

LIBRARY POLICIES
ELGIN COMMUNITY LIBRARY

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I. Mission and Goal Statements

- A. The mission of the Elgin Community Library is to provide quality materials and services which supports lifelong learning, and stimulation of children's interest in reading. By providing educational, informational, cultural, and recreational needs for the entire community in an atmosphere that is welcoming, respectful, and businesslike, we foster a literate, informed and culturally aware community.
- B. The general library goals of the Elgin Community Library shall be:
 - 1. To serve all residents of the community and the surrounding region.
 - 2. To facilitate informal self-education of all people in the community.
 - 3. To encourage enjoyable leisure reading.
 - 4. To acquire the means to provide the most frequently requested material locally and upon demand.
 - 5. To strive consistently to discover new methods and improvements for better service for the library's patrons.
 - 6. To support educational, civic, and cultural activities of groups and organizations.
 - 7. To review regularly these goals of the Elgin Community Library and, if necessary, revise them in the light of new developments.

II. Who May Use the Library

- A. The Elgin Community Library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.
- B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

III. Circulation Policy

Registration: All borrowers must be registered and must have a valid permanent address to check out library materials. Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance: *I, a resident of _____ hereby agree to obey all the rules and regulations of the library, to pay promptly all fines charged against me for the injury or loss of books, and to give immediate notice of any change of address.*

Signature _____

Identification is required. Acceptable forms of identification include OK drivers license, OK identification card, US passport, US military identification, and student identification card. Acceptable forms of verification of residence include printed bank checks with current address, utility bills with current address, rental agreements, property tax statements, mortgage papers, automobile registration, or mail with current postmark (less that 2 weeks old.)

Children must be 5 years old or older to have their own library card. The parent/guardian must have a current Elgin Community Library card. Applicants under 16 years of age must have a parent/guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards. The signature of a parent/guardian acknowledges responsibility for library materials checked out to the child. The library will not restrict any customer, including children, from access to any type or class of materials nor from any information in the library. If a parent/guardian does not wish his/her child to have access to particular materials, the parent/guardian will need to discuss the restrictions with the child in the context of their parent-child relationship.

Materials cannot be checked out until a library card is issued. All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items.

All library cards expire after 2 years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

Loan Periods: Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.

Patrons may keep books/materials for 2 weeks. They may be renewed once if there is not a waiting list for the title. Interlibrary loans are due the date indicated by the lending library. There is a limit of 10 items per library account.

Reserves: Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by email or telephone when the materials are available. There is no charge to the patron for placing a reserve.

Fines and Charges: Books/materials must be returned on or by the due date. There will be a 3 day grace period for overdue books/materials. The overdue fine is \$0.05 per day. If the book/material has not been returned by the start of the 4th day, the overdue fine will be assessed from day 1. A patron will not be allowed to check items out, if they, or other individuals living in the same household or children linked to their account, have items overdue. At no time will a patron's fine on an item exceed the cost of the item.

Damaged Materials: If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay for the replacement cost. Damage includes, but not limited to, torn pages, extensively soiled, or water damaged.

Confidentiality: As specified in *Oklahoma Statutes*, “records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library’s documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3).”

The Elgin Community Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

IV. Patron Responsibilities and Conduct

It is a patron’s responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Young children: The Elgin Community Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

Disruptive children: Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

Closing time: Library staff will not take children home nor will staff wait for any length of time with a child for a ride to come at closing time. Staff will wait only long enough for the police to take custody of any children still at the Library at closing time.

V. Services of the Library

The Library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The Library should endeavor to:

1. Select, organize and make available necessary books and materials.
2. Provide computers for use by patrons for internet research.
3. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
4. Lend to other libraries upon request.
5. Provide guidance and assistance to patrons.
6. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
7. Maintain a balance in its services to various age groups.
8. Develop and provide services to patrons with special needs.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Cooperate with other community agencies and organizations.
11. Provide service during hours which best meet the needs of the community.
12. Regularly review library services being offered.
13. Use media and other public relations mechanisms to promote the full range of available library services.

