

Service and Administration Policies  
Kirkwood Public Library

**ARTICLE III.**  
*Service Policies*

**Section 1. Individuals**

**A.** Library service, both to those who enter the Library and to those who cannot, shall be based on the principle that an individual may be motivated to seek books and other Library materials, assisted in locating materials and information, and helped in the mechanics of the use of the Library materials insofar as time and resources are available. Materials that are not owned by the Library and are not to be purchased shall be made available, when possible, for patrons through interlibrary loan, or Info Pass from other libraries.

**B.** Guidance to the individual may be by personal consultation, lists of materials, displays, instruction in use of the Library, use of online services, as well as through group participation in Library related activities, and through means of mass media.

*Revised by the Board of Trustees on August 19, 2015*

**Section 2. Groups** -- Appropriate means shall be used to encourage the use of books and other materials, either in the Library or community, through the availability of Library material-related programs. Assistance to groups may include furnishing materials related to group programs and providing speakers on the resources and services of the Library including community bulletin boards.

**Section 3. Community Relations** -- It shall be the objective of this Library to involve the interest of citizens of the community in the development and use of their Library. Specific statements are given below.

**A. Organized Groups** -- The Library shall seek and sustain cooperation with organized groups in the community, toward realizing the objectives of the Library.

**B. Communications** -- Members of the community wishing to be heard by the Board on any matter may communicate through letter to the Board President or any member of this Board. The Board welcomes residents to attend Board meetings. Those bringing matters before the Board are asked to limit their remarks to no more than five minutes and to give their name and address. Because agendas of meetings are set in advance, no discussion of a presenter's topic will take place at that meeting. The Board will give careful consideration to patrons' concerns and will respond.

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**C. Annual Report** -- An annual summary of the activities and services of the Library shall be prepared and made available for the public.

**D. Public Library-School Library Relationship**

1. It is recognized that there is an inter-relationship of libraries of all types, and that services may overlap between public and non-public libraries. The following definitions of the differing responsibilities of the public library and the school library shall be a guide in the development of complementary services.

2. The Public Library is designed to serve the reading, information and recreation needs, interests and purposes of all the people of all ages in its area. It is the community's major center for reliable information with a clientele as broad and varied as the community itself. Library users are served on an individual basis, as well as in groups. The use of a public library is characterized by its voluntary nature and its informality. The public library complements and supplements the school library (media center) but carries the broader responsibility to the total community. As part of its program, the public library supplies children and youth with services and materials primarily to satisfy their self-motivated interests. At the same time, it is recognized that the library is also used by students after school hours for research in fulfilling their assignments.

3. The School Library (Media Center) is designed for children and young people engaged in the formal learning process. It supports the curriculum and meets educational needs through materials and services. It also provides for leisure activities as well as independent study not directed by formal learning experiences. It reflects the philosophy and objectives of the school program. The media center is an instructional materials center or learning resource center and is a laboratory for research where students learn to develop library and study skills. The school librarian is a member of the teaching staff. As an essential part of the total school program, the provision for adequate, functioning school libraries is the responsibility of school authorities.

**E. Gift Acceptance**

1. The Library will accept gifts for the benefit of the Library unless such gifts can be construed as affecting the business judgment and relations of the staff or members of the Kirkwood Public Library Board of Trustees.

2. All donated materials brought to the Library are deemed to be gifts to the Library. Library materials accepted by the Library are subject to the Collection Development Policy. Materials given to the Library shall be the property of the Library to be used or disposed of as staff deems

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appropriate. Materials not added to the Library collection may be sold in Library booksales.

3. Evaluation of Gifts -- Requests for price evaluation of gift materials shall be answered with the suggestion that the donor consult disinterested persons engaged in the business of buying and selling such materials who can give a fair market value. By law, the Library is unable to furnish an appraisal for tax deduction purposes.

4. Memorials, Endowments, Commemorative Gifts -- Gifts for the enrichment of the Library, other than Library materials, shall be accepted on an individual basis and subject to review by the Kirkwood Public Library Board of Trustees.

## **F. Sponsorship Policy and Procedures**

The Kirkwood Public Library welcomes sponsorship from local business, corporations, families and individuals. The aim of sponsorship is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available. The Board of Trustees of Kirkwood Public Library believes that libraries play an essential role in the quality of life of our citizens and in this important function, the Library should be supported through public funding. Therefore, sponsorship revenue should only be used to fund optional additional services or new, "start up" services.

### **Guiding Principles**

The following principles will guide the Kirkwood Public Library in the solicitation and acceptance of gifts, grants or support to enhance or develop Library programs and services:

- All gifts, grants and/or support must further the Library's mission, goals, objectives and priorities. They must not drive the Library's agenda or priorities.
- All gifts, grants, and/or support must safeguard equity of access to Library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, sectors of the community.
- All gifts, grants and/or support must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of products or services.
- All gifts, grants and/or support must ensure the confidentiality of user records. The Library will not sell or provide access to Library records in exchange for gifts or support.

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- All gifts, grants and/or support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the Library.
- All gifts, grants and/or support should not allow direct marketing of products to children, except where relevant educational material is promoted in conjunction with programs.
- Gifts of books or other Library materials will be accepted in accordance with terms outlined in the Kirkwood Public Library Collection Development Policy.

**Recognition and Acknowledgement**

To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, the Library declares that all donors have these rights:

- To be informed of the Library's mission, of the way the Library intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the Library's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- To have access to the Library's most recent financial statements.
- To be assured their gifts will be used for the purposes for which they were given.
- To receive acknowledgment and recognition.
- To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
- To expect that all relationships with individuals representing the Library of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers working on behalf of the Library or hired solicitors.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The Library will ensure that each sponsor receives acknowledgement and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition of sponsors:

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- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter. If the gift is for furnishing, recognition of the gift will remain for the lifespan of the gift. The donor will be given the option to donate replacement furnishings in the future.
- Public acknowledgment of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Standards controlling the size format and location of such acknowledgement will be developed by the Library to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the Library's own logo or promotional material.
- Acknowledgement of sponsorship may also take the following forms at the Library's discretion:
  - Launch a special program or media campaign to announce the gift.
  - Sponsor's name on promotional materials.
  - Small standardized plaques may be placed on donated furniture or equipment.
  - Library bookplates.
- In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the Library.
- The Library reserves the right to rescind the recognition if the donor commits an unlawful act or engages in, or is discovered to have engaged in, conduct that would bring the Library into disrepute by its association with the donor.

### **Approval**

All gifts, grants or in-kind support given with special requirements must be approved by the Director. All gifts valued at \$5,000 or more must be accepted by the Board of Trustees as well as corporate gifts. The solicitation of gifts, grants or in-kind support by Library staff and valued at over \$500 must receive prior approval of the Director.

### **Authority for Implementation**

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The Library reserves the right to make decisions regarding the implementation of each grant, gift, or offer of in-kind support. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a gift will reside with Library management. All details as to design of programs and allocation of resources will also reside with Library management.

*Approved by the Board of Trustees on January 20, 2010*

*Revised by the Board of Trustees on August 19, 2015*

**Section 4. Accessibility**

**A.** The Library welcomes all individuals who, by their presence, acknowledge their responsibility to maintain an atmosphere conducive to the best use of the Library and its services. Behavior that is disruptive or detracts from use of the Library or its programs or services will not be tolerated. Disruptive patrons may be asked to leave the Library or leave Library sponsored programs that are hosted off Library property.

**B.** The rights of an individual to use the Library, its services and its materials, shall not be denied or abridged because of age, race, religion, national origin, sexual orientation, mental or physical handicap, or social or political views.

**C.** Parents are responsible for supervising their children in the use of the Library, its services and its materials. The Library cannot assume the responsibility for children left unattended. The Library is not responsible for materials used or borrowed by children that their parents may find objectionable.

**D.** Theft or failure to return materials and to pay appropriate charges, destruction or damage of Library property shall be due cause for which the use of the Library and/or its services may be denied. Municipal ordinances shall be enforced.

