

Service and Administration Policies  
Kirkwood Public Library

# Appendices

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APPENDIX A.

**Guidelines for Fines and Charges:** Philosophically, the Board of Library Trustees believes the library should provide information equally to all persons, regardless of their ability to pay for that information. Additionally, the Board supports the premise that no additional costs should be placed on library services within the limitations of the library's funding.

The Kirkwood Public Library has one primary source of financial support; a property tax levy collected specifically for this library within the Kirkwood Public Library District.

Several statements can be made which serve to further clarify these guidelines:

- Free borrower's cards are available upon presentation of proper identification.
- Borrowing any of the library's circulating materials is free of charge. A fee is charged if materials are lost, damaged and for hot items, if they are returned after the date upon which they were due.
- The library's non-circulating materials (i.e., reference books, most newspapers, some magazines) may be used in the library by anyone. A fee is charged to anyone wishing to make copies so that the information may be taken out of the library.
- Personal computers are available for the public to use for Internet searching, word processing, spreadsheet programs, etc. A printer is available, but a fee will be charged for copies made with it.

9/15/04

*Revised by the Board of Trustees on September 19, 2012*

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**APPENDIX B.**  
*Fines and Charges*

Fines	
Overdue Hot Materials	10¢ per day to \$2.80 maximum per item

Charges	
Borrower's Card	Free of charge
Lost or Damaged Materials	Price of the item plus \$5 processing fee. If found within 3 months the price of the item less overdue fines and fee is refunded.
Reciprocal Book Return	Free of charge
Interlibrary Loans through Regional libraries	Free of charge
Interlibrary Loans through OCLC	Free of charge
CD or Video Cases	\$1.00
CD or Video Texts	Price of the item
Individual Audio Books on CD	\$10.00
Photocopiers	10¢ per copy
Personal Computer Printouts	10¢ per page for black and white / 30¢ per page for color. Patrons are permitted a quantity of free prints annually (see Appendix E)
Collection Agency	\$10.00
Non-Resident Card	\$50.00
Proctoring	Residents: \$15 per test date and \$5 for each additional test proctored same date Nonresidents: \$20 per test date and \$5 for each additional test proctored same date An additional \$5 fee is charged if faxing requested. Failure to show up at scheduled test time or failure to give 48 hours notice of cancellation or need to reschedule will result in additional \$5 fee charged at time of rescheduled exam.
Passports	Acceptance fee established by the Federal

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	Passport Agency.
Public faxing	Sending: Local and Long Distance: No Charge International: \$.50 per page Receiving: \$.50 per page

REVISED 9/19/12; 1/15/14; 8/19/15; 9/16/15; 3/16/16; 1/18/17; 5/16/18; 10/17/18

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Large Format Printing Cost Rubric

Feet	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
Inches	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120
<b>Gloss</b>																			
<b>24-inch Roll</b>	\$ 1.20	\$ 1.80	\$ 2.40	\$ 3.00	\$ 3.60	\$ 4.20	\$ 4.80	\$ 5.40	\$ 6.00	\$ 6.60	\$ 7.20	\$ 7.80	\$ 8.40	\$ 9.00	\$ 9.60	\$ 10.20	\$ 10.80	\$ 11.40	\$ 12.00
<b>36-inch Roll</b>	\$ 1.80	\$ 2.70	\$ 3.60	\$ 4.50	\$ 5.40	\$ 6.10	\$ 7.20	\$ 8.10	\$ 9.00	\$ 9.90	\$ 10.80	\$ 11.70	\$ 12.60	\$ 13.50	\$ 14.40	\$ 15.30	\$ 16.20	\$ 17.10	\$ 18.00
<b>Heavyweight</b>																			
<b>24-inch Roll</b>	\$ 1.00	\$ 1.50	\$ 2.00	\$ 2.50	\$ 3.00	\$ 3.50	\$ 4.00	\$ 4.50	\$ 5.00	\$ 5.50	\$ 6.00	\$ 6.50	\$ 7.00	\$ 7.50	\$ 8.00	\$ 8.50	\$ 9.00	\$ 9.50	\$ 10.00
<b>36-inch Roll</b>	\$ 1.50	\$ 2.25	\$ 3.00	\$ 3.75	\$ 4.50	\$ 5.25	\$ 6.00	\$ 6.75	\$ 7.50	\$ 8.25	\$ 9.00	\$ 9.75	\$ 10.50	\$ 11.25	\$ 12.00	\$ 12.75	\$ 13.50	\$ 14.25	\$ 15.00
<b>Standard</b>																			
<b>36-inch Roll</b>	\$ 0.75	\$ 1.12	\$ 1.50	\$ 1.87	\$ 2.25	\$ 2.62	\$ 3.00	\$ 3.37	\$ 3.75	\$ 4.12	\$ 4.50	\$ 4.87	\$ 5.25	\$ 5.62	\$ 6.00	\$ 6.37	\$ 6.75	\$ 7.12	\$ 7.50

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

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**APPENDIX C**

*Property Disposal Procedure*

It is the policy of the Kirkwood Public Library to dispose of library material, furniture and equipment that are no longer functional or useful. When an item is fully depreciated or no longer has a useful value to the library, it will be removed from the inventory of the library and disposed of. The Library adopts the following policy for the disposal of such library property:

1. Books and other materials no longer deemed appropriate for the collection will be sold in library book sales.
2. If an item is determined to have only marginal value or no value, or it does not sell through auction or publicly advertised sale, it may be sold or discarded in the best interest of the library.

