Service

Policy

PORT LIBRARY SERVICE POLICY

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I. Respect For Human Diversity

The Port Library maintains a policy of appreciation of and respect for the human diversity which may characterize the people we serve and the people with whom we work. Library employees will respect differences in race, color, religion, gender, age, national origin, disability, veteran status and any other characteristic of human diversity. [reviewed with changes 12/2003]

*A. Ethics Policy*

Library employees, trustees, and volunteers shall provide a high level of service through an appropriate and usefully organized collection, fair and equitable circulation and service policies, equitable access to local and remote information sources, and skillful, accurate, unbiased and courteous responses to requests for assistance.

Library employees, trustees, and volunteers shall subscribe to the principles of intellectual freedom and resist efforts of groups or individuals to censor library materials.

Library employees, trustees, and volunteers shall protect the user’s right to privacy and confidentiality with respect to information sought or received and resources consulted.

Library employees, trustees, and volunteers shall recognize and respect intellectual property rights.

Library employees, trustees, and volunteers shall treat colleagues with respect, fairness and good faith, and shall encourage conditions of employment that safeguard the rights and welfare of all employees.

Library employees, trustees, and volunteers shall distinguish clearly between their personal convictions and attitudes and those of the institution and professional body, and shall not allow their personal beliefs to interfere with the fair representation of the goals of the library or the provision of access to the library’s informational resources.

Library employees, trustees, and volunteers shall avoid situations in which personal interest might be served or financial benefits gained at the expense of the library users, colleagues, or the library.

Library employees, trustees, and volunteers shall strive for excellence by maintaining and broadening their own knowledge and skills, by encouraging professional development of library employees.

[Adopted Oct. 5, 2009]

II. Library Lending

In order to make materials available to all persons on an equal basis, the Port Library Board of Trustees has adopted the following policy for the circulation of library materials.

*A. Who May Borrow*

Anyone who lives within the Central Kansas Library System may receive a library card free and borrow such material as is available from the Port Library without charge when presenting acceptable proof of identity and address, for example: current driver’s license, current rent or utilities hook-up receipt, or mail delivered within preceding 7 days’ time to the address and person indicated on library card registration. (K.S.A. 12-1227) [revised 5-9-2000]

Those under eighteen (18) must have a parent’s or guardian’s signature in ink on their registration before any material may be checked out. Parents need to be registered themselves at the time they complete registration for their children. Parents may register with their children simultaneously. By signing the registration parents and/or guardians agree to the following: 1) parents/guardians are responsible for maintaining the physical condition of the materials checked out by minors, including loss and damage or overdue fines until such materials reach the check-in desk; 2) the parents/guardians are totally responsible for monitoring the appropriateness of materials their minors check out. [revised 6-7-2010]

The Port Library, in accordance with its materials selection policy, will select materials on a variety of topics, representing various points of view. Library staff members will not restrict the circulation of materials based on age. [revised 10/92; revised 4/96]

Borrowing privileges may be extended to “non-residents” (out-of-system or out-of state) and “transients” at the discretion of the Director/staff on duty at the time. When deemed advisable, a cash deposit of an amount previously approved by the Board, may be requested. The deposit is to be returned upon full compliance with library regulations on the part of the borrower. [revised 12-8-03]

Charges made by other libraries for photocopies, faxes, computer searches, etc. will be passed on to the user. [adopted 5-9-2000][revised 11/09/2015]

The Port Library will issue Kansas Library Cards to those persons requesting them. Applicants will have valid registrations on file at the Port Library at the time of the request. Kansas Library Cards may be renewed by Port Library staff or renewed by the patron on line at the KLC login page. [added 12-8-03] [revised 4-6-09][revised 11/09/2015]

1. Port Library Registrations and Library Cards

Any patron of any age wishing to borrow materials from the Port Library and use Interlibrary Loan services will need to fill out a registration and be able to sign their name in ink, as stated in the previous section. The registration form can be found in appendix E-F.

Upon successful completion of the registration, a staff member will issue a library card to the patron. The patron will need to sign the back of the large library card. This card must be presented each time the patron wishes to check out, with the exception of children’s cards kept in-house as outlined below.

Patrons will need to present their library card in order to use the public access computers. A separate computer use policy is included later in this policy manual. [revised 11/09/2015]

Port Library cards shall expire three years from issuance or renewal, and can be renewed for free at the Port Library any time after expiration, or up to a month before expiration. Staff may ask patrons to review and update registration information upon re-issuance or renewal.

Every patron is responsible for his or her own library card with the exception of patrons under the age of 18. As stated in the previous section, a parent(s) or legal guardian(s) must be registered themselves at the time they register their child. The parent or legal guardian may choose:

1. to be responsible for their child’s library card,
2. may choose to transfer that responsibility to their child, or
3. may let the library keep the child’s card in-house.

Children’s library cards kept in house may be turned over to the child, parent, or legal guardian with parent or legal guardian permission at any time.

If a patron loses his or her library card they may be issued a new one by informing the library that the card is lost and paying a fee for replacement. Replacement fees may be found in Appendix F. [adopted 5-2-2011] [revised 11/10/2015]

*B. First Time Borrowing*

Upon successful completion of the registration the new borrower may check out two (2) items the first time. When these items have been returned in satisfactory condition and timely, the borrower may check out materials according to established policy.

Only those persons eligible for an adult or Young Adult (ages 16 and up) borrower’s card may borrow certain library materials, such as videocassettes, CDs and DVDs from the collection. A request for a cash deposit until the return of borrowed materials or exceptions to this policy may be made at the discretion of the Director and/or the Board of Trustees. [revised 5-9-2000] [revised 10-3-05] [revised 4-6-09] [revised 11/09/2015]

*C. Length of Loan Periods*

Library loan periods are set to allow adequate but not excessive or exclusive use of library materials by patrons. Different types of materials may be used at different rates and as such loan periods are not uniform for each item in the library. Loan periods may be modified at the discretion of the librarian on duty for special circumstances such as vacations, illness, special projects, book clubs, etc. A list of current loan periods may be found in Appendix F. [adopted 5-9-2000] [revised 12-8-03] [revised 10-3-05] [revised 4-6-09] [revised 4-5-10] [revised 11/09/2015]

The patron has the responsibility of returning the material on or before the date due. If items are overdue after one month from the last check out or renewal, the patron may not check out further material until the missing materials are returned or replacement costs are paid. [adopted 5-9-2000] [revised 12-8-03]

When possible, responsible teachers may be given extended borrowing privileges. This does not include materials from other libraries such as interlibrary loans. This applies to length of loan and amount of materials checked out at any one time. [revised 5-9-2000]

*D. Limits on Borrowing*

Any one borrower may check out a “reasonable” amount of material at any one time. “Reasonable amount” is left to the discretion of library staff on duty at the time material is presented for check out. Limits may be placed on amounts of library materials allowed out to one patron when staff are aware of special projects or assignments being given to segments of library users.[revised 2-91; revised 4-96]

Material cataloged as reference, rare or historically significant materials or those unsuited for general circulation may be used only in the library and shall be available for use outside the Port Library only by specific permission of the Director.