**E. Outreach** -- The Library acknowledges that there are residents of the community, both young and old, who, for whatever reason, cannot and/or do not avail themselves of the Library's services and facilities. Furthermore, the Library recognizes its responsibility to explore strategies for extending Library service to these non-users and to implement these strategies when fiscally feasible.

**F. Internet Access Policy** -- A policy for the use of the Internet by the Library's patrons has been developed, see Internet Policy, III, Section 7. For the Internet & Technology User Agreement see Appendix E.

**G. Hours of Service** -- The Library shall be open the greatest number of hours needed by the community, subject to limitation of funds available to provide adequate staff. Any change in regular hours of service shall be subject to

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approval by the Board. Emergency closing shall be the responsibility of the Director.

**H. Displays** -- The use of Library facilities, both physical and digital, for posters, flyers, pamphlets, displays, and exhibits, other than those that pertain to the Library, shall be approved by the Library Director or designee. Permission shall be given according to available space, timeliness, and relevance of the material to the civic, educational, cultural, recreational, and vocational service to the community. The Library will not display personal advertisements or for-profit or commercial fundraising materials. Political materials displayed in the Library must deal with issues only and will not espouse any individual candidate or candidates. The views expressed by such displays and literature exhibited in the Library do not, necessarily, reflect the views of the Library.

**I. Book Returns** -- For the convenience of the Library's clientele, exterior book returns are available 24 hours a day, seven days a week.

**J. Behavior and Conduct** -- Each of our patrons has the right to use the Library and its programs and services (both on and off Library property) undisturbed and each Library employee has the right to work without undue interference. All patrons and Library employees should be free of any threat of harm, invasion of property, or gross indignity. Kirkwood Public Library has the right to maintain a clean, pleasant, and safe facility. In order to provide a proper environment for all persons, the following general rules of conduct apply to behavior on Kirkwood Public Library premises, while attending Library sponsored events (both on and off Library property) and while receiving Library services. The general rules of conduct set forth below are not intended to be all-inclusive. They merely indicate some of the activities that are not allowed.

1. No person shall engage in the following conduct:
  - a. Annoying, harassing, or threatening another person
  - b. Possessing any firearm, knife, or other weapon
  - c. Defacing, destroying, or damaging property
  - d. Using, possessing, or selling illegal drugs
  - e. Stealing or taking property
  - f. Engaging in conduct which is a violation of any City Ordinance or Federal or State Statute

Persons violating sections 1(a)-(f) above are subject to the following penalties: First offense: Library privileges will be revoked for one month. Second offense: Library privileges will be revoked for six months. Third offense: Library privileges will be revoked for one year. Notwithstanding the foregoing, in situations in which the Director of the Library, in his/her sole judgment, believes the conduct is unacceptably offensive, serious, threatening, or malicious, then the Director may take any action he/she

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deems appropriate in response to said conduct up to and including expelling the offender permanently.

2. In addition to the acts set forth above, no person shall engage in any conduct which interferes with patrons or employees of Kirkwood Public Library, including, but not restricted to, the following:
  - a. Behaving in a disorderly, loud, disrespectful, disruptive, or boisterous manner
  - b. Consuming alcoholic beverages, except at Library-sanctioned events
  - c. Remaining in the Library after closing time
  - d. Soliciting funds or panhandling
  - e. Interfering with patrons' use of the Library or its programs or services through poor personal hygiene
  - f. Playing audio equipment without the use of headphones
  - g. Campaigning, petitioning, interviewing, or surveying Library patrons or staff in a manner which is disruptive to Library activities
  - h. Blocking entrances, doorways, or stairs
  - i. Entering non-public areas of the Library
  - j. Leaving children who are less than ten years old unattended
  - k. Bringing animals on Library premises, other than assist animals
  - l. Consuming food and drink in computer areas.

If the conduct continues, the offender will be ordered to leave the premises and Library privileges may be revoked. Persons who violate J(2) above are subject to the withholding of Library privileges up to and including: First offense: Patron will be evicted from the Library and prohibited from returning for the remainder of the day. Second offense: Patron will be evicted from the Library and Library privileges may be revoked for a period of one week. Repeat offenses: Library privileges may be revoked for a period of six months. Notwithstanding the foregoing, in situations in which the Director of the Library, in his/her sole judgment, believes the conduct is unacceptably offensive, serious, threatening, or malicious, then the Director may take any action he/she deems appropriate in response to said conduct up to and including expelling the offender permanently.

3. Notification Procedures.

Library privileges suspended for one week or less may be rescinded by the Director or his/her designee for these violations of Library Policy. Patrons will be notified verbally, and in the case of minors, the parent or guardian will also be notified verbally.

The Director of the Library or his/her designee will notify patrons whose Library privileges have been revoked for more than one week by means of written correspondence via certified mail to the involved patron's last



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known address. If a patron has Library privileges revoked or rescinded, staff should document the incident. Patrons who have this action pending against them will be given an opportunity to submit information, in writing or in person to the Director or his/her designee.

In situations in which staff, in their sole judgment, believe the conduct is unacceptably offensive, serious, threatening, or malicious, then staff may revoke Library privileges and expel an offender without warning. Failure to comply with an order to leave the premises will result in the police being summoned and a charge of trespass being issued.

The revocation of Library privileges for 6 months or more may be appealed in writing to the Library's President of the Board of Trustees within 10 days of receiving notice of the Library Director or designee's decision. The patron has the right to submit written relevant information for the President to consider. The President of the Board of Trustees will consider the appeal and make a determination within at least 30 days after receiving written notice of the appeal. The patron may not use any Library facilities during any appeal period.

*Revised by the Board of Trustees on January 21, 2015*

*Revised by the Board of Trustees on September 21, 2016*

**K. Unattended Child Policy**

The Kirkwood Public Library is dedicated to providing a welcoming and safe environment for customers of all ages. Sharing this environment with other people requires that everyone follow The Library Code of Conduct established by the Library Board of Trustees.

The Kirkwood Public Library wants children to use its facilities and services. Children in the Library should always be accompanied by a parent/guardian or assigned caregiver.

The responsibility for the safety and behavior of children in the Library rests with the parent/caregiver and not with the Library personnel. Library employees cannot be responsible for children who are unattended or demonstrating inappropriate behavior and will not act in loco parentis. The following guidelines will be followed concerning the care and behavior of young Library users.

Children under the age of 10 must have a parent/caregiver in the immediate vicinity of and in visual contact with the child. The assigned caregiver must be at least 14 years of age and must carry emergency contact information. An exception would be children attending a Library program without a parent/caregiver in the room. However, the

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parent/caregiver is expected to remain in the Library building and immediately join the child at the end of the program.

If a child in this age group is found unattended, Library staff will attempt to locate the parent/caregiver in the Library and inform him/her of the rules. If the parent/caregiver cannot be found, or if the child is found unattended again, the police will be called for assistance.

If a child in this age group violates the Library Code of Conduct, the child and the parent/caregiver will be informed of the rules. If inappropriate behavior continues, the family may be asked to leave the Library.

Children age 10 and older may use the Library on their own. However, parents are still responsible for the actions and well-being of their child(ren), even if they leave their child(ren) unattended. The Library and its employees are not responsible for any child left unattended in the Library. In accordance with the Library Code of Conduct, customers, including children, using inappropriate behavior may be asked to leave the Library. If a child 10 and older is not able to leave the Library on his/her own, then he/she should not be in the Library without a parent/caregiver. All unaccompanied children at the Library should have the telephone number of someone who can assist them in an emergency.

*Closing Time*

Children who do not have transportation home at closing time will be asked for telephone numbers of people who can pick them up at the Library. If a child 17 or younger is not picked up at closing, two Library staff members will remain after hours and attempt to contact a parent, guardian or assigned caregiver up to 15 minutes after closing. After that time, staff will call the police and ask them to assume responsibility for the unattended child. Under no circumstances will a Library staff member transport a child home.