VI. Responsibilities and Authorities of the Library Board

The authority of a municipal library board is given to it by the City Council through the ordinance that establishes the library. Such a board is advisory and does not govern the library. Responsibilities of the board are:

1. Establish a regular schedule for its meetings. Board meetings will be held at least four times per year. In accordance with the Open Meeting Law, the time and place of these meetings is provided to the city government and is posted in a public place.
2. Develop and adopt the bylaws by which it will operate and conduct meetings.
3. Establish the policies of the library. Because the board represents the public, it will establish policies for the library that suit the citizens of its community.
4. Engage in short and long range planning for the library. Board members learn about libraries and library issues and keep themselves informed on trends, changes, problems and opportunities.

5. Serve as library advocates. Board members promote the library at all times through daily activities.
6. Be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.
7. Serve as a contact point for citizens who want to offer suggestions for the operation of their library.

VII. Volunteers and Friends

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Elgin Community Library. A volunteer shall be any person who performs tasks for the Library without wages, benefits or compensation of any kind. Selection of volunteers is the responsibility of the librarian. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition of the benefit to the library and the communities it serves.

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the librarian, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library and often oversees periodic booksales.

1. All "Friends of the Library" projects should be undertaken only with the full knowledge of the librarian and the Library Board.
2. The Library Board is to receive information about "Friends" meetings, officers, plans, and purposes. This should be done through the librarian.
3. "Friends of the Library" are distinct and separate from the Library Board and cannot assume the duties of the established board.
4. Since "Friends" are volunteers, distinct and separate from the Library Board, the librarian may act only in an advisory capacity for "Friends" activities.
5. "Friends" monies cannot be integrated except through direct gifts and donations for specific intents and purposes.
6. All public relations work by the "Friends" on behalf of the Library should be coordinated with the librarian, who may share ideas, offer suggestions, and assist in an advisory capacity throughout the duration of the PR program.

VIII. Personnel Policy

For all employee policies, refer to the City Employee Handbook.

Management Policy: The duly appointed Library Board shall have all management rights, authorities, and responsibilities as stated in the Oklahoma Code Annotated.

1. The Elgin City Council with assistance from the Library Board shall select, hire, and when necessary for valid reasons, dismiss the librarian.
2. The Library Board shall provide an effective orientation for new librarians to assure that the librarian understands the policies and processes related to the daily operation of the library, reporting and budgetary requirements that assure accountability and compliance with the law, the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.

Administrative Policy: The person hired as librarian shall be charged with the sole administration of the library, with direction as provided by the Library Board.

1. The librarian shall be responsible to the Library Board and the Elgin City Council in matters pertaining to and concerning the library; be present at board meetings and prepare and present such reports and meeting documents as requested.
2. The librarian shall have a speaking voice, but not a vote at board meetings.
3. The librarian shall maintain financial records in an efficient manner; present periodic reports to the Library Board and to the municipal governing body; prepare the draft of the annual state reports to be presented to the Library Board, and assist the board with presentation of the adopted request for appropriation to the municipal governing body.
4. The librarian shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
5. The librarian will recommend changes in or additions to library policies as needed. All additions/changes must be approved by the Library Board and City Council.
6. The librarian will perform preparatory work to assist the Board and City Council with regular library planning.
7. The librarian will have the responsibility of setting daily hours for the library. Hours must be approved by the Board and City Council, and open in accordance with the Oklahoma Department of Libraries.
8. The librarian will have summer programs as mandated by the Oklahoma Department of Libraries.
9. The Library will observe the major holidays: New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve and Christmas. During these holidays the library will be closed.

IX. Materials Selection/Collection Development Policy

Objectives: The purpose of the Elgin Community Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and *The Freedom to Read Statement* have been endorsed by the Elgin Community Library Board and are integral parts of the policy. An effort to provide a balance between differing views will be made, insofar as the availability of items and funds.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

Responsibility for Selection: The ultimate responsibility for selection of library materials rests with the librarian who operates within the framework of the policies determined by the Elgin Community Library Board. The librarian is responsible for the purchase, retention, and withdrawal of library materials. The public may request items for purchase, but it is the librarian who will apply the standards and selection criteria established in this policy to all patron requests.

