

## **CITY OF NEWPORT LIBRARY AND COMMUNITY CENTER POLICY**

### **I. PURPOSE**

With the restriction of the Washington County Library resources to the Kiosk located at City Hall, access to the internet for job applications, research and social media, word processing capabilities, faxing and copying needs were no longer available for many residents. Yet even elementary schools require Internet access for homework and word processing for assignments. The City's historic library is the oldest continuously operating library in the state and we desire to maintain this status as well as look to the future and provide space for community gatherings and programming. To support these goals, the Newport Library and Community Center was established.

This policy provides general guidance for the operation of the Newport Library and Community Center, Because of the uniqueness of this hybrid organization, the Policy must be flexible enough to allow for safety of staff, volunteers and visitors as well as allow unique programs offered by Washington County without causing undue restrictions on possible uses of the Library and Community Center.

### **II. VOLUNTEERS**

Individuals wishing to volunteer with the Library and Community Center must read and sign the City of Newport Volunteer Policy. Additionally, individuals must complete the Volunteer Application. Individuals who are between the ages of 16 and 18 may volunteer at the Library and Community Center as long as the Library and Community Center Attendant or a volunteer 18 years or older is working as well.

### **III. DONATIONS, EXPENDITURES, REVENUE AND PETTY CASH**

- A. **Donations:** Donations are governed under the City of Newport Donations Policy. Monetary donations for the Library and Community Center must be receipted through City Hall. All material donations such as books, VHS', DVDs, games, etc. must be inventoried by the Library and Community Center Attendant (Attendant). Magazines and newspapers do not need to be inventoried and can be disposed of when needed. Additionally, donors, the Attendant, or Library Volunteer shall complete the Donation Application and Agreement Form. All Donation Application and Agreement Forms shall be filed with the Executive Analyst. Material donations, except for magazines and newspapers, cannot be sold, donated, or thrown without approval from the City Council or City Administrator. Resolution No. 2013-42 authorizes the City Administrator to dispose of certain donations.
- B. **Expenditures:** The Attendant cannot purchase items without approval from its immediate supervisor. All purchases must follow the City of Newport Purchasing Policy.
- C. **Revenue:** Any revenue coming into the Library and Community Center for copies, printing, faxing, etc shall be deposited through City Hall on a bi-monthly basis. Receipts and a log shall accompany the money being deposited.
- D. **Petty Cash:** There will be a petty cash drawer at the Library and Community Center to provide change for revenue such as copies, printing, and faxing. Copies of receipts will need to accompany each source of revenue for the petty cash drawer. Receipts may include an entry in the Petty Cash Log. If an individual requests a paper receipt, the yellow copy shall be placed in the Petty Cash Log in addition to the entry. The petty cash will not be used for expenditures unless authorized by the Attendant's immediate supervisor. The Executive Analyst will reconcile the petty cash drawer on a bi-monthly basis.

Approved September 5, 2013

#### IV. SALES

- A. Book Sales:** The Library and Community Center will host ongoing sales to sell books, VHS', DVDs, etc that are no longer needed. The Attendant shall provide a list of items to be sold to its immediate supervisor for approval. No items may be sold without approval from the City Council, City Administrator or designated staff. All revenue from the book sale must be logged and receipted through City Hall.
- B. Other Sales:** Apart from book sales, copies, printing, and faxing, no other sales shall take place at the Library and Community Center without approval from the City Administrator.

#### V. HOURS OF OPERATION

The hours of operation are set by the Attendant and volunteers and must be displayed at the Library and Community Center as well as on the City's website. Per City Resolution, the Library and Community Center may remain open on the following holidays and be staffed by a volunteer:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas

#### VI. PUBLIC CONDUCT

The City of Newport welcomes visitors to its Library and Community Center. The City wishes to protect the rights and safety of the visitors, staff and volunteers. As such, visitors must comply with the following rules:

- A quiet voice should be used when visitors are utilizing the Library and Community Center as a library to study, conduct research, or read.
- Use of tobacco and alcoholic products are not allowed within the Library and Community Center and on the property.
- Eating and drinking is allowed in designated areas of the Library and Community Center only.
- Children younger than seven (7) must be accompanied and supervised by an adult. Children 11 years and younger shall not be responsible for supervising other children. City staff or volunteers are not responsible for the care, safety, or supervision of children.
- Careful use of Library and Community Center materials is required. Damage to Library property is prohibited under Minnesota Statute 609.541.
- Only Seeing Eye dogs and other service animals are allowed in the library.
- Causing a nuisance as defined in Minnesota Statute § 561.01 is prohibited. A nuisance is anything that is:
  - Harmful to the health of a person, or
  - Offensive to the senses of a person, or
  - An obstruction to the free and unrestricted use and enjoyment of the library property by other persons.
- Abusive or harassing language or behavior is a nuisance and is not permitted.
- Running, roller-skating, skateboarding, rollerblading or similar inappropriate activities in the library or on the grounds is not permitted and could constitute a nuisance.

Approved September 5, 2013

## **VII. COMPUTER AND INTERNET USE**

Visitors of the Library and Community Center have access to computer and the Internet as an information resource. Internet use in the Library and Community Center means using the network to access the Internet either on computer workstations or through a wireless connection. By utilizing the computers and/or Internet services, visitors agree that the Library Attendant or volunteer have the authority to make final determinations regarding rule infractions.

The City expects its visitors to use the Internet responsibly and respect the rights of others. Those who fail to do so risk losing their computer and Internet privileges. When using the internet at the Library and Community Center, it is not acceptable to:

- Violate federal, state or local laws and regulations, including those governing obscenity, child pornography, and materials harmful to minors (including but not limited to Minnesota Statutes 617.241 and 617.291 through 617.294; and Section 134.5, and PL106-554.
- Knowingly view, print, distribute, display, send or receive images or graphics of material which is obscene, child pornography, or harmful to minors
- Engage in any activity that is deliberately offensive or creates an intimidating, disruptive or hostile environment for library customers or library staff.
- Violate copyright laws or database license agreements
- Distribute materials without the permission of the owner
- Send any files or portions of files likely to result in damage to the recipient's databases or networks or the Library and Community Center's databases or networks
- Alter or place files or programs on the computers at the Library and Community Center
- Invade the privacy of individuals or vandalize the data of any other user.
- Circumvent the computer management software or security measures on the Library and Community Center's computers
- Vandalize any equipment at the Library and Community Center

Parents and guardians are responsible for monitoring their child(ren)'s use of the Internet.

The Internet is a global electronic network without local, state or federal control over its contents. The City recognizes that resources on the Internet may not be accurate or reliable, may be controversial and may offend some users. Only individual users can determine what is appropriate for them.

Violation of the Library and Community Center Policy may result in a warning, a request to leave the premises, being escorted out of the Library and Community Center, and notification of the police. Persons causing a nuisance may have their privileges immediately revoked. Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing.