

POLICIES

Table of Contents

SECTION A: THE LIBRARY
Foundational Pillars
Library History
Library Services
Library Organization
Missouri Public Library Standards
Other Groups in the Library

SECTION B: PUBLIC SERVICES
Adult Services
Children's Services
Circulation of Materials
Comment on Resources
Computer & Internet Use
Confidentiality of Patron Records
Displays, Exhibits & Artwork in the Library
Epidemic and Public Health Emergency
Homebound Delivery
Library Cards
Library Closings - Inclement Weather & Other Emergency
Library Closings - Scheduled
Meeting & Study Rooms
Patron Code of Conduct & Rules for Behavior
Petitioning, Solicitation & Campaigning
Photography & Recording
Programs
Public Participation at Board Meetings
Public Posting & Distribution of Community Materials
Security Camera & Recording Policy
Service Animals
Smoke-Free Environment
Social Media
Technical Services
Teen Services

Weapons
Youth in the Library

SECTION C: LIBRARY ADMINISTRATION & GOVERNANCE

Accessibility
American Library Association Code of Ethics
Code of Ethics
Open Meetings
Open Records
Records Retention
Volunteers

SECTION D: COLLECTION DEVELOPMENT

Collection Development
Collection Maintenance
Gifts and Donations
Memorial Endowments Fund

SECTION E: INTELLECTUAL FREEDOM

Library Bill of Rights
The Freedom to Read Statement
The Freedom to View Statement
Labeling Systems: An Interpretation of the Library Bill of Rights

APPENDICES

A: Comment on Library Resources
B. Volunteer Service Agreement
C. Organizational Chart
D. Library Building Map

Foundational Pillars

The **Vision** of Joplin Public Library: Our Library is a welcoming community where learning and connection grow and lives are enriched.

The **Mission** of the Joplin Public Library: Our Library opens tomorrow's doors today through diverse opportunities to learn, create, explore, and have fun.

At the Core of our Culture We Value:

1. Respect: We present civility in all circumstances.
2. Relationships: Connections broaden horizons. We are better together than we are alone.
3. A Heart of Service: We help each other live and experience our Mission.
4. Kindness & Friendliness: We care about each other and all we serve. We demonstrate empathy and compassion.
5. Inclusion: We value diversity and the freedom of expression. We provide information without bias or discrimination.
6. Collaboration and Flexibility: We work together to achieve the best outcomes and believe that adaptability is necessary to grow.
7. A Safe Environment to Explore: The right to free inquiry prospers at our Library. We also foster a right to imagine and innovate, ask and question, seek and find without judgment.

Library History

The Joplin Public Library District was established in 1902 when the citizens of Joplin voted for a 10¢ tax levy to operate a public library. A Carnegie Foundation grant of $40,000 paid for the construction of a library building at 9th Street and Wall Avenue. In 1980 a new building at 300 S. Main Street was constructed at a cost of approximately $2,000,000. The new library building was opened to the public in May 1981. In 1995 the building was remodeled and expanded to create the Rosemary Titus Reynolds Children's Library, which was dedicated in March 1996. That building covered approximately 35,000 square feet.

In 2013, the City of Joplin and the Joplin Public Library Board of Trustees agreed to work on a collaborative building project that would use Economic Development Administration grant funds to build a new library on 20th Street, in the heart of the area destroyed by the 2011 tornado.

In June 2017, the new 58,000 square foot Library building opened to the public. It occupies the northeast corner of 20th Street and Connecticut Avenue and was designed by two architectural firms - SAPP Design Architects and OPN Architects. Costing nearly $15,000,000, the new facility has meeting and event spaces, an outdoor classroom and courtyard, children's, teen and adult collection areas, and a makerspace for creative arts and business innovators.

As the largest public library between Springfield and Tulsa, the Joplin Public Library District attracts users from the entire tri-state area. The collection includes approximately 100,000 items in print and non-print format.

The Joplin Public Library District is funded primarily by a combination of real estate taxes and commercial surtaxes. Library-generated revenues and grants also support the Library's operations. In 1993, Joplin voters approved an increase in the Library levy from 9¢ to 20¢ per $100 valuation; however, statewide, reassessments resulted in several rollbacks, eventually reducing the levy to 15.45¢. In 2006, voters approved a 10¢ levy increase, bringing the total levy to 25.45¢ per $100 valuation.

The Joplin Public Library District is a Special District, as are all Library Districts in Missouri. In Jasper County, the Library District includes all property within the Joplin city limits. If the city annexes property in Jasper County, the Library District expands to include all annexed property. In Newton County, the Library District includes only that portion of the City of Joplin that was within the city limits on October 13, 1965. Annexations of Newton County property by the City of Joplin after this date have not extended the Joplin Public Library District because a municipal library may not extend its boundaries into an existing county Library District. (RSMo 182.480) However, for the purposes of this document, all residents of the City of Joplin are considered to be residents of the Joplin Public Library District and entitled to full library service.

Library Services

The Library provides a variety of services to its patrons. These services include, but are not limited to:

- Books, magazines, and newspapers
- DVDs and Blu-ray discs
- Music CDs
- Books on CD, MP3, and Playaways
- Library of Things items
- Downloadable eBooks and eAudiobooks
- Large print materials, closed-captioned and descriptive videos, and other materials and equipment for the sight or hearing impaired
- Photocopiers and microfilm reader-printers
- Reference assistance and telephone and email reference
- Program events for children, teens, and adults
- Public use computers, scanners, and fax service
- Internet access and electronic reference tools
- Telephone directories, auto repair manuals, and career development materials
- Local history and genealogy collection and microfilm census records
- Library tours
- Outreach programs and speakers
- Interlibrary loan
- Meeting and study space
- Makerspace
- Passport acceptance agency

Library Organization

Board of Trustees

The Library is governed by a nine-member Board of Trustees whose members are appointed by the Joplin City Council. The Board of Trustees (hereafter referred to as the Board) establishes goals and objectives and adopts the annual budget, rules, policies, and regulations for the governance of the Library.

Library Director

The Library Director is appointed by the Board and is the chief executive and administrative officer of the Library. The Library Director is responsible to the Board for the proper administration of all Library affairs.

Library Departments

The Library is divided into eight administrative departments under the direction of individual Department Heads. Department Heads are responsible to the Library Director for the daily operation of the departments. Also, Marketing and Makerspace employees report directly to the Library Director. Employees within each department answer to the Department Head.

Library Departments and their general areas of responsibility are:

1. Administration: Personnel, Finance, Maintenance, Accounts Payable, Accounts Receivable, Fixed Asset Inventory.
2. Technical Services: Cataloging, Processing, Mending, Bibliographic Control, Weeding.
3. Reference: Adult Reference, Interlibrary Loan, Local History and Genealogy, Switchboard Services, Periodicals, Microforms, Collection Management, Materials Inventory, Adult Programming.
4. Circulation: Circulation of materials, Patron Registration, Reserves, Collection Inventory, Passports, Stacks Maintenance, Page Supervision, Displays.
5. Children's Services: Children's Reference, Storytimes, Summer Reading Program, Children's Programming, Collection Management, Services/Program Promotion, and Materials Inventory.
6. Collection Development: Collection Development, Acquisitions.
7. Information Services: Systems Management, Computer Lab, Hardware and Software Inventory and Maintenance Responsibility.
8. Teen Services: Teen Reference, Summer Reading Program, Teen Programming, Collection Management, Services/Program Promotion, and Materials Inventory.

Missouri Public Library Standards

The Missouri Public Library Standards contain a tiered structure. Basic, minimum requirements are listed at the beginning of the document, followed by sections providing standards listed in topical categories and subcategories. Each of these categories are then split out into Essential, Enhanced, and Exemplary levels.

The Joplin Public Library accepts the Missouri Public Library Standards “Essential” category as the minimum standard for all Library operations, services, and staffing.

The Library uses the standards to encourage the ongoing development of quality library service. It is a self-evaluation tool used to identify strengths, recognize areas for improvement, help with goal setting, and assist the Library in gaining community support.

The standards are not intended to be a one-size-fits-all set of elements that all libraries must meet. Some libraries currently plan and carry out activities that exceed many of those listed, while others are constrained by resources in ways that make achieving some basic standards difficult. Every community is different. The director, staff, board, and community members should periodically review where they are, where they want to be, and what it will take to get there.

These standards are a means for the Missouri public library community to accomplish the following tasks:

1. To stimulate the growth and development of public libraries by providing a common tool to be used for the development of goals.
2. To motivate improvement in the quality and effectiveness of service.
3. To develop a concern and appreciation for the necessity of evaluation and public accountability.
4. To provide a vehicle for eliminating barriers, as well as a reminder that all Missouri citizens need and deserve quality library service.

Public Library Standards were first issued in Missouri in 1996, and committees have been formed periodically since then to update them. The most recent Standards Committee was established in 2020 at the request of the Missouri Public Library Directors group, and included library directors from small, medium, and large libraries, along with ex-officio assistance from the State Librarian and the Library Development Division Director at the State Library.

The latest standards document was approved by the Missouri Public Library Directors organization in July 2022 and adopted by the Missouri Library Association at its September 2022 annual conference. The Association then transmitted the document to the Office of Missouri Secretary of State for consideration as official state standards. The Secretary’s Council on Library Development approved the standards as an advisory document in November 2022.

Other Groups in the Library

Post Memorial Art Reference Library

The Library building contains the Post Art Library, an independent agency. The Post Art Library is a privately endowed art reference library housed in a separate wing of the building. The Post Art Library is governed by its own board of directors. The operation of the Post Art Library is not governed by any policies established by the Joplin Public Library District except those specifically adopted by the Post Art Library Board. Library employees do not work in or for the Post Art Library.

Joplin Library Foundation

The Joplin Library Foundation is a non-profit 501(c)(3) organization incorporated for the purpose of raising funds and accepting gifts and bequests for the betterment of the Library.

Friends of the Joplin Public Library

The Friends of the Joplin Public Library is a non-profit 501(c)(3) organization incorporated for the purpose of maintaining an association of advocates for the Joplin Public Library. Their goal is to enhance the facilities and services of the Library through advocacy, fundraising, volunteerism, and promotion. The Friends of the Library is governed by its own board of directors. The operation of the Friends of the Library is not governed by any policies established by the Joplin Public Library District except those specifically adopted by the Friends of the Library Board. Library employees do not work in or for the Friends of the Library.

Adult Services

Objectives

The goal is to provide helpful service, assistance with the use of the Library's electronic resources, deliver reader advisory services, and to answer to the best of its ability all questions asked by users or to refer the user to another agency or institution that could provide the answer. Staff strive to provide service completely, quickly, and courteously.

Reference Materials

Reference materials include all materials not in the adult circulating collections, the Teen Department or the Children's Department. These materials include but are not limited to the reference book collection, local history and genealogy, electronic databases, microfilm and microfiche, periodicals, and vertical files.

Reference books and materials are not available for loan except under extraordinary circumstances or at the discretion of the Reference Librarian.

Certain materials will be kept at the Reference desk or in storage for convenience or security, or because of the condition of the item. These items may be used by patrons upon request.

A complete inventory of the Reference collection will be taken every year as part of the regular automated inventory.

Reference Service

Reference staff members are not able to offer medical, legal, or financial advice. This includes the interpretation of materials for the patron.

Reference staff should make every effort to provide materials that are suitable for each patron's educational background and level of comprehension.

Staff members may not provide information on "nearbys" to telephone callers requesting information from the city directory.

Staff members may assist students in locating information needed for school assignments but cannot assist the student in completing school assignments or homework.

Newspapers and Periodicals

The Library provides access to current and retrospective collections of newspapers and periodicals. Retrospective collections are available in various forms, including electronic databases, microforms, or print.

Periodicals and newspapers are kept for a limited time, with the exception of publications of local interest.

Past issues of periodicals and newspapers are kept in the storage area and are available upon request.

Interlibrary Loan (ILL) from Other Libraries
The Reference Department handles all ILL requests loaned to or loaned by the Library and its patrons. Staff will attempt to borrow from other libraries materials not in the collection that are of interest to library patrons.