Criteria for Selection: The Elgin Community Library attempts to provide a comprehensive, well-balanced collection to meet the needs of the community. The main points considered in the selection of materials are community interest, local, state or regional historical significance, contemporary significance or permanent value, accuracy of content, reputation and/or authority of the author, relationship to works in the existing collection in order to achieve an even balance, scarcity of information in that subject area, price, availability, and demand, and favorable reviews from the media or review sources.

Reviews are a major source of information about new materials. The primary sources of reviews are *Library Journal* and *Booklist*.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Since it is the library's function to make materials available to all users, the Elgin Community Library does not collect rare or unusual materials that require special handling.

Interlibrary Loan: Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Elgin Community Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

Gifts and Donations: The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. The same criteria of selection which are applied to purchased materials are applied to gifts. If donated books/materials are not needed because of duplication, condition, or dated information, they will be given to the Friends for their book sales. The Elgin Community Library encourages and appreciates gifts and donations.

Any checks or cash received by the Library and not designated for a specific item, or for the Friends of the Library, will be deposited at City Hall before the end of the following business day. When money designated for the Friends of the Library is received, the treasurer of the Friends will be notified and the money will be kept safe until the treasurer comes to collect the funds.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

Weeding: An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the librarian and is authorized by the Board. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Potential Problems or Challenges: the Elgin Community Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Challenged Materials: Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Elgin Community Library Board.

X. Interlibrary Loan Policy

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

The patron must hold a valid library card, with no fines or overdue materials. There will be a limit of 5 requests per patron at one time. One way postage fees will be assessed, in addition to any fees assessed by the lending library.

Length of loan is determined by the lending library. Renewal will be determined by the lending library. If a renewal is desired, please contact us 4 days prior to the due date of the material. Materials kept past the due date can jeopardize our borrowing privileges with the lending libraries. If items are requested but not picked up, postage fees will be charged to the patron's card.

XI. Reference Service Policy

The Elgin Community Library:

- *will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence

- *will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone)

- *will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate

*may refer library users to other agencies and libraries in pursuit of needed information

*may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

XII. Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as storytime, activities on no-school days, summer library program for children, speakers for young adults, and book or author discussion groups for adults.

The Board, in conjunction with the librarian, will establish a budget and goals for programming to facilitate the effective implementation of this service.

XIII. Public Relations Policy

Public relations goals of the Elgin Community Library are:

*to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public

*to promote active participation in the varied services offered by the library to people of all ages.

*the Board recognizes that public relations involves every person who has connection with the Library. The board urges its own members to realize that they represent the library in every public contact. Good service supports good public relations.

*The librarian will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the librarian.

XIV. Equipment Use Policy

A photocopy machine is available to patrons who wish to copy materials. The current rate is \$0.25 per page, unless the patron has valid student identification. Student rate is \$0.10 per page.

A printer is available. Printer paper will cost \$0.25 per page, unless the patron has valid student identification. Student rate is \$0.10 per page. The printing fee must be paid for at the conclusion of the session.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

XV. Internet Use Policy

The Elgin Community Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. While it enables access to a wealth of information that is personally, professionally and educationally enriching, it also opens doors to materials that may be offensive, disturbing, false, and/or illegal. Not all sources on the Internet provide accurate, complete or current information. As the Internet is an unregulated medium, users need to be good information consumers and question the validity of the information found on the Internet. The Elgin Community Library does not monitor and has no control over information accessed through the Internet and cannot be held responsible for its content. The library neither censors access to materials nor protects users from information they find offensive. Library users access the Internet at their own discretion and they are solely responsible for any access points they reach. Parents and guardians of minor children, not the library or staff, are responsible for their child's use of the Internet through the library's connection.

Children's Internet Protection Act (CIPA)

Minors are defined in this policy as children and young people under the age of 16 years.
Disclaimer: The Library having installed and enforced the operation of filtering software in compliance with the Children's Internet Protection Act, will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.

Technology Protection Measures: The Library, either by itself or in combination with its Internet access provider, will install filtering software or other technologies on all library computers with Internet access, and will enforce the operation of same during any use of those computers, to prevent minors from accessing visual depictions that are obscene, child pornography, or harmful to minors (as defined by the Children's Internet Protection Act.) Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that they may find offensive, but does not eliminate that possibility. Technology protection measures may be disabled by a library staff member, as necessary, for bona fide research or other lawful purposes by people aged 17 and older.

