.

CCLS will utilize social networking to:

1. Announce programs
2. Post news items such as special events, holiday hours, exhibits and new item arrivals
3. Remind patrons of the library's resources
4. Announce new services
5. Serve as a public relations and marketing tool

Unacceptable uses include, but are not limited to, the following:

1. Posting obscene or racist content
2. Posting personal attacks, insults, or threatening language
3. Posting potentially libelous statements
4. Posting private and/or personal information
5. Postings that are in violation of the copyright, trademark right or other Intellectual property rights of any third party
6. Commercial promotions or spam
7. Comments totally unrelated to the content of the forum

CCLS staff will be responsible for:

1. Screening comments and will not accept inappropriate comments or comments that would violate the library code of behavior
2. Monitoring and updating the site on a regular basis
3. Maintaining a professional identity and image

Code: KG

Date Approved: 05/13/2025

Date Revised: 04/18/2025

Policy Name: Patron Printing

- I. Cost of printing shall be .25 per page.
- II. First twenty-five pages per day shall be free for the following **with a Crawford County Library System library card**:
 - a. School work – includes course work and textbooks. This applies to teachers or students attending any public or private school institution from elementary to graduate level. It also applies to homeschool families.
 - b. Resumes
 - c. Tax forms (excluding tax instruction manuals)
- III. Policy will be in effect beginning May 13, 2025.

Code: KH

Date Approved: 05/11/2021

Date Revised: _____

Policy Name: Patron Facsimile Use

1. Cost of faxing shall be \$1.00 per 25 pages
2. Faxing is limited to United States phone numbers.
3. The Crawford County Libraries will not be responsible for any unsuccessful transmissions. Staff reserves the right to terminate service after 3 unsuccessful attempts.
4. Patrons will be given a confirmation page for their records. It will be the patron's responsibility to verify the correct fax number was used, all pages were sent, and ensure the facsimile was completed.
5. No malicious or obscene documents may be sent.
6. Priority will be given to Crawford County Library documents.
7. Crawford County Libraries reserve the right to refuse service.
8. Policy will be in effect beginning May 11, 2021



Crawford County
Library System

Alma, Cedarville, Mountainburg, Mulberry, Van Buren, AR

Facsimile Cover Sheet

Date: _____ **Time:** _____

To:

Recipient Name: _____

Recipient Fax Number: (_____) _____

From:

Sender Name: _____

Sender E-Mail / Phone: _____

_____ **# Pages sent (including cover sheet)**

The Crawford County Libraries will not be responsible for any unsuccessful transmissions. Patrons will be given a confirmation page for their records. It will be the patron's responsibility to verify the correct fax number was used, all pages were sent, and ensure the facsimile was completed.

DISCLAIMER: The information contained in this facsimile message is intended for the sole confidential use of the designated recipients and may contain confidential information. If you have received this information in error, any review, dissemination, distribution or copying of this information is strictly prohibited. If you have received this communication in error, please notify sender immediately by email/telephone.

Code: _____ KI _____

Date Approved: _____ 07/09/2024 _____

Date Revised: _____ 06/06/2024 _____

Policy Name: **Genealogy/Archive Department Policy**

The Crawford County Library System requires an appointment to look at the genealogy/archive materials located in the Alma and Van Buren Libraries. Certain materials may be restricted for reasons of privacy. In order to protect records and documents in our care, all patrons must follow these rules:

- I. Register at circulation desk. Photo identification is required.
- II. Pencils must be used to take notes. No pens or other permanent markers are allowed.
- III. All personal belongings, including handbags, briefcases, waist packs, bags, containers, jackets, hats, coats, notebooks, papers, books, etc., are subject to be searched once leaving the archive.
- IV. No food, drink, or tobacco is allowed.
- V. The Genealogy/Archive Department closes promptly at 5:00. Record pulls cease at 4:30 and all research materials must be returned by 4:45.
- VI. Handle materials with care. Do not lean or write on them.
- VII. You are responsible for the safety of materials while they are in your possession.
- VIII. Bound volumes may require use of supports.
- IX. The existing order and arrangement of material must be maintained. Questions or comments should be directed to the attention of the attending staff.
- X. Records are to be put back by attending staff only.
- XI. Consult with attending staff to copy any materials. Materials to be copied should be marked with the slips provided and left in the folder. Do not use post-it notes.
- XII. Materials may not be removed from the Genealogy/Archive Room.
- XIII. All photocopies are \$.25US (twenty-five cents) per page. Materials may only be copied in accordance with Archives policies.

Patrons may also send in requests by mail, phone, email, and fax. Please include your full name, mailing address, and telephone number on all requests. Requests via email for either library must have “Alma Genealogy” or “Van Buren Genealogy” in the subject line. **Provide as much information as possible (within reason) to ensure best results.** Each request must have an Archive Services Slip filled out and sent to the appropriate library before visiting the library at your appointed time. If you are not able to visit the Archives to do research in person, you may want to hire a student or professional who can conduct research on your behalf. For information on requesting copies of vital records (birth, death, and marriage records) or other documents, visit Arkansas Vital Records at the following website:

<https://www.healthy.arkansas.gov/programs-services/program/certificates-and-records>

Policy Name: **Genealogy/Archive Department Policy (cont.)**

To request research items from the Genealogy/Archive Department please contact us at the following:

Alma Genealogy/Archive

- By mail Alma Genealogy, 624 Fayetteville Ave, Alma, AR 72921
- By e-mail emorrison@crawfordcountylib.org
- By phone 479-632-4140
- By fax 479-632-6099

Van Buren Genealogy/Archive

- By mail Van Buren Genealogy, 1409 Main Street, Van Buren AR 72956
- Be email circdesk@crawfordcountylib.org
- By phone 479- 474-6045
- By fax 479-471-3227

GENEALOGY/ARCHIVE DEPARTMENT SERVICES SLIP

DATE: _____ LIBRARY: ____ ALMA ____ VAN BUREN

NAME: _____ PHONE: _____

EMAIL: _____

MAILING ADDRESS: _____

APPOINTMENT: DATE: _____ TIME: _____

PREFERRED METHOD OF CONTACT: _____

PROVIDE AS MUCH INFORMATION AS POSSIBLE TO ENSURE BEST POSSIBLE RESULTS. I.E. NAME(S), SPELLING(S) OF SAID NAMES, DATE(S) AND/OR POSSIBLE DATE(S), APPROXIMATE AREA(S), ETC. GIVE US THE TOOLS TO GIVE THE BEST SERVICES.

FOR LIBRARY STAFF USE ONLY

RECORDS AND INFORMATION GATHERED:

APPENDIX A

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.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable bases, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23,
1980, inclusion of "age" reaffirmed January
23, 1996,
by the ALA Council.

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APPENDIX B

THE FREEDOM TO READ

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 books from sale, to censor textbooks, to label "controversial" books, 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. 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.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

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 stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which 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 towards 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 which are unorthodox or unpopular with 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 which 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 contained in the books 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 books 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.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. 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 which 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 literature 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 taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

- E. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or 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 the citizen. 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.

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.

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 expended on the trivial; it is frustrated 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 their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens 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; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of American Publishers Subsequently

Endorsed by:

American Booksellers Association American
Booksellers Foundation for Free
Expression
American Civil Liberties Union
American Federation of Teachers AFL-CIO Anti-
Defamation League of B'nai B'rith Association of
American University Presses Children's Book
Council
Freedom to Read Foundation International
Reading Association
Thomas Jefferson Center for the Protection of Free
Expression
National Association of College Stores National
Council of Teachers of English
P.E.N. - American Center People for
the American Way
Periodical and Book Association of America Sex
Information and Education Council of the
U.S.
Society of Professional Journalists Women's
National Book Association YWCA of the U.S.A.

OCCLC Interlibrary Loan Guidelines

Appendix overview This appendix represents policies prepared by the OCLC Resource Sharing Advisory Committee. Policies have been repeated in appropriate sections of this *Guide* when appropriate.

In this appendix This appendix includes the following topics:

Section	Page
A.1 Overview	A 2
A.2 Problems	A 3
A.3 Use of the Conditional Status	A 4
A.4 Special Messages	A 5
A.5 U.S. Copyright Compliance	A 6

A.1 Overview

Background	The following guidelines were prepared during meetings from 1979 through 1984 by the OCLC Interlibrary Loan Advisory Committee (JLLAC). Now known as the OCLC Resource Sharing Advisory Committee (RSAC), this committee revised these guidelines in 1992. These guidelines serve as a basis for clear communication among resource sharing libraries. All OCLC Interlibrary Loan participants should adhere to these guidelines. Within interlibrary loan networks, details of these guidelines may be modified by member agreement. Although OCLC provides these guidelines, it does not regulate or enforce them.
National ILL code	RSAC endorses the National Interlibrary Loan Code 1993 and encourages interlibrary loan participants to follow its provisions when crossing the boundaries of existing interlibrary loan networks to request materials for patrons. Obtain a copy of the Code from the Reference and User Services Association, American Library Association (ALA), at < http://www.ala.org/rusa/polguide.htm#lis >. The Committee also encourages participants to explore and utilize the resources of local, state, and other regional interlibrary loan networks before borrowing elsewhere.
IFLA guidelines	International interlibrary loan policy is governed by the provisions of the International Federation of Library Associations and Institutions (IFLA) guidelines, International Lending: Principles and Guidelines for Procedure (1978, revised 1987). Obtain a copy of the guidelines at < http://www.ifla.org/ifla/V!Usl5/pubs.htm >.
Borrower responsibility	Borrowers are responsible for knowing the policies of potential lending libraries before placing requests, as indicated by the National Interlibrary Loan Code. The lending policies of OCLC ILL participants can be found in the Name-Address Directory.
Lender responsibility	It is the responsibility of each ILL participant to maintain current lending policy information in the NAD.
Field-specific Guidelines	Field-specific guidelines are incorporated in section 3.3, "ILL Workform/Request Field Definitions."