Guidelines for requests:

- ILL requests are accepted only from Joplin Public Library cardholders in good standing. Requests for interlibrary loan of materials published within the last year or that fall outside the Library's lending policies are not accepted.
- The Library follows the lending period and restrictions set by the lending library. Any charges or fees assessed by the lending library are paid by the patron.
- A limit on the number of requests submitted at no charge per month is set administratively.
- The fine structure for interlibrary loan items not picked up, overdue, and for other charges are set administratively.

Interlibrary Loan to Other Libraries
The Library participates fully in interlibrary loan services and lends out materials to other libraries, with most circulating materials available for loan.

Items not available for loan include:

- New fiction or nonfiction (items published within the last 6 months) or older items in which there is great current interest are not available to loan.
- Reference books, complete issues of periodicals, local history or genealogy materials, computer software, maps, or easily damaged materials. Audio-visual materials may be loaned with certain restrictions. At the discretion of the Reference Librarian, the Library may loan reference materials to another library for its staff use in-house.

Requests are accepted via OCLC, ALA form, or fax. The loan period is 5 weeks from the day the item is shipped, with renewal possible.

The Library does not charge a borrowing library that is part of a reciprocal borrowing group or that does not charge to loan its own materials. The Library charges a fee for borrowing libraries outside any reciprocal agreement that charges to lend. The fee is set administratively. The Electronic Resources Librarian and the Reference Librarian are authorized to negotiate reciprocal borrowing agreements with other libraries within the parameters of this policy.

The Library sends photocopies according to an administratively set fee schedule.

Fax Services

Fax service is made available to Library patrons for both transmission and receipt of documents. Fees are set administratively. Reference staff are responsible for the operation of the fax machine.

Copiers and Other Equipment
The Library provides self-service photocopiers and microform copiers for patron use. All equipment is self-service, with the staff providing instruction or assistance in their use upon request. Fees are set administratively.

The Library provides scanning equipment, with options to scan to email, a storage device, or other storage solutions.

Examination Proctoring
The Library staff will proctor examinations for individuals, subject to the availability of authorized staff and resources, and with the approval of the Reference Librarian.

Guidelines for utilizing proctoring services:

- Examinations must occur during the hours the Library is open to the public.
- It is the responsibility of the student taking the examination to ensure that all requirements for the examination can be met and that the examination is received by the Library before the scheduled examination time.
- Examination times are scheduled by the student with the Reference Librarian.
- Subject to availability, a quiet room will be provided where the student may take the examination. The Library will attempt but does not guarantee that the student will be under continuous observation during the examination.
- A fixed fee per examination is set administratively.

Notary Services
Notary services are available on a limited basis and must be coordinated with the Reference Librarian.

Users requesting notary services must have a valid ID or another way to validate their identity.

Notarization fees are set administratively.

Programs
Programs for adults are planned by or with the supervision of the Adult Programming Coordinator. Programs are developed for varied interests. All policies found in the Program policy apply to programs offered for adults.

The Adult Programming Coordinator may work with area organizations and government entities to provide services and information to library patrons. The Adult Programming Coordinator coordinates and conducts programs outside the Library for groups and organizations when it is possible to do so at the Library's convenience.

Children's Services

Objectives

The objectives of the Children's Department are to introduce as many children as possible to the public library environment in order to create lifetime readers and library users; to provide children with access to current information and quality literature; and to provide complete and accurate answers to reference questions to all patrons of the Department.

Under the direction of the Children's Librarian, the Children's staff provide reference and reader advisory services; plan, conduct and host programs for children and families; and connect families to resources.

General Code of Conduct

- Children eight years of age and younger must be accompanied by an adult at all times.
- Children ten years of age or younger may not be left in the building without a responsible caregiver under any circumstances.
- Children who cannot read are not allowed to use the catalog terminals but are encouraged to use the children's public-use computers under adult supervision.
- Families may use the Family Computer Room upon request at the Children's Service Desk. A child must be accompanied by an adult eighteen years or older to use this computer.

Children's Materials

The Library acquisitions budget includes a designated amount for children's print and non-print materials. The Hager Trust also provides the Children's Department with an annual allocation for the purchase of ~~all~~ juvenile award and honor books, as well as for other high-quality juvenile print materials.

The Children's Department provides materials recommended for individuals thirteen years and younger in a variety of formats. As part of the Library's Family Place designation, the Children's Department contains a collection of parenting books. Materials specifically for children and all other materials in the Library are available to all individuals at all times the Library is open. Age recommendations are only a recommendation, and parents or legal guardians of minors are solely responsible for supervising or limiting their children's access to Library materials. It is not the responsibility of the Library, the Board, staff, or volunteers to determine which collection minors should use or what item in the collection is suitable for an individual.

Children's materials not available locally are accessible through interlibrary loan.

The Children's Librarian is primarily responsible for the selection of materials for the Department using appropriate professional review media and bibliographic selection tools. The Collection Development Librarian and the Library Director may also participate in the selection of materials for the Children's Department. All collection development and management activities, including selection, replacement, duplication and discarding of juvenile materials, are directed by the

Children's Librarian under the supervision of the Library Director and with the assistance of the Collection Development Librarian. All policies found in the Collection Development policy apply to materials in the Children's Department.

Programs
Children's Department staff plan programs and events for children, in fifth grade and younger, under the direction of the Children's Librarian. Programs are developed for varied interests, abilities, and age levels. Parents or caregivers must accompany children to programs and are responsible for engaging with their children during the program and monitoring their behavior.

With advanced notice and proper planning, programs or events may be provided for outside groups either on- or off-site. The Library welcomes outside groups to utilize the Children's Department, with large groups encouraged to contact the Library in advance of their visit. All children's groups in the Library must be attended by an adult, whether the group is attending a scheduled program or engaged in a reading or study session.

The Children's Department may be unable to host an event or tour for a group because of inadequate notification or the unavailability of a time slot. Event procedures are set by the Children's Librarian. All policies found in the Program policy apply to programs offered for children.

Unattended Children
Children eight years of age and younger must be accompanied by an adult at all times. This includes children left in the care of an older child. Children ten years of age or younger may not be left in the building without a responsible caregiver under any circumstance. The Library is not responsible for the supervision and safety of unattended children.

Staff should try to locate the parent or responsible party for unattended children and inform them of the Library policy. If staff are unable to locate the parent or responsible party in the Library within a reasonable amount of time, the police may be called. The Children's Department staff should be notified before calling the police, and all public service desk staff should be notified after the police have been called.

Abandoned Children
The Library assumes no responsibility for children left alone at closing time. In the event that a child is in the building without a parent or caregiver, staff will do their best to help the child get in contact with someone who can pick them up; however; if they are unsuccessful, the police will be called.

Circulation of Materials

General Circulation Guidelines

Material checkout limits are set administratively.

A patron must provide their barcode and PIN number or proof of identification to check out.

Parents or legal guardians of minors are solely responsible for supervising or limiting their children's access to Library materials. The Library does not stand in place of parents or legal guardians when it comes to access of the Library's collections. It is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection children should use or what items are suitable for an individual.

Materials without active holds may be renewed once for the same period as the initial checkout. Patrons must provide their barcode or proof of identification to renew materials.

Interlibrary Loan

Interlibrary loan periods are determined by the lending library. Use restrictions on materials may be imposed by the lending library and will be enforced by the Library.

ILL request and checkout limits are set administratively.

Holds

Staff will assist patrons with hold placement, as time allows. Patrons may place additional holds using the Library catalog.

Patrons must provide their barcode or proof of identification to place a hold.

Items are held for patrons on the hold shelf for seven days from the date the item is placed on the hold shelf.

Hold limits are set administratively.

Return of Materials

Materials may be returned at the Circulation desk, by mail, or in the book drop. Some bagged items, such as 1000 Books Before Kindergarten bags or Library of Things items, may not be placed in the book drop. Patrons are asked to return them to a staff member.

Suspension of Privileges for Health and Safety Reasons

For the health and safety of Library patrons and the community, the Library may suspend borrowing privileges and/or access to the building if a patron returns items with evidence of insect infestation; with contamination from substances such as blood, urine, feces, or smoke; or if patrons enter the Library building with clothes or possessions contaminated with anything that could pose a public health threat.

Patrons who have had borrowing privileges or building access suspended due to the reasons listed above may have them reinstated after showing evidence that the address in question has been inspected with no sign of infestation or that the residence has been treated by a licensed pest control company.

Overdue Library Materials
All materials are due on the due date. There is no grace period. Overdue notices will be made by phone or e-mail. If there is no response (person answering or answering machine), and there is no email address on record, the notice will be mailed.

In case of inclement weather, the Library may, at the Library Director's or their designee's discretion, allow for the late return of non-renewable or previously renewed materials. It is the patron's responsibility to contact the Library and request such an allowance.

Charges for Lost Items
Charges for lost items are set administratively.

Refunds
If an item is found within three months of being declared lost, and is in acceptable condition, the patron may request a refund upon presenting the item to the Circulation desk. Patrons may opt to have a refund placed on their account as a credit. Unclaimed refunds will be forfeit three months after the item's return.

Processing fees are non-refundable. Refunds will not be issued for overdue materials that have been submitted for collection to a collection agency.

Bankruptcy
When the Library receives a court-mailed notice of a bankruptcy petition, listing it as a creditor, efforts to collect payment will cease. The patron will not have borrowing privileges until the court approves the petition or Library fees are paid in full. When the petition with itemized Library debts has been approved, the listed debts will be waived.

Comment on Resources

The role of the Library is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. While patrons are free to reject for themselves what they do not approve of, they cannot censor or restrict the freedom of access to others.

The Library board and director are aware that patrons may be concerned about the inclusion of specific resources. Concerned patrons are encouraged to contact the Library Director to arrange a time to discuss these issues. Should that discussion prove unfeasible or fail to address the patron's concerns, they may complete and submit a Comment on Library Resources form (available at the Library).

Guidelines for Submission

- Forms are only accepted from cardholders of the Library.
- Forms must be submitted on behalf of an individual, not a group.
- Forms should be limited to one item, program, or display per form.
- Forms must be filled out in full, including personal information of the person filling out the form and library card number.
- Forms are considered a "library record".

Library staff will use an established procedure to thoroughly review and respond to all commenters. Tools to help with the review will include the Library's Vision and Mission statements; the Library's Collection Development, Programs, and Displays & Exhibits policies; and the American Library Association's "Library Bill of Rights." While resources are under review, resources and programming opportunities will remain available to the public.

The Board of Trustees is responsible for establishing policy. The Board will not be asked to rule on individual items, displays, exhibits, artwork, or programs that may be the subject of a Comment on Library Resources form.

Computer & Internet Use

Joplin Public Library offers public access to the internet for the purposes of information gathering, research, and recreation consistent with the library's mission and the ALA's Library Bill of Rights. The Library is not responsible for the content available on the internet and assumes no responsibility for the use of information obtained this way.

Responsibilities of the User

Internet resources are accessible through the Library and provided to all users. Users are responsible for evaluating the validity of information retrieved from the internet. To comply with State and Federal laws governing internet access by minors, the Library has content filtering software on all computers and wireless networks in line with CIPA guidelines. The Library cannot guarantee confidentiality or safety on the internet or computers, nor can the Library guarantee that filtering software, engines, or services will restrict objectionable sites or permit access to all non-objectionable sites. Users may request a reevaluation of a blocked site by Library staff.

Parents or guardians of minors are responsible for their children's behavior, use of the internet, and information accessed on the internet. The Library encourages responsible and informed use of internet resources by parents and guardians of minors, alongside their children. During the library card registration process, the parents or legal guardians of minors must give permission for their children to use library computers with internet access by issuing approval in the child's library account. In addition to computers with internet access, the Library provides computers without internet access but which have educational and other software for children.