*Approved by the Board of Trustees on March 18, 2015*

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**L. Surveys, Solicitation and Literature Distribution:** It is the Library's policy to allow individuals to exercise their First Amendment rights, while protecting the health and safety of staff, patrons and the public and while protecting Library property. To this end, gathering petition signatures/solicitation/leafleting and similar activities is not allowed within the Library building (other than by Library staff, volunteers of the Kirkwood Public Library and members of the Library Board of Trustees in so far as promoting Library activities and matters), but is allowed on the Library's property outside of the building subject to the following rules:

1. Gathering petition signatures is not allowed within the Library building. It is allowed on Library property so long as doing so does not obstruct the Library's entrances or exits.
  - a) For-profit or commercial organizations are not permitted to assemble anywhere on Library property. Solicitation for funds is strictly prohibited anywhere on Library property. Prohibited solicitation for funds includes, but is not limited to panhandling, seeking donations, or raising funds through selling goods or services to patrons, staff or the general public. No leafleting or distribution of literature is permitted for the purpose of selling items, merchandise, tickets, or other for-profit activities. Library staff, volunteers of the Kirkwood Public Library and members of the Library Board of Trustees are exempt from the above constraints in so far as promoting Library activities and matters.
  - b) Individuals may only engage in the activities set out herein during times when the Library's building is open for business and must remain a minimum of 15 feet from any Library entrance or exit, except if the Library is serving as a polling place in which case individuals must comply with all polling place requirements set forth by law. Individuals are not permitted to engage in the activities set out herein on the Library's exterior steps, in fire or emergency lanes or on vehicle parking surfaces. No leaflets, flyers, literature or other materials may be left on vehicles in Library parking areas and all discarded materials must be disposed of in proper receptacles.
  - c) Individuals shall not block, hinder, interfere, or otherwise impede patrons and staff wishing to exit or enter the building or return books to any of the exterior book drops, nor seek to intimidate patrons or staff into signing a petition or accepting a leaflet. Aggressive solicitation is not permitted and individuals must be respectful to patrons and staff. Individuals are not permitted to create an unreasonable disturbance on Library property.
  - d) Individuals are not permitted to erect tents or other structures or hang signs on Library property, including but not limited to walls, railings, doorways, plants, etc. Individuals must not create an undue burden on Library resources through their activities. Library staff, volunteers of the Kirkwood Public Library and members of the

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Library Board of Trustees are exempt from the above constraints in so far as promoting Library activities and matters.

e) Individuals must comply with all of the Library's policies while on Library property, as well as all local, state and federal laws.

2. Distribution of literature on Election Day is restricted, by law, to no less than 100 feet from the entrance to the building that houses the voting. Violations should be reported to the Booth Official or to the Board of Elections.

3. Surveys -- In order to plan for new or improved services, the Library may survey its patrons or other residents of the community. These surveys may be conducted in the Library building, by telephone or by mail, online or by any other appropriate method. Surveys may be designed and/or completed by staff or third party vendors or volunteers approved by the Library. All survey instruments, methodology and implementation procedures must be approved by the Director prior to contacting any members of the public. Surveys of Library staff may be conducted for the purpose of pre-testing public surveys, or to obtain staff opinions on services or personnel issues. Individuals or organizations that wish to conduct any type of Library survey with staff or patrons must receive written permission from the Director.

4. Solicitation of the staff or the public, in ways which are of benefit to the Library and/or its employees, is permitted as follows:

- Contributions from staff for established charities approved by the Board of Trustees such as United Way.
- Collections for staff gifts for personal reasons such as retirement, illness, and other activities as approved by the Director.
- Volunteers of the Library fundraising for Library support such as book sales with prior approval and coordination with other activities by the Director.
- Solicitation of and/or distribution of literature to Library employees by other employees may be permitted only in non-work areas and only during non-work time. Non-work areas are defined as staff rooms. Non-work time includes time allotted for lunch or dinner and break periods.
- In no event shall literature be left on tables or distributed in any manner other than directly to fellow employees, except for literature that specifically supports the Library's goals for professional development in public service. Solicitation of and/or distribution of

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literature to Library employees by other employees for any purpose is prohibited at all times in all work areas of the Library.

- Any activities for non-profit, community organizations (i.e., sale of Girl Scout Cookies, band candy, etc.) may be permitted among staff in non-work areas during non-work hours. Any other activities of a profit-making nature are prohibited on Library premises.
- Other solicitation which specifically support the interests of this Library or libraries in general, as approved by the Director.

5. Any individual or group who does not abide by the conditions stated above or creates a nuisance such that the regular business of the Library is disrupted shall be required to immediately cease all activities and leave the Library property. The provision of Library premises for the public expression of opinion does not constitute the Library's endorsement of the opinions or ideas of those individuals or organizations using the space. Library staff have the ultimate authority to interpret disruptive behavior.

*Revised by the Board of Trustees August 19, 2015*

**M. Filming and Photography Policy** – It is the policy of the Board of Directors (the “Board”) of the City of Kirkwood Municipal Library District (“Library”) to permit filming and photography under the conditions described herein only to the extent that it does not interfere with the operations, programs and activities of the Library, and is consistent with the Library's Bylaws.

The Board hereby authorizes filming and photography in Library facilities as follows:

1. Casual amateur photography, filming and videotaping is permitted in the Library for patrons and visitors wanting a remembrance of their visit, provided that the photography does not interfere with Library operations or capture any identifiable likenesses of individuals without their permission. Any such photographers are responsible for arranging all necessary releases and permissions from persons who are filmed or photographed. Except as otherwise permitted in paragraph 3 by the Library itself, in no circumstances may anyone take a photo or film a Library patron or staff member without the consent of that person, or his or her parent/guardian, if that person is a minor.
2. No photography or filming for commercial or media purposes may occur in the Library without the prior written permission and approval of the Library Director or designee. Such approval shall contain the conditions under which the commercial/media photography or filming will take place, and address the rights to ownership of the photos/films.

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For commercial/media requests, please call 314-821-5770, ext. 1016 or email [serwin@kirkwoodpubliclibrary.org](mailto:serwin@kirkwoodpubliclibrary.org).

3. The Library may utilize photos and videos from public programs and events at Library facilities and Library spaces on its website and in Library publications. Photos, images, and videos submitted to the Library by users for online galleries or contests may also be used by the Library for promotional purposes. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian.
4. Any consent granted pursuant to this Policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the Policy or other rules and regulations of the Library.

*Approved by the Board of Trustees on January 20, 2016*

**N. Kirkwood Public Library Technology Lab Policy** – Patrons wishing to use the technology lab equipment are required to sign in to the computers with a valid Library card. Guest passes may be obtained, for those individuals without a Library card, at the Reference Desk or Customer Service Desk with a valid I.D.

The lab is a designated quiet work area. However, due to Library meetings, instruction, and the nature of a public building, silence is not guaranteed. Patrons are asked to use headphones when utilizing the computers. Headphones and other peripheral devices may be checked out at the Reference Desk.

The computer lab may not be reserved by patrons and is open on a first come, first serve basis. The Library reserves the right to close the lab for the purposes of computer classes, meetings or other reasons deemed necessary. Computers with attached specialty equipment (such as the VHS-DVD conversion equipment) are reserved for purposes of using said equipment. Library staff may ask a patron to move to another computer if the equipment is not being used, but needed by another patron.

Patrons may use the lab for 2.5 hours. If additional time is needed and no other patrons are waiting, staff may extend the patron's time.

*Approved by the Board of Trustees on November 16, 2011*

*Revised by the Board of Trustees on September 17, 2014*

*Revised by the Board of Trustees on August 19, 2015*

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**O. Kirkwood Public Library 3D Printing Policy** – The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

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The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:

- I. Prohibited by local, state or federal law.
- II. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
- III. Obscene or otherwise inappropriate for the Library environment.
- IV. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

The Library reserves the right to refuse any 3D print request.

Supervision of the use of the 3D printer by Library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.

Any individual using the Library's 3D printer agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to the individual's use of the 3D printer, including but not limited to violations of patent, trademark and/or copyright law.

### **Procedures**

Any 3D drafting software may be used to create a design as long as the file can be saved in a .stl, .obj, .3ds and .ply file format and is no larger than 50 MB or 1 million triangles. The printing surface is limited to no greater than 6 inches on all sides. Staff can assist with shrinking or expanding models to fit the printing surface.

Upon job submission, Library staff will attempt to orient and select the appropriate printer settings to optimize printing.

The Library will not be responsible for the creation of 3D files. Technology staff will assist in the use of 3D drafting software where applicable.

Use of the 3D printer will be provided on a first come, first serve basis and will only be permitted during Library hours. Individuals may submit only one file at a time for printing; however, if time permits and no one is waiting to use the 3D printer, Library staff, in their sole discretion, may permit an individual to submit more than one file for printing. Files containing more than one object are permitted.

Only designated Library staff will have hands-on access to the 3D printer.

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Items printed from the Library's 3D printer and not picked up within 30 days after being printed become the property of the Kirkwood Public Library. Items must be picked up by the individual who printed them.

Some models may be printed with supports to aid in printing. Library Staff are not responsible for removing supports or refining a printed object in any way.

**Cost**

The minimum cost to print is \$0.50 cents for up to 30 minutes of printing, with a cost of \$0.25 for each additional 15 minutes of printing. Print times are determined by the estimated time given by the 3D printer.

- Printing times are rounded to the nearest 15 minute increment.
- Payment is due prior to printing.
- If a model is found to be printing improperly within the first 15 minutes, Library staff will attempt to print the model a second time. After the second failed attempt, the print request will be placed on hold and the individual requesting the 3D print will be contacted. Should the individual requesting the 3D print approve a third attempt, he/she will be charged for the used materials from the prior failed attempts.
- Printing designs are not guaranteed to come out as intended and can be affected by any number of variables, such as size, complexity and overhanging areas. The Library does not refund printing fees for completed items which do not come out as intended due to options selected by the individual requesting the 3D print, including but not limited to scale, quality, design, required support material, etc.

*Approved by the Board of Trustees on July 15, 2015*

*Revised by the Board of Trustees on September 21, 2016*

**P. Video/Audio Conversion Policy** – The Kirkwood Public Library offers equipment, for use by its patrons and staff, to convert analog video and audio into a digital format.

Available equipment, while non-exclusive, can convert the following into a digital format.

- VHS Cassette Tapes
- VHS-C Cassette Tapes
- 8mm Cassette Tapes
- Standard Audio Cassette



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Equipment offered by the Library can be used at any time the computer lab is open, with the exception of times when the lab is closed to the public due to classes or training. Patrons may use the equipment without the guidance of staff, however, staff assistance can be available if needed and may be subject to an appointment.

Kirkwood Public Library will not be held responsible for any errors which occur during use of the equipment, including but not limited to:

- Errors in the conversion into digital files.
- Errors pertaining to the quality of the cassette.
- Errors pertaining to the equipment.
- Errors pertaining to the software.
- Damage, of any type, to the original cassette tapes or media to which digital files are transferred.

In addition, the Kirkwood Public Library will not be liable for copyright infringement or any other violation of the law related to video/audio conversion performed by a patron, regardless of whether the conversion is performed by the patron or by a Library staff member on the patron's behalf. Each patron assumes all responsibility for observing copyright restrictions and other laws when using equipment in the Library. By requesting a staff member's assistance with a video/audio conversion, the patron is representing to the staff member and the Library, that the patron has the legal right to perform the conversion. In the event a patron performs a video/audio conversion in violation of the law, or has a staff member perform an unlawful conversion, the patron agrees to indemnify the Library for any damages the Library suffers as a result of patron's actions/request. The Library reserves the right to refuse any request for conversion services where the Library or any staff member feels a violation of the law may occur as a result of such conversion.

Staff members are required to observe all laws related to the lawful reproduction of materials when using the conversion equipment for Library or personal use. If a staff member has any questions regarding the lawful use of such equipment, they should speak with their supervisor.

### **Video/Audio Conversion Service**

The Kirkwood Public Library will provide, subject to the restrictions set out in this policy, video / audio conversion services to the public which include:

- Converting original cassette medium into a digital file(s), either with or without the patron's intent to edit said content.
- Burning digitized video / audio files onto disc(s)

Staff will not edit content for patrons, but can offer assistance and/or training to patrons who want to edit their own content.

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The following parameters are necessary for a patron to utilize the video / audio conversion service:

- Patrons can drop off materials at any time to an IT or Reference staff member.
- Patrons may drop off no more than 3 cassette tapes of any type or up to 6 hours of material at a single time.
- Patrons must sign a release form prior to leaving materials.
- While a time estimate will be given, there will be no guarantee of time to complete.
- Once notified of completion, patrons must pick up their materials within 30 days.
- No materials may be submitted for conversion services, which are subject to copyright or otherwise protected from reproduction/conversion under the law. Patron agrees to indemnify the Kirkwood Public Library in the event any claim is made against the Library for violation of copyright or other violation of the law as a result of the conversion.

The following parameters are required for staff to accept materials from a patron to utilize the video / audio conversion service:

- Staff must review this form with patrons and collect their signature to use the service.
- Staff must record, in a designated log, the patron's information regarding the materials to be left.
- Staff must verify with the patron that the materials are not subject to copyright or otherwise protected from reproduction/conversion under the law.
- Once the conversion process is complete, staff will contact the patron to let them know.

See Appendix AA for Video/Audio Conversion Agreement Form.

*Approved by the Board of Trustees on February 15, 2017*

## **Section 5.**

**A. Civic Responsibility** -- As an institution of education for democratic living, the Library shall provide accessibility to public records of the municipality of Kirkwood and Board of Education both as a depository (agendas, resolutions, minutes, budgets, annual reports, etc.) and as a place for disbursement of publications of a civic nature. To this end, display space shall be planned for posting information, both pro and con, regarding issues to be placed before the community for decision. During special voter registration drives, registrars may be provided by the Board of Election.

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**B. Exam Proctoring** --All exams are proctored by Library staff members; an appointment is necessary. To arrange an appointment, please call 314-821-5770 Option 2. Exam appointments must be arranged by the person taking the exam. Exam appointments cannot be arranged through a third party, with the exception of immediate family members.

Exams must be scheduled at least 5 days prior to your exam time. We cannot guarantee a proctor if the Library is contacted less than 5 days before your exam.

Tests may be taken near the Reference Desk or in the Library computer lab, which is a designated quiet work area. Due to Library meetings, instruction, and the nature of a public building, silence is not guaranteed.

**Fees:**

- For Kirkwood residents: \$15 per test date, \$5 for each additional test proctored the same date.
- For nonresidents: \$20 per test date, \$5 for each additional test proctored the same date.

Fees must be paid at the time of the exam.

**Cancellations and rescheduling:**

You must give the Library 48 hours notice if you need to cancel or reschedule your previously scheduled exam. Failure to show up at your scheduled test time or failure to give 48 hours notice of a cancellation or need to reschedule will result in an additional \$5 being charged at the time of the rescheduled exam.

After making arrangements with a librarian, please instruct the examining institution to send exam materials to: Kirkwood Public Library, 140 E. Jefferson, Kirkwood, MO 63122; by fax (314) 822-3755 or by e-mailing the library staff member who assisted in arranging your exam. Kirkwood Public Library will not contact your institution or send exams to any location (email, fax, or address) unless written instructions are provided directly from the institution to the assigned proctor. KPL is not responsible for an institution's failure to send the exam materials.

*Approved by the Board of Trustees on May 16, 2012  
Revised by the Board of Trustees on September 16, 2015  
Revised by the Board of Trustees on August 17, 2016  
Revised by the Board of Trustees on January 17, 2018*

**Section 6. Non-Smoking Policy** -- Smoking shall not be permitted within the Library building. Signs shall be posted to notify Library patrons.

**Section 7. Internet Policy** -- To fulfill its mission to "inspire a lifelong commitment to learning and creativity for a more prosperous and connected community" the Kirkwood

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Public Library provides access to Internet resources. While the Internet provides many valuable local, national and international sources of information, it is an unregulated medium. Some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. The Library provides Internet Content Filtering Services as required by Federal and State law. This filtering service is provided with the understanding that no filter is perfect in blocking all Internet sites that are in conflict with federal or state law. A good information consumer must evaluate the validity and appropriateness of information found. If the individual is a minor, a parent or guardian must accept the responsibility for evaluating the validity and the appropriateness of the information.

### **Choosing and Evaluating Sources**

The Internet is a series of communication linkages leading to a highly diverse array of information content. Library patrons use it at their own risk. In choosing linked sources for its web site, the Library follows its materials selection guidelines. Beyond this, the Library is not responsible for the content of the Internet, for changes in content of the sources to which the Library web pages link or for the content of sources accessed through secondary links. In an effort to assist its users, the Library has created web pages for the general population and for the young to help guide them to sources that are accurate, complete and current. In addition, the Library provides training classes for the public to assist individuals in using the Internet in an efficient and effective manner.

### **Access by Minors**

Parents or legal guardians have the right and responsibility to determine which Library materials are appropriate for their minor children. The Library affirms and acknowledges the rights and responsibilities of parents or legal guardians to determine and to monitor their minor children's access to Library materials, including materials provided by the Library through its public Internet access. Parents or legal guardians should guide their minor children in the use of the Library's public Internet access and inform their minor children about materials that they do not wish them to view. In addition, the Library takes the following actions to assist minors in the safe and effective use of its public Internet access and to limit the exposure of minors to certain materials available on the Internet.

### **Materials "Harmful to Minors" and Materials "Inappropriate for Minors"**

1. In order to use the Library's public Internet access, patrons under the age of 18 must have on file at the Kirkwood Public Library an Internet Access Permission Form signed by the minor and by the minor's parent or legal guardian.
2. Minors are prohibited from accessing or being exposed to materials on the Internet that are "harmful to minors," as defined by the Missouri Revised Statutes.

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3. Minors are prohibited from access or being exposed to "inappropriate material on the Internet and World Wide Web" as defined by community standards, as required by the Federal *Neighborhood Children's Internet Protection Act (NCIPA)*.

"Inappropriate material" includes:

- Images of human beings that include full or partial nudity of the genital and/or breast areas of the body.
- Images of human beings in sexually provocative poses that focus the viewer's attention on the genital or breast areas of the body, whether clothed or unclothed.
- Images of human beings engaging in sexually provocative activities.

4. The Library staff develops and maintains special web pages with links to selected sites deemed useful, fun and appropriate for those under the age of 18.

To prevent the intentional or unintentional exposure of minors to the materials defined above, the Library provides Internet Content Filtering Service as required by Federal and State law.

Adults and minors who fail to comply with this policy will have their Internet access terminated in accordance with the Library's established behavior policy.

No one, adult or minor, may use the Library's public Internet access to view illegal materials such as obscenity, child pornography or any other matter that the courts have ruled is not covered by the First Amendment to the U.S. Constitution. If Library staff have reason to suspect that the Library's public Internet access is being used to view illegal matter, the Library will take the appropriate action to notify law enforcement and to cooperate in the prosecution of offenders.

### **"Safety and Security of Minors When Using Electronic Mail"**

For individuals under the age of 18, as part of the Internet Permission Form, the minor and his/her parent or legal guardian must sign for permission to use electronic mail by the minor.

### **"Unauthorized Access, Including So-Called 'Hacking' and Other Unlawful Activities Online"**

All Library users are hereby advised that use of the Library's computers for hacking or any other unlawful activity is strictly prohibited. (Unlawful activity means any activity that violates Federal, state or local law.) Hacking includes, but is not limited to, corruption of or damage to equipment, software, or data belonging to the Library; changes to the setup or configuration of the software or hardware; and use in a manner that intentionally or negligently disrupts network use and services. Disruption includes,

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but is not limited to, the intentional or negligent propagation of computer viruses, the violation of personal privacy, and the unauthorized access to protected and private network resources.

**"Unauthorized Disclosure, Use and Dissemination of Personal Identification Information Regarding Minors"**

- The Library urges minors to follow these safety guidelines:
- Never give out identifying information such as home address, school name, or telephone number.
- Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.
- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or make you uncomfortable.
- Have parents or guardians report an incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if you become aware of the transmission of child pornography.
- Remember that people online may not be who they say they are.
- Remember that everything you read may not be true.

**Rules Governing Use**

The public must comply with all applicable Federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet. Due to the limited resources available for provision of public access to the Internet, the Library may set reasonable time, place and manner limits on use. The Library reserves the right to limit the time that an individual can devote to a single session.

**Unacceptable Use Includes but is Not Limited to:**

- Accessing any matter that is not protected by the First Amendment. This includes obscenity, child pornography and, for minors, "materials harmful to minors" as defined in Federal law and Missouri Revised Statutes 573.

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- Accessing any matter "inappropriate for minors" in a way that intentionally or unintentionally exposes these materials to minors as defined by the *Neighborhood Children's Internet Protection Act (NCIPA)*.
- Use of the network to make unauthorized entry into other computational, informational or communication services or resources.
- Distribution of unsolicited advertising.
- Distribution of unsolicited bulk e-mail.
- Commercial activities, including but not limited to, commercial solicitation of business.
- Invasion of the privacy of others.
- Misrepresenting oneself as another user.
- Any attempt to modify or gain access to files, passwords or data belonging to another.
- Seeking disallowed access to any computer systems via the Internet.
- Any attempt to damage computer equipment or software.
- Any harassment, libeling or slandering of others.
- Using the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation.
- Any other action that violates the "Acceptable Use Policy of MoreNet."

Violations of any part of this policy will result in the suspension or permanent revocation of the individual's use of Library technology. Suspected illegal or criminal activities will result in the Library staff notifying law enforcement.

**Public User's Security**

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However the Kirkwood Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or as necessary for the proper operation of the Library.

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## **Compliance**

The Library reserves the right to take appropriate action to insure compliance with this policy.

## **Guidelines on Access to Information**

The Kirkwood Public Library complies with Federal law and the Missouri Revised Statutes. The Kirkwood Public Library also follows the American Library Association's statements on access to information as contained in

- The Library Bill of Rights
- The Freedom to Read Statement
- Interpretations of the Library Bill of Rights, including *Free Access to Libraries for Minors* and *Access to Electronic Information Services and Resources*.

In general the Library's policy is guided by a commitment to free access to information for all users with reasonable limitations consistent with Federal and State law. Library policies attempt to provide appropriate protections for patrons consistent with the Library's longstanding commitment to the principle of free expression as set forth in the First Amendment of the U.S. Constitution.

## **Policy Subject to Revision**

The Library's "Internet Policy" may be revised from time to time.

*Adopted by the Board of Trustees on July 15, 2002*  
*Revised by the Board of Trustees on February 17, 2010*  
*Revised by the Board of Trustees on September 19, 2012*  
*Revised by the Board of Trustees on August 19, 2015*

## **Kirkwood Public Library Social Media Policy** **Adopted by Board of Trustees: May 18, 2011**

### **Statement of Purpose**

The Kirkwood Public Library (KPL) provides social networking opportunities that offer an extension of Library services and resources to connect users to information, education and recreation. These online tools enable KPL users to share information and opinions about Library issues and subjects with Library staff and other patrons. KPL supports the idea of creating an environment for the purpose of bringing Library users together.

### **Privacy Advisory**



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Posted content by Library staff and users on social networks created by KPL, including but not limited to KPL's Book Blog and Facebook page, can be seen by the local Library community and web users everywhere, making all comments public record. The KPL reserves the right to modify or remove content that falls into the categories set forth below. To protect the privacy of individuals, social network users should not post personal information such as full name, age, school, address, phone number or Library card number.

### **Rules for Commenting**

KPL staff monitors comments and may remove comments including but not limited to:

- Plagiarized material
- Copyright violations
- Sexually explicit, obscene, hateful or racist comments
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Commercial promotion, advertisement, or spam
- Organized political activity
- Private or personal information published without consent of the individual.
- Photos or images which fall into any of the above categories

Posted comments signify such poster's agreement to follow these rules. Users found in violation may be prohibited from future postings.