Borrowing limits on various materials formats are detailed in Appendix C. [revised 2-91; revised 5-9-2000] [revised 11/09/2015]

1. Parental rights

While the library cannot restrict check-out privileges to any patron based on age; and while in the library each patron has the right to look at and read any item in the collection, the library recognizes that a parent or guardian can use their parental right to place restrictions on their child/children’s check-out privileges.

Black’s Law Dictionary defines “parent/guardian”—the lawful father or mother of a person. By statute, “parent” has been defined to include: 1) either the natural father or the natural mother of a child born of a valid marriage to each other; 2) either the adoptive father or the adoptive mother of a child jointly adopted by them; 3) natural mother of an illegitimate child; 4) a child’s putative blood parent who has expressed acknowledged paternity and contributed meaningfully to the child’s support; and 5) any individual or agency whose status as guardian of the person of the child has been established by judicial decree.

Black’s further defines “parental rights”—the right to discipline a child, which includes the right to inculcate in the child parent’s moral and ethical standards.

Thus, if a parent or guardian, as defined above, wishes to place restrictions on what their child/children check out of the library he or she must request this in person at the library using the PARENTAL RIGHT FORM, included in the appendices.

Areas that the library can place blocks for the parent/guardian include:

* specific authors
* specific titles of books, magazines, audio/visual materials
* specific rated audio/visual materials

[adopted 11/2/2009]

2. Video Game Lending Policy

The Port Library will provide video games as part of their collection. This collection will be housed near the YA (Young Adult) section to discourage young children (10 & under) from checking out inappropriate games. PARENTS ARE RESPONSIBLE FOR WHAT THEIR CHILDREN CHECK OUT.

Video games included have ERSB (Entertainment Software Ratings Board) ratings of:

E Everyone ages 6 & up

E10+ Everyone ages 10 & up

T Teenagers ages 13 & up

M Mature ages 17 & up

The library will not include AO (Adult only) games at this time.

Most, if not all, video games include instruction booklets. Popular games without instruction booklets may be bought if patron demand is high. Should instruction booklets be lost or not returned the patron responsible will be assessed a $10 fee and face possible loss of library privileges.

The library will buy games on platforms that it deems popular or economically sound. The selection will change over time, and some platforms may be eliminated altogether.

Video games may not be returned in book side of the in-wall drop. Should that occur, the patron responsible will be assessed a fee according to the library’s current fee and fine schedule, which can be found in Appendix F. [revised 11/09/2015]

Existing policy for materials returned late or non-returned materials will be applied when necessary.

The library is not responsible for scratches on discs; nor will the library check discs for playability loss from scratches. When possible, patrons will be made aware of adverse disc conditions.

The library has access to a non-professional disc cleaner/resurfacer and will attempt to clean discs when notified of problems. Patrons may use such devices/materials at home on discs checked out from the library, but the Port Library will not reimburse patrons for this action. Patrons are responsible for any damage to discs resulting from such cleaning/scratch removal attempts. Existing policy relating to damaged library materials will be applied when necessary.

Any video games accepted as donations must meet stated guidelines about ratings and the established materials selection policy.

The Port Library assumes no responsibility for damage to patron equipment due to library media materials.

Staff on duty at the time video game is presented for check out have the authority to grant exceptions to established policy. [revised 4/6/2009] [moved 12/14/2015]

3. E-Readers Lending Policy

Before checking out, patrons must:

* Be a current Port Library cardholder age 17 and up, or age 14 and up with a current Port Library cardholder parent/guardian’s signature.
* Fill out and sign an E-Reader Lending Agreement. (Patron will be given a copy.)
* Present their library card upon checkout.

Any patron may only check out the E-Readers for themselves, not for another patron.

The E-Reader may be checked for a period of 7 days with a $10 refundable deposit, no renewals.

Patrons are responsible for:

* Not damaging the device by allowing it to be left unattended, dropped on a hard surface, stepped on or a heavy object placed on top of the device, or allowed near water or excessive heat. The Port Library is not responsible for loss and/or damage while the E-Reader is checked out to the user.
* Paying repair/replacement fees: if damage occurs, the patron is responsible for paying all of the replacement or repair costs. The replacement or repair costs may not be available at time of check out.
* Not tampering with the E-Reader by hacking, cracking, or modifying, the hardware or software. The library is not responsible for edited or altered software damage to personal computers due to the use of the E-Reader.
* The patrons shall not add to or delete files (including e-books or applications) from the E-Reader while it is in the patrons’ possession.

The Library:

* Can provide a quick tutorial from the library director if requested upon checkout.
* Will delete any patron-downloaded file on E-Readers after they are returned.
* Asks that patrons take the time to recharge the E-Readers.

Upon returning an E-Reader:

* Return directly to a staff member. Do NOT leave unattended at the check-out desk or return in the media drop.
* Wait for the librarian to check and see that all items have been returned and are working. A checklist is printed on the Lending Agreement.

Fees, Fines, Restrictions:

* Overdue fees are $5.00 per day, up to the replacement cost of the E-Reader. All checkouts and library privileges will be suspended until e-reader is returned.
* Replacement cost per E-Reader depends on the model. Costs are anywhere from $80 - $250.
* Returns in the book/media drop are NOT allowed. A $20 fee plus any damages will be assessed on any E-Reader left in the book/media drop.
* Malicious software or inappropriate content downloaded by the patron and left on the E-Reader will result in a loss of borrowing privileges.

[created 9-4-2012]

*E. Renewals*

Renewals may be made in person, or over the telephone, by e-mail, or online by the patron through their library ILS login. Materials may be renewed as detailed in Appendix F at the discretion of library staff on duty at the time of request and if there are no reserves for the same materials outstanding. Should a patron request a loan extension after the final renewal period, the materials must be returned and be available on the shelves to other borrowers for at least one full library day, after which the first patron may again check out the materials.

Patrons may be granted renewals of materials one or two days overdue at the discretion of the librarian on duty if no person is on a waiting list and the patron accepts responsibility for overdue fees. [revised 5-9-2000] [revised 12-8-03] [revised 10-3-05] [revised 4-6-09][revised 11/09/2015]

*F. Reserves*

Patrons requesting materials in the library’s permanent collection which are out on loan may place a “reserve” on such materials. Requesting patrons will be notified when materials are available. While on reserve, materials will not be eligible for renewal.

Library materials shall be held for a patron no longer than three days after the patron has been notified, unless other arrangements have been made. After three days, the material shall be available to the next borrower, if there is a waiting list, or shelved. [revised 5-9-2000]

*G. Exclusion from Loan*

Those persons willfully and consistently abusing library privileges shall be refused borrowing privileges. [revised 4-96]

The exclusion may be appealed to the Director and/or Port Library Board of Trustees. [adopted 4-98]

*H. In-Wall Return Slot*

For the convenience of borrowers returning materials during hours the library is not open, a return slot is located on the southwest corner of the building. For the convenience of the patrons, CDs, DVDs, and cassette tapes may be returned in the “Media” slot. Fines or fees for returning DVDs, Videocassettes, CDs, or Video Games in the book slot will be assessed a fine by the library according to the current fine and fee system, which is made available to patrons upon registration for a library card or any time upon request and can be found in Appendix F. Patrons who return their materials through the book and media return are responsible for the physical condition of the books and media until they are checked in by a staff member. [revised 2-91] [revised 10-92] [revised 4-96] [revised 10-3-05] [revised 6-6-11] [revised 9-4-2012][revised 11/09/2015]

*I. Library Use Charges*

An overdue fine, the amount to be determined by the Port Library Board, shall be assessed on all library materials not returned when due. Fines shall accumulate to a maximum equal to the cost of replacement of materials not returned. Notice of overdue materials will be given a borrower when possible, but failure to receive such notice shall not excuse the patron from fines.

The purpose of fines for overdue items at the Port Library is to provide a financial reminder to the patron to return items on time. Often, courtesy verbal and written reminders from the staff take valuable time and monetary resources away from the library. The library does not wish to discriminate against a patron’s income; therefore any fines imposed are set at reasonably low limits and staff is able to set fine or fee amounts lower than the current rate or waive or delay fines and fees to allow continued circulation. [revised 2-91; revised 10-93; revised 4-96][revised 11/09/2015]

Borrowers failing to return library materials in accord with library policy, including failure to pay fines and/or damages, will be excluded from library service until materials are returned and all fines and/or damages have been paid.

Damages to library materials beyond normal wear, including writing in materials, defacing and mutilating same, and all losses of library materials shall be made good to the satisfaction of the Director.

Damaged library materials may be paid for in one of the following ways:

* Pay current cost of rebinding if the condition of the book permits.
* Pay current retail price of the materials new.
* Patron may purchase a new replacement copy and give this to the library.

Book club editions are not satisfactory replacements for books.

Lost books may be paid for by either option #2 or #3 above. All other library materials, including periodicals, video and audio cassettes, CDs and DVDs, if lost, shall be paid for in an amount equal to the current cost of replacement and never less than the cost to the library when originally purchased. [revised 4-96] [revised 4-6-09]

A charge for copying, computer printouts, research and specific other services may be established by the Board of Trustees and/or Director.

Current charges for library services can be found in Appendix B.

Current overdue fines and fees can be found in Appendix C. [revised 11/09/2015]

III. Service Hours

*A. Daily*

Monday – Friday 10 am to 6 pm

Thursday 10 am to 8 pm

Saturday 10 am – 2 pm

Sunday closed

[revised 2-91; revised 4-96] [revised 9-4-2012]

*B. Holidays & Closings*

New Year’s Day

Presidents’ Day

Memorial Day

Independence Day

Labor Day

Veterans’ Day

Thanksgiving Day

Friday after Thanksgiving Day [adopted 10-93]

Christmas Eve Day

Christmas Day

New Year’s Eve Day

and such days as deemed of importance by the Port Library Board of Trustees, City of Beloit or Mitchell County officials; or if necessary, when staff attend library-related meetings.

When a holiday occurs Monday thru Saturday, it is observed on that day. When it occurs on a Sunday, it is observed on the Monday following the holiday unless this is in conflict with the City of Beloit, in which case the City’s policy will be followed.

Staff members whose regular day off falls on a holiday will receive compensatory time off to be scheduled at the discretion of the Director.

Generally, hourly employees who are regularly scheduled to work fewer than 20 hours per week do not receive holiday pay.

*C. Emergency Closing*

The Library Director may close the library if the health or safety of library employees or patrons is at risk. Severe weather conditions or power outages may warrant closing the library. If the weather improves, the library may reopen. [reviewed with no changes 3-4-2013]

IV. Library Services

*A. Reference Service*

Reference service will be provided by maintaining a core collection of reference materials, using the Central Kansas Library System consultants, searching on-line resources if possible, and by using the Kansas Library Catalog. Reference service will be offered by telephone, mail, e-mail or direct contact with the patrons. This service is available to individuals and groups. In supplying reference information, if answers are not found from the above sources, referrals should be made to appropriate organizations or agencies if possible.

[adopted 5-9-2000] [revised 12-8-03]

*B. Genealogical Reference Service*

The Port Library will accept genealogical and obituary research requests limited to local matters. All requests must be in writing if staff is to pursue the search using library holdings or contacting local resource people. Because staff is few in number, acceptance of any request is at the discretion of the Director.

The fee for research shall be set by the Director; however, it shall reasonably recover staff time and materials.

Replies to all requests shall be made as promptly as possible. The library will bill requesters for work done.

*C. Children’s Service*

Special services for children include, but are not limited to: Story Port, summer reading programs, Traveling Story Port, and special events such as Children’s Book Week. Programming in conjunction with these services varies from event to event. The parameters for programming connected to the services is to be set by the Youth Services Librarian before the event in conjunction with the Director and will be enforced by the rest of the staff.

[adopted 5-9-2000] [revised 4-6-09] [revised 6-7-2010]

*D. Service to Groups and Organizations*

As much as possible the library staff will be available to assist area groups and organizations with ordinary library services as well as programming, for example: give book reviews, talk about library services and speak about Port Library history and events.

At this time it is deemed unnecessary and unadvisable to engage in ordering and/or buying books or other library materials for area organizations if the materials are not to become the property of the Port Library, be housed in the library and be available to the library community.