Users may <u>not</u>:

- Use Library equipment and/or services for illegal or criminal purposes, including:
    - violating any local, state. or federal law; or
    - violating U.S. Copyright Law (Title 17, U.S. Code), which prohibits the unauthorized reproduction of copyrighted materials, except as permitted by the principles of "fair use."
- Use Library equipment and/or services to gain access to material that is deemed by applicable laws to be obscene.
- Use Library equipment and/or services to:
    - gain unauthorized access to the Library's or any other organization's networks or computer systems.
    - distribute unsolicited advertising.
    - invade the privacy of others.
    - engage in any activity that is harassing or defamatory.
    - engage in any activity that disrupts the normal operations of the Library.
    - engage in any activity that causes a disturbance in the Library.
- Make any attempt to alter or damage Library computer hardware, software, or cabling.
- Install software on Library computers.
- Copy software that is installed on Library's computers.

The Library has established Computer and Internet Use Guidelines, and users agree to and must abide by these Guidelines.

Consistent with State and Federal laws, including but not limited to Sections 182.825, 182.827, 573.010, 573.037, 573.040 and 537.060 RSMo and 15 CSR 30-200.030:

- The Library may restrict minors' access to materials deemed by applicable laws to be pornographic for minors or otherwise inappropriate for minors; and
- The Library may restrict other individuals' access to materials which are illegal or which are being used, shared, or displayed in an unlawful manner.

The Library reserves the right to monitor computer and wireless use. Violation of the Computer and Internet Use policy may result in the loss of access to the Library and its resources. The Library reserves the right to set rules as needed to promote equitable computer use. Time limits, use charges, and service fees are set administratively.

The Library assumes no responsibility for any direct, indirect, or consequential damages arising from the use of its connection to internet services or from the use of the information obtained through this connection, Library computers, or other equipment.

Confidentiality of Patron Records

The Joplin Public Library (JPL) recognizes that its circulation records, computer browsing data and other records identifying the names of Library users and the records of any reference transaction are confidential in nature. In accordance with recognized professional standards (see ALA Code of Ethics, #3) and as required by Section 182.817 of the Missouri Revised Statutes (RSMo), JPL will protect each Library user's right to privacy and confidentiality with respect to information sought or recovered and resources consulted, borrowed, acquired, or transmitted.

Section 182.817 of the Missouri Revised Statutes defines the responsibility of the Library in safeguarding patron information.

RSMo 182.817. Disclosure of Library Records Not Required – Exceptions.

Notwithstanding the provision of any other law to the contrary, no Library or employee or agent of the Library shall be required to release or disclose a Library record or portion of a Library record to any person or persons except:

(1) In response to a written request of the person identified in that record, according to procedures and forms giving written consent as determined by the Library; or,
(2) In response to an order issued by a court of competent jurisdiction upon a finding that the disclosure of a record is necessary to protect the public's safety or to prosecute a crime.

The Library will resist the issuance or enforcement of any process, order, or subpoena involving the release of patron records unless such order is in proper form (issued by a court of competent jurisdiction upon a finding that the disclosure of the requested record is necessary to protect the public safety or to prosecute a crime). If the order is not in proper form, Library officials will insist that such defects be corrected prior to any release of information. Patron records may be released only by the Library Director or their designee.

Patrons have the right to know when a library transaction creates a record of personally identifiable information and how such information is used and its confidentiality protected. Personal information will not be shared with third parties for marketing purposes.

The Library takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

Parental Access to Children's Records

A parent or legal guardian must sign the Library card application for children aged seventeen or younger. With this signature, the parent or legal guardian assumes responsibility for all use made of the card and is financially responsible for what is checked out on their child's card.

Parents or legal guardians of a minor are solely responsible for supervising or limiting their children's access to Library materials. The parent or legal guardian may be given access to information in the child's record on presentation of the card or by providing the Library card barcode.

Amended by the Board of Trustees of the Joplin Public Library on February 25, 2025.
Amended by the Board of Trustees of the Joplin Public Library on May 20, 2025.

Displays, Exhibits, & Artwork in the Library

Joplin Public Library's display and exhibit areas are intended primarily for promotion of the Library's services and activities. Material displays in Library areas designated for minors' use, specifically the children's and teen departments, will only include materials from those specific collections. Material displays in areas designated for general use may contain material from all collections of the Library.

Parents or legal guardians of a minor are solely responsible for supervising their children's use of the Library or limiting their children's access to Library materials.

Consistent with its role as a community information and cultural arts source, the Library may provide display space to individuals or community organizations engaged in educational, cultural, intellectual, or other not-for-profit activities on a space-available basis for specified time periods. The exhibit must be deemed educational or informational in nature, and of interest to the general public.

As part of a contractual relationship, Post Art Library presents art exhibits and displays collections inside the Library for the benefit of the community. The purpose of exhibits and displays in the Library is to provide public access to art, culture, and ideas, while supporting freedom of expression, the freedom to view, and open access to arts and culture.

The provision of display space and accepting items for exhibit does not constitute or imply Library endorsement of the individual or organization submitting the item(s), or of the content or the viewpoints expressed by those responsible for the display or exhibit. The Library reserves the right to reclaim display space for any reason and at any time.

Patrons who have concerns about Library displays are encouraged to contact the Library Director to arrange a time to discuss these concerns. Should that discussion prove unfeasible or fail to address the patron's concerns, they may complete and submit a Comment on Library Resources form (available at the Library). For further details, please see the Comment on Resources policy.

Patrons who have concerns about artwork or exhibits curated by Post Art Library are encouraged to contact the Post Art Library director. Should that discussion prove unfeasible or fail to address the patron's concerns,they may complete and submit a Comment on Library Resources form (available at the Library).

Library or Post Art Library staff will use an established procedure to thoroughly review and respond to all comment forms. While the display, exhibit, or artwork is under review, it will remain available to the public.

Epidemic and Public Health Emergency Policy

The purpose of this policy is to establish guidelines for operations during an extended epidemic or other public health emergency. This policy was created using information gathered from local, state, and federal agencies, including the Centers for Disease Control. In addition to the guidelines below, the Library will follow orders from local and state health departments.

Stage One: Preparation. During the time the virus is outside the Four State Area, the Library Director shall monitor the situation, acquire supplies to reduce the spread of the infection, and train staff on preventive measures to reduce the spread of infections.

Stage Two: Local Cases Identified. When notified by public health officials that the illness has arrived in the Four State Area (Missouri, Oklahoma, Kansas and Arkansas), staff will take precautions to limit the spread of the virus. Normal sick leave policy will remain in effect.

Stage Three: Widespread Infection. Upon a declaration of a public health emergency by Missouri state officials, the Library Director, in consultation with the Board of Trustees and the city health department, will have the discretion to close the Library temporarily. All staff will be paid for the duration of the temporary closure.

Stage Four: Continued Emergency. The Library Board, in consultation with the Director and the city health department, will determine the length of closure and staff compensation.

Stage Five: Reopening. The Library Board, in consultation with the Director and the city health department, will determine the reopening procedures. Staff will be notified by the Library Director or their designee.

Homebound Delivery

In an effort to provide resources to all citizens in the Joplin Public Library District, the Library offers delivery of books and other library materials to patrons who are unable to visit the Library due to illness or physical limitation. Conditions include:

- A permanent physical condition that prohibits a person from safely visiting the Library.
- A temporary health situation (medical leave due to surgery, etc.) that prohibits a person from safely visiting the Library. Service will be provided until recovery is complete.
- Health conditions associated with the elderly that make a person unable to safely visit the Library.

Delivery of books is coordinated in partnership with the Friends of the Joplin Public Library. The group will set parameters on the number of miles they are available to travel from the Library to the delivery address. Locations within the city limits of Joplin will receive first priority.

(Adopted by the Library Board of Joplin Public Library November 19, 2024.)

Library Cards

To qualify for a non-fee Library card, a person must reside in the Joplin city limits, pay property tax to the City of Joplin, or reside in student housing at a college or university in Joplin.

Library cards can be issued to individuals living outside of the Joplin city limits for an annual fee as set by the Library Board of Trustees. The fee covers individual cards for all members of the household residing at the same address for one year from the date of the payment of the annual fee. Employees of the Library and employees of the City of Joplin who live outside the city limits are exempt from the non-resident fee. Family members at the same address are also exempt.

How to Apply & General Card Requirements

A patron registering for a Library card must supply the following documentation and information:

- Proof of identification (government issued ID or school ID)
- Proof of current physical address

The applicant's signature on the Library card application is a promise that all information provided to obtain the card is correct, that they agree to abide by all Library policies, and that they will notify the Library of any change of status or the loss or theft of the card. The patron is responsible for all use made of their Library card.

Patrons will be asked to allow their photo to be placed in their Library record. If a patron chooses not to allow this, they will be required to show photo ID when asking for help with their account.

A patron with the designation "Homebound" may designate another person to use their card.

Cards for Minors

If the applicant is 17 years old or younger, the application must be signed by the parent or legal guardian. Parents or legal guardians of a minor are financially responsible for what is checked out on their children's card and for monitoring their children's checkouts. During the registration process the parent or legal guardian is required to provide their signature as a statement of responsibility.

Parents or legal guardians of a minor are solely responsible for supervising or limiting their children's access to Library materials. Parents or legal guardians may use the minor's card to check out materials.

Parents or legal guardians must provide permission for minors to use the Computer Lab.

A non-resident student card may be issued to students enrolled in schools within Joplin for an annual fee as determined by the Library Board of Trustees. A parent or legal guardian must provide photo ID, proof of address, and proof of child's enrollment, and agree to be financially responsible for items checked out on the student card and for monitoring their children's checkouts. Item limits will be set administratively.

Company Library Cards
The Library issues non-fee Library cards to businesses located within the Joplin city limits.

Application for a company Library card must be made by the Business Owner, CEO, Director or President. This individual must sign the application and will assume financial responsibility for Library materials checked out on the card. The names of all individuals allowed to use the card must be listed on the application, and the application must be updated when changes are made to the list of people allowed to use the card.

The card must be kept by the organization and must be presented when materials are checked out. All company cards are issued for one year.

Businesses or organizations located outside the Joplin Public Library District are charged an annual fee as set by the Library Board of Trustees.

Temporary Cards
Individuals residing in group homes or shelters may apply for a temporary card. Persons residing in Joplin in group homes or shelters are not required to provide a permanent address but must provide a letter from the shelter or group home on letterhead stating they are residing at that location.

Item limits will be set administratively.

Expiration and Invalidation of Library Cards
Library cards are valid for one year, except for non-resident limited-use cards and temporary cards; renewal follows the same procedure as for a new card.

Non-resident cards are valid for one year from the date of payment.

A Library card may be invalidated if the patron does not return materials, does not pay outstanding fees, does not abide by other Library policies, or habitually abuses Library policies.

Complimentary Library Cards
A non-fee complimentary card may be issued to a patron at the Director or their designees' discretion.

Library Closings - Inclement Weather & Other Emergencies

The Library Director or their designee may close the Library for emergencies, including but not limited to, severe weather, significant damage to the Library, unusual circumstances, or disaster.

Library Closings - Scheduled

Joplin Public Library will be closed on the following days:
New Year's Day
Martin Luther King, Jr. Day
Presidents' Day
Easter
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day (Staff Development Day)
Thanksgiving Day
Thanksgiving Friday
Christmas Eve
Christmas Day
New Year's Eve (closes early)

Holidays falling on Saturday are observed on the previous Friday. Holidays falling on Sunday are observed on the following Monday.

Meeting & Study Rooms

Meeting Rooms

The Meeting Rooms of the Joplin Public Library are made available free of charge to non-profit organizations, government agencies. and groups engaging in educational, cultural, intellectual, or charitable activities.