### **No Liability Clause**

Individuals take sole responsibility in using KPL's social networking sites. KPL is not responsible or liable for any social networking user on any message board, forum or any other area within the service. Posting content means that the user agrees to hold harmless and indemnify KPL and its officers and employees from and against all claims, judgments, costs (including attorney's fees), damages and liabilities resulting from or in relation to the user's comments, postings or opinions in any way. Any KPL link to an external website is not a sponsorship, authorization, affiliation or endorsement of that web site, including the products or services and owners of the website, by the KPL. The role and utility of social networking sites will be evaluated periodically by Library staff, and may be terminated at any time without notice to subscribers.

**Section 8. Phone Policy** -- Business phones at Kirkwood Public Library are intended for use in the transaction of Library business. Patrons expect to reach the Library in a timely fashion. Staff members expect the availability of phone access to provide timely patron service. To assure that these expectations are met, the Library has adopted the following policies regarding phone usage.

### **Staff Phone Usage**

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Staff members are requested to keep personal calls to a minimum. Personal calls are limited to non-public areas of the building and should be of short duration.

### **Public Phone Usage**

In general, use of the Library's business phones by the public is limited to brief calls in the case of emergencies. Patrons may also use a Library phone to contact agencies and helplines listed in the "Community Resources" binder.

*Revised by the Board of Trustees on February 21, 2018*

### **Library Paging System**

In the case of emergencies, calls to the Library requesting that staff locate a patron are handled as time permits. Emergency use of the paging system is appropriate in such a case. Library staff will not search for a patron who does not respond to such a page nor take messages for later delivery.

## **Section 9. Meeting Room Policy**

### **Introduction**

The meeting room at the Kirkwood Public Library is intended primarily for Library meetings, programs and events. However, as an expression of the Library's mission to "inspire a lifelong commitment to learning and creativity, for a more prosperous and connected community," the Library welcomes use of its meeting room by local community groups and organizations when the room is not being used for Library sponsored activities.

The purpose of the policy and procedure outlined below is to insure an efficient use of the meeting room and equipment so as to accommodate and provide fair access to as many groups and organizations as is reasonably possible regardless of opinion or affiliation of groups requesting use of the space.

Any persons or groups using the Library's meeting room must abide by the terms of the policy, the steps outlined in the procedure and the Library's Code of Conduct. The Library does not sponsor or endorse the views of any persons or groups using the space.

### **Policy**

When not in use for Library meetings, programs and events, the meeting room is available to the following:

- local nonprofit organizations including Internal Revenue Code Section 501(c)(3) and (4) organizations and group organized for purposes other than generating profit.
  
- local businesses for community interests, and not for product sales purposes.

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- Use of the meeting room shall not result in financial gain for the group or organization. This includes charging admission fees or tuition, selling goods or services, conducting training sessions or meetings for profit-making organizations, collecting membership fees or donations, and any other activities in which personal or collective financial gain would accrue. Programs listed as informational, educational, or instructional must remain so, and presenters may not solicit attendees to secure clients for commercial purposes.

Private social gatherings and parties are not allowed.

All meetings held in Library meeting room shall be open to the public, except that a public governmental body may hold a closed session. In compliance with the ADA, the Library requires that groups or organizations using Library facilities do not discriminate on the basis of disability. Teenage or children's groups may use the meeting room(s), provided they are supervised by an adult. The adult supervisor and the organization he/she represents will be responsible for any damage. Use of the meeting room(s) is limited to qualifying groups or organizations whose membership is composed primarily of residents of the City of Kirkwood, or to businesses that are located in or pay taxes to the Kirkwood Public Library. Such use by community organizations and groups may not disrupt the orderly conduct of the Library, its programs or activities.

The Library has the right to preempt any meeting for Library use. In such cases, the Library will make every reasonable effort to assist the group in reserving another date.

The Library reserves the right to attend any meeting held in its meeting room (except lawful executive sessions of governmental bodies) to ensure that no unlawful activities are occurring on Library premises. Use of the meeting room may be terminated at any time if the conduct of the group or any member of the group is disruptive or harmful to the facility, library materials, furnishings, or other individuals. Such behavior shall be the basis for denial of all future use by the group or individuals. The Library may impose reasonable time, place and manner restrictions on the use of its meeting room to ensure that the orderly conduct of the Library is not disrupted; that public or private property is not damaged through the use of its facilities; and to ensure that the comfort, convenience, safety and welfare of the public is not disturbed.

### **Individual or Small Group Study**

When the meeting room has been opened for public use by Library patrons, patrons are permitted to use the space on a non-exclusive basis for studying, reading or similar activities. No patron using the meeting room may engage in any activity that disturbs Library patrons in their customary use of the Library, impedes Library staff in the performance of their duties, or endangers the Library building, equipment or collection. Patrons using the meeting room when it has been opened for public use will be subject to all of the Library's rules and policies and must abide by the maximum capacity rules for the meeting room as posted on the sign in the meeting room. In addition, patrons using the meeting room

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when it has been opened for public use will not be permitted to use any of the equipment located in the meeting room except for the tables and chairs contained therein. Library staff may terminate public use of the meeting room by Library patrons at any time and patrons shall immediately vacate the meeting room upon request by Library staff.

## Procedure

### Reservations

Applications to use the meeting room shall be made at least one (1) week in advance to the scheduled meeting. Scheduling is made on a first come, first serve basis. Prior use of the Library meeting room does not entitle any group or organization to future use.

A completed application form and payment of all cost reimbursement charges is required before a meeting is scheduled. Applications are available online or a paper copy can be requested.

The Library reserves the right to revoke or modify permission to use the meeting room and to modify conditions imposed on the use of the meeting room when necessary to adapt to the operational needs of the Library or the needs of Library users.

### How to Reserve Technology Help

If requested on the application, the Library can assist with tech set-up 30 minutes prior to the start of the event or meeting in the meeting room. Tech staff need to know a week in advance prior to the event so as to readily assist the group using the meeting room. Technology set-up is free and will not add an additional charge to the meeting room fee.

The following technology is available upon request:

Microphone  
Projector & Projection Screen  
Laptop

### Fees and Payment Procedures

Local nonprofit organizations: \$10/4 hours

Local commercial businesses\*: \$110/4 hours

Refreshments Served: \$15 additional cleanup charge

*\*for community interests, and not for product sales purposes*

All charges are nonrefundable if any organization cancels a scheduled use of the meeting room less than three calendar days prior to the scheduled use.

Fee for use of the meeting room is due within 7 days of confirmation of room availability. Payment can be made in the form of cash or check made out to the Kirkwood Public Library. Payment may be made to Youth Services staff on the

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lower level of the library or mailed to the attention of the Youth Services Director. Final room reservation approval will not be granted until the Library receives fee payment.

**Cancellations**

The designated point of contact can call the Youth Services desk at 314-821-5770 ext. 1015 to cancel their reservation. Cancellations must be made no less than three (3) calendar days prior to the scheduled use to receive payment reimbursement.

**Terms of Use**

- Generally, no group or organization may use the Library meeting room more than once per month. Exceptions may be granted for workshops, seminars or educational classes, or for a special need with the approval of the Library Director. No more than two (2) such exceptions may be granted to the same group in a calendar year without approval of the Library Board of Trustees.
- Groups must fill out an application (Appendix S) to use the meeting room.
- The meeting room is available 15 minutes after the Library opens and must be vacated at least 15 minutes prior to the Library closing. The time of reservation includes all setup and teardown.
- The group or organization is responsible for setting up the meeting room, using the tables and chairs provided by the Library, and for breaking down the setup at the end of the meeting. No setup can begin until previous programs have exited the room. Please see a library staff member for access to additional tables and chairs. Library personnel are not available to assist in the setup or breakdown. The room must be left with 4 tables and 20 chairs, matching the diagram on the supply closet door.
- The Library has a projector, laptop, podium speaker, and microphones available for use. Groups or organizations are responsible for informing staff of any possible tech needs one week before their meeting, otherwise tech help at the time of meeting is not guaranteed. Library tech personnel will assist with setup, but cannot be in attendance for the duration of the meeting.
- Organizations may provide light refreshments, including food and nonalcoholic beverages, as long as they do not require cooking at the Library. Refreshments may be setup and served only inside the meeting room. The group or organization is responsible for cleaning up any spills and disposing of all trash in the available trash can. A \$15 cleaning charge will be added for any meetings or events serving refreshments.
- The group or organization is responsible for providing all necessary supplies for their event, including office products and refreshment serveware.
- Nothing may be placed or stored in the hallways outside the meeting room.