*E. System Membership*

The Port Library is a member of the Central Kansas Library System and adheres to the policies and by-laws of that organization that apply. The Port Library participates actively in the programs and services offered. The Board of Trustees of the Port Library appoints a System Representative according to the System’s by-laws to represent the Port Library. [adopted 5/9/2000]

*F. Outreach*

The Port Library staff, when able, will, upon request, deliver and pick up materials for patrons who are homebound or are temporarily unable to come to the library. [adopted 5-9-2000]

*G. School-Public Library Relationship*

It is the policy of the Port Library to cooperate with, but not perform the function of the school library community. The library’s collection always seeks to complement but never supplant the necessary materials of the school library. Whenever possible, the Port Library will cooperate with area schools in providing special opportunities for class library use. Cooperation between educational institutions and the library is based on mutual benefit. [revised 12-8-03]

*H. Interlibrary Cooperation and Interdependence*

Through membership in the Central Kansas Library System, the Port Library has access to materials from the headquarters library and through interlibrary loan from other lending institutions. The Port Library will seek to fill every request made by library patrons to the extent that it is possible, whether it be through its own collection or through interlibrary loans secured from other lending institutions. [revised 4-96] [revised 12-8-03]

Interlibrary loan, while not designed to substitute for providing materials in constant demand, is used by the Port Library to provide essential materials for unusual situations and make available those materials which cannot be held by the Port Library for reasons of space and budget. [revised 12-8-03]

Reciprocal borrowing among all types of libraries in the service area is practiced as a means of giving every person in the area access to the total resources of all. [revised 4-96]

*I. Test Proctoring*

As a service to local students, the library staff may act as test proctors. The student is responsible for contacting the library, discussing their class situation, the library’s facilities, scheduling, and qualifications of a proctor with an available librarian. The library does not guarantee available space, staff, or resources to proctor at any time. The student is responsible for any actual costs such as photocopying, postage, or unusual supplies other than pencils and scratch paper. There is no official fee for test proctoring, although donations to the librarian are strongly encouraged. Student smust sign a library proctoring agreement at least 1 week prior to their test. The agreement can be found in Appendix J. [adopted 11/09/2015] [moved 12/14/2015]

V. General Services

*A. Physical Facility*

The Port Library is located at 1718 N. Hersey, Beloit, Kansas (commonly known as the North Campus); and it is the aim of the Library Board of Trustees to have as up-to-date facilities and collection as is possible within limitations of budget and space. It is the policy of the library to make available to as many people as possible the materials owned by the Port Library or available through membership in the Central Kansas Library System and to attempt to deliver material to persons physically unable to enter the library building.

*B. Insurance*

Building and contents shall be adequately insured as determined by the insurance agent and the Board of Trustees. The cost of this insurance for the building is borne by the City of Beloit as part of their general insurance package. Insurance for the contents and betterments is paid by the library. (K.S.A 75-6111) [revised 12-8-03] [revised September 2013]

The Treasurer of the Board of Trustees and the Library Director shall be bonded. The cost of the bonds is paid by the City of Beloit. [revised 4-96]

*C. Use of the Schafer Room for Meetings*

The Port Library Schafer Room shall be available for meetings of responsible community groups and organizations at the discretion of the Director and/or Trustee Board upon written or telephone request. A library employee need not be present after hours, upon approval of the director. A key for the front doors only will be issued to the group using the room. The group must pay a refundable deposit and sign an agreement, found in the index.

Meetings held in the room must be held with no admission charge.

* Commercial use, fund raising, or direct sales of items will not be allowed except for program or sales sponsored by the library.
* Light refreshments excluding alcoholic beverages may be served but organizations are required to provide their own utensils.
* Organizations requiring audiovisual equipment beyond library-owned projectors, laptops, or screens will make their own arrangements; the library does not provide these.
* The organization will be responsible for setting up the rooms according to its own needs. The Library staff will bear no responsibility. The organization or group using the room must restore the furniture and room to the order in which it was found.
* All publicity (e.g. poster, brochures, throw-aways, radio or TV announcements) must carry the name of the organization sponsoring the meeting. The Library may not be identified as the sponsor.
* Youth organizations using the meeting room must have one adult (over 21) present at all times.
* If a meeting is canceled, the Director should be notified as soon as possible.
* The Library is not responsible for lost or stolen articles.
* No smoking is permitted in the Schafer Room or any place in the Library.
* If a hearing-impaired person requests at least one week in advance, the group or organization using the reading room must provide a signer or interpreter.
* No group or organization using the meeting room will discriminate on the basis of race, color, national origin, gender, religion, age, or handicapped status in the provision of service.
* Exceptions to these policies are possible only by permission of the Port Library Board of Trustees.

[revised 5-9-2000] [revised 4-6-09] [revised 9-4-2012]

*D. Public Relations Policy*

Public relations and publicity is under the direction of the Director. The Director, staff, Central Kansas Library System consultants, and the Board of Trustees may have publicity ideas and these may be carried out by one or more members of the staff, but it is necessary that the Director and Trustees approve, be informed and be kept up-to-date on the results of each activity.

Each member of the staff and of the library-related groups will be more useful to the library if he/she knows the community, belongs to civic and service organizations in the community, and participates in their activities. He/she should also participate in local, state and national library activities.

Cooperation with all agencies and organizations in the area is essential.

Public relations are both internal and external. Staff morale is an essential element of good internal public relations; without it, courteous, friendly, and efficient service is impossible. Staff members need to be ever mindful of the library’s philosophy and objectives.

All library resources should be publicized, but no service should be publicized which cannot be adequately performed.

Publicity should never be a gimmick. It should always be a sincere effort to make a service known. It should be based on the fact the library besides being an institution of informal education, is a place of activity, recreation and fun. [adopted 8-2-1976; revised 3-1995; revised 5-9-2000]

*E. Community Relations*

In the interest of positive community relations, up to $100 per year may be used to entertain community leaders. [revised 4-6-09]

*F. Exhibits and Displays*

Exhibits and displays in the Port Library will be determined by the Director and/or Board of Trustees. Library personnel will make every effort and take every precaution for the safety of material in the library. The Port Library will not be held liable for damaged or stolen property. [adopted 5-9-2000] [revised 12-8-03] [revised September 2013]

*G. Americans with Disabilities Compliance*

The Port Library attempts to comply with ADA requirements as fully as the physical condition, layout of the building and finances allow. (K.S.A. 58-1301) [revised 4-96]

*H. Disposal of Surplus Property*

The library may occasionally have furniture, equipment, or other property that is no longer functional or usable to the library.

For items currently appraised to be under $150 in value the director may have the discretion, without prior notification of the board, to donate, dispose, or sell an item through advertisement, word of mouth, or auction. The director will notify the board of the sale or disposal at the next regular meeting.

For items above $150 the director will notify the library board, who will determine whether that item will be donated to a local charity, directly sold, sold as part of a book sale or other event, or auctioned.

All proceeds from sale or auction of surplus property will be deposited in the library’s “Special” account.

This policy does not include books in the book sale room, weeded books, DVDs, video games, audiobooks, or other non-special circulating items. (K.S.A. 12-1256) [created 10/13/2014]

VI. Patron Behavior

*A. General Restrictions*

Shoes and shirts must be worn as appropriate attire is expected.