A.2 Problems

Duplicate copies received	Occasionally a Borrower receives more than 1 copy of an item because the Lender did not update the request to <i>Will Supply</i> or <i>Shipped</i> . If this happens, the Lender who did not update the record cannot levy any charges for the item. Note: To prevent this problem, always update the ILL record prior to shipping.
Reinitiating requests to the same Lenders	If a Borrower knows through union lists or other sources that the potential Lenders hold the item requested, but the request comes back with a status of <i>Unfilled</i> , the Borrower should not resubmit the request to the same Lenders. However, if there is some indication that a second try, perhaps with new information about the request in : BORROWING NOTES: could produce results, then the Borrower can use the New (new) command to easily reinitiate the request. Otherwise, the Borrower should use means such as the telephone to place the request or to ascertain the difficulty in supplying the item.
Lost materials	To report lost or damaged items, the Borrower should type <i>Damaged</i> , <i>semi bill</i> or <i>Lost</i> , <i>send bill</i> in :BORROWING NOTES: and return the transaction via the <i>Returned</i> status to the Lender. The Borrower should contact the Lender immediately.
Incomplete transactions	Occasionally Lenders do not conclude transactions with the Complete (com) command. The Borrower is not responsible for encouraging the Lender to complete the transaction. The system prompts Lenders to complete the transaction 30 calendar days after the item has been returned. If a Lender receives a returned item but the Borrower failed to indicate Returned, the Lender may complete the transaction. The Lender should only type <i>complete</i> , however, when the item is in hand.
Erroneous YES response	When the Lender inadvertently replies YES to a request and cannot supply the item, the Lender should use the Recall (rec) command, put a note of explanation in : LENDING NOTES:, and contact the Borrower about the error.
Early availability of an item	If a Lender has responded FUTUREDATE but the item becomes available earlier, the Lender should not ship the item early. The Lender should send the item only if the request returns to the Message File. FUTUREDATE is an expected date of availability of the item, not a guarantee that the request will return. Note: To prevent the possibility of a second library filling the same request, always update the ILL record prior to shipping the item.
Overdues	If Lenders are going to submit overdue statements for materials, they should provide paper copies of transactions, including ILL numbers

A.3 Use of the Conditional Status

Introduction	Lenders should use the <i>Conditional</i> status conservatively because careless use of this status can greatly increase a request's processing time. The only reason the <i>Conditional</i> status should be used is to resolve a problem critical to the processing of an ILL request.
Recommended uses	These recommendations will be expanded as new uses are brought to the attention of the Resource Sharing Advisory Committee. Users should report applications that cause problems to the OCLC-affiliating Regional network office. Lenders may use the <i>Conditional</i> status to notify Borrowers via: LENDING NOTES: that: The item cannot be located as cited. If the citation is incorrect, the Borrower should either correct the citation or cancel the request. The Borrower should not allow the incorrect citation to go to another Lender. This use of the <i>Conditional</i> status does not relax the verification standards required of Borrowers Copyright compliance is missing Address information is insufficient Prepayment is required The item is noncirculating but a photocopy is available Another edition of the item is available Additional location information is available (<i>If</i> requested to do so by the Borrower) If the Borrower wants to know why an item will not be supplied, then a note should request that Lenders use the <i>Conditional</i> status to explain negative responses. The Borrower is obligated to respond NO promptly to the <i>Can You Comply?</i> query. The Borrower is responsible for the delays this procedure causes.
Unacceptable uses	1. Lenders should not use the <i>Conditional</i> status to explain routine negative responses such as Item not on shelf, Item does not circulate; etc. (Respond FUTUREDATE if the item will be available later). 2. Lenders should not use the <i>Conditional</i> status to call attention to inappropriate ILL practices. Instead, report problems to the appropriate OCLC-affiliated Regional Network Office

A.4 Special Messages

Introduction	The special messages categories of the Message File are used to flag problem records. Borrowers and Lenders should promptly resolve problems identified as special messages.
Borrower	Overdue. If a record appears as an <i>Overdue</i> special message, the Borrower should check on the whereabouts of the item. If the item has already been returned, the Borrower should update the record to reflect this. If the item is still outstanding, the Borrower should return the item, then update the request to <i>Returned</i>. Received? If a record appears as a <i>Received?</i> special message, the Borrower should look for the item. The Borrower is not required to answer the query immediately; in certain situations, 45 days may be needed to receive materials. If the item has been received, the Borrower should respond YES to the <i>Received?</i> query. Do not answer NO until it is certain that the item is not forthcoming. If the Borrower responds NO and subsequently receives the item, the Borrower should reverse the NO response by using the Received (rec) command. Borrowers and Lenders can also use the NOTES fields to communicate.
Lender	Not Received. A <i>Not Received</i> special message indicates that the Borrower has not received an item for which the Lender has indicated shipment. The Lender should check the whereabouts of the item in question. The Lender should check BORROWING NOTES: before processing the request. The Lender may allow the <i>Not Received</i> record to remain online for an extended period in case of later need to communicate through the NOTES field. 1. If the Borrower has added a note indicating interest in still receiving the item, the Lender should ship the item and add the New Shipped date in: LENDING NOTES. 2. If the Borrower has not added a note indicating interest in still receiving the item, the Lender should complete the transaction. The Lender should put a mail or delivery service tracer on an item that has been shipped when the Borrower indicates nonreceipt. Complete? A <i>Complete?</i> special message indicates that the Borrower has returned the item. The Lender should delete the record with the Complete command if the item has returned. If the item cannot be found, the Lender should contact the Borrower to discuss initiating a tracer.

A.5 U.S. Copyright Compliance

U.S. guidelines	Copyright compliance guidelines that relate directly to OCLC Interlibrary Loan are the <i>Guidelines for the Proviso of Subsection 108(g)(2)</i> , developed by the U.S. National Commission on New Technological Uses of Copyrighted Works (CONTU).
Borrower responsible	the requesting entity (borrowing library) is responsible for making sure that the request conforms with U.S. Copyright law (Title 17, U.S.C. or United States Code) and the CONTU <i>Guidelines</i> . To assure the supplying entity (lending library) that the request does so conform, the requesting library must include one of the corresponding codes, ccg (Conforms to Copyright Guidelines) or ccl (Conforms to Copyright Law), in the electronic transmission of the photocopy request. The supplying entity should · refuse to fill any photocopy request that does not state ccl or ccg.
CCG	Transmission of the code ccg means that the request is in conformity with the CONTU <i>Guidelines</i> . Requesting libraries should bear in mind that the CONTU <i>Guidelines</i> apply only to materials described in Subsection 108(d) of the copyright law, i.e., an article or other contribution to a copyrighted collection or periodical issue or a small part of any other copyrighted work.
CCL	Transmission of the code eel means that the request is legitimate because it is authorized elsewhere in the copyright law.
CCG guidelines	Use the code ccg, which relates to the Subsection 108(g)(2) CONTU <i>Guidelines</i>, under the following circumstances: 1. When the requesting entity has observed the quantitative restrictions set forth in CONTU guideline No. 1, 2. When the requesting entity has in force or on order a subscription to a periodical [see CONTU <i>Guidelines</i>, No. 2(a)] or has entered an order for a copy of any other copyrighted work [see CONTU <i>Guidelines</i>, No. 2(b)], or 3. When the requesting entity owns the material to be copied and would have been able, under the provisions of Section 108 of the copyright laws, to supply the requested copy from materials in its own collection had such materials been reasonably available [see CONTU <i>Guidelines</i>, No. 2(b)].