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- No signs displays, decorations or exhibits may be attached to the doors, walls, or windows of the room.
- Events shall be free and open to the public, and are not to exceed a capacity of 105 chairs, as determined by the Fire Marshall. Groups and organizations must comply with the posted capacity.
- Meetings and events cannot be advertised in a way that implies Library endorsement or sponsorship. Any phone number advertised must be that of the group or organization, not the library.
- Use of the meeting room shall not result in financial gain for the organization or its members. Examples of financial gain can be found in the policy above.
- If the Library closes due to inclement weather or other emergency, the meeting room will not be available for the scheduled use. In such instances, Library staff will make their best effort to call the contact person for the group or organization that scheduled the use and notify him or her of the cancellation in a timely manner. A refund will be granted.
- Any group or organization that has scheduled a use of the Library meeting room, and subsequently determines that use is no longer needed, shall notify the Library of the cancellation in a timely manner. If the group or organization fails to notify the Library of a cancellation at least 24 hours in advance, their use of the meeting room will be suspended for a period of up to 6 months. Charges are nonrefundable if the group or organization cancels a reservation of the meeting room less than three (3) working days prior to the scheduled use.
- Organizations agree to reimburse the Library for any damage to the Library building interior, and any damaged or lost equipment.
- Organizations agree to indemnify and hold harmless the Library, its Board of Trustees, staff and agents, from and against any and all liabilities, losses damages, costs, and expenses of any kind suffered by, incurred by, or threatened against the Library, the Board of Trustees, or any of its staff or other agents on account of or resulting from injury, or claim of injury, to person or property arising out of the organization's use of the Library. The Organization and the undersigned person designated on the application agree to accept responsibility and liability for any and all damages which may arise out of the Organization's use of the Library, including but not limited to damaged or missing equipment and fixtures, and any and all structural, interior, or exterior damage to the Library.

### **Additional Details**

- Free WiFi is available at KPL.
- For area parking information, please visit Downtown Kirkwood at:  
<http://www.downtownkirkwood.com>

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- Meeting notices and flyers may be posted on the Community Bulletin Board with the approval of Reference staff. Please see Article III, Section 4 H for complete information.

*Approved by the Board of Trustees on June 16, 2010*

*Revised by the Board of Trustees on July 21, 2010*

*Revised by the Board of Trustees on May 15, 2013*

*Revised by the Board of Trustees on August 19, 2015*

*Revised by the Board of Trustees on March 16, 2016*

*Revised by the Board of Trustees on September 21, 2016*

*Revised by the Board of Trustees on January 16, 2019*

**Section 10. Teen Room Policy** -- The Kirkwood Public Library ("Library") is committed to serving all ages, including teenagers. Therefore the Library provides teenagers a designated Teen Room where they can develop a love of reading, socialize, learn and grow in a safe and welcoming atmosphere.

The Teen Room at the Library and the materials and services therein are intended for use by teenagers ages 12-18. The responsibility for a child's use of the Teen Room rests with parents or legal guardians, not Library staff or trustees. Access to the Teen Room will not be restricted by the possibility that children may obtain/use materials that their parents consider inappropriate. It is the parents or guardians who may restrict their children from accessing materials or services in the Teen Room. Library staff and trustees cannot and do not act in loco parentis.

Those using the Teen Room will be subject to the Behavior and Conduct on Library Property policy (Service and Administration Policies, Article III, Section 4.J). The language and behavior of those teens in the Teen Room will also be monitored by teen staff. Conversations and actions of a vulgar, threatening or inappropriate nature are not permitted. Harassment of any nature will not be permitted. Teens will be respectful of each other, other patrons, and Library staff. Repeat offenses will result in appropriate actions taken in accordance with the Behavior and Conduct on Library Property policy.

*Approved by the Board of Trustees on November 19, 2014*

*Revised by the Board of Trustees on August 19, 2015*

### **Video Game Usage**

Teen must be between the ages of 12-18 to play with the video gaming equipment. Game play is limited to the discretion of teen staff.

Video gaming among adults ages 19 and over is prohibited, with one exception: adult parents, siblings or other relatives may play WITH their accompanied minor, but gaming will be subject to the discretion of teen staff. Those excepted adults may be asked to relinquish game play if teens are waiting, and are required to relinquish game play upon request.

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Video games rated Everyone or Everyone 10+ are allowed at all times. Select Teen rated games are allowed, which are evaluated by teen staff. Games rated Mature are NOT allowed at any time. Teens may not bring in personal games to play. Parents and guardians are solely responsible for establishing proper guidelines for their children's video game/computer use.

The volume of games played and those playing will be monitored by teen staff. The door to the Teen Room will remain open. If the noise is determined to be loud enough that the door should be closed, staff will ask the teen users to lower their volume rather than closing the door. Teen users who fail to lower their volume upon request will be subject to appropriate actions taken in accordance with the Behavior and Conduct on Library Property policy.

*Approved by the Board of Trustees on November 19, 2014*

*Revised by the Board of Trustees on August 19, 2015*

*Revised by the Board of Trustees on September 21, 2016*

## **Section 11. Art Exhibits Policy**

### **Purpose**

The Art Exhibits Policy defines the criteria by which the Kirkwood Public Library selects artwork to be exhibited in its facilities and the terms of said exhibition. The purpose of the Library's gallery space is to provide a diverse and welcoming art experience for Library patrons.

### **Policy Statement**

Artwork for display in the Kirkwood Public Library will be exhibited by the Library through short term exhibition in accordance with the mission and goals of the Library.

The following exhibition criteria will be applied:

- 1 .The exhibits will represent a broad spectrum of artistic expression and will represent both emerging and established artists, as well as school and community groups. Artwork should be suitable for viewing by the broad community of people who visit the Library. The views expressed in the artwork exhibit are those of the artists and not necessarily those of the Library, its staff or support organizations.
2. Artists must complete and sign an Art Exhibit Application Form ("Application Form"). If the artist is under 18 years of age, the Application Form must be signed by the artist and a parent/guardian. The Library reserves the right to screen potential exhibits for type, suitability, quality, and space requirements and reject any exhibits that are deemed inappropriate for the Library. Artists will promptly remove any artwork rejected as inappropriate for the Library.



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3. Artists must use the hanging equipment provided by the Library. No other means of attachment to the Library walls or other Library property is permitted. Hanging of the art is the responsibility of the artist. Art must be suitable for wall-mounted work. The Library is unable to accommodate free standing pieces or work requiring display cases. An identifying card should be attached to each piece of artwork and should include the title of the work, the artist's name and medium. No labels, signs, or other material is to be attached to any walls or other Library property. Artists causing damage to Library property from exhibiting works are responsible for repairing the damage or reimbursing the Library for the cost of repair, as the Board of Trustees determine necessary.

4. Display periods are from the first of the month until two days prior to the end of the second month, unless other arrangements have been made with the Library. Displays should be put up by Library closing time one day prior to the beginning of the first display month. Displays must be taken down and removed from the premises by Library closing time, two days prior to the end of the second display month. Any artwork not taken down and removed by the end of the show may be taken down and removed by the Library, and the Library, its staff, Library Director and Board of Trustees shall not be responsible for any damage to said artwork due to said take down and removal. Furthermore, artwork that is not retrieved by the artist within sixty (60) days following the end of the show may be disposed of by the Library in any manner and the artist shall have no recourse against the Library, its staff, Library Director or Board of Trustees for said disposal. The artist is responsible for making appointments for set up and take down of the exhibit at a time mutually agreed upon by Library staff. All artwork must remain on exhibit during the duration of the show. If the artist needs to remove a piece of artwork prior to the end of the show, said removal must be approved by the Art Committee and the artwork must be replaced upon removal with another piece of artwork deemed appropriate by the Art Committee.