Privileges may be limited for the following reasons:

* damaging library property
* stealing library materials
* physically or verbally harming staff or patrons

There shall be no loitering on the library grounds. All patrons must leave the premises after closing unless they are participating in a prescheduled program or meeting.[adopted 12-5-2005]

*B. Activities Not Allowed in the Library*

The following will not be tolerated in the Port Library at any time:

* loitering or aimless wandering around or sleeping
* use of radios, musical instruments when disturbing
* other patrons
* harassment of staff or patrons
* obscene, profane or abusive language
* loud, noisy conduct or conversation
* abuse or misuse of library materials, equipment or building
* eating anywhere in the building or consuming beverages outside of the Schafer Room, if not part of a library sanctioned event
* the use of tobacco in any form on library property
* weapons, except by law enforcement officers
* animals, except assistance animals.

[adopted 4-96] [revised 5-9-2000] [revised 12-3-07] [revised 9-4-2012]

*C. Unattended Children*

Parents may not leave children under the age of seven (first grade) unattended in the library. Parents are responsible for their child’s behavior while in the library. Disruptive children over the age of seven (first grade) will be asked to leave the library building after receiving one warning. [revised 5-9-2000]

*D. Animal Policy*

Animals, except those used to aid persons with disabilities, are not permitted in the library, except as part of a library-sponsored program.

Animals may not be left unattended on library grounds.

A person utilizing a service animal or a service animal trainer may be liable for all injury and damage caused by his/her animal while within library facilities or on library grounds. [Adopted 10-3-05]

*E. Beverages in the library*

Certain restrictions on where beverages may be consumed in the Port Library are necessary in order to assure a clean and healthy workplace, a proper environment for the library’s collection, and to avoid the negative impacts of pest infestation.

Therefore, all beverage consumption is limited to what is designated the Schafer Room, unless consumption is part of a library sanctioned event involving other parts of the library building.

Covered, reusable containers such as travel mugs with lids and bottles with screw-on or pop-up tops designed to minimize spills are preferred.

Unacceptable containers include, but are not limited to, aluminum cans, paper cups including those with plastic lids and straws, coffee cups with drink spouts and containers without lids.

Library staff members reserve the right to determine which drink items are acceptable.

There shall be no beverages at or near computer terminals or workstations.

Patrons are responsible for any damage done by their consumption of beverages in the library. [adopted 6-2-2008] [reviewed without changes 4/2013] [Revised Septermber 2013]

*F. Cell phone use*

Access to telephones is a desire of many who own cell phones, bluetooth devices and other means of personal communication. Using these inside the library building poses no problem when done in a considerate manner. However, should a patron’s call become disruptive to the desired library environment, they will be asked to continue the call outdoors.

Staff on duty will respond to complaints from other patrons regarding disruptive calls. [Adopted June 2, 2008]

VII. Problem Patrons

The library staff has the responsibility to protect the safety of all library patrons and to maintain order in the library. From time to time, the staff may have to deal with patrons who violate the rights of others or who create disorder in the library. When and if such incidents occur, the staff should take the following actions.

*A. Emergency Situations*

An emergency situation can be defined as any situation in which a patron’s actions present an imminent danger to the life or safety of himself or others. Such incidents include assault and other crimes of violence, or the threat or attempt to commit such crimes. Any staff member who observes or receives a report of such behavior should call the police immediately.

*B. Theft and Vandalism*

When a staff member observes or receives a report of a patron attempting to steal or to maliciously destroy library property, the staff member should:

1) approach the patron and discuss the problem in a reasonable manner. Should it be determined that the patron has indeed stolen or vandalized library property, the incident should be reported to the person in charge at the time and police called.

OR 2) report the incident to the person in charge at the time. That person should approach the patron and discuss the problem in a reasonable manner. Should it be determined that the patron has indeed stolen or vandalized library property, the incident should be reported to the police.

The library will prosecute anyone who steals or maliciously destroys library property.

*C. Other Illegal Activities*

When a staff member observes or receives a report of a patron committing an illegal act (e.g., indecent exposure), the staff member should:

1) approach the patron and discuss the problem in a reasonable manner. Should it be determined that the patron has willfully violated the law, the incident should be reported to the person in charge at the time and police called.

OR 2) report the incident to the person in charge at the time immediately. That person should approach the patron and discuss the problem in a reasonable manner. Should it be determined that the patron has willfully violated the law, the police should be called.

*D. Disruptive Behavior*

When a patron willfully and purposefully disturbs other patrons, a staff member or the person in charge at the time should approach the patron and ask him/her to stop the behavior. If the behavior continues, the person in charge should, in a reasonable manner, tell the patron to stop the behavior or to leave the library. If the patron continues to act disruptively and refuses to leave the library, the person in charge should tell the patron in a reasonable manner to leave or the police will be called. If the person refuses to leave the library, the police should be called. If at any time during the process, the patron becomes dangerous, the police should be called immediately and measures should be taken to protect other patrons and the library staff.

*E. Inappropriate Use of the Library*

When a patron appears to be using the library primarily for inappropriate purposes (e.g., sleeping) the person in charge at the time should approach the patron and tell the patron in a reasonable manner to use the library for its intended purposes or to leave. If the patron refuses to behave more appropriately, the same procedure as for disruptive behavior should be followed.

*F. Verbal Abuse of the Staff*

If a patron speaks to a staff member in an abusive or obscene manner, the staff member should call the person in charge at the time. If the patron continues to be abusive or obscene, the same procedure as for disruptive behavior should be followed.

*G. Questions about Policy and Circulation*

All library patrons have a right to question library policies and circulation records as long as this is done in a reasonable manner. Staff members who deal with these patrons should carefully explain policies and take all necessary steps to insure that the patron’s circulation records are accurate. If, after doing these things, the patron still has questions or objections, he/she should be referred to the Director.

*H. Eccentric Behavior*

Some library patrons may act strangely, but they do not disturb other patrons and they use the library in an appropriate way. These people should not be considered problem patrons. If there is a question about whether a patron is behaving eccentrically or problematically, consultation with the Director and Trustees should be made to determine what action, if any, should be taken. [adopted 3/1993; revised 3/2004]

At no time will an employee of the Port Library be expected or encouraged to touch a patron in an aggressive manner to change the patron’s behavior or to force the patron to leave the building. [adopted 10/2003]

*I. Expulsion from Library Property*

After repeated violations of one or more of the guidelines above, consistently and constantly creating a disorderly or unsafe public and/or work environment, patrons may be asked by any member of the library staff to leave library property and not return for a reasonable time period, set at the discretion of the director and based on the actions of the patron and the situation. Problem patrons may be allowed back on library property on a trial basis to determine if the previous unwanted actions have been improved, or after a period of time set by the director. If necessary, the patron may make a written appeal to the director to be allowed back on library property. [created 2/2016]

VII. Library User Confidentiality Policy

The Kansas Open Records Act (Kansas Statutes Annotated 45-221) recognizes that certain records contain private or privileged information and may be designated by the library as closed from the public. Accordingly, the Port Library Board of Trustees’ policy is that the following records whether in print, graphic or electronic format are confidential:

Exception 3 Medical treatment records

Exception 4 Personnel records of library employees

Exception 7 Library materials contributed by private persons to the

extent of any limitations imposed as conditions of con-

tribution

Exception 8 Information which would reveal the identity of an in-

dividual who lawfully makes a donation to the library if

the anonymity of the donor is a condition of the donation

Exception 23 Library patron registration records and circulation or loan

records which pertain to identifiable individuals

[revised & adopted 11-3-2003]

IX. Open Records

The official custodian of the open public records of the library will be the library director.