The Meeting Rooms of the Joplin Public Library may be rented by for-profit organizations or businesses for private use. The Library will set the fee for room use annually. Room time and capacity limits are set by the Library. The following rooms are available for advance reservation:

- Community Room - East, West, or Full
- Conference Room #1
- Dermott Conference Room #2
- Ned B. Chase Jr., M.D. Conference Room #3
- Art Kungle Jr. Conference Room #4

Guidelines for Use

1. Library-sponsored programs receive first priority.
2. The Library does not advocate or endorse the viewpoint of non-Library meetings or meeting room users.
3. All groups or organizations scheduling a meeting room must agree to the policies and procedures for use.
4. The Library will not reserve its meeting rooms for:
    a. Sale of goods or services or the solicitation of future sales or services. Use of the Library meeting space for financial gain is prohibited.
    b. Non-Library related groups selling or promoting items or services, or doing fundraising.
    c. Activities likely to disturb regular Library functions.
    d. Birthday parties, baby showers, family reunions, or other such events during open hours.
5. No admission fees or collections will be allowed. Pass-through costs for educational materials may be collected.
6. Use of the Library's A/V equipment must be arranged at the time the room is booked. Groups are responsible for determining their equipment's compatibility with the Library's technology. Arrangements for training on how to use equipment must be made in advance. Groups will be held responsible for any damage to, or theft of, Library property.
7. The organization or individual is responsible for room arrangement. Trash must be placed in receptacles and the room left clean. Failure to do so will result in a cleaning charge.
8. No materials, equipment, or furniture belonging to the organization may be stored on Library premises, and the Library does not assume responsibility for any materials or items left on the premises.
9. Alcoholic beverages are prohibited. Food may be catered or brought in by the group.

10. If a meeting is canceled by a group, fees paid in advance will be refunded if the cancellation is 48 hours prior to use. Fees refunded to a credit card will be refunded minus the processing fee. A reservation may be forfeited if a patron is 30 minutes late for a reserved time.
11. The Library reserves the right to change or cancel reservations for meeting rooms. If changes or cancellations are necessary, the Library will provide the affected group with as much notice as possible. The Library reserves the right to relocate a group to a different meeting room.
12. Reservations may be made no earlier than six months prior to the event.
13. Reservations by non-Library groups may not be made more than twelve times in a calendar year.
14. Scheduled events must be held during regular Library operating hours and must be finished 15 minutes before Library closing time. After-hours events will be scheduled on a case-by-case basis and will incur additional charges.
15. Events hosted in the meeting rooms must have an age-appropriate designation listed on advertisements or promotional materials.
16. Events hosted by outside groups should have a disclaimer listed on advertisements or promotional materials stating the event is not sponsored by the Library.
17. Hazardous materials including, but not limited to paints, solvents, and explosives are prohibited. Candles or open flames, except Sterno for chafing dishes, are prohibited.
18. The Library reserves the right to attend any meeting except those of governmental bodies closed under RSMo sections 610.010 to 610.200.
19. Due to the public nature of meeting rooms, booking requests shall not be protected as a Library circulation transaction, but treated as public documents.
20. The Library Director or their designees reserve the right to vary policies to better serve patrons and the community.
21. If a question is raised as to the objectives and/or activities of any organization or group requesting use of the meeting rooms, the Board of Trustees shall be the final authority in granting or refusing permission for the use of the room.

Study Rooms

The Study Rooms of the Joplin Public Library are made available free of charge to any individual or small group on a first come, first served basis. Teen Department and Local History Study Rooms are administered at the discretion of each department. Room time and capacity limits are set by the Library.

Guidelines for Use

1. Food may be eaten in the room, provided users clean up after themselves. Drinks must have a lid.
2. The Library reserves the right to relocate a group to a different study room.
3. Study rooms may not be used for:
    a. Sale of goods or services or the solicitation of future sales or services. Use of the Library study rooms for financial gain is prohibited.

    b. Non-Library related groups selling or promoting items or services, or doing fundraising.
    c. Activities likely to disturb regular Library functions.
    d. Birthday parties, baby showers, family reunions, or other such events during open hours.
4. Due to the public nature of study rooms, booking requests shall not be protected as a library circulation transaction, but treated as public documents.
5. The Library Director or their designees reserve the right to vary policies to better serve patrons and the community.

Patron Code of Conduct & Rules for Behavior

The Joplin Public Library is committed to providing a safe and positive experience for Library users. To maintain a welcoming environment for all, Library users are expected to:

- Respect each other, Library staff, and Library property;
- Do their part to contribute to a peaceful library experience;
- Follow instructions from Library staff;
- Be engaged in activities associated with the use of a public library, namely reading; studying; using library materials or technology; asking reference questions; or attending an authorized meeting, program, or event; and
- Follow the Code of Conduct, Rules for Behavior, and all city, county, state, and federal laws.

The following activities are examples of behavior prohibited in the Joplin Public Library and on Library grounds. This list does not cover every prohibited behavior, but is provided as a guide.

1. Failing to follow the instruction of a Library staff member.
2. Creating a disturbance in any manner that interferes with people's ability to use the Library or staff's ability to do their job.
3. Speaking in an abusive, threatening, profane, or harassing manner to other Library users or to staff.
4. Making threatening gestures, including prolonged staring at an individual, stalking behavior, unwanted touching, or any behavior that could constitute fighting or assault.
5. Speaking loudly, including on cell phones, or listening to music or videos without headphones. Sound from headphones must not disturb others.
6. Sleeping in the building or on the property.
7. Not being fully clothed, including shirts and shoes.
8. Strong odors that interfere with or disrupt others using Library spaces.
9. Sitting on tables or placing feet on furniture.
10. Leaving children eight years of age or younger unaccompanied by a responsible caregiver, or allowing children ten years of age or younger to be left alone in the building without a responsible caregiver.
11. Openly carrying a weapon unless authorized by law.
12. Blocking aisles or entrances, or otherwise preventing access to areas of the Library.
13. Bringing amounts of personal belongings into the Library beyond what fits under a chair; leaving belongings unattended.
14. Bringing any animal into the Library except a service animal as defined by the Americans with Disabilities Act (ADA) or an animal that is used as part of a Library program. Service animals must be under the control of their handlers at all times.
15. Using restrooms for bathing or shaving.
16. Riding on skateboards, scooters, or skates.
17. Eating or drinking in restricted areas.
18. Failing to follow guidelines for use of study or meeting rooms.
19. Lingering in children's or teen areas without library intent.

20. Viewing online materials deemed obscene.
21. Sexual misconduct, such as indecent exposure, or touching or harassing patrons or staff. Sexual acts of any type are not permitted.
22. Using tobacco or smoking cigarettes or e-cigarettes inside the Library or on the grounds; consuming alcohol or marijuana; possessing or using illegal drugs; or being intoxicated or under the influence of drugs.
23. Tampering with or stealing Library materials, software, or equipment; failure to follow Computer and Internet Use Guidelines.
24. Using another person's Library card without permission.
25. Soliciting, campaigning, distributing, or selling materials, or panhandling on Library property; except as approved by the Library, or on behalf of the Library's Friends or Foundation.

The Library reserves the right to modify these rules at any time.

Consequences
Consequences for violation of the Joplin Public Library Code of Conduct and/or Rules for Behavior or the commission of other illegal conduct in the Library may include:

- Verbal warning
- Instruction to leave the Library immediately and not to return for the rest of the day
- Suspension of all Library privileges, including removal from, and denial of access to all Library resources, for a period ranging from one day to 1 year based on the severity of the violation
- Criminal prosecution
- Permanent suspensions in extreme cases involving illegal behavior or repeated suspensions with no positive change in behavior

The above consequences may be applied cumulatively.

Petitioning, Solicitation & Campaigning

The Joplin Public Library will make designated areas available for individuals and non-profit or governmental agencies to provide information about community activities or issues, to acquire signatures for initiative petitions, or to complete public or educational research questionnaires. Allowing the use of Library property for the public expression of opinion does not constitute Library endorsement of the opinions or ideas of those individuals and organizations.

The Library provides space for the display of local information and community events. Flyers must be approved by Library staff before posting. The Library reserves the right to remove unapproved or expired flyers from bulletin boards and other areas. Directly handing out flyers or other material to patrons is prohibited. See the Public Posting and Distribution of Community Materials Policy for more information.

The Library upholds the presentation of petitions as a fundamental right of political expression. However, aggressive solicitation of patrons by petitioners, campaign workers, or volunteers is prohibited. Petitioning and campaigning activities must not interfere with patrons' ability to enter or leave the Library or the parking lot.

Fundraising, asking for money, or selling goods and services on Library property is prohibited. Library staff or volunteers participating in approved activities sponsored by the Library, Friends of the Library, and the Foundation are exceptions to this policy.

Campaigning on Library premises, whether for ballot issues or for elected office, is prohibited at all times. Campaign signs and political signs for ballot issues and elected office may not, at any time, be placed or hung on library premises.

Photography & Recording

The Joplin Public Library is respectful of user and staff privacy, and requests that everyone in the Library respect each other's privacy.

Photography, film recording, videography, and audio recording are allowed as described in the policy only to the extent that they do not interfere with the delivery of Library services or an individual's privacy, and are not intended for criminal or malicious intent.

Individuals photographing or recording on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who are photographed or recorded. The Library undertakes no responsibility for obtaining these releases. Library staff may terminate any photo session that violates policy, including the Code of Conduct policy, or appears to compromise public safety or security.

Type of Group

Library Staff
The Library reserves the right to document its services and the public's use of its facilities. Staff or hired professionals may take photographs, videos, or audio recordings of Library events and activities for use on its website and social media accounts and in Library publications. Patrons or staff wishing not to be photographed or recorded should inform the photographer or a Library staff member.

Personal Use
Casual or amateur, non-flash photography and recording is permitted at the Library and Library programs and events for personal use only. Photography or recording at the Library must not be disruptive, does not interfere in any way with Library operations, and does not capture any identifiable likenesses of individuals or Library content being viewed by an individual without their permission or their parent or legal guardian's permission if a minor. Photography and recordings at Library events are subject to the permission of the individual conducting the program or event (i.e., authors, performers, presenters, speakers, etc.). Permission should be sought and granted before the start of the program.

Media
The Library welcomes professional and student news media photographers and reporters documenting stories or projects that directly involve the Library and its programs, resources, and services, provided that prior permission has been granted by the Library Director or the Director's designee, use of the Library is not impeded, and Library policies are followed.

Those wishing to use the Library as an interview venue for stories or projects that do not relate to the Library itself, such as for opinion polls or for person-on-the-street interviews, must contact the Library Director or the Director's designee in advance. Such activities will be considered under the Petitioning, Solicitation, and Campaigning Policy.

Documentary-Type Recordings
The Library permits photography, filming, and audio recording of its premises and activities when the use of the photographs involves the Library directly, i.e., books, articles, or videos about the Library itself or the Library's position in the community as a tourist or learning destination, or as part of a piece used to describe our community's environs. Advance authorization must be obtained from the Library Director or the Director's designee.

Commercial Photography and Recording
Photography and recording of the Library facilities, staff, or users to promote businesses, commercial products, political campaigns, or political candidates are not permitted.

Portrait photographers must obtain prior permission from the Library Director or the Director's designee to use the Library as a setting for senior, engagement, wedding, or family portraits. The Library reserves the right to limit the equipment brought in.

Photography for Groups and Non-Library Events in Meeting Rooms
Groups reserving Library facilities may arrange for photographers and news media during their event. Filming and photography for such events is restricted to the space reserved by the group and may not take place in other areas of the Library.

Student Projects and Class Assignments
Students must follow the same guidelines requested of professional photographers, reporters, and videographers.

Photography and Recording Guidelines
Photographers, reporters, students, and videographers are asked to be respectful of other Library users and to observe the following:

- Refrain from disturbing other users (examples: using tripods or flash photography).
- Taking photos or video of specific, copyrighted (or otherwise protected) materials is not permitted except in very limited circumstances where the purpose is not for redistribution or any other commercial purpose and is considered "fair use" under 17 U.S.C. § 107.
- Taking photos, video, or audio of any other person in restrooms is not permitted.
- Taking photos, video, or audio of any other person in staff-only areas is not permitted.
- Photos may not capture any identifiable likenesses of individuals or Library content being viewed by an individual without their permission or their parent/guardian's permission if a minor.
- Notify the Library Director or the Director's designee prior to entering the Library of the intent to photograph or record inside the Library. When possible, staff will be notified in advance to avoid potential interruption of services and operations.
- Use of the Library's name, logos, trademarks, or images in connection with any photograph or film is prohibited without permission of the Library.

For commercial or media requests, please contact the Library Director or the Director's designee. Any authorization granted pursuant to this policy to permit photography or recording

may be revoked at any time upon failure to comply with terms of the policy or other rules and regulations of the Library.