Rules of Conduct

1. Only those with a valid Elgin Community Library card may use the library's internet computers.
2. Sign an Internet Use Agreement. Parents must sign for minors under the age of sixteen. Forms are available at the circulation desk and must be signed in the presence of library staff. No forms may be taken home for signature.
3. Internet access will be denied if patron has overdue books or unpaid fines, until books are returned or fines are paid.
4. Parents of minor children must assume responsibility for their children's use of the Internet through the library's connection. Children under the age of 12 years must have a parent or guardian with them when using the library's Internet connection.
5. Two persons may share one access session as long as their behavior or conversation does not disturb other users or Library staff. Both individuals must sign and agree to the Internet Policy.
6. Library patrons are expected to comply with all local, state, and federal laws while using the Internet including but not limited to those concerning copyright, fraud, privacy or obscenity.
7. Patron shall not create and/or distribute computer viruses over the Internet
8. Installation, downloading, or modification of software is prohibited.
9. Patrons agree not to make any changes to the setup or configuration of the software or the hardware.
10. Patron will respect the privacy of other internet users, and will refrain from attempting to view or read material being used by others. Unauthorized disclosure, use, or dissemination of personal information regarding library users, including minors is prohibited.
11. Chat and Instant Messaging will be prohibited
12. Online games will be prohibited
13. Patron may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.
14. Patrons are responsible for all printing charges incurred.
15. Patrons agree not to incur any costs for the library through their use of the Internet service.
16. Patrons may save Internet material to a diskette or to a USB data key (flash drive). Diskettes can be purchased at the circulation desk for \$1.00 or you may bring your own.

17. Use of an Internet workstation is limited to an hour. The patron may request to extend their session if no other people are waiting for a computer.
18. Internet users accompanied by children will be asked to terminate their session if the children create disturbance in the library.
19. Computers must be shut down at least 15 minutes before library closing time.
20. Library staff are authorized to take prompt and appropriate actions to enforce the Rules of Conduct, and/or prohibit use by persons who fail to comply with the Internet Use Policy as stated or implied herein

INTERNET USE AGREEMENT

I understand and will abide by the Elgin Community Library's Internet Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and appropriate legal action may be taken.

User's Name: _____

User's Signature: _____

Date: _____

As the parent or guardian of this individual, I accept full responsibility for my child's use of the Elgin Community Library's Internet service and agree to oversee my child's use of this service. I have read the attached Internet Use policy, and I understand that the library's access to the Internet is intended and designed for educational and informational purposes. I will not hold the library responsible for materials or information acquired by my child through the use of the library's Internet service. I hereby give permission for my child to use the library's network for Internet access and certify that the information contained on this form is correct.

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____

Date _____

XVI. Public Notice Bulletin Board Policy

Materials may be submitted by nonprofit organizations to be displayed. Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited

space generally allows only short-term notices. The librarian must approve all postings and may prohibit postings which do not meet library standards. The librarian will place and remove postings promptly. The library will not be responsible for returning materials.

XVII. Disasters Policy

Fire

Do not panic, but do not under-estimate the potential danger to patrons or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building.

Health Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgement to do what is prudent and reasonable.

911 should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

Bomb Threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

Weapons

The Elgin Community Library Board does not permit weapons of any kind, either concealed or in plain view, on its property or in its buildings, unless the owner of the weapon is a law enforcement officer.

Storms

The Library will follow the recommendation and actions of the city between 8am and 5pm, Monday through Friday. Closing during other days and hours will be at the discretion of the librarian and the mayor. In the event of an emergency the Library will be closed by the library staff.

There are no tornado shelters in the library. Patrons will be directed to the nearest one.

All computers and equipment will be turned off during thunderstorms. If emergency sirens sound library staff will close the library.

XVIII. Revision of Library Policies

The preceding statement of Elgin Community Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

*Proposed and adopted in its entirety by the Elgin Community Library Board on January 12, 2012.
Approved by the Elgin City Council February 14, 2012.*