A.5 U.S. Copyright Compliance (continued)

CCLS guidelines	Use the code eel, which refers to other provisions of U.S. copyright law, whenever a copy of material in the public domain is requested, or the request for a copy is sanctioned under parts of the law other than Subsection 108(d) of the copyright law as qualified by Subsection 108(g)(2) and the CONTU Guidelines use this code under the following circumstances. A. When the requested copy becomes the property of the patron: 1. If the request is for an entire work or substantial part of a work where the requesting library has determined that a copy cannot be obtained at a fair price [see Subsection 108(f)]. 2. If the request is for a copy of book or periodical material made for a teacher in conformity with the Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions or for copying of music under the <i>Guidelines for Educational Uses of Music</i>. 3. When the requesting library believes, because of the circumstances of the request, that the reproduction and distribution of the copy is a fair use (see Section 107 for four statutory tests to determine whether a given reproduction is or is not a fair use). 4. When the requested photocopy is a copy of the kind of material described in Subsection 108(d) but published earlier than five years prior to the date of the request and, therefore, not covered by the <i>Guidelines</i>. 5. When the requested material is not subject to the reproduction rights granted by Section 108 (i.e., is a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work dealing with news), but the requesting library believes that, because of the circumstances of the request, the reproduction and distribution of the copy would be a fair use [see Subsection 108(d) for limitation of Section 108]. (See Section 107 for four statutory tests to determine whether a given reproduction is or is not a fair use.) B. When the requested copy becomes a part of the collection of the requesting library: 1. If the request is for a facsimile copy of a published work requested solely for replacement of a damaged, deteriorating, lost, or stolen copy of a work and the requesting library has determined, after reasonable investigation, that an unused replacement is unavailable at a fair price [see Subsection 108(c)]. 2. Where, because of the circumstances of the request, the requesting library believes that the reproduction and distribution of the copy would be a fair use (see Section 107 for four statutory tests to determine whether a given reproduction is or is not a fair use).
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APPENDIX D

ACT 903

AN ACT to Provide that Library Records Containing Names or Other Personally Identifying Details Regarding the Patrons of the Library Shall be Confidential; and for Other Purposes.

Be It Enacted by the General Assembly of the State of Arkansas:

SECTION 1. (a) "Patron" means any indi-

vidual who requests, uses or receives services, books or other materials from a library.

(b) "Confidential library records" means documents or information in any format retained in a library that identify a patron as having requested, used or obtained specific materials including, but not limited to, circulation of library books, materials, computer data base searches, interlibrary loan transactions, reference queries, patent searches, re-quests for photocopies of library materials, title re-serve requests or the use of audio-visual materials, films or records.

SECTION 2. (a) Library records which contain names or other personally identifying details regarding the patrons of public, school, academic and special libraries and library systems supported in whole or in part by public funds shall be confidential and shall not be disclosed except as permitted by this act.

(b) A library may disclose personally identifiable information concerning any patron:

(1) to the patron;

(2) to the person with the informed, written consent of the patron given at the time the disclosure is sought; or

(3) to law enforcement agency or civil court, pursuant to a search warrant.

(c) Personally identifiable information obtained in any manner other than as provided in this act shall not be received in evidence in any trial,

(d) No provision of this act shall be construed to prohibit any library or any business operating jointly with a library from disclosing information for the purpose of collecting overdue books, documents, films or other items and/or materials owned or otherwise belonging to such library. Nor shall any provision of this act be construed as to prohibit or hinder any such library or business office from collecting fines on such overdue books, documents, "films or other items and/or materials.

(e) Aggregate statistics shown from registration and circulation records with all personal identification removed may be released or used by library or library system for research or planning purposes.

(f) Any person who knowingly violates any of the provisions of this act shall be guilty of a misdemeanor and shall be punished by a fine of not more than two hundred dollars (\$200.00) or thirty (30) days in jail, or both, or a sentence of appropriate public service or education, or both.

(g) No liability shall result from any lawful disclosure permitted by this act.

(h)) No action may be brought under this act unless such action is begun within two (2) years from the date of the act complained of or the date of discovery.

(i) Public libraries shall use an automated or

Gaylord type circulation system that does not identify a patron with circulated materials after materials are returned.

SECTION 3. All provisions of this act of a general and permanent nature are amendatory to the Arkansas Code of 1987 Annotated and the Arkansas Code Revision Commission shall incorporate the same in the Code. ..

SECTION 4. All laws and parts of laws in conflict with this act are hereby repealed.

APPROVED: March 23, 1989.

LEGAL ISSUES FOR LIBRARIANS

presented by

The Arkansas State Library The William F.
Laman Library

April 20, 2006 North Little
Rock, AR

INTELLECTUAL PROPERTY ISSUES

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I. Introduction to Copyright Law

1. THE BASIS OF U.S. COPYRIGHT LAW.

(a) The Constitution.

The power of Congress to create a copyright law is explicitly set forth in the U.S. Constitution:

To promote the Progress of Science and useful Arts, by securing for limited Times to Authors and Inventors the exclusive Right to their respective Writings and Discoveries...

The Patent and Copyright Clause places some important limits on what Congress may do with the copyright laws; for example, copyrights may not be made perpetual.

(b) Federal Statutes.

The current federal act is the 1976 Copyright Act, which became effective on January 1, 1978. The prior copyright act, the 1909 Act, remains important because certain of its provisions are still controlling with respect to works that were created and/or published prior to the effective date of the 1976 Act.

(c) Treaties.

The 1976 Act was substantially amended when the United States became a signatory to the Berne Convention for the Protection of Literary and Artistic Works. These amendments became effective on March 1, 1989.

(d) The "Ages" of U.S. Copyright Law.

A great deal of complexity is added to the analysis of many copyright issues by the many changes to the copyright law that have taken place during the lifetime of some older copyrights. For example, in order to determine what statutory formalities, if any, are necessary to protect a work under copyright, or when a particular copyright will or has expired, one must first determine during which copyright "age" the work was first created and/or published:

1. *July 1, 1909 to December 31, 1977.* During this period, the 1909 Act governed all works.
2. *January 1, 1978 to February 28, 1989.* During this period, the 1976 Act controlled but the amendments necessitated by the Berne Convention were

not yet in place. Because this period lasted roughly a decade, it is commonly referred to by practitioners as the "decennial" era.

3. *March 1, 1989 to present.* The Berne era began when the Berne Convention amendments became effective.

It is important to note that there are also many less pervasive amendments that have occurred to the copyright law, particularly in recent years, that may have an important impact on a determination of many of these issues. For example, in 1998 Congress passed the Sonny Bono Copyright Term Extension Act (CTEA), which effectively tacked 20 years onto the life of every copyright then in existence, even those created and first protected under the 1909 Act.

2. THE SCOPE OF COPYRIGHT PROTECTION.

(a) Categories of Works.

Copyright protection extends to all "original works of authorship" that are "fixed in any tangible medium of expression." The enumerated categories of protectable works include:

- literary works
- musical works
- dramatic works
- pantomimes and choreographic works
- pictorial, graphic, and sculptural works
- motion pictures and other audiovisual works
- sound recordings, and
- architectural works

This list is non-exclusive. Also, a compilation of previous works may be a copyrightable work itself.

(b) Originality.

Only a small amount of originality is required in order for a work to be protectable by copyright. Any distinguishable, non-trivial variation from a previous work is sufficient to support a copyright claim. A work need not be artistic to be entitled to copyright protection.

Originality is not the same as novelty; novelty is not required for copyright protection. As long as the author did not copy the work from another work, then it will be considered original and thus protectable, even if it happens to be identical to a previously created work that the author had never seen.

(c) Fixation.

in order to be protectable, the work must be fixed in a tangible medium of expression. In other words, it must be recorded in some manner. It cannot simply be an idea floating around in the head of an author. Even ephemeral recordings, however, are generally sufficient to meet this requirement.

(d) Unprotectable Works.

Based on the principles outlined above, some categories of works are seen by the U.S. Copyright Office as being incapable of supporting a copyright claim. These categories include:

- titles, names, and slogans;
- familiar symbols or designs;
- mere variations of typographic ornamentation, lettering, or coloring; and
- mere listings of ingredients or contents (including recipes)

In addition, copyright does not extend to any idea, procedure, process, system, method of operation, concept, principle, or discovery embodied in a copyrightable work, regardless of the work in which it is described, explained, illustrated, or embodied in such work. This is an important distinction between copyright law and patent law.

3. COPYRIGHT OWNERSHIP.

Copyright ownership initially rests in the author of the copyrighted work. In the case of a "work made for hire," the employer and not the employee is considered to be the author. A "work made for hire" is one that is prepared by an employee within the scope of his or her employment, or one that fits within certain enumerated categories and is the subject of a written agreement specifying that the work shall be considered a work made for hire.

It may be seen that simply paying an independent contractor to create a commissioned work does not result in a transfer of the copyright in that work. A written agreement specifically reciting that the work is a "work made for hire" and/or assigning the work should be considered.

The authors of a joint work are co-owners of the copyright in the work, unless there is an agreement to the contrary.

Copyright in each separate contribution to a periodical or other collective work is distinct from copyright in the collective work as a whole, and vests initially with the author of the contribution.

4. THE RIGHTS OF A COPYRIGHT OWNER.

(a) Generally Applicable Rights.

The owner of a copyright has the exclusive right to do and to authorize others to do the following:

- to make copies of the work;
- to prepare derivative works based upon the work;
- to distribute copies of the work; and
- for certain types of works, to perform or display the work publicly.

It is important to note that the right given to the copyright holder is the right to stop others from taking some action, not the right to take any action.

(b) Rights of Attribution and Integrity.

In addition to the rights listed above, certain authors of works of visual art have the rights of attribution and integrity. These rights include the right to prevent the owner of a work from using the author's name when the work has been modified such that it would be prejudicial to the author's honor or reputation, and, in some cases, prevent modification of the work in that manner or prevent the destruction of the work.

Rights of attribution and integrity apply only to a "work of visual art." These include non-commercial paintings and sculptures that exist singly or in very limited editions. There are also substantial limitations on the rights of attribution and integrity with respect to duration, and they may not be transferred.

5. SECURING COPYRIGHT PROTECTION.

you make it, you own it

Copyright protection is automatic. No filings or other formalities are required. Neither the failure to register the copyright nor the failure to use a copyright notice will cause the loss of copyright protection under the current law.