For Library policy pertaining to Board meetings, see Open Meetings and Records Retention Policy.

Programs

The Library district presents programs to further our mission and meet the needs of the residents of the library's service area. Library programs are planned public activities that are initiated by or presented in partnership with the Library and take place at the Library, at locations in the community, or online. Library programs include, but are not limited to, demonstrations, discussion groups, lectures, performances, storytimes, tours, and workshops.

Selection

The selection of program content (including topics, activities, presenters, and highlighted materials) will be made on the basis of public interest and relevance to the Library's mission and strategic plan. Content will not be excluded because of the origin, background, or views of those contributing to their creation. Inclusion in a program does not constitute endorsement of program content.

Audience

All library programs are open to the public. Responsibility for the exposure of minors to library programs rests with their parents or legal guardians. The Library may limit attendance of a program to a specific age group. Pre-registration may be required. Program attendees may be photographed, filmed, or video recorded and their likenesses used by the Library in editorial or promotional materials.

Community Partnership

The Library sometimes partners with city departments, governmental agencies, community organizations, and businesses to present programs. Co-sponsored programs must include participation by library staff to plan program content, provide logistical support, or include information about library collections relevant to the program. Co-sponsorship and collaboration decisions are made on the basis of mutual needs and equitable benefits between the Library and potential partners, as well as available library resources. Such programs must not endorse or oppose the election of any candidate for public office; endorse or oppose the adoption of federal, state, or local legislation; or promote commercial products or services.

Programming Costs

The Library attempts to present programs at no additional cost to participants but may occasionally charge a participation fee to offset the cost of materials used in a program.

Sale of Materials

Materials may be offered for sale at a program by the program presenter or their representative with prior approval from the program coordinator. Eligibility to attend a program shall not be dependent upon purchase. The Library shall neither participate in nor profit from this sale.

Comment on Resources

Should a patron of the Library take issue with a program, they are encouraged to contact the Library Director to arrange a time to discuss these concerns. Should that discussion prove unfeasible or fail to address the patron's concerns, they may complete and submit a Comment

on Library Resources form (available at the Library). For further details, please see the Comment on Resources policy.

Public Participation at Board Meetings

The public is invited to attend all meetings of the Joplin Public Library Board of Trustees except those designated as closed sessions.

The goal of this public comment time is not to exclude voices but to ensure an orderly meeting that respects the time of the volunteer Board members.

Speakers are asked to be courteous in their presentation. Persons displaying disruptive behavior will be asked to leave or be removed from the meeting.

The Board of Trustees does not generally respond to public comments during the course of the meeting. The public comments portion of the meeting is intended as an opportunity for the public to make the Board members aware of public concerns and issues but is not intended for the Board to conduct a dialogue or debate with the public.

Residents of the Library district or active cardholding members of the Library are welcome to address comments to the Board as set forth below:

- Those wishing to address the Board of Trustees must submit a request in writing at least 48 business hours prior to the meeting.
    - Request forms are available in the Library's Administrative Office.
    - All public comment forms, regardless of whether the person chooses to speak, will be added to the public record and will be distributed to all Board members.
- Public comment is allowed at every Board meeting and included as an agenda item.
- Each person desiring to be heard, when recognized by the Presiding Officer, shall first state their name and address before commenting.
- Public comment is limited to five minutes per person unless otherwise directed by the Presiding Officer. Each speaker may only speak once per meeting and may not transfer time to other individuals.
- At no time will the Board hear personnel comments during the public comments portion of a business meeting because personnel matters are generally confidential.
- The Presiding Officer shall rule "out of order" all comments which are off topic, repetitious, or derogatory of persons, or which include language or behavior that is unlawful.
- The Presiding Officer shall allocate no more than thirty minutes to this part of the agenda.

These rules may be suspended by motion and majority vote of the Board.

(Adopted by the Library Board of Joplin Public Library September 18, 2023. Amended May 20, 2024.)

Public Posting & Distribution of Community Materials

As a public service, the Joplin Public Library will provide a location for handouts containing informational materials and group announcements provided by non-profit, civic groups, and publications. This includes literature and schedules or calendars of local events provided by non-profit community organizations; state, city, or county tourism or recreation departments; school districts; or cultural organizations, provided their literature is primarily informational.

The Library will not be a distribution point for free advertising publications or free publications composed predominantly of commercial advertisements. Distribution of campaign literature on Library property is prohibited.

Promotional information for fundraising events may be displayed for non-profit organizations provided proceeds from the event are used to help sustain the non-profit.

Due to space limitations, preference will be given to organizations located within the Library's service area, and posting of Library-related materials will take precedence over other announcements.

The provision of space does not constitute or imply Library endorsement of the individual or organization submitting the item(s), or of the content or the viewpoints expressed by those responsible for the materials. The Library reserves the right to reclaim display space for any reason and at any time.

Security Camera and Recording Policy

Security Camera Purpose

Security cameras are in use at the library to enhance the physical security of the library, its property, patrons, and staff. Cameras may also be used by the Library in pursuit of incidents of suspicious or criminal activity, litigation, or violations of the Library's Code of Conduct. The purpose of this policy is to establish guidelines for the access and retrieval of video records.

Access to Video Recordings

Library Staff Access

Only the Director, or a designee, are authorized to access past video records, for the purpose of investigating incidents of suspicious or criminal activity, litigation, or violations of the Library's Code of Conduct. These recordings may be reviewed with other staff to obtain additional information related to a specific incident or security concern. In those cases, such persons shall not violate any privacy laws or policies after viewing the recordings. In addition, the Director and the Information Technology Department staff may monitor and operate the security camera system as part of routine system maintenance.

Law Enforcement Access

All requests for video records by law enforcement will be referred to the Director who will evaluate and respond to them in a reasonable timeframe. Video records may be released upon request from law enforcement to assist in active investigations involving criminal activity at the Library, to identify a suspect violating Library policies, to address a security or safety risk to the Library or its patrons and staff, or for investigations involving criminal activity that happen off property, but were captured by Library security cameras.

Such requests must be in writing and for a limited and specified time period, location, and incident. Personal information about an individual who has used any library service, or borrowed any library materials, will be redacted and will be accorded the same level of confidentiality and protection provided to library users by Missouri state law (including, but not limited to, RSMo 182.817 "Disclosure of library records not required") and JPL policies on confidentiality and privacy. Unredacted records will require a subpoena.

General Public:

Members of the public must contact law enforcement and obtain a case number before requesting records relating to potential criminal activity. All requests for video records will be referred to the Director who will evaluate and respond to them in a reasonable timeframe. Such requests must be submitted in writing and must include: who is making the request, their contact information, and a specific description of what is being requested, including the date, time, and location. Personal information about an individual who has used any library service, or borrowed any library materials, will be redacted and will be accorded the same level of confidentiality and protection provided to library users by Missouri state law (including, but not limited to, RSMo 182.817 "Disclosure of library records not required") and JPL policies on confidentiality and privacy. A copy of the video records will be provided on a USB drive for the cost of the drive.

Response Timeline
Library staff will respond to a security camera footage request with a confirmation of receipt and indicate whether the records will be provided no later than the end of the third business day following the request's receipt. If the request is able to be fulfilled Library staff will provide footage as soon as reasonably possible. If the request cannot be fulfilled, or additional time is necessary, an explanation will be provided to the requestor.

Retention of Video Records
Video records are stored digitally and retained for approximately thirty (30) days. Records relating to a suspected criminal activity or significant incident will be maintained until resolution of the specific incident, investigation, or litigation.

(Adopted by the Library Board of Joplin Public Library August 29, 2025.)

Service Animals

Joplin Public Library recognizes that people with disabilities may use a service animal, as defined below, trained to perform tasks related to the individual's disabilities. The Library acknowledges individuals' legal rights under federal and state laws regarding the use of service animals.

A service animal may accompany a user with disabilities in all areas of the Library the user is normally allowed to go. A service animal may accompany a staff member with disabilities in all areas of the Library. Service animals are not required to wear identifying collars or harnesses.

The Library considers the health and safety of all users and staff to be of the utmost priority. The Library reserves the right to deny access or remove a service animal from the Library if the animal poses a direct threat to the health or safety of users or staff, or if the animal is not under control, as defined below.

The Library is not responsible for injuries or damage to personal property caused by a service animal.

This policy does not apply to animals present in the Library as participants in Library programs, as invited by staff.

Definitions

Disability: The Americans with Disabilities Act (ADA) defines a disability as 1) a physical or mental impairment that substantially limits one or more major life activities, 2) a record of such an impairment, or 3) being regarded as having such an impairment. The ADA does not specifically name all of the impairments that are covered. If an individual meets at least one of the three tests, they are considered to be an individual with a disability.

Service Animal: Dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities, including but not limited to physical, sensory, psychiatric, intellectual, or other mental disabilities. The work or tasks performed by the service animal, such as guiding a person with visual impairment, alerting to an oncoming seizure, or reminding a person to take medications, must be directly related to the individual's disability. Under Missouri Revised Statute 209.152, qualified trainers have the right to be accompanied into public buildings by a service dog in training while engaged in the act of training.

Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. This includes pets, therapy animals, comfort animals, and emotional support animals.

Under Control: A service animal must be harnessed, leashed, or tethered unless these devices interfere with the service animal's work or the handler's disability prevents using these devices. In such a case, the handler must maintain control of the animal through voice, signal, or other effective control. The animal must be within the immediate vicinity of the handler. An animal is considered to be out of control if the animal runs at large, repeatedly gets loose from the handler, disrupts a Library program, is excessively noisy, or urinates or defecates in the Library.

Smoke Free Environment

Smoking, tobacco use, and electronic cigarette use is prohibited on Library grounds, as well as in the building.

Social Media

The Joplin Public Library uses social media tools for educational, cultural, civic, and recreational purposes. These tools provide a limited public forum to share information about Library programs, events, and materials, along with other Library-related topics and issues. The Library may use social media to communicate with patrons, authors, other libraries, and community members

Posting and Restrictions

Social media accounts are maintained by Joplin Public Library. The accounts will be monitored by the Library Director and/or designated staff. The Library reserves the right to remove comments that violate our rules, are unlawful, or are off topic.

Posts containing any of the following may be removed from the Library's social media accounts:

1. Material that violates copyright
2. Off-topic comments
3. Commercial promotions, advertisements, political campaigning, or spam content
4. Posts that contain inappropriate, sexually explicit, obscene, hateful, or racist comments
5. Content that contains personal attacks, libel, slander, threatening or harassing language, or defamation, or is otherwise objectionable
6. Private and/or personally identifying information (i.e. age, phone number, address, etc.)
7. Photos, images, or links which fall into any of the above categories

Users are responsible and liable for the content they post to social media. The Library is not responsible for patron-generated comments or content posted by non-Library staff that appears on social media accounts. Views expressed on social media are not necessarily endorsed by the Library, nor do they represent the Library's views or policies. Content that contains threats or illegal content will be documented and reported to law enforcement. Users who violate these restrictions may be blocked from future commenting.

When appropriate, the Library may choose to link its social media account with other organizations. The Library may affiliate with other organizations whose profiles provide information that may be of interest to patrons or with whom the Library has partnered for various programs or events. Affiliating with these organizations does not imply endorsement of the views or opinions expressed on their profiles, nor is the list of affiliated organizations intended to be exhaustive. Any link to an external website or non-Library social media profile is not a sponsorship, authorization, affiliation, or endorsement of that website or profile. The Library is not responsible for content posted on external websites or non-Library social media profiles.

Technical Services

Departmental Goals

The purpose of the Technical Services Department is to make all Library materials easily accessible to users, other departments, and other libraries by providing the logical arrangement of materials within the collection of the Library.

The Technical Services Department is responsible for providing access to materials in many formats in the Library. The Department catalogs, classifies, and processes book and non-book formats promptly and efficiently, and maintains the bibliographic holdings and authority records in the Library's database.

It is the responsibility of the Technical Services Librarian to keep current with technical services issues and changes that affect libraries.

