



### Where to locate library policies

The library's website ([www.wicksonlibrary.org](http://www.wicksonlibrary.org)) has well-organized drop-down menus with a wealth of information. One that might have escaped notice but is interesting and useful is the menu that contains all library policies.

Looking at the menu across the top of the website's homepage, click About Us. Drop down to Library Board and click again. Below the photos of the library board members is a highlighted hot link called Board Minutes, Strategic Plan, Budget and Policy Manual. Give that one a click, and you'll be amazed what you can find out about the library.

Board President Susan Piesko says, "One of the jobs of the library board is to help set and approve budgets and policies. Board meetings are public. As soon as the minutes from the previous board meeting have been approved, they are posted to the library website. If you're curious what the board is up to and cannot attend, you have computer access to those minutes from anywhere."

One of the most interesting and useful links is the 44-page PDF document called Policy Manual. This is gold.

Here are a few subjects covered: circulation policy; materials selection; computer usage policy; reference services; fines and fees; use of the multi-purpose room; safety and well-being of children; patron behavior; and video surveillance.

Let's look at some policies that cover a few of these topics, just to give you an idea of the information you can find.

You may not know that, "Any person who is unable to come to the library because of limited mobility, illness or handicap is eligible for delivery of materials." This free service is invaluable for some of our patrons.

What happens if there's a tornado warning while patrons are in the library? People shelter in the library's basement. Minor children are asked to stay until a guardian picks them up or an all-clear is issued.

Is your library card lost or stolen? No problem – but there will be a small fee to replace it.

Would you like to receive materials from an inter-library loan because we don't own it? You can request, through MeLCAT, the loan yourself through your computer, or a library staff member will order it for you.

How long are materials checked out? It depends. DVD's and videos are checked out for only two days. New adult books and audiobooks are loaned for ten days, as well as magazines. Patrons can keep all other materials for three weeks. Plus, there is such a thing as "special loan periods" for vacations. These are limited but available. Read details about it in the manual.

There is a long paragraph detailing, "Confidentiality of Patron Registration policy." To summarize that paragraph, it's entirely our business what we check out, and we have a right to privacy. A subpoena or court order? That's different and a lawyer would be consulted.

Patrons have a right to materials that reflect a variety of perspectives and the shelving of such items will in no way reflect a value judgment. Patrons cannot demand that the library deny access of materials to other patrons simply because it offends them. Access is part of the library's mission. If you're super offended, there's a request form, and the request will be reviewed. But bear in mind, it's everyone's library.

And no, we cannot run, spit, and swear at people, among other specific behaviors we cannot do at the library.

Another thing to remember is we are all on candid camera. Today's reality is that video surveillance keeps everyone safer, especially in a building that serves many children.

These are just a few highlights of that 44-page Policy Manual. The Board makes sure this is always available to you.

See you at the Library!

**Upcoming Events:** **The Living Constitution series** meets again Wednesday, May 22, at 6:30. **Summer Reading** for all ages begins June 1. Check our website and follow us on Facebook to keep current with events.