6. TRANSFER OF COPYRIGHT.

As a general rule, a copyright is personal property, and may be transferred to any other party just as any other personal property is transferred. A copyright may pass to another party by operation of law, such as through intestate succession, and may be bequeathed by will. The various rights that accrue to a copyright holder may be transferred individually.

With respect only to a transfer of exclusive rights, a writing signed by the owner is required in order for the transfer to be valid.

A copyright transfer or license may be terminated by the author under certain conditions after 35 years. Written notice is required, and time limits and other important restrictions apply to this right.

7. COPYRIGHT NOTICE.

A copyright notice is no longer required in order to claim copyright protection in a work. There are good reasons to use such a notice, however, since it may cut off an infringer's claim of innocent infringement, which has a bearing on damages.

The notice should contain the following three elements:

- The symbol ©, or the word "Copyright," or the abbreviation "Copr.";
- The year of first publication of the work; and
- The name of the owner of copyright in the work.

Example: © 2006 J. Charles Dougherty

Certain kinds of works may be fixed not in "copies" (as defined in the Act) but by means of sound in an audio recording. For these works, the "P in a circle" symbol is used in place of the "C in a circle."

8. DURATION OF COPYRIGHT

Under current law, the term of a copyright in a work that is not made for hire is the author's life plus an additional 70 years after the author's death. In the case of a joint work, the term lasts for 70 years after the last surviving author's death. For works made for hire, and for anonymous and pseudonymous works, the duration of copyright will be 95 years from publication or 120 years from creation, whichever is shorter.

The copyright in older works created or published under previous versions of the Copyright Act may exist for a shorter period of time. Such works may also be subject to renewal requirements applicable under earlier Acts. Because of the numerous changes that have occurred to the copyright law, it can become quite complex to calculate the date of expiration of the copyright in some older works.

9. COPYRIGHT REGISTRATION.

(a) Reasons for Registration.

Registration is not required in order to maintain copyright protection. Registration may be of great value to the copyright holder, however, for the following reasons:

- registration establishes a public record of the copyright claim;
- registration is necessary before an infringement suit may be filed in court;

- if registration is made before or within 5 years of publication, registration will establish prima facie evidence in court of the validity of the copyright and of the facts stated in the copyright certificate;
- if registration is made within 3 months after publication of the work or prior to an infringement of the work, statutory damages and attorney's fees will be available to the copyright owner in court actions; otherwise, only an award of actual damages and profits is available to the copyright owner.

The availability of attorney's fees and statutory damages is extremely important in copyright litigation; without the availability of these forms of damages through registration prior to infringement, copyright litigation may often be impractical.

(b) Process of Registration.

Copyright registration applications are processed by the U.S. Copyright Office, which is a branch of the Library of Congress. Copyright registration is simple and inexpensive. The three elements necessary for submission in order to receive a copyright registration are:

- a completed application form
- a filing fee of \$30.00 per application
- a deposit (or deposits)

Various forms are used for different types of works; for example, form TX is used for textual works such as books, while form VA (for visual arts) is used for sculpture.

The purpose of the deposit requirement is for the Copyright Office to determine whether the work is in fact appropriate for copyright protection. Various rules exist for the type and number of deposits depending upon the type of work and circumstances of the submission. Photographs, for example, are allowed for large and bulky works. The deposit rules also include various options that should be carefully considered for certain types of works, such as computer software.

The effective date of registration is when the application and other required materials are received by the Copyright Office, not when the registration number is assigned.

Because the date of receipt is important, and because the Copyright Office does not issue filing receipts, it is advisable to submit copyright applications either by hand or by an overnight delivery service from whom a confirmation receipt is obtained. It is not unusual to wait for six months or more to hear whether an application will be approved.

If registration is denied, an administrative appeal process exists by which the matter may be reviewed within the Copyright Office. Further review is available through the federal courts.

Registration may be made at any time within the life of the copyright, although there are some important advantages associated with early registration.

(c) Searching of Copyright Records.

The more recent copyright filings may be searched using the search engine available at the U.S. Copyright Office website, at www.copyright.gov. Copies of copyright deposits may also be reviewed through the submission of a special form provided by the Office.

II. Special Copyright Issues for Libraries

1. EXEMPTIONS FOR REPRODUCTION BY LIBRARIES AND ARCHIVES (SECTION 108).

(a) General Exemptions and Qualifications (Section. 108(a) and (i)).

Section 108(a) sets out a set of general requirements that must be met in order for a library to take advantage of any of the exemptions from infringement liability that are provided in the remaining subsections. Those general requirements are as follows:

1. Only one copy of the work can be made (unless more copies are expressly allowed in a particular exemption).
2. The copies cannot be made for direct or indirect commercial advantage.
3. The library's collections must be open to the public or to unaffiliated researchers in a specialized field.
4. All copies must bear a copyright notice identical to the one on the work being copied. If there is no copyright notice, then the library copy must include a legend that states that the work may be protected under copyright.

The requirement that the copies cannot be made for commercial advantage does not mean that the library itself cannot be a for-profit enterprise, or be a part of a for-profit enterprise. It simply means that the act of reproduction itself cannot be for a profit-oriented goal.

It should be noted that Section 108 does not expressly limit its application to public libraries. Private libraries could also take advantage of its provisions. The problem for many of these libraries though is the requirement that the collections must be open to interested parties. A business enterprise that maintains a library would thus be required to allow its competitors to also use its library if it wanted to claim any of the Section 108 exemptions for its reproductions. Simply making the collection available through interlibrary loan is not sufficient to meet this requirement.

Section 108(i) also has a generally applicable provision similar to those of Section 108(a). It limits the reproduction and distribution of musical works, pictorial, graphic, and sculptural works, and motion picture or other audiovisual works, other than an audiovisual work dealing with news. Such works may only be copied under Section 108

for the purposes of preservation and replacement; the parts of Section 108 that allow reproduction for research do not apply to these sorts of works. The result is that while traditional printed materials may be copied for research purposes as provided in Section 108, other types of materials may be copied for preservation only.

(b) Copying for Preservation (Section 108(b) and (c)).

These two subsections allow a library to make up to three copies of a copyrighted work for preservation, deposit, or replacement purposes. Section 108(b) applies to unpublished works, while Section 108(c) applies to published works.

Under Section 108(b), the library may make the copies only if the work to be copied is currently in its collections. In addition, the library may not allow the work to be removed from the library premises if copied into a digital format. Section 108(b) does allow reproduction though for the inclusion in another library for research purposes.

Under Section 108(c), a library may make the copies only for the purpose of replacing a copy that is damaged, deteriorating, lost, or stolen, or if the work is in a format that has become "obsolete." The purpose for this requirement is to make sure that a library can maintain its collections in a usable form. A format is considered obsolete if the machine necessary to render the work readable is no longer manufactured or reasonably available in the marketplace. (Good examples here might be the conversion of audiovisual works from the old Sony Beta videotape format, or the conversion of software from the 5 1/4" floppy disks formerly used with most personal computers.)

In addition, a library can only make copies under Section 108(c) if the library has, after a reasonable effort, determined that an unused replacement cannot be obtained at a fair price. Whether a particular effort is going to be deemed "reasonable" may be difficult to predict. The library is strongly recommended, however, to keep records of the efforts that are made in this circumstance. At a minimum, this language would seem to require a diligent search in the usual trade channels where such works are found and contact with the stated copyright owner, if any. It should be noted that the library is not required to settle for a used copy, since the standard in Section 108(c) references an "unused" copy of the work.

Finally, as in Section 108(b), Section 108(c) requires that the library limit use of any copies made under that section to use within the library if they are in digital format.

(c) Copies Made at Patron Request (Section 108(d) and (e)).

Section 108(d) applies to the copying of a small part of a work, or one article from a collection. Section 108(e) applies to the copying of all or a substantial portion of a particular work.

Under Section 108(d), a library may make one copy of the requested material if:

1. the work is found in the library's collection or that of another library;
2. the copy is not added to the library's collection
3. the library has had no notice that the copy will be used for anything other than research
4. the library displays a copyright warning where copy orders are made, and also attaches that same warning to any copy order forms

Term of the copyright warning that must be used appears following; this warning must be copied verbatim:

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Under Section 108(e), a library may make one copy of the requested material if all of the conditions of Section 108(d) are met, and if, in addition, the library has determined after a reasonable *effort* that a copy of the work cannot be obtained at a fair price. As noted above, this *effort* would at least seem to require that the library perform a diligent search in the usual trade channels where such works are found, and also contact the stated copyright owner, if any. It should be noted here that, unlike in Section 108(c), the copy that is being searched for may be either used or unused.

(d) Concerted or Systematic Reproduction (Section 108(g)).

Sections 108(d) and (e) allow a library to make a single copy at a patron request. But what if multiple patrons request a copy of the same thing, or the same patron repeatedly comes in to copy the same thing? Section 108(g) serves to protect a library that makes isolated and unrelated reproductions of the same material. The protection of Section 108(g) does not extend, however, to cases where

1. the library is either aware or has reason to be aware that it is engaged in the related or concerted reproduction of multiple copies of materials; or

2. the library engages in systematic reproduction or distribution of single or multiple copies of the kinds of materials described in Section 108(d).