Cataloging Policies and Standards

1. Materials are cataloged using the most current edition of the national standards accepted by the State of Missouri.
2. The Technical Services staff is responsible for maintaining the integrity of the Library's database to ensure its accuracy and reliability as a finding tool for patrons and staff.
    a. The Library's database provides access to both physical and digital resources available in the Library.
    b. Staff members are well trained and knowledgeable about cataloging and the ways in which the public uses the online catalog and Library materials.

Physical Processing

Processing of Library materials includes physical preparation of items for use and circulation. Due to the variety of items available in the Library's collection, there are numerous ways to process materials.

The Technical Services Department maintains a procedures manual to help ensure that items are cataloged and processed at an acceptable standard.

- Materials are processed and made available to the public in a timely manner.
- Items in demand by the public or Library staff are given priority.
- Materials are processed and labeled clearly and accurately.
- Materials are maintained through an ongoing process of mending or replacement.

Teen Services

Objectives

The objectives of the Teen Department are to encourage teens' continued interest in reading; to provide teens with access to current information and quality literature; to provide teens with a library environment that meets their needs as they transition to adulthood; to keep teens engaged with and interested in the Library as they grow; and to provide complete and accurate answers for reference questions to all patrons of the Department.

The Teen Services staff provides reference and reader advisory services; plans, conducts, and hosts programs for teens; and connects teenagers and their families to resources.

General Code of Conduct

- A “teen” is defined as anyone in or entering grades six through twelve.
- Though all Library patrons may utilize and/or check out materials from the Teen Department, for the sake of “ownership” of the Department and for teens’ safety, only teens may “hang out” there or use the tables, seating, computers, and amenities there. This applies during all Library hours.
- The computers in the Teen Department are open during all Library hours to teens whose parents or legal guardians have given permission for their teens to use Library computers with internet access by issuing approval in the teen’s Library account.
- Teens may use a gaming station when Teen Services staff is present in the Department and must sign in at the Teen Desk.
- Teens may use the Teen Study Room upon request when Teen Services staff are present in the Department.

Teen Materials

The Library acquisitions budget includes a designated amount for teen print and non-print materials.

The Teen Department provides materials recommended for individuals eleven years and up in a variety of formats. Materials specifically for teens and all other materials in the Library are available to all individuals at all times the Library is open. Age recommendations are only a recommendation, and parents or legal guardians of minors are solely responsible for supervising or limiting their teen’s access to Library materials. It is not the responsibility of the Library, the Board, staff, or volunteers to determine which collection minors should use or what item in the collection is suitable for an individual.

Teen materials not available locally are accessible through interlibrary loan.

The Teen Services Librarian is primarily responsible for the selection of materials for the Department using appropriate professional review media and bibliographic selection tools. The Collection Development Librarian and the Library Director may also participate in the selection

of materials for the Teen Department. All collection development and management activities, including selection, replacement, duplication, and discarding of teen materials, are directed by the Teen Services Librarian under the supervision of the Library Director and with the assistance of the Collection Development Librarian. All policies found in the Collection Development policy apply to materials in the Teen Department.

Programs

Programming for teens in grades 6 through 12 is planned by or with the supervision of the Teen Librarian. Programs are developed for varied interests, abilities, and age levels. Adults need not accompany or remain with teens attending programming. If a teen engages in disruptive behavior during the program, the teen may be sent out of the program regardless of the whereabouts of the teen's parent or legal guardian.

With advanced notice and proper planning, programs or events may be provided for outside groups either on- or off-site. The Library welcomes outside groups to utilize the Teen Department, with large groups encouraged to contact the Library in advance of their visit. Teens who visit the Library as part of an organized, off-site group, such as school organizations or clubs, must be attended by an adult, whether the group is attending a scheduled program or engaged in a research or study session.

The Teen Department may be unable to host an event or tour for a group because of inadequate notification or the unavailability of a time slot. Event procedures are set by the Teen Services Librarian. All policies found in the Program policy apply to programs offered for teens.

Weapons

No person shall possess, on Library District premises, a weapon of any kind, unless authorized by law. Any person violating this section shall be denied entrance to the building or ordered to leave the building.

Youth in the Library

In order to ensure the safety of all users, Joplin Public Library requires that children ten years of age or younger be accompanied by a parent, guardian, or responsible adult while on Library property; with children eight years of age and younger remaining with their responsible party the entire visit. Teachers are responsible for the conduct of their students when they are in the Library for a class visit or tour.

Children, of all ages, exhibiting behavior in violation of Library policy or the law may be asked to leave the Library. The Library is not responsible for caring for children who are left unattended in the Library or who come to the Library without an adult or other responsible person.

Persons of any age with mental, physical, or emotional needs who require supervision or personal assistance must also be accompanied and adequately supervised by a responsible adult or caregiver.

The Library maintains the Teen Department for use by teens in grades six to twelve. Users outside of this range may retrieve materials from the Teen collection, but should find seating elsewhere in the building.

Accessibility

The Joplin Public Library adheres to the Americans with Disabilities Act (ADA) of 1990 that ensures that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the Library, or be subjected to discrimination by the Library. Every attempt is made to accommodate the needs of persons with disabilities, and the Library welcomes input from persons with disabilities about ways the Library can more completely serve them. Questions about ADA compliance and complaints or suggestions about accessibility of Library facilities or programs should be addressed to the Library Director.

American Library Association Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees, and library staff.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries,

communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

Code of Ethics – Public Disclosure

Declaration of Policy
The proper and ethical operation of the Joplin Public Library District requires that officials and employees be independent, impartial, and responsible to the people; that decisions and public policy be made in the proper channels of the governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of the Library District's operation. In recognition of these goals, there is hereby established a policy for disclosure by certain officials and employees of private financial or other interests in matters affecting the Library District.

Conflicts of Interest
Members of the Board of Trustees having a substantial personal or private interest, as defined by state law, in any policy or decision made by the Board shall disclose within the Board minutes the nature of the member's interest and shall be disqualified from voting on any matters relating to this interest.

Disclosure Reports
The following information shall be included as public record of the Library District:

1. Each transaction in excess of $500 during the calendar year between a Trustee or the Library Director, including any persons related within the first degree by consanguinity or affinity to such persons, and the Library District, excluding compensation received as an employee, or payment of any fine, tax, fee, or penalty due the Library District. This shall include the dates and identities of the parties to the transactions.
2. Each transaction in excess of $500 during the calendar year between any business entity in which such individuals have a substantial interest and the Library District excluding any payment of tax, fee, or penalty due to the Library District or payment for providing utility service to the Library District. This shall include the dates and identities of the parties in the transactions.

The Library Director also shall disclose by May 1 for the previous calendar year the following information:

1. The name and address of each of the employers of such person from whom income of $1,000 or more was received during the year covered by the statement;
2. The name and address of each sole proprietorship that they owned; the name, address and the general nature of the business conducted of each general partnership and joint venture in which they were a partner or participant; the name and address of each partner or co-participant for each partnership or joint venture unless such names and addresses are filed by the partnership or joint venture with the Secretary of State; the name, address and general nature of the business conducted of any closely held corporation or limited partnership in which the person owned ten percent or more of any class of the outstanding stock or limited partnership units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or

automated quotation system in which the person owned two percent or more of any class of outstanding stock, limited partnership units, or other equity interests;

3. The name and address of each corporation for which such person served in the capacity of a director, officer, or receiver.

Filing of Reports

The recording secretary of the Board of Trustees shall file a copy of this policy within ten days of adoption. The disclosure reports due May 1 shall be filed with the Library District and the state ethics commission and shall cover the preceding calendar year.

Such reports will be made available in the Library District's administrative offices for public inspection and copying during normal business hours. Reports shall be retained by the Library District for five years.

The Financial Disclosure Statement for Political Subdivisions developed by the state ethics commission shall be appended to this policy and used for reporting.

Each person appointed as a Trustee or hired as the Library Director shall file the statement within thirty days of such appointment or employment.

Officials and Trustees may supplement their financial interest statement to report additional interests acquired after December 31 of the covered year until the date of filing of the financial interest statement.

Definitions

First degree of consanguinity or affinity includes father, mother, spouse, son, or daughter by virtue of a blood relationship or marriage.

Substantial interest is ownership by the individual, his or her spouse, or dependent children, either singularly or collectively, of ten percent or more of any business entity or an interest having a value of $10,000 or more, or the receipt of a salary, gratuity, or other compensation of $5,000 or more from any individual, partnership, organization, or association within any calendar year.

Force and Effect

This policy shall be in full force and effect from and after the date of its passage and approval and shall remain in effect until amended or repealed by the Board of Trustees.

Open Meetings

As a public governmental body, Joplin Public Library is subject to the laws governing public meetings and records in the state of Missouri as set forth in RSMo sections 610.010-610.200, "The Sunshine Law." All meetings, records, votes, and actions of the Board are open to the public unless otherwise provided by law. For example, the Board may close any meeting, record, or vote as allowed by the above referenced law. Furthermore, library records are closed records pursuant to RSMo sections 182.815 and 182.817 and the Library's Confidentiality of Patron Records Policy.

Guidelines for Organizing Open Meetings

The body shall give notice of the time, date, place, and tentative agenda of each meeting. The notice shall be posted at the Library at least 24 hours prior to the meeting, unless for good cause (cause shall be stated in the minutes).

Each meeting shall be held at a place reasonably accessible to the public and at a time reasonably convenient to the public, unless for good cause (cause shall be stated in the minutes).

The Board may close meetings to the public as allowed by RSMo 610. Before closing a meeting to the public, a majority of a quorum of the Board must vote to do so in a public roll call vote. The vote of each member of the Board on the question of closing a meeting or vote and the reason for closing the meeting by reference to a specific exception shall be announced at a public meeting and entered into the minutes. The Board shall give notice of the time, date, and place of a closed meeting and the reason for holding it by reference to a specific exception. The notice shall comply with the procedures set forth in (1), above, except a tentative agenda is not required. No other business may be discussed in a closed meeting that does not directly relate to the specific reason announced to close the meeting to the public. When closing a meeting, the Board must close only an existing portion of the meeting facility necessary to house the members of the Board in the closed session, allowing members of the public to remain to attend any subsequent open session held by the Board following the closed session.

The Board shall allow for the recording by audiotape, videotape or other electronic means of any open meeting. The Board may restrict the manner in which such recording is conducted so as to minimize disruption to the meeting. No audio recording of any meeting, record, or vote closed pursuant to the provision of section 610 shall be permitted without permission of the Board; any person who violates this provision shall be guilty of a class C misdemeanor.

Open Records

The Library Director or the Director's designee shall be the custodian of records and will be responsible for maintenance and control of all records. The custodian shall provide public access to all public records. A request for such access shall be acted upon as soon as possible but no later than the third business day following the date the request is received by the custodian. If records are requested in a certain format, the custodian shall provide the records in the requested format, if such format is available. If immediate access is not granted, the custodian shall give a detailed explanation for the delay, and the place, earliest time, and date the record will be available for inspection.

If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such a statement shall cite the specific provision of law under which access is denied and shall be furnished to the requestor no later than the end of the third business day, exclusive of weekends and holidays, following the date the request for the statement is received.

All records that may be closed as allowed by RSMo Section 610.021 are hereby deemed closed records unless the Board votes to make them public.

If a member of the Board transmits an email relating to public business to at least two other members of the body so that, when counting the sender, a majority of members are copied, a copy of the email shall be sent to the custodian of records *AND* the board@joplinpubliclibrary.org archive email. Any such message shall be a public record subject to the exceptions above.

Reasonable cost-recovery fees may be charged when Library staff is requested to provide photocopying services or services that require a hardcopy in some format. Prior to producing copies of the requested records, the person requesting the records may request the custodian to provide an estimate of the cost.

Records Retention

RSMo 109 authorizes and establishes minimum retention periods for the administrative, fiscal and legal records created by local governments. Library records consist of information documented in performance of the Joplin Public Library's official business. The Records Retention Policy exists in order to ensure that the Library keeps necessary records, deemed so by the following categories:

- Administrative
- Building
- Financial
- Library
- Legal
- Personnel

Library records must be routinely maintained for legally accountable periods of time and routinely destroyed under the scheduled record retention periods.