Fees shall be charged for the provision of access to and the copying of public records. Fees for copies shall equal the actual cost of furnishing copies, including the cost of staff time required to make them. Fees for providing access to computer records shall include the cost of computer services, including staff time.

No original public records shall be removed from the custody of the official custodian without the written permission of the official custodian.

Each request for access to public records shall be acted upon as soon as possible, but not later than the end of the third business day following the date the request is received.

If access to the public record is not granted immediately the official custodian shall give a detailed explanation of the cause for further delay, and the place and earliest time and date that the record will be available for inspection.

If a request is denied, the official custodian shall, upon request, provide a written statement of the grounds for the denial, shall cite the specific provision of law under which access is denied. Said written statement shall be furnished to the requester not later than the end of the third business day following the date that the request for the statement is received.

When the official custodian furnishes copies of public records, charges for the service shall be collected in advance. The request for copies of public records shall be in writing and the requester shall be required only to furnish his or her name and address, proof of identity if necessary, and the information needed to ascertain the records desired.

Copies of public records shall be made while the records are in possession, custody and control of the official custodian and shall be made under the supervision of the official custodian. In such cases, a fee will be charged for services rendered in supervising the copying of the records, based on the cost of the supervisor’s time. (K.S.A. 45-218)

X. Port Library Computer Access Policy

*A. Purpose*

The Port Library offers access to the internet to allow users to connect to electronic information that may enhance library research and services.

*B. Disclaimer*

Library patrons use it at their own risk. The Port Library cannot censor access to materials or protect users from materials they may find offensive. We do not accept responsibility for its content. The Port Library is not responsible for injury or damages, direct or indirect, to individuals or groups resulting from use of the public access computers or wireless signal. The Port Library upholds and affirms the right of each individual to have access to constitutionally protected materials. The Port Library also affirms the right and responsibility of parents to determine and monitor their children’s use of library materials and resources.

*C. Responsibilities of Users*

Courtesy and respect for other patrons and staff, for equipment, the facility, the research environment, and for the computing network are required.

The public access computers and laptops are available exclusively for use with the available software, which may include but is not limited to various internet browsers, word processing programs, or other software applications the library may elect to install. The public access computers and laptops may not be used for installing personal software applications or games and such other operations staff on duty may determine are inappropriate. The library does NOT provide individuals with an email address, nor do any of the public access computers and laptops have email addresses assigned to them. Library users are encouraged to use a web-based email program or internet-based remote email accessing websites. [revised 7-7-03] [revised 10-3-05] [revised 1/9/2012][revised 11/09/2015]

The Port Library reserves the right to interrupt a user’s time on the workstation if library staff need access to the computer for any reason. Generally, Internet computer access is available during regular library hours unless technical difficulties are encountered. [revised 7-7-03] [revised 2-2-04] [revised 10-3-05] [revised 1/9/2012] [revised 6/4/2012][revised 11/09/2015]

As in other areas of the library, food and/or drink are not to be in the vicinity of the workstation.

Fees for printing and page limits can be found in Appendix E. [revised 2-2-04] [revised 4-5-04] [revised 10-3-05] [revised 1/9/2012][revised 11/09/2015]

Signers of the library card application who have indicated agreement with the Port Library Computer Use Policy assume responsibility for the cost of replacement and/or repair of any and all computers and/or computer-related items lost or damaged while in use by signers or members of their family. [revised 2-2-04] [revised 11/09/2015]

Unacceptable use of the computer for internet access will result in the loss of computer privileges.

Unacceptable use includes but is not limited to:

* violation of any local, state, or federal law or regulations,
* gaining access to or using resources for which the user has no authorization,
* disrupting the work and/or use of the network and computer by others,
* promoting commercial ventures for personal profit,
* harassing, denigrating, or showing hostility to another,
* unauthorized copying of copyright-protected material,
* destruction or damage to equipment, software, or data belonging to the library.

Violations of policies will be dealt with in a timely and appropriate manner.

Illegal acts involving Port Library computing resources may also be subject to prosecution by local, state or federal authorities.

*D. Staff Assistance*

The Port Library staff will assist patrons with internet use and searching as time permits. Library staff may not be familiar with all computer applications. Formal instruction or information on internet and computer use may be obtained through books available in the library or by contacting knowledgeable and willing library staff ahead of time for personal tutoring. [revised 4/6/2009] [revised 1/9/2012]

*E. Conditions and Terms of Use in the Library*

Users must check out a computer or laptop at the circulation desk by presenting their valid library card before using the computer and have had the opportunity to read the Port Library’s Internet Access Policy as part of their registration and agreed to the policy by checking the appropriate box on the r library card application. If a user is a minor the age of 12 or under, one of their parents/guardians must indicate agreement for them on their child’s library card application and be present at the workstation while the minor is using the computer. Users ages 13-18 must have one of their parents/guardians agree to this policy by indicating on their child’s library registration and sign their child’s registration. Any child under 18 using the public access computers or laptops must also have indicated their agreement with the Port Library Computer Use Policy on their library registration.. This policy does not cover the AWE computers or tablets. [revised 7-7-03] [revised 1/9/2012] [revised 11/09/2015]

Members of the public not registered as Port Library card holders may access the public access computers by signing their name and date in the logbooks associated with each computer. Staff will review basic computer guidelines and make the library’s computer policy available to the patron. Any member of the public who does not have a library card but signs the computer logbook to access a public computer is still bound by the library’s policy on computer use. [revised 1/9/2012]

It is possible to determine the information accessed by users and no user should expect that any communications or any other use of the computer is private or confidential in any way. The Port Library reserves the right to question what is accessed in a public setting. It is not acceptable to view pornographic materials on library computers, and patrons will immediately be asked to leave the library if they willingly visit pornographic websites or otherwise access pornographic content on library computers. The Port Library maintains filters on all public access computers and restricts young patrons from unsupervised use, in accordance with KS-CIPA. [revised 11/09/2015] [revised 2/2016]

The Port Library supports the elements of copyright law.

Users may NOT install their own software programs on the public access computers [revised 7-7-03] [revised 10-3-05][revised 1/9/2012] [revised 11/9/2015]

Patrons should notify library staff immediately if problems arise. Patrons should not attempt to “fix” problems.