It is important to note that systematic reproduction is prohibited even if the library does not know or have good reason to know that it is doing it. A reproduction is "systematic" if it is done according to a common plan or procedure or regular interaction. The most likely example where this problem may arise is journal subscriptions. A library may not, for example, make copies of journals for its branches in a planned effort to avoid purchasing a subscription to the journals for each branch. On the other hand, Section 108(g) does not prevent a library from participating in interlibrary loan arrangements, so long as the loan arrangement does not have, as its purpose or effect, the result of allowing the library receiving the loan to substitute the loan for a subscription to or purchase of the subject work.

(e) Orphan Works (Section 108(h)).

In 1998, Congress passed an act that effectively lengthened the term of every then- existing copyright by 20 years. To lessen the impact of this change in the law upon libraries, Section 108(h) was drafted to allow libraries to make use of (copy, distribute, perform, etc.) copyrighted works within their last 20 years of copyright under certain conditions. In order to use such works, the library must determine, after reasonable investigation, that:

1. the work is not subject to normal commercial exploitation;
2. neither a new or used copy is available at a reasonable price; and
3. the copyright owner has not notified the Copyright Office that the work is available.

(f) Library Liability for Patron Copying (Section 108(f)).

A library is insulated from liability for the copyright infringement committed by a patron using library equipment (such as a copier or computer), provided that a notice is provided at the equipment indicating that the making of a copy may be subject to the copyright law.

(g) Future Changes.

In March 2006, the Copyright Office held a series of roundtable discussions to determine whether any changes to Section 108 are deemed necessary. These discussions were wide ranging. Several new proposals for Section 108 exemptions were discussed, including, for example, a new exemption for libraries that may wish to archive web sites. The recommendations that result from these roundtables, and the

written comments received afterward, are expected to be published by the end of the year.

2. FAIR USE (SECTION 107).

(a) The General Rule.

Some uses of a copyrighted work, which may otherwise fall within the exclusive rights of the copyright holder, are deemed not to be an infringement of copyright through the doctrine of fair use. Fair use may be permitted for criticism, comment, news reporting, teaching, scholarship, and research. The current copyright act does not set out set forth which specific acts do and do not constitute fair use. There are no safe harbors as in the Section 107 exemptions. Instead, the act includes a series of factors that must be considered in a fair use analysis; those factors are:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

(b) The First Factor.

If the use is for nonprofit, educational purposes, then the first factor will cut in favor of fair use. This does not mean simply that the copying was made by a nonprofit library, but the use to which the copy is being put must also be educational.

The first factor also cuts in favor of a "transformative" use. This is a use in which a new work is treated with a different purpose. For example, one case found that the collection of low-resolution copies of copyrighted photographs for purposes of an online search tool was a transformative use.

(c) The Second Factor.

The second factor will cut in favor of the copier if the copyright in the original work is weak. This applies to works that are mostly comprised of facts or numbers, or that otherwise contain relatively little expression. Engineering handbooks are a good example here.

The second factor will cut against the copier if the work is unpublished. This is because first publication is one of the rights of the copyright holder, and by publishing the work without the copyright holder's permission that right is lost.

(d) The Third Factor.

Not only the size of the portion copied but also its significance to the work as a whole must be considered. If the "heart" of the work is published, this factor may cut against the copier even if only a small percentage of the overall work is in fact copied.

(e) The Fourth Factor.

Although they don't say so, courts considering a fair use issue often place the most emphasis on the last factor, such that the determination of fair use often hinges on whether the use made by the defendant served to usurp the market that otherwise would have been reasonably available to the copyright holder.

This factor will cut strongly in favor of the copier if there is no market for the work at all.

III. Analyzing Copyright Issues

1. A GENERAL PROBLEM-SOLVING APPROACH.

To determine if a particular action will result in copyright liability, a library should analyze the problem by answering the following five questions:

1. Is the library a party to an agreement that limits what it can do with the work?
2. If not, is the work protected by copyright?
3. If so, does what you wish to do impact that copyright?
4. If so, is what you wish to do exempted from liability under Section 108?
5. If not, is what you wish to do a fair use under Section 107?

The first question is vitally important although it has little to do with copyright protection. If the library has signed an agreement with a publisher that limits what actions it may take in connection with a particular work, then the library is obligated not to take such actions regardless of whether they would be otherwise allowable under the copyright law. Even if the library is found to have not committed copyright infringement, such as based on fair use, it could in this case still be found in breach of contract, which, depending upon the circumstances, may result in damages as great as or greater than those that might be obtainable under a copyright infringement theory.

The second question requires an understanding of what is, and is not, protected by copyright. The third question requires an understanding of what exclusive rights are granted to a copyright holder. Since Section 108 provides clear exemptions, while Section 107 provides only guiding factors, it is best to rely on Section 108 where possible, and consider a reliance on Section 107 fair use only when necessary.

A work may not be protected by copyright if:

- the work lacks originality (such as a white pages directory)
- the copyright has expired
- the author has expressly waived copyright (such as "freeware")
- the author has implicitly waived copyright (such as publication without a proper copyright notice under the 1909 Act)
- the work was authored by an employee of the U.S. government acting within the scope of his or her employment

As noted above, determination of whether a particular work's copyright has expired can be a complex undertaking. Generally speaking, anything that was published on or before December 31, 1922 is no longer protected by copyright. For newer works, however, the calculation is difficult to reduce to a single formula. Note that, under current law, the absence of a copyright notice does not indicate that a work is not protected by copyright.

2. SOME COMMON LIBRARY COPYRIGHT ISSUES.

(a) Patron Use of Computers and Copiers.

The library should place a notice at or near the station where these devices are made available. There is no required form of notice, but it should contain a general statement that certain activities may infringe upon the copyright held in works that are copied, displayed, or distributed using such machine. Many good examples of such notices may be found through an Internet search.

(b) Archiving.

Sections 108(b) and (c) address library archiving. It is important to note that Section 108 does not allow for a general back-up copy of audiovisual materials. It only allows for replacement when the purchase copy becomes difficult or impossible to use. This may seem counter-intuitive, since these types of materials seem much more likely to be lost or damaged than traditional print materials, but there is no general back-up exemption for these types of materials.

(c) Copies made from Interlibrary Loan Materials.

If the requested material to be copied is an entire work or a substantial part thereof, then the library making the copy must comply with Sections 108(e) and (g), as set forth

above. If the requested material is a small part of the entire work, then Section 108(d) is consulted instead of Section 108(e).

There is nothing in Section 108 that deals with what the loaning library must do in **this** circumstance. Nevertheless, it seems prudent that the library making the loan require a statement of compliance with copyright law from the requesting library. This practice may cut off any possible contributory infringement liability for the loaning library.

(d) Class Materials on Reserve.

The use of class materials on reserve would seem to contemplate that the materials will be repeatedly copied. Thus, it appears that Section 108 exemptions will likely not apply to these materials. Applying the fair use factors to these types of materials then, the most difficulty is usually reached at the fourth factor. Is there a market for permissions and reprints for this particular work? This question must be answered on a case-by-case basis, but in many fields, there are now specific licensing schemes for "course packs" that may cut against a finding of fair use in such cases.

(e) Special Collections and Out-of-Print Books.

The sort of copying usually requested for these types of materials will often not fall into any of the Section 108 exemptions. The fair use factors must then be considered. In the case where it is difficult or impossible to obtain permission to make a copy, such as where the copyright holder is unknown or unreachable, then it would seem that the fourth factor would weigh heavily in favor of fair use. This will often be the case for out-of-print materials.

§ 107. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include-

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

§ 108. Limitations on exclusive rights: Reproduction by libraries and archives

(a) Except as otherwise provided in this title and notwithstanding the provisions of section 106, it is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than

one copy or phonorecord of a work, except as provided in subsections (b) and (c), or to distribute such copy or phonorecord, under the conditions specified by this section, if-

- (1) the reproduction or distribution is made without any purpose of direct or indirect commercial advantage;
- (2) the collections of the library or archives are

(i) open to the public, or
(ii) available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field; and

(3) the reproduction or distribution of the work includes a notice of copyright that appears on the copy or phone record that is reproduced under the provisions of this section, or includes a legend stating that the work may be protected by copyright if no such notice can be found on the copy or phonorecord that is reproduced under the provisions of this section.

(b) The rights of reproduction and distribution under this section apply to three copies or phonorecords of an unpublished work duplicated solely for purposes of preservation and security or for deposit for research use in another library or archives of the type described by clause (2) of subsection (a), if-

(1) the copy or phonorecord reproduced is currently in the collections of the library or archives; and

(2) any such copy or phonorecord that is reproduced in digital format is not otherwise distributed in that format and is not made available to the public in that

format outside the premises of the library or archives.

(c) The right of reproduction under this section applies to three copies or phonorecords of a published work duplicated solely for the purpose of replacement of a copy or phonorecord that is damaged, deteriorating, lost, or stolen, or if the existing format in which the work is stored has become obsolete, If-

(1) the library or archives has, after a reasonable effort, determined that an unused replacement cannot be obtained at a fair price; and

(2) any such copy or phonorecord that is reproduced in digital format is not made available to the public in that format outside the premises of the library or archives in lawful possession of such copy.