Responsibility

Compliance with Library policy and implementation of public record law is the responsibility of the Library Director. Members of the staff may be appointed to assist in records management.

Administrative

Record Title	**Retention Period**
Annual/Special Report *Yearly report presented in January*	Permanent (any special reports read into official minutes may be destroyed)
Correspondence - General *Letters, memoranda, email*	1 year
Correspondence - Policy *Letters, memos, email*	Permanent
Meeting Records *Minutes, agenda*	Permanent
Public Notice Records *Notice of meetings*	Permanent
Computer System Documentation *Manuals, operation logs, migration plans*	Until superseded - Migratory plans 1 year - after superseded
Publications Newsletters, pamphlets, brochures, leaflets, reports	Until superseded - brochures, pamphlets and leaflets Permanent - all others

News Releases	Permanent - policy & history news releases 2 years - routine releases
Scrapbooks, Photographs & Clippings	Retain as needed
Commission & Appointment Records	Record in official minutes + 1 year after expiration of appointment
Bonds, Public Officials & Employees	6 years after expiration
Policy & Procedure Files	Permanent Until superseded, updated or no longer needed - routine clerical manuals
Request and Complaint Files *Citizen requests or complaints*	3 years after final disposition
Disaster/Emergency Preparedness & Recovery Records *Emergency management files*	Until superseded or no longer needed
Participant Registration & Attendance Records	3 years
Public Information Request *Sunshine requests*	3 years
Gift and Contribution Records	Permanent - Memorial, bequests, major donations Completion of audit - all others
Meeting Records (internal)	3 years - minutes, agendas, reports
Administrative Reports	Completion of audit
Deeds and Conveyances	Permanent
Security Camera Video Recordings	30 days (extract significant information involving criminal activity/liability issues and maintain until admin/judicial proceedings are complete)

Passport Transmittal Records	2 years

Building

Record Title	Retention Period
Building & Grounds Maintenance Records	3 years
Building Plans & Drawings	10 years after certificate of occupancy

Financial

Record Title	Retention Period
Audit Report	Permanent
Adopted Budget	Permanent
Budget Preparation Records	Completion of audit
General Ledgers Year end budget and account totals	Permanent
Subsidiary Ledgers	Completion of audit
Accounts Payable/Accounts Receivable/	Completion of audit
Purchasing Records	3 years + Completion of audit
Banking and Investment Records	Completion of audit + 1 year
Receipts	Completion of audit
Postal *Postage meter records, receipts for registered/certified mail*	1 year

Grant Records	1 year - Unsuccessful 3 years - Successful Permanent - Final Report from significant grants
Fixed Assets Inventory	Completion of audit
Bid Records	5 years - Accepted 3 years - Rejected
Payroll Records	70 years - Year-to-date annual summary 5 years - All others
Expense Reimbursement Records	Completion of audit + 1 year
Annual Financial Statement	5 years or permanently if not in audit report
Insurance Policy Records	Until canceled/expired + 6 years

Legal

Record Title	**Retention Period**
Insurance Claims Files	5 years + legal - No action taken 10 years after disposed - Action taken
Litigation Case Files	6 years after case disposed
Contracts, Leases & Agreements	5 years after expiration

Library

Record Title	**Retention Period**
Borrow Registration Files	Expiration + 2 years
Circulation Records	2 years Annual circulation statistics - permanent
Circulation Records - Personal	Until materials have been returned and fines/fees paid in full or deemed uncollectible; Circulation transaction may be treated as confidential

Daily Sign-in/Sign-up Records *Computer or equipment use*	Until statistical information recorded
E-Rate *Documents associated with e-rate purchases; including the research and competitive bids from others*	10 years
Interlibrary Loan Files	Until transaction complete; record statistical information
Inventory File	Until superseded

Personnel

Record Title	**Retention Period**
Employee Personal Records *Master personnel records for each employee*	Separation + 20 years
Employee Medical Records Should be kept separate from personnel records	Separation + 7 years
Time & Attendance Records	3 years + Completion of audit
Leave Requests	3 years + Completion of audit
Employee Eligibility Verification Forms	3 years from hire or 1 year from separation
Wage & Tax Statements *Federal tax form W-2*	5 years
Federal & State Tax Records *1099, W-9, 941, 941E, 8109*	5 years
Employee's Withholding Allowance Certificates *W-4*	5 years after superseded or separation

Volunteer Worker Records	3 year after separation 1 year - Unaccepted volunteer applications
Employment Grievance & Complaint Records	5 years after disposition
Employment Records	Announcements – 3 years Unsolicited – 6 months Unsuccessful – 1 year 1 year - Background checks and other records
Worker’s Compensation Case File	3 years - No action taken 10 years - Action taken

Volunteers

A “volunteer” is anyone who voluntarily offers to perform services for the Library without compensation or expectation of compensation.

Volunteers may be used for special projects or on a regular basis to assist staff. Duties may include, but are not limited to:

- Dusting, straightening, and organizing shelves
- Cleaning books, DVD cases, or other materials
- Shelving returned items
- Cleaning toys and activity kit items
- Shredding

Services provided by volunteers will supplement regular services, and volunteers will not be used in place of hiring staff. A volunteer is not an employee of the Joplin Public Library. Both the volunteer and the Library have the right to end the volunteer’s association with the Library at any time.

Paid staff may not volunteer their services to the Library except with written permission from the Library Director. All volunteers must complete the volunteer application process before becoming eligible to volunteer.

See:
Library Volunteer Application (https://forms.gle/pNDo86rAJTunPepXA)
Volunteer Agreement (Appendix B)

Collection Development

Objectives

The objective of the Joplin Public Library is to select, organize, and make accessible Library materials to meet the expressed and anticipated needs and interests of the diverse public in the Library District. The Library strives to provide the residents of Joplin with a comprehensive collection of materials in a variety of formats.

Materials should be selected and services planned to satisfy residents both as individuals and as members of groups, with concern for all ages, backgrounds, interests, abilities, and levels of education.

The Library has an obligation not only to serve its current users but also to search for materials and methods that will meet the needs of community members who have not traditionally been Library users.

Priorities of Selection

1. Materials to meet informational needs, both expressed and anticipated, of patrons of all ages.
2. Materials to meet the recreational needs of patrons of all ages.
3. Materials to meet the educational needs of pre-school children, out-of-school adults, and all other patrons who are not served by an educational institution.
4. Materials to meet the needs of the business community.
5. Materials to support civic and cultural activities of individuals, groups, and organizations.

Selection

The Library should plan to acquire, within its budgetary limitations, all types of Library materials needed to meet its obligations. Library materials include, but are not limited to, books, pamphlets, documents, periodicals, maps, microforms, audio-visual materials, databases, and artifacts.

Addition of an item to the Library's collection in no way represents an endorsement of any theory, idea, or policy contained in the material.

The responsibility for selection of Library materials is delegated to the Collection Development Librarian and, under their direction, to those members of the staff who are qualified by their education, training, and experience. The judgments of experts, of professionally trained staff members, and of qualified reviewers provide a balance of opinion as the basis for selection. Though a variety of criteria is used for each subject, final decision is based on the value of the material to the Library and its public, regardless of the personal taste of the selectors.

In selecting materials, the librarians will use as many selection and bibliographic management tools as possible, including, but not limited to, Booklist, Publishers Weekly, American Libraries,

Library Journal; Kirkus, School Library Journal, Rotten Tomatoes, and any other useful bibliographic reference works or professional journal.

Librarians will strive to find a review of any item before considering it for purchase; however; because only a portion of all published material is ever reviewed, librarians will also consider purchase of items based on advertisements, author tours, television and radio coverage, and direct mail.

Current in-print publications of lasting value, regardless of format, will be given priority over out-of-print publications. Reprints are considered as current publications.

Holdings of other area libraries will be considered when selecting subject areas for intensive collection or large purchase items.

Demand is a valid factor in materials selection. The number of copies of any title shall be dependent upon demand by patrons and the size of the population served. Materials requested by multiple cardholders will be given additional consideration, regardless of whether the item has been positively reviewed, unless such material is not acceptable under other conditions of the Collection Development policy.

While the Library's collection is available as a supplement to students' primary educational institutions or units, the Library is unable to provide curriculum or textbooks.

Items that can be easily bound will be given priority over those which are unable to withstand the stresses of circulation to the public.

Literature in languages not justified by community needs, religious materials designed to be used for proselytizing, or purely propagandistic literature will not be added to the collection.

The Library is unable to purchase all local authors' works for inclusion in the collection. The Library will accept donations of such works, provided they meet Collection Development guidelines.

Electronic databases extend the collection by providing timely and versatile access to information in electronic format. Typically, the content of an electronic database is not customizable with a subscription granting access to the entirety of its contents. As such, they are evaluated for inclusion in the collection as a whole based on their ability to enhance and supplement the print collection. Subscription to an electronic database does not constitute endorsement of the electronic content patrons may access.

Placement of Materials
Materials will be ordered, received, cataloged, and shelved in the appropriate section.

The age recommendations for each department (i.e., the Children's Department being thirteen years and younger and the Teen Department being eleven years and older) are only recommendations. Parents or legal guardians of minors are solely responsible for supervising or limiting their children's access to Library materials. Materials in all collections are available to all individuals at all times the Library is open. The Library does not stand in place of parents or legal guardians when it comes to access of the Library's collections. It is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection minors should use or what item in the collection is suitable for an individual.

Selection and Retention of Materials -- Local History Room
As funds allow, the Library will acquire items of historical or genealogical interest about Missouri, especially southwest Missouri. Secondarily, the Library will acquire items of historical or genealogical interest about southeast Kansas, northeast Oklahoma, and the northernmost counties of northwest Arkansas.

The Library is unable to purchase all local authors' works about Joplin and Jasper/Newton Counties for inclusion in the Local History Room. The Library will accept donations of such works, provided they meet Collection Development guidelines.

The Library will give first consideration to shelving items in the Local History Room that are local in interest or that have broad national scope, such as immigration information or census indexes for states.

Items that are rare or fragile or present a risk of theft will be kept in a secure location. Such items may be used only under the supervision of Library staff. Examples of these items include, but are not restricted to, Joplin high school and college yearbooks, old city directories, the Dawes rolls for identifying Native American heritage, and rare books.

The Library will not purchase family name books and will accept only those donations of family name books where the family has a strong local connection.

Censorship
The Library recognizes the pluralistic nature of the community and the varied needs of Joplin citizens. The Library does not promote particular beliefs or views. It provides resources where individuals can examine issues and make their own decisions. The Library affirms the principles of each individual's freedom to read and view.

The Library recognizes that some materials may be controversial and that any given item may be a cause of concern for some Library users. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection. The collection must contain the various positions expressed on important, complicated, or controversial subjects, including unpopular or unorthodox positions.

The choice of Library materials for personal use is an individual matter; individuals are free to reject materials of which they do not approve. No one has the right to exercise censorship to restrict the freedom of use and/or access by others.

The selection of materials will not be limited by the possibility that such materials may come into the possession of minors. The freedom of access for minors may be restricted only by the child's own parents or legal guardians. Parents or legal guardians of minors are solely responsible for supervising or limiting their children's access to Library materials. The Library does not stand in place of parents or legal guardians when it comes to access to the Library's collections. It is not the responsibility of the Library, its Board of Trustees, staff, or volunteers to determine which collection children should use or what items are suitable for an individual.

Once an item has been purchased, it will not automatically be removed upon request. The Library has established procedures to ensure objective and fair review of questioned materials. Should a patron of the Library take issue with a resource, they are encouraged to contact the Library Director to arrange a time to discuss these concerns. Should that discussion prove unfeasible or fail to address the patron's concerns, they may complete and submit a Comment on Library Resources form (available at the Library). For further details, please see the Comment on Resources policy.

Each item considered for selection must be evaluated on its own merits. Works that depict an aspect of life honestly will not be excluded because of frankness of expression; vivid descriptions of sex or violence; the philosophy, politics, or religion of the author; or any other factor which might be objectionable to some Library users. All materials will be judged as a whole rather than by isolated passages.