Should library staff determine that a patron does not possess basic skills necessary to properly use equipment, the patron will be asked to discontinue computer use until proper knowledge is demonstrated.

Failure to comply with the Port Library Internet Access Policy and Internet Acceptable Use Agreement will result in forfeiture of further use of the computer. [Edited 12/1998 Revised 7/2003 Revised 2-2-04 Revised 4-5-04 Revised 10-3-05 Revised 1/9/2012 Revised 11/09/2015]

*F. Wireless Internet Signal Use*

The library provides free access to a password protected wireless Internet signal (wireless). The password is available from a librarian and is changed periodically at the discretion of the library. Patrons are expected to sign in to access this signal. By signing their name, patrons acknowledge this policy and agree to its terms.

1. The library understands that current signal strength is adequate for patrons to access the wireless outside library walls. Outside library areas the library is not responsible for the actions of persons using the wireless.

2. Patrons are expected to know how to operate and troubleshoot their own technology receiving the library wireless signal. Patrons may ask for assistance with the password, but library employees are not trained in various computer hardware and/or software and are not expected to provide one-on-one training or troubleshooting.

3. Supervision of minors using the wireless is the responsibility of the parent or guardian; the library is not responsible for objectionable content or information minors may access using the wireless. All information accessed while using the wireless is considered public information.

4. Library employees, trustees, and volunteers will respect a patron’s right to privacy and not monitor a patron’s use of the wireless, unless that patron has:

Behaved in a manner that makes library personnel suspicious of illegal activity or,

Makes librarians and surrounding public uncomfortable or been previously warned to stop.

Library employees or trustees have the right at any time to question unusual patron behavior related to using the wireless signal.

5. While the Port Library does not monitor or censor information available via the wireless signal, the library expects patrons not to access obscene or illegal web sites or their content. The library does not accept responsibility for offense that patrons find if they view obscene or illegal web sites or content on their own wireless devices. However, if a patron offends other library users by accessing and making visually available objectionable or obscene material the offending patron will be asked to leave the building.

6. Patrons shall not abuse library equipment, hardware, or property while accessing the wireless. Abuse also includes:

Accessing Internet sites that take an unusually large part of the bandwidth signal.

Tampering with wireless security, encryption, or settings should patrons gain the knowledge to do so.

Accessing and/or tampering with hardware necessary to transmit the wireless signal.

7. Patrons shall recognize intellectual property rights and will not use the wireless to knowingly copy or download copyright protected information to their personal internet-connected machine.

8. Unacceptable behavior by patrons will result in forfeiture of library wireless use privileges for a length of time to be determined by the director, and may also result in forfeiture of any library computer use. Illegal acts involving Port Library computing resources (including the wireless) may also be subject to protection by local, state, or federal authorities.

9. Library employees and trustees have the responsibility to not let personal convictions contrary to library goals and policies dictate how they enforce library policy. [Revised 1/9/2012]

**APPENDIX**

Forms reproduced in this appendix are included as a representation to be read, and are not intended to be photocopied for use. The director and staff have on hand single-page forms for the public to use.

Appendix A: The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove 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 jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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.

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.

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.

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.

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.

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.

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.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression

The Association of American University Presses, Inc.

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

[local adoption 9/1992; 7/2000]

Appendix B: Fee schedule for Certain Services

The library charges a fee or cost recovery for certain services. The fees are:

Photocopies: 8 ½ by 11 first side 15 cents each

8 ½ by 11 second side 5 cents each

8 ½ by 14 first side 25 cents each

8 ½ by 14 second side 5 cents each

Microfilm copies to paper 25 cents each side

Public Access Computer Printing 15 cents each side for black and white

These fees apply to both black and white and color copies. Maximum 50 printed and/or copied pages per day.

[revised 10/3/2005] [revised 11/09/2015]

Interlibrary Loan:

Actual charges for photocopies, computer searches, special return processes require by the lender, etc. shall be paid by the patron. [revised 12/4/2006] [revised 11/09/2015]

Genealogy Research:

We charge $3.00 per half hour or portion thereof for search time plus any other actual costs for photocopies, postage, etc.

Test Proctoring:

Patrons who arrange for a librarian to act as a test proctor are encouraged but not required to make a donation to the librarian. It is suggested that the librarian split the donation between him/herself and the library.

Appendix C: Circulation times, limits, Overdue Fines and Other Circulation Fees

Library materials, unless otherwise designated, may be borrowed for the following lengths of time:

* Adult books 4 weeks, 2 renewals
* Juv. & YA books 4 weeks, 2 renewals
* ILL materials depends upon lending library
* Books with a waiting list 1 week, no renewals
* Videocassettes 1 week, 3 day renewal
* CDs 2 weeks, 1 renewal
* DVDs 1 week, 3 day renewal
* Video games 2 weeks, 1 renewal
* Current year periodicals 3 days (including day of checkout), no renewals
* Juvenile periodicals 1 week, no renewals

Borrowing Limits:

* Books – at the discretion of the librarian on duty and the comfort level of the patron. Our current ILS system has a limit of 30 books per patron, but this limit may be overridden.
* CDs, DVDs, Videocassettes – Three of each format per eligible patron.
* Video Games – Two per eligible patron.
* Interlibrary Loan Items – Three per patron.

The current fines are as follows:

* Books and magazines: $0.05/day.
* CDs and Video Games: $0.05/day.
* DVDs: $0.50/day.
* Electronic Devices: $5.00/day.

The above fines are per item, accrue starting 1 day after the item is due, and continue up to the replacement cost of the item. A “day” constitutes a working day the library is open.

The current fees and other charges not listed elsewhere are as follows:

* Replacement processing fee (added to replacement cost): $3.00/item.
* Repair or damage fees: charged at discretion of staff member on duty or director at the time the item is returned.
* Library Card Replacement Fee: $2.50
* E-Reader refundable deposit: $10.00

Appendix D: Citizen’s Request for Reconsideration of Material

Author\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Publisher (if known)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request initiated by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complainant represents: Self \_\_\_\_\_\_\_\_ Organization (name) \_\_\_\_\_\_\_\_\_\_\_\_

To what in the material do you object? Please be specific. Give pages or time stamp:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do you think might be the result of using this material? \_\_\_\_\_\_\_\_\_\_\_\_\_

For what age group would you recommend this material? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there anything of merit about this material? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you read/listen to/watch/use all that comprises this material? If not, what did you read/listen to/ watch or use? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you aware of the judgment of this material by critics?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do you believe is the theme of this material?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What would you like the Port Library to do about this material? \_\_\_\_\_\_\_\_\_\_\_\_

In its place, what materials of equal quality and merit would you recommend that would convey the same picture and perspective of our civilization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of complainant Date

This matter will initially be considered by the Port Library Board of Trustees and the Director. Additional comments may be written on the reverse if needed. [2/1995]

Appendix E: Port Library Adult Library Card Registration

(Please print neatly. Lines with an \* are required.)

Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

About You:

\*Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Driver’s License/State ID Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date \_\_\_\_

Birthdate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Marital Status \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contacting You Please provide at least one of the following.

E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home/Work/Mobile (circle one)

Phone 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home/Work/Mobile (circle one)

Phone 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home/Work/Mobile (circle one)

About Your Library Registration

\*I wish to create an account to access my checkout information online. Y □ N □

(Please note staff cannot see or change the account password you create; only reset it.)

I wish to use the Port Library’s Public Access Computers/Laptops and have read and agree to the Computer Use Policy by checking this box and signing below: □

I am a parent/legal guardian to child(ren) under the age of 18 who are/will be registering at the Port Library. I wish to do the following with their library card(s):

□ This is not applicable to me.

□ My child will be responsible for their own card.

□ I will be responsible for my child’s card.

□ I wish to keep my child’s card at the Port Library until a later date.

By signing this registration I understand I am responsible for:

* All materials borrowed under this registration number/this library card.
* Keeping this card for my use only; not letting others use my card.
* Being aware of circulation rules, fines, and expected library behavior.
* All charges for late, damaged, or lost materials.
* Lost or reduced library privileges for late materials, unpaid fines, or library behavior violations.
* Abiding by the Port Library Computer Use Policy as indicated above.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F. Port Library Child Library Card Registration

(Please print neatly. Lines with an \* are required.)

Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

About You:

\*Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthdate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Parent or Guardian Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contacting You:

Please provide at least one of the following.

E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home/Work/Mobile (circle one)

Phone 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home/Work/Mobile (circle one)

Phone 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home/Work/Mobile (circle one)

About Your Library Registration

\*I wish to create an account to access my checkout information online. Y □ N □

(Please note staff cannot see or change the account password you create; only reset it.)

I wish to use the Port Library’s Public Access Computers/Laptops and my parent/guardian and I have read and agree to the Computer Use Policy by checking this box and signing below. □

I am under the age of 18. I wish to do the following with my library card:

□ I will be responsible for my own card.

□ My parent or guardian will be responsible for my card.

□ I wish to keep my child’s card at the Port Library until a later date.

By signing this registration I understand that I and my parent/legal guardian are responsible for:

* All materials borrowed under this registration number/this library card.
* Keeping this card for my use only; not letting others use my card.
* Being aware of circulation rules, fines, and expected library behavior.
* All charges for late, damaged, or lost materials.
* Lost or reduced library privileges for late materials, unpaid fines, or library behavior violations.
* Abiding by the Port Library Computer Use Policy as indicated above.

Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix G: Port Library E-Reader Lending Agreement

Please read carefully before borrowing, and print clearly below:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to return the E-Reader and contents in the checkout case in the same order and condition as when received, and if such equipment is damaged or lost while on loan to me, I agree to reimburse the Library for the cost replacement or repair not to exceed:

E-Reader Model and Original Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Reader is checked out with the device and components listed below:

* E-Reader
* Charging Cable
* Getting Started or Basic Instructions Handout
* Plastic Carrying Case
* E-Reader Cover
* Refundable deposit: $10

I have read, understood, and agree to abide by the policies listed in the accompanying Port Library E-Reader Lending Policy.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Initials: \_\_\_\_\_

Appendix H: Parental Right Form

I (We)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_acknowledge

that I am (we are) the parent(s)/guardian(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

With this form I (we) wish to express my (our) parental right with the following

stipulation regarding checking out materials from the Port Library collection:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Appendix I: Schafer Room Use Agreement

I, (write name here)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, representative of (write organization name here)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree that my organization will abide by the Port Library’s policy regarding use of the Schafer room, particularly the points listed below.

* My organization will not charge admission or sell items for the organization.
* My organization will not serve or bring alcoholic beverages into the library or allow smoking in or within 10 feet of the building. Also, my organization will provide at least one person over the age of 21.
* My organization will set up the room and return it to its former state when done, including any sweeping, mopping, or other cleaning.
* My organization understands the library does not provide audiovisual equipment beyond a digital projector, screen, and laptop and my organization will bear full responsibility for these items if they are provided for use.
* The library is not responsible for accidents or incidents that may happen while a staff member is not present.

If the Schafer room is used outside of normal library hours and a library employee is not present, the following refundable deposit is effective:

$50. (May be waived upon written request and approval from the library director.)

\_\_\_\_\_\_\_\_\_\_\_ Mark here if the above named person has been issued a front door key. This key will only work on the two exterior front doors and the lock into the Schafer Room. The key must be returned within three (3) days of the organization’s use of the room.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Date

[created 9-4-2012]

Appendix J:

Port Library Proctoring Agreement

1. Testing times and dates must be agreed upon in advance to satisfy college requirements, or at least one week before the test. Port Library staff will notify students at least a day ahead if testing times need to be cancelled, or if proctors will change to avoid cancellation. Students are responsible for notifying their college if testing times or proctors are changed, as well as providing the Port Library with necessary paperwork or communication with the college should testing times be cancelled or proctors changed.
2. Port Library Staff, as proctors, accept donations for the proctoring service if testing times fall outside normal library hours. One half of the donation goes into library funds, while one half may be kept by the proctor. Donations are not required, but appreciated. Donations should be given to the proctor the day of the test.
3. Students may bring their own laptops, notes, textbooks, or calculators as allowed by testing guidelines. Students should make sure their laptops can connect to the Port Library’s wireless internet the day before the test. Students must be sure before the day of the test that the library computers or their own laptop contain software, hardware, and connection speed or other technological requirements to complete their test.
4. The Port Library guarantees to provide an internet-connected computer and quiet place only. Similarly, the Port Library is not responsible for noises outside the building that may or may not interfere with testing. The student understands that staff may come and go from the building and/or test area during testing. The library is not responsible for any distracting noise or activity in the library during the test.
5. Students must be sure all paperwork to be returned to the college is provided, filled out, signed, and returned (if necessary) before the day of the test. If a document needs to be mailed by the proctor before or after the test, the student will provide the postage.
6. The Port Library has an e-mail address, computer scanner, phone number, physical address, and PO Box that can be used for communication with the college or professor. The Port Library does not have access to a fax machine. Students are responsible for knowing the library’s communication availability and/or limitations.
7. Students may not bring in anything disallowed by testing guidelines, food or drink, music or noise generating hardware and software not part of the test, or children or other people with them to the test. Students may have cell phones, but they must be turned off for the duration of the test. Students may not take personal calls during the test.

The Port Library staff reserve the right to discontinue testing before or during a test with no consequences to library staff if students do not meet these guidelines.

Thanks and good luck with all your academic pursuits!

Port Library Staff Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_