For purposes of this subsection, a format shall be considered obsolete if the machine or device necessary to render perceptible a work stored in that format is no longer manufactured or is no longer reasonably available in the commercial marketplace.

(d) The rights of reproduction and distribution under this section apply to a copy, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, of no more than one article or other contribution to a copyrighted collection or periodical issue, or to a copy or phonorecord of a small part of any other copyrighted work, If-

(1) the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and

(2) the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

(e) The rights of reproduction and distribution under this section apply to the entire work, or to a substantial part of it, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, if the library or archives has first determined, on the basis of a reasonable investigation, that a copy or phonorecord of the copyrighted work cannot be obtained at a fair price, if-

(1) the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and

(2) the library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation.

(f) Nothing in this section-

(1) shall be construed to impose liability for copyright infringement upon a library or archives or its employees for the unsupervised use of reproducing equipment located on its premises: Provided, that such equipment displays a notice that the making of a copy may be subject to the copyright law;

(2) excuses a person who uses such reproducing equipment or who requests a copy or phonorecord under subsection (d) from liability for copyright infringement for any such act, or for any later use of such copy or phonorecord, if it exceeds fair use as provided by section 107;

(3) shall be construed to limit the reproduction and distribution by lending of a limited number of copies and excerpts by a library or archives of an audiovisual news program, subject to clauses (1), (2), and (3) of subsection (a); or

(4) in any way affects the right of fair use as provided by section 107, or any contractual obligations assumed at any time by the library or archives when it obtained a copy or phonorecord of a work in its collections.

(g) The rights of reproduction and distribution under this section extend to the isolated and unrelated reproduction or distribution of a single copy or phonorecord of the same material on separate occasions, but do not extend to cases where the library or archives, or its employee-

(1) is aware or has substantial reason to believe that it is engaging in the related or concerted reproduction or distribution of multiple copies or phonorecords of the same material, whether made on one occasion or over a period of time, and whether intended for aggregate use by one or more individuals or for separate use by the individual members of a group; or

(2) engages in the systematic reproduction or distribution of single or multiple copies or phonorecords of material described in subsection (d): Provided, That nothing in this clause prevents a library or archives from participating in interlibrary arrangements that do not have, as their purpose or effect, that the library or archives receiving such copies or phonorecords for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work.

(h)

(1) For purposes of this section, during the last 20 years of any term of copyright of a published work, a library or archives, including a nonprofit educational institution that functions as such, may reproduce, distribute, display, or perform in facsimile or digital form a copy or phonorecord of such work, or portions thereof, for purposes of preservation, scholarship, or research, if such library or archives has first determined, on the basis of a reasonable investigation, that none of the conditions set forth in subparagraphs (A), (B), and (C) of paragraph (2) apply.

(2) No reproduction, distribution, display, or performance is authorized under this subsection if-

(A) the work is subject to normal commercial exploitation;

(B) a copy or phonorecord of the work can be obtained at a reasonable price; or

(C) the copyright owner or its agent provides notice pursuant to regulations promulgated by the Register of Copyrights that either of the conditions set forth in subparagraphs (A) and (B) applies.

(3) The exemption provided in this subsection does not apply to any subsequent uses by users other than such library or archives.

(i) The rights of reproduction and distribution under this section do not apply to a musical work, a pictorial, graphic or sculptural work, or a motion picture or other audiovisual work other than an audiovisual work dealing with news, except that no such limitation shall apply with respect to rights granted by subsections (b) and (c), or

with respect to pictorial or graphic works published as illustrations, diagrams, or similar adjuncts to works of which copies are reproduced or distributed in accordance with subsections (d) and (e).

**CRAWFORD COUNTY SAFETY PLAN
(See Safety Plan Notebook)**

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Facility Use Request Form

Name of Organization: _____

Name of Responsible Party: _____

Address: _____

Telephone: _____

E-mail address: _____

Release

I hereby release and discharge the Crawford County Library System, its agents, employees, and representatives, from all claims, demands, actions, judgments, and executions that I or my organization may have against the Crawford County Library System arising out of the use or attempted use of a facility operated by the Crawford County Library System.

I have read the Crawford County Library System Meeting Room Policy and understand all of its terms.

Signed this _____ day of _____, 20____.

Signature

Event Information:

Type of Event: _____

One time event: Date of event: _____

Start time: _____

End time: _____

Monthly meeting: Day of the month: _____

Start time: _____

End time: _____

Additional comments: ** Please send a copy of your advertising prior to publication.

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Crawford County
Library System

Alma, Cedarville, Mountainburg, Mulberry, Van Buren, AR

Facsimile Cover Sheet

Date: _____ **Time:** _____

To:

Recipient Name: _____

Recipient Fax Number: (_____) _____

From:

Sender Name: _____

Sender E-Mail / Phone: _____

_____ **# Pages sent (including cover sheet)**

The Crawford County Libraries will not be responsible for any unsuccessful transmissions. Patrons will be given a confirmation page for their records. It will be the patron's responsibility to verify the correct fax number was used, all pages were sent, and ensure the facsimile was completed.

DISCLAIMER: The information contained in this facsimile message is intended for the sole confidential use of the designated recipients and may contain confidential information. If you have received this information in error, any review, dissemination, distribution or copying of this information is strictly prohibited. If you have received this communication in error, please notify sender immediately by email/telephone.

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GENEALOGY/ARCHIVE DEPARTMENT SERVICES SLIP

DATE: _____ LIBRARY: ____ ALMA ____ VAN BUREN

NAME: _____ PHONE: _____

EMAIL: _____

MAILING ADDRESS: _____

APPOINTMENT: DATE: _____ TIME: _____

PREFERRED METHOD OF CONTACT: _____

PROVIDE AS MUCH INFORMATION AS POSSIBLE TO ENSURE BEST POSSIBLE RESULTS. I.E. NAME(S), SPELLING(S) OF SAID NAMES, DATE(S) AND/OR POSSIBLE DATE(S), APPROXIMATE AREA(S), ETC. GIVE US THE TOOLS TO GIVE THE BEST SERVICES.

FOR LIBRARY STAFF USE ONLY

RECORDS AND INFORMATION GATHERED:

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Policy Name: Laptop Policy and Agreement

Users must report to the circulation desk and leave a valid Photo ID with the staff when requesting to borrow a laptop. Acceptable forms of Photo ID are: valid driver's license, state license, state issued identification card or student identification card. ID will be returned when the laptop and its components are returned and equipment is judged to be in good condition. Users must be patrons of the Crawford County Library System and be in good standing. Users must be over the age of 18. Users are expected to have working knowledge of the computers and programs as the staff may assist with basic computer usage questions, but not available for training.

Users are responsible for the laptop and all its components (hardware and software). Users will not remove the laptop from the facility nor leave it unattended. Users will not alter any settings or configurations on the laptop, nor save anything to the hard drive of the laptop. It is the user's responsibility to provide data storage devices compatible with the laptop. No start up disks or software from outside the library is permitted. **Printing can be done from the laptop via email submission to the front desk.** Users will reimburse the Library **full replacement cost** for any damages if the laptop or any software installed thereon is damaged, lost or stolen while checked out.

Users will be granted a two (2) hour time period on a first come first served basis. Laptops must be returned to library staff at the circulation desk at least thirty (30) minutes prior to the library closing. **Power must be kept on when returning a laptop, so the components can be checked.** Violation of the Laptop Loan Policy and Agreement may result in the following consequences:

First Offense – Termination of session and loss of laptop privileges for one day.

Second Offense – Denial of laptop privileges for one month.

Third Offense – Denial of all laptop privileges, contingent upon approval of Library Director.

By signing this agreement, the user verifies to have read and understand the Laptop Loan Policy and Agreement of the Crawford County Library System.

Name: _____

ID: _____

Signature: _____

Date: _____

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PATRON'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

{Important notice: This request form becomes public information immediately upon submission and in accordance with the Freedom of Information Act is open to full public disclosure.}

Title _____
Author, composer, producer, artist, publisher, etc. _____
Request initiated by _____
Library Card # _____ Telephone # _____
Address _____ City _____ State _____ Zip _____
Complainant represents: _____ Self
_____ Organization; Organization Name: _____

1. Did you read, view, or listen to the entire work? _____
2. What do you believe is the theme or purpose of this work? _____

3. For what age group would you recommend this material? _____
4. To what in the work do you object? (Please be specific, cite exact pages and scenes, and continue on the back if necessary) _____

5. What do you feel might be the result of reading, viewing, or listening to this work?

6. Do you believe this item serves any of the following purposes?
 - a. Promotes understanding of other cultures and lifestyles? _____ Yes _____ No
 - b. Promotes discussion of societal issues? _____ Yes _____ No
7. In its place, what material of equal value would you recommend?

8. What would you prefer the library to do about the material?
_____ Reclassify for older age group (if Juvenile)
_____ Withdraw it from the library

Signature of the complainant

Date

Name of Staff member receiving this form:

Date received:

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Policy Name: Photography Policy: Photograph/Video/Sound Release Form

I hereby give the Crawford County Library System permission to use photographs/videos/sound of the adults and the minors named below for publicity, promotion, news releases, videos, and web use of the Crawford County Library System. This might also apply to written composition or visual art of the minor if it is published.