Collection Maintenance

In order to maintain an active working collection of high quality, the Library staff will periodically examine the collection for items that should be withdrawn. Overall authority for weeding of the collection lies with the Director, who in cases of dispute serves as mediator and makes the final decisions. Whenever necessary, the Director will be consulted before an item is discarded from the collection.

Weeding will be done on a schedule of continual review of the collection on a consecutive basis. It is the goal of the Library to review the entire collection every two years.

Materials that are weeded from the collection will be disposed of in the most appropriate manner, which may include sale to the public, donation to another library or organization, exchange with another library, recycling, or discarding as waste.

Criteria for Weeding

Materials in poor physical condition will be weeded; if desirable materials must be discarded because of physical condition, the Library will either replace the item or set it aside for preservation consideration. All items must be evaluated on the basis of their contribution to the wholeness of the collection.

Weeding will not be done solely on the basis of circulation statistics or past use, although these factors merit strong consideration in evaluating an item. Weeding should not bias the collection in favor of or against any viewpoint.

Periodicals will be reviewed based on use, holdings, indexing, accessibility through electronic means or interlibrary loan, and format.

Superfluous or unneeded duplicate volumes will be weeded from the collection. Materials containing information no longer useful or accurate or that are no longer of historical value will be weeded from the collection.

Gifts and Donations

The Library welcomes and encourages gifts and donations to support its current operations and future development. The Library accepts gifts of money and/or materials (hereafter called gifts-in-kind).

In addition to donations made directly to the Library, donations are accepted by the Joplin Library Foundation and the Friends of the Joplin Public Library. The donor will determine whether a donation is being given to the Library, the Library Foundation, or the Friends of the Library. The Library Foundation receives and administers monetary gifts, bequests, endowment funds, and other gifts in order to provide additional financial support to the Library. The Friends of the Library undertake a number of volunteer activities throughout the year to assist staff and conduct fundraising campaigns to support special Library projects.

General Guidelines

- A gift to the Library collection may consist of gifts-in-kind or funds for the purchase of materials. The Library will consider non-monetary gifts such as artwork, antiques, collectibles, or other personal property in light of the gift's relevance to the Library's needs and objectives, the space required to house or store the gift, and the cost to maintain or preserve the gift.
- All accepted gifts become the property of the Library, to be used or disposed of in accordance with the Library's changing needs, unless there is a specific memorandum of understanding (MOU) stating otherwise.
- The Library encourages donors to give bequests, financial investments, beneficial interest in trust, and other sustaining gifts directly to the Library Foundation.
- The Library recommends that funds given to purchase materials not be earmarked for specific items in order to permit the most flexible use of the donation for the enrichment of the collection. If the bequest is given in memory or honor of an individual, the age and taste of the person being memorialized or honored will be considered.
- Unrestricted donations are preferred. The Library Director will direct a donation to the area or project where it is most appropriate and where it will bring the greatest benefit to the Library. Additionally, donors may designate monetary gifts for the collection, the facilities, or programs.
- Both gifts-in-kind and materials purchased with cash bequests must meet the same selection criteria as regular purchases. If gifts-in-kind of marginal value are offered, the Library must consider processing and shelving costs before adding such items to the collection. The Library reserves the right to decide the conditions of display, housing, and access of gift materials.
- The Library recommends that individuals who are considering naming the Library as a beneficiary of a will or trust consult with an attorney, trust officer, or tax advisor, as well as with Library administrators.
- While the Library may provide a gift receipt upon request, the Library cannot assign a monetary value to donated items or in-kind gifts.
- The Library reserves the right to not accept a gift.

Memorial Endowment Fund
Cash gifts made to the Joplin Public Library as memorials to someone who is deceased or in honor of a living individual are deposited in the revenue account for Memorial Endowments. This account is reserved, which means that it cannot be used for operating expenses or other expenses associated with running the Library. Individual memorial funds within this account that are established in the name of a specific person must always be regarded as permanent funds, and the principal will not be spent.

Guidelines for Memorial Acquisitions
- The Library will give consideration to the family's and donor's wishes so far as they can be accommodated within the collection development policy, but ultimately, the Collection Development Librarian will make the final material selection.
- Items chosen will appeal to a general audience and will have lasting value for the collection.

Perpetual Memorial Funds
If memorial donations for a single individual total less than $10,000, the Library will buy items and insert book plates in each item noting both the person memorialized and the name of the donor.

If memorial donations total $10,000, the donations for that specific individual will be considered to be a perpetual memorial, and items will be purchased annually, the number of items to be determined by the amount of interest the fund earns in a year. For practical purposes, the Library will use the amount earned in interest from the previous year's budget to determine what is spent the following year. The book plate for these annual purchases will not include the name of individual donors but will say: Purchased by the [John Doe] Memorial Endowment Fund. If the family requests, the Library will provide on the anniversary date a list of titles of the items purchased during the previous twelve months.

(Adopted by the Library Board of Joplin Public Library September 18, 2023. February 20, 2024.)

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 basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.
Inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must zealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers

and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
   To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet

prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
   The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.
   The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.
Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

The Freedom to View Statement

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

Endorsed January 10, 1990, by the ALA Council

Labeling Systems: An Interpretation of the Library Bill of Rights

The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling systems present distinct challenges to these intellectual freedom principles.

Labels may be a library-sanctioned means of organizing resources or providing guidance to users. They may be as simple as a colored dot or strip of tape indicating reference books or fiction or as elaborate as the Dewey Decimal or Library of Congress call number systems. Labels as viewpoint-neutral directional aids are intended to facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion. Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice, discourage, or encourage users to access particular library resources or to restrict access to library resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.
Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

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

Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access.

Adopted on June 30, 2015, by ALA Council.

Appendix A: Comment on Library Resources

COMMENT ON LIBRARY RESOURCES

Joplin Public Library

Joplin Public Library (JPL) values the opinions of its community of users. JPL cardholders are free to express opinions or concerns about specific library materials, programs, and displays. Please note that the presence of materials, programs, or displays in the Library does not indicate that the Library endorses the content of the items, programs, or displays. Materials, programs, and displays are selected/created in accordance with JPL policy.

The choice of library resources accessed by a library user is an individual matter. While a user may reject resources for personal use, one may not restrict access to those resources, or attendance to programs, by other library users. Responsibility for library resources selected and accessed or programs attended by minors is the sole responsibility of their parents or legal guardians.

Procedures have been developed by JPL to assure that comments on library resources are handled in an attentive, consistent, and timely manner. Commenters will receive a written response.

Title of Item/Program or Subject of Display _____

❑ Book ❑ Audiobook ❑ Magazine ❑ Newspaper
❑ Music ❑ Video ❑ Program/Event ❑ Display/Exhibit

Comment initiated by _____ Library Card Number _____
Address _____ City _____
State _____ Zip _____ Telephone _____ Email _____

Do you represent: ❑Yourself ❑A group or organization
Name of group or organization _____

What is your concern about this item, program, or display? Please be specific.
_____
_____
_____

What were the circumstances under which the item, program, or display came to your attention?
_____
_____

Did you read/view/listen to the entire work, attend the full program, or view the entire display? ❑ Yes ❑ No
If not, why? _____

Have you read assessments of this work by literary critics and/or professional reviewers? ❑ Yes ❑ No

For what age group would you approve this item, program, or display? _____

Do you feel there are library users who would not object to this item, program, or display? ❑ Yes ❑ No
Have you read the collection, programs, or displays policy of the Joplin Public Library? ❑ Yes ❑ No
Of which part of the policy do you feel this item, program, or display is in violation _____
_____

Signature _____ Date _____

Mail to: Library Director, Joplin Public Library
1901 E. 20th Street, Joplin, MO 64804

FOR STAFF USE ONLY:

Staff member: **Date received:** **Date forwarded:**
Library Director: **Date received:** **Date of response:**

Revised: 06.12.23

Appendix B: Volunteer Service Agreement

THIS AGREEMENT made and entered into this _____ day of _____, 20___, by and between _____ hereinafter referred to as "Volunteer," and, the Joplin Public Library, Missouri, a Municipal Library, hereinafter referred to as the "Library."

WHEREAS, Volunteer desires to provide certain services, and obtain certain job experiences, as a result of service to the Library.

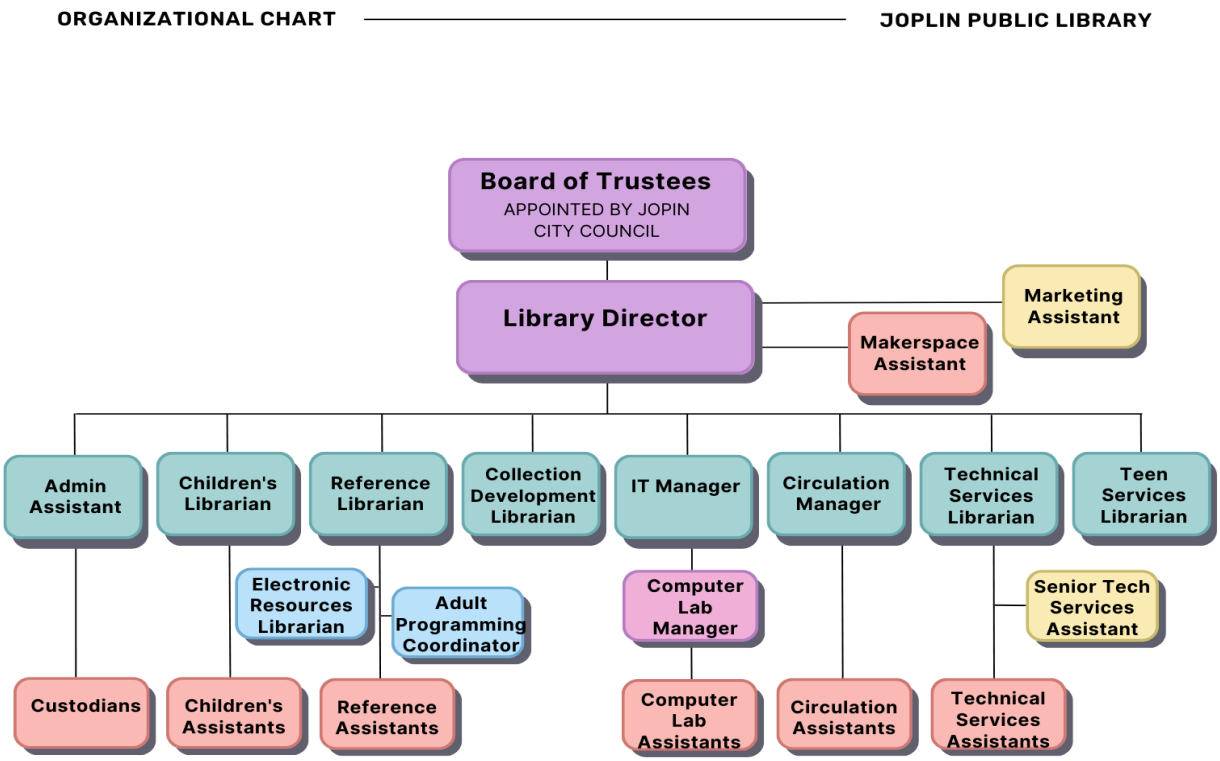
THEREFORE, in exchange for no consideration except for the opportunity to satisfactorily complete job assignments for personal achievement and betterment, the Volunteer and the Library agree as follows:

1. Volunteer hereby waives any rights they may have to compensation for the work performed and any other compensation or remuneration from Library such as insurance, vacation, deferred compensation, or overtime.
2. Volunteer acknowledges that the Volunteer does reap substantial benefit from non-paid status with the Library in that the Volunteer will be able to receive valuable on-the-job experience and in certain instances, class credit for tasks performed.
3. Volunteer acknowledges that the opportunity is sufficient consideration for all such Volunteer service provided to the Library and that the primary benefit of said Volunteer's service is to the Volunteer and not to the Library.
4. Volunteer shall comply with all lawful directions from their supervisor, and shall be required to follow all employment policies of the Library, and acknowledges that each party may terminate the relationship, without cause, at any time.

_____ _____

VOLUNTEER JOPLIN PUBLIC LIBRARY

APPENDIX C: Library Organization Chart



Appendix D: Library Map