5. The Library, its staff, Library Director and Board of Trustees do not assume any responsibility for the workmanship or content of the exhibits.

6. The Library, its staff, Library Director and Board of Trustees are not responsible for damage to artworks while in transit, while on display, during set-up or take down of the exhibit, or while otherwise located on Library property. Artists are responsible for providing their own insurance on all materials displayed at the Library. The artist understands and acknowledges that the Library, its staff, Library Director and Board of Trustees will take no extraordinary measures to insure the safety of the exhibit.

7. Artists will supply the Library with an inventory and condition report on all materials being loaned for exhibit. The artist is responsible for signing a return inventory which the Library will keep on file upon take down of the exhibit.

8. Artwork on display will be available for public viewing at all times the Library is open except when the exhibit room is being used for a meeting, class or program.

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9. All sales inquiries are referred to the artist or their representative; the Library does not facilitate sales transactions. Selling prices may be affixed to art, but cannot be affixed to other objects on display or Library property, or exhibitors may leave a price list at the Reference Desk.

### **Responsibility**

The Art Committee is responsible for determining the appropriateness of and selecting the exhibits. The committee also monitors the policy, establishes the procedures for implementation of the policy, and reviews and recommends changes to the policy.

Legal, contractual and financial procedures must follow Kirkwood Public Library policies and approval processes.

For the Art Exhibits Application Form, see Appendix U.

### **Kirkwood Public Library: Art Exhibit Application Information**

The Kirkwood Public Library hosts exhibits in our art gallery throughout the year to expose patrons to new art forms and ideas, to foster creativity and inspire curiosity, and to provide exhibition opportunities for the artistic community. Exhibits are chosen by a staff committee according to the needs and interests of the community, the variety of shows, the artistic quality of the works, and the suitability of the format for the Library's physical space. A visit to the Library prior to exhibiting is encouraged to view the space available and the hanging system.

### **Submission**

Submissions are accepted once a year and the date is posted on the Library's website. Artists will receive notification that the application has been received and is complete within two weeks of submission. The application will be considered at the end of the submission period and artists will receive the committee's decision within two weeks after the final submission date.

### **How to Submit a Portfolio for Consideration**

The Kirkwood Public Library accepts portfolios by physical and electronic application.

### **Physical Submission Instructions**

Artists are invited to deliver or mail their submission to the Kirkwood Public Library. Physical submissions should include the following items:

- A completed Art Exhibit Application Form.
- An artist's statement and resume or biography.

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- A portfolio of 10-20 images of the artist's artwork representative of the artwork to be displayed in the Library. Images may be submitted as printed photographs or digital. For each image, please include the artist's name, title, medium, and size.
- If you would like your portfolio returned to you after the selection process, please include a self-addressed stamped envelope.

**Electronic Submission Instructions**

Electronic submissions should include the following elements:

- A completed Art Exhibit Online Submission Form.
- An artist's statement and resume or biography.
- A portfolio of 10-20 images of artist's artwork representative of the artwork to be displayed in the Library. Images may be submitted as a Flickr Set or a unique webpage.

**When a Submission is Accepted**

- Library staff will contact the artist and schedule the display, as well as schedule time for the artist to set-up the display.
- The artist will provide the Library with high-resolution digital images for use in promotion of the exhibition.
- The Library will submit press releases to local media. To facilitate the writing of press releases, the artist should plan on providing a paragraph describing exactly what the viewer will see when they visit the exhibit. The extent of coverage for each exhibit depends on how much space the area news media sources have available. Artists are encouraged to promote their exhibit through invitations and announcements, keeping in mind that artwork will only be available for viewing during regular Library hours and when the display area is not otherwise closed due to a meeting, class, etc. Artists are encouraged to check the schedule with the Library prior to scheduling any viewings of their artwork. Any press releases pertaining to the Library must be approved by the Library prior to publication.
- All sales inquires are referred to the artist or their representative; the Library does not facilitate sales transactions.
- The artist will sign a Kirkwood Public Library Art Exhibits Application Form ("Application Form"). If the artist is under 18, the Application Form must also be signed by a parent or legal guardian.

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An identifying card should be attached to each piece of artwork and should include the title of the work, the artist's name and medium. No labels, signs, or other material is to be attached to any walls or other Library property.

*Approved by the Board of Trustees on January 15, 2014*

*Revised by the Board of Trustees on August 19, 2015*

*Revised by the Board of Trustees on September 21, 2016*

## **Section 12. On-Site Library Sponsored Events Policy**

### **Policy: On-Site Library Sponsored Events**

The Kirkwood Public Library offers a limited number of on-site sponsorship opportunities for programs and events that bring value to the community and are aligned with the Library's mission "to inspire a lifelong commitment to learning and creativity, for a more prosperous and connected community." The Kirkwood Public Library welcomes outside organizations or individuals interested in having their program/event on-site at the Library to submit a programming request to the Library. It is within the Library's sole discretion whether to sponsor a particular program/event on-site at the Library.

Programs/events may be offered space in the meeting room based on availability, community appeal, cost to the Library, and fulfillment of the Library's mission. The Kirkwood Public Library will only sponsor programs/events at the Library determined to be in the best interest of the Library. The Library will not sponsor the following categories of programs/events:

- Political campaigns, including programs or events that intend to influence the passage or defeat of ballot issues, city ordinances, or to promote candidates for political office
- Religious programs that promote a single religious viewpoint over that of others
- Content that advocates violence or intolerance
- Content that advocates the violation of any local, state or federal law

Library sponsorship of an event does not constitute an endorsement of the program/event's content or the views expressed by participants.

If a sponsorship request is rejected, interested parties may still apply to rent the Meeting Room provided the policy and terms and conditions as outlined in Article III, Section 9 are followed.

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## Procedure

### I. Scheduling a Program/Event:

Interested parties must fill out the programming request form at least 3 months in advance of potential program/event dates. Library staff will determine appropriate dates based on staffing, space availability, and the scheduling of other Library programs and activities. Library space or availability for programs/events is not guaranteed.

### II. Role of Kirkwood Public Library as Sponsor

#### Event Space

The Library will provide program space free of charge. This includes tables, chairs, and technology, if requested at the time of booking and available at the time of the program/event. The Library meeting room is equipped with a projector, laptop, sound system, and microphone.

#### Promotional Material

Library staff will design a programming flyer for the scheduled event following standard Library format. All flyers must be approved by the Library Director. Flyers are displayed in the Library and on the Library website. Events may also be promoted on the Library calendar, in programming newsletters, or in blog posts at the Library's discretion. Programmers are responsible for promotion of their work in the community.

### III. Responsibility of the Presenter:

#### A. Library Policies

All aspects of the program/event must comply with the Library's Policies.

#### B. Program/Event Fees and Donations

If a programmer plans to charge a fee for a program/event on-site at the Library either before, during or after a program/event, the programmer must seek approval from the Library at the time the programming request is submitted. No fees or donations may be sought related to any program/event sponsored on-site at the Library without prior approval of the Library.

#### C. Sale of Materials

The sale of books, CDs, DVDs, or other items at the Library must be approved in advance by the Library. If approved, arrangements for the sale and/or signing of items must be handled completely by the programmer and/or volunteers arranged by the programmer. The Library does not act as a sales agent.

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D. Food and Beverages

Food and non-alcoholic beverages may be served, but requires pre-approval from the Library Director. Any food and non-alcoholic beverage served must follow Department of Health regulations.

E. Indemnification

By seeking sponsorship, programmers agree to pay for any damage to Library property occurring as a result of the program/event. Furthermore, programmers agree to indemnify the Library for any damages the Library sustains as a result of sponsoring the programmer's program/event.

*Approved by the Board of Trustees on October 19, 2016*  
*Revised by the Board of Trustees on January 16, 2019*