I hereby release and discharge the Crawford County Library System from any and all claims arising out of the use of the photograph/video/sound that I or the minor child(ren) listed may have in this regard.

Adult's Name: _____

Phone: _____

Address: _____

Name(s) of Children Under 18: _____

Signature of Adult or Parent/Guardian: _____

Date: _____

Please check one option:

☐ May be identified by full name

☐ May be identified by first name only

☐ May not be identified by name at all

Policy Name: Photography Policy: Photograph/Video/Sound Declination Form

I hereby **decline** the Crawford County Library System permission to use photographs/videos/sound of the adults and the minors named below for publicity, promotion, news releases, videos, and web use of the Crawford County Library System.

Adult's Name: _____

Phone: _____

Address: _____

Name(s) of Children Under 18: _____

Signature of Adult or Parent/Guardian: _____

Date: _____

Public Comments at the Crawford County Library Board Meetings

Request to speak before the board.

Please complete this form and return it to either a Board Member or the Library Director at least 1 hour prior to the meeting.

Name: _____ Date: _____

Address:

City, State and Zip: _____ Phone: _____

Email address:

Subject you wish to address at the next board meeting:

Staff use only Name, Date & Time:

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Policy Name: Children's Tablet Loan Policy and Agreement

Users must report to the circulation desk and leave a valid Photo ID with the staff when requesting to borrow a tablet or the tablet may be checked out with a Crawford County Library Card. Acceptable forms of Photo ID are: valid driver's license, state license, state issued identification card, or student identification card. ID will be returned when the tablet and its components are returned and equipment is judged to be in good condition. Users are expected to have working knowledge of the tablet and games as the staff may assist with basic usage questions, but not available for training.

Users are responsible for the tablet and all of its components (hardware and software). Users will not remove the tablet from the facility nor leave it unattended. Users will not alter any settings or configurations on the tablet. Users may not attempt to unlock the tablet from protected kid's mode or bypass any other security features present on the device. **Printing cannot be done from the tablet.** Users will reimburse the Library **full replacement cost** for any damages of the tablet or any software installed thereon is damaged, lost, stolen, and/or any damage from potential malware infection of the network while checked out.

Users will be granted a two (2) hour time period on a first come first served basis. Tablets must be returned to the library staff at the circulation desk at least thirty (30) minutes prior to the library closing. **The power must be kept on when returning a tablet, so the components can be checked.** Violation of the Children's Tablet Loan Policy and Agreement may result in the following consequences:

First Offense -Termination of session and loss of tablet privileges for one day.

Second Offense – Denial of tablet privileges for one month.

Third Offense – Denial of all tablet privileges, contingent upon approval of
Library Director.

By signing this agreement, the user verifies to have read and understand the Children's Tablet Loan Policy and Agreement of the Crawford County Library System.

Name: _____ ID: _____

Signature: _____ Date & Time: _____

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Policy Name: Telescope Loan Policy and Agreement (Cont.)

By signing this agreement, the user verifies to have read and understand the Telescope Loan Policy and Agreement of the Crawford County Library System, and they are responsible for all charges accrued for any damage to the telescope during the lending period, and for the full replacement cost if applicable.

Borrower Name: _____ Library Card Number: _____

Borrower Signature: _____ Driver's License: _____

Check Out Date: _____ Due Date: _____

Telescope Barcode Number: _____

Library Staff Signature: _____

Copy of Driver's License:

****For Staff Use Only****

Telescope Check-out Procedure

1. Confirm Borrower's current contact information in Polaris
2. Have Borrower read and sign contract. Answer any questions of Borrower.
3. Check out telescope in Polaris

Telescope Check-in Procedure

1. Confirm all telescope parts have been returned:

____ Telescope on rotating stand with case
____ Lens cap on scope
____ Eye piece with lens cap
____ EZ Finder Scope
____ Lens cleaning cloth
____ Instruction Manual
____ Red light

2. Check in Telescope in Polaris

Date returned: _____

Staff Initials for return: _____

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3D Printer Policy and Procedure

**Crawford County Library System
Van Buren Branch
1409 Main Street
Van Buren, AR 72956**

By signing this statement, I am indicating that I understand, accept, and abide by the terms of 3D Printer Policy and Procedure, I agree to pay \$1.00 per object plus \$.20 per gram of filament used, and I will pick up my object made within 7 days or it will become property of the library. I relinquish any responsibilities on behalf of the Crawford County Library System's liability in the printing process or the use of the printed object.

Printed Name

Printed Parent/Guardian Name (if applicable)

Signature

Parent/Guardian Signature (if applicable)

Date

Email or Phone Number for acknowledgement of printing project/details

Description of Object to be printed:

Date when it will be printed

Date when it must be picked up

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STAFF AND VOLUNTEER CHECKS AND TESTING

STAFF THREE-YEAR REVIEW
VOLUNTEER INITIAL AND REVIEWS AS NEEDED

Crawford County Library System

1409 Main Street
Van Buren, AR 72956

NOTICE OF BACKGROUND CHECK DISCLOSURE

The Crawford County Library System will conduct a staff member - three-year review, or as a volunteer an initial and annual background check on individuals associated with the library system. The Library will conduct a full confidential criminal background check in deciding whether to continue your employment or to allow you to volunteer in any of our library branches. Your signature below authorizes the Library to obtain background information from reporting agencies in connection with your employment or volunteer application and during the duration of your engagement with the library system. To perform the background check, please provide the following mandatory information:

Print Full Name:

(First)_____ (Middle)_____ (Last)_____

Any Other Legal Last Names by Which You Have Been Known? (Example: Maiden Name, Married Name/s)

Social Security No.: _____ - _____ - _____

Driver's License No.: _____ State: _____

Date of Birth: _____

Home Address: _____

Number of Years at Residence: _____

Phone Number: _____

Email Address: _____

Signature: _____

Date: _____

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CRAWFORD COUNTY LIBRARY SYSTEM

VOLUNTEER APPLICATION

CONTACT INFORMATION

Name _____ Date _____

Home Address _____

Telephone Number _____ Secondary Phone _____

Email Address _____

Age _____ Date of Birth _____

Driver's License Number _____ **SSN:** _____

School or Employer _____

Teacher/Supervisor _____

Phone _____ Email _____

Emergency Information:

Medical Conditions/Allergies/Etc. _____

Restrictions _____

Emergency Contact:

Name _____ Relationship _____

Telephone Number _____ Secondary Phone _____

Address (optional) _____

Second Contact:

Name _____ Relationship _____

Telephone Number _____ Secondary Phone _____

Address (optional) _____

Please list any past volunteer/work experience you feel might be useful to us:

List any hobbies, activities, computer skills or interests that would be helpful to us placing you in a volunteer position:

How did you hear about volunteer opportunities with the library:

Availability (Check all that apply)

	Morning	Afternoon
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Would you prefer to: ____ Maintain a regular schedule OR ____ Complete one-time projects

Which necessary project of the library would you feel most comfortable working on?

- ____ Publicity – Creating and distributing promotional information (on-going)
- ____ Shelve books (on-going)
- ____ Routine Maintenance – Cleaning items (Multiple one-time projects)
- ____ Scan each book on shelves (large one-time project)
- ____ Special events (one-time projects)
- ____ Summer Reading Program (10 week commitment)
- ____ Prepare craft proto-types for story time (on going)
- ____ Plan and implement programs (Subject to Approval of Library Staff)
- ____ Special Project Saturday

I understand that as a volunteer, I will be assigned to perform whatever duties the library considers most necessary and helpful to its operation. I also understand that my work will be reviewed and my services at the library may be concluded at any time. I understand that activities are voluntary, and I am participating at my own risk. By signing this application, I acknowledge that a full confidential background check will be completed, and I agree to abide by the policies of the Crawford County Library System. I agree to keep confidential all library user information or library records I may encounter.

Signature _____ Date _____

Parent/Guardian Signature _____

Print _____

Parent's Signature is required of any volunteer applicant under 18 years of age.

Please return this application to the library where volunteer services will be served.

CRAWFORD COUNTY LIBRARY SYSTEM
Youth Volunteer Parental/Guardian Consent Form
(Required for all youth volunteers under 18 years of age)

___ Alma ___ Cedarville ___ Mountainburg ___ Mulberry ___ Van Buren

In order for your child to become a volunteer with us, we need your consent and involvement in helping them have a positive experience. Please read and sign this parental consent form if you would like your child to volunteer at any of the Crawford County Libraries.

Note: This Parental Consent Form must be filled out for all volunteers under age 18. Children under the age of 12 may not volunteer except for unique reasons agreed to by the Head of the Department.

Name of Youth Volunteer: (print clearly)

I understand that my child (named above) wishes to be considered for volunteer work, and I hereby give my permission for them to serve in that capacity, if accepted by the selected library. I understand that they will be provided with any training necessary for the safe and responsible performance of their duties and that they will be expected to meet all requirements of the position, including regular attendance. I understand I will be responsible for timely transportation to and from the location of volunteer work. I understand that they will not receive monetary compensation for the services contributed.

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____ *Date* _____

Relationship to Volunteer _____

Parent/Guardian Phone # _____ *Email* _____

Volunteer Signature _____ *Date* _____

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APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

Crawford County Library System

1409 Main Street
Van Buren, AR 72956

OFFICE USE ONLY

Date _____

Interview _____

PERSONAL INFORMATION

Name _____
(Last) (First) (Middle)

Address _____
(Number) (Street) (City) (State) (Zip Code)

Telephone Number _____ Email Address _____

Are you either a U.S. citizen or authorized to work in the United States? Yes _____ No _____

GENERAL INFORMATION

Position(s) applied for: _____

Are you available to work (check one): Full-time _____ Part-Time _____ Evenings _____ Weekends _____

On what date would you be available to start work? _____

Are you related by blood or marriage to any employee of the Crawford County Library System? Yes _____ No _____

If yes, please name: _____

Have you ever applied to, or worked for the Crawford County Library System before? Yes _____ No _____

If yes, under what name, dates of employment and department? _____

Can you work overtime? Yes _____ No _____ Can you travel if your job requires it? Yes _____ No _____

Have you ever been dismissed, involuntarily terminated or forced to resign from employment? Yes _____ No _____

If yes, please explain. _____

IN CASE OF EMERGENCY PLEASE NOTIFY:

NAME _____ PHONE _____ RELATIONSHIP _____

Please print or type. The application must be fully completed to be considered. Please complete each section even if you attach a resume.

EMPLOYMENT HISTORY

List below, chronologically (most recent dates first) each place you were employed, omitting none (attach additional sheet(s) if necessary). Give correct, full addresses and dates of non-employment in proper sequence. Include all part-time employment, job-related military service assignments and job-related volunteer activities.

IMPORTANT: May we contact your present employer?

YES _____ **NO** _____

Name of Employer		Job Title	
Address		City	State Zip Code
Dates of Employment: From _____ to _____ Month Year TO _____ to _____ Month Year Salary: Starting \$ _____ per Ending \$ _____ per # Hrs. Worked Weekly _____	Name and Title of Supervisor		
	Description of duties, responsibilities, and significant accomplishments:		
	Reason for Leaving:		

Name of Employer		Job Title	
Address		City	State Zip Code
Dates of Employment: From _____ to _____ Month Year To _____ to _____ Month Year Salary: Starting \$ _____ per Ending \$ _____ per # Hrs. Worked Weekly _____	Name and Title of Supervisor		
	Description of duties, responsibilities, and significant accomplishments:		
	Reason for Leaving:		

Name of Employer		Job Title	
Address		City	State Zip Code
Dates of Employment: From _____ to _____ Month Year To _____ to _____ Month Year Salary: Starting \$ _____ per Ending \$ _____ per # Hrs. Worked Weekly _____	Name and Title of Supervisor		
	Description of duties, responsibilities, and significant accomplishments:		
	Reason for Leaving:		

EDUCATION

LEVEL	School Name and Address	Years Completed	DIPLOMA	Course of Study	Diploma/Degree?
High School					
College					
Graduate/ Professional/ Trade/Business					
Other					

High School Equivalency Diploma (GED)?

Date _____

Describe any specialized training, apprenticeship, computer skills, extra-curricular activities, academic scholarships/awards related to the job for which you are applying:

Describe any other training or professional licenses, special courses, work training programs, or armed forces training related to the job for which you are applying. Give name and location where training was given, certificate (if any), subject of training, number of hours weekly, and other relevant details.

REFERENCES

Give the names of three persons not related to you whom you have known at least one year.

1.				
	Name	Address	Phone	Relationship
2.				
	Name	Address	Phone	Relationship
3.				
	Name	Address	Phone	Relationship

State any additional information you feel may be helpful to us in considering your application:

EMPLOYMENT CHECKS AND TESTING
Equal Opportunity Employer

Crawford County Library System
1409 Main Street
Van Buren, AR 72956

**AT-WILL EMPLOYMENT DISCLAIMER AND
APPLICANT'S AGREEMENT AND CERTIFICATION**

I certify that the answers given in this application are true to the best of my knowledge.

I understand that the use of this application form does not indicate that there are any positions open and does not in any way obligate the Crawford County Library System.

I understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of the Library. **Further, in consideration of my employment, I agree to conform to the policies and procedures of the Library, as they may from time to time be implemented or revised, and that, subject to any applicable collective bargaining agreement, my employment and compensation can be terminated with or without cause, and with or without notice, at any time, for any lawful reason or for no reason at all at the option of either the Library or myself.** It is further understood that this “**at-will**” employment relationship may not be changed by any written document or by conduct unless the Library Director specifically acknowledges such change in writing. I understand that no supervisory, management or any other employee of the Library has any authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of this Library should be interpreted to make such a guarantee.

I understand that false or misleading information given in my application, resumes, interview(s) or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I may be subject to a drug test and/or a medical examination that I must pass before I commence work.

I have read, understood and agree to the foregoing.

Applicant's Signature: _____ **Date:** _____

PRE-EMPLOYMENT CHECKS AND TESTING

Equal Opportunity Employer

Crawford County Library System

1409 Main Street

Van Buren, AR 72956

AUTHORIZATION TO COLLECT BACKGROUND INFORMATION

I have applied for employment with the Crawford County Library System. I authorize investigation of all statements contained in my application for employment as may be necessary in arriving at an employment decision. I authorize representatives of the Library to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background, financial history, education, regulatory or police records, driving records, licensing status or professional designation, and character or reputation, and to consider the information provided by the background check when making decisions regarding my employment at the Library.

I authorize all previous employers, references or other persons having knowledge of my record or myself to release such information to the Library, and hereby release all persons from liability for any damage that may result from furnishing such information to the Library.

A photocopy of this authorization may be accepted in lieu of the original.

Signature: _____ Print Name: _____

Print Former Name(s): _____

Date: _____

PRE-EMPLOYMENT CHECKS AND TESTING

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Crawford County Library System

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Van Buren, AR 72956

NOTICE OF BACKGROUND CHECK AND FAIR CREDIT REPORTING ACT DISCLOSURE

As part of the interview process, the Crawford County Library System may conduct a background check. If you are hired, the Library may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of the background check, the Library may obtain a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. A consumer report includes information regarding such issues as your credit standing, criminal record, motor vehicle record, character and reputation. If the Library obtains a "consumer report" about you, and considers any information in the "consumer report" when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized. You may also contact the Federal Trade Commission in Washington, D.C., about your rights under the FCRA as a consumer with regard to "consumer reports" and the "consumer reporting agencies" that prepare these reports. Your signature below authorizes the Library to obtain consumer reports regarding you from consumer reporting agencies in connection with your application and during the course of your employment. To perform the background check, please provide the following information:

Print Full Name: (First)_____ (Middle)_____ (Last)_____

Any Other Last Names by Which You Have Been Known?

Social Security No.: _____ - _____ - _____

Driver's License No.: _____ State: _____

Date of Birth: _____

Home Address: _____

Number of Years at Residence: _____

Phone Number: _____

Email Address: _____

Signature: _____

Date: _____

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CRIMINAL BACKGROUND CHECK

NOTE: THIS PORTION OF THE APPLICATION WILL ONLY BE REVIEWED BY MEMBERS OF THE HUMAN RESOURCES DEPARTMENT (OR THE PERSON(S) IN CHARGE OF EMPLOYMENT) AND ANYONE INVOLVED IN INTERVIEWING THE APPLICANT.

Have you ever been convicted of or pleaded guilty or nolo contendere (no contest) to, a violation of any state, federal, county or municipal law? (Do not include minor traffic violations) Yes ____ No ____

If yes, please give information regarding the nature of the charge, the date and location of conviction and the final disposition of the case:

Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

I understand that the information provided above will not necessarily result in the rejection of my application, but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of state and federal law.

Applicant's Signature: _____

Date: _____

PRE-EMPLOYMENT CHECKS AND TESTING

Equal Opportunity Employer

Crawford County Library System

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Van Buren, AR 72956

NOTICE TO APPLICANTS REGARDING PRE-EMPLOYMENT DRUG TESTING

Any individual applying for employment with the Crawford County Library System (the "Library") shall submit to a urinalysis drug test as a mandatory part of the employment application process. This notice serves as a written statement of the Library's intention to conduct such testing as part of the application process. The testing will be conducted by a certified laboratory/testing service selected by the Library, in accordance with the procedures required by applicable state and federal regulations. Additionally, the Crawford County Library System requires successful completion of a urinalysis drug test if it has reasonable suspicion that an employee is under the influence of drugs or alcohol which adversely affects or could adversely affect the employee's job performance. The Crawford County Library System also requires employees in occupations that have been designated as safety-sensitive by the State of Arkansas to undergo random urinalysis drug testing.

Tested applicants will be given a copy of any positive test result. All test results shall be considered confidential by the Library and shall not be disclosed to the employees of the Library, or any other person, other than to those persons for whom such disclosure is necessary. Positive test results, or a refusal to sign this consent form and participate in pre-employment drug testing, shall be grounds for denial of employment. Arrangements for testing will be made by a representative of the Library, in consultation with each applicant. Cooperation in scheduling the testing is important for processing an application.

By signing below, you consent to be drug tested and acknowledge you have thoroughly read the foregoing notice and policy, and you understand and agree that in order to be considered for employment with the Library, you will comply in full with the Library's drug testing policy.

Applicant's Signature: _____

Date: _____