The Bookkeeper is authorized to accept trade-in allowances on any item of equipment being replaced or upgraded for which a trade-in allowance is offered.

In an instance where an item of surplus inventory is determined by the director to have unusual, historic or artistic value such an item may be referred to the Board for determination of value, which determination may include the services of a professional appraiser or outside expert opinion.

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**APPENDIX D.**

*Ordinance #5939*

An ordinance amending Chapter 17-16 of Ordinance 5407, "The Code of Ordinances of the City of Kirkwood" by adding thereto an additional paragraph.

Whereas, the Library Board of the City of Kirkwood has asked the Council to make it unlawful for any person to withhold certain items, which items are the property of the Library, from public use; and

Whereas, the City Council is desirous of assisting the Library Board in whatever way possible.

Now therefore, be it ordained by the Council of the City of Kirkwood, Missouri, as follows:

**Section 1.** That Section 17.61 "Damaging – Destroying Library Property" be amended by re-designating the title of the section adding thereto an additional paragraph so that hereafter Section 17-61 will be titled: "Damaging – Destroying – or Unlawfully Withholding Library Property" and that the present paragraph be designated as paragraph (a) and the additional paragraph will be designated as paragraph (b), which will read as follows:

"(b) It shall be unlawful for any person to take, remove or withhold from the Kirkwood Public Library any book, pamphlet, periodical, picture, paper, map, written record, article, chattel, films, records, tapes, cash or other property except in accordance with the rules of the library."

**Section 2.** This ordinance shall be in full force and effect after its passage and approval, as provided by law.

*Passed and approved, March 4<sup>th</sup>, 1976*

*7/30/02*

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**APPENDIX E.**

*Internet and Technology User Agreement*

The Kirkwood Public Library seeks to provide a positive experience for all individuals in the use of the technology and the Internet.

What you need to know to use the Library's computers:

- Public access work stations are limited to 150 minutes per day per patron. Cardholders must use their own card to access the work stations.
- At the work station, the patron will find instructions for entering his/her Library card barcode number and last name. This will open up the program and start the timer running. The computer will give notifications ten minutes, five minutes and one minute before time runs out and the system shuts itself down. We urge patrons to use flashdrives and to save frequently to prevent losing their work. Do NOT save work to the desktop of the computer; the information will be lost. The Library is NOT responsible for lost work.
- If the patron does not have a Kirkwood Library card (resident or nonresident) or an MLC member library card, and does not qualify for any of these cards, the Library staff in Reference and Children's has guest cards that may be used to accommodate the patron. Proper ID (driver's license, state-issued ID, Federal employee ID, etc.) is required and guest passes can be limited under certain circumstances at the sole discretion of the Kirkwood Public Library and its staff.
- If the patron needs a little more time to complete his/her project, a Library staff member, upon request, may extend the time by allowing the patron to use a guest pass, if there are no other patrons waiting for access. The Library permits patrons an additional 100 minutes to be used in that one instance once a week. Extensions will not be made within fifteen minutes of the Library's scheduled closing time. All computers are logged off remotely five minutes prior to the Library's closing.



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- Attempts to circumvent the timer/barcode entry system to gain unauthorized access to the Internet or other computer programs on Library work stations are violations of this agreement.
- Only a librarian may request that a patron vacate a computer.
- Individuals under the age of 18 must have the Kirkwood Public Library Internet Permission form signed by a parent or guardian on file.
- Use of computers is limited to two people per computer.
- Printing – Kirkwood card holders are permitted 75 free printing units per year. The number of free prints will reset annually on July 1. The cost, per page, for black & white is 1 unit. The cost per page for color is 3 units. Once a patron is out of units they may purchase additional units at a cost of \$0.10 per unit. Non-Kirkwood card holders and Kirkwood card holders who run out of free prints may also choose to pay for prints as needed at a cost of \$0.10 per page for black & white and \$0.30 per page for color.
  - Library users who have exhausted their allotment of Free Printing may reload funds onto their Printing account.
  - No amount in excess of \$5.00 may be loaded onto a user's Printing account.
  - Once paid, funds may only be applied for printing from the Library's public computers and Mobile Printing service.
  - Contributed funds are non-refundable.
- The Kirkwood Public Library is not responsible for any damage to any individual's personal saving device, hard drive or computer or for any loss of data, damage or liability that may occur from an individual's use of the Library's computers.
- The Kirkwood Public Library is not responsible for breaches of personal information, or online accounts that may occur from an individual's use of the Library's wired computers or wireless internet access.

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- The Library's computers cannot be used for unauthorized, illegal or unethical purposes. Library patrons may not send or receive or display text, sounds, visuals or graphics, which may reasonably be construed to be obscene or which might disrupt the ability of other Library patrons to use the Library and its resources. The patron is responsible for complying with all laws in the use of the Library's computers, including applicable copyright laws.
- By using the Library's computers, the patron agrees to reimburse the Library for any damages the Library incurs due to misuse of the Library's computers by the patron.

This Internet and Technology User Agreement is in accordance with the Kirkwood Public Library Internet Policy (Article III, Section 7) which is available at the Circulation Desk and Children's Desk. The computer user must comply with the Kirkwood Public Library Internet Policy and all applicable federal, state, and local laws, including, but not limited to, the "Neighborhood Children's Internet Protection Act" and the laws governing the transmission and dissemination of information while accessing the Internet. The Library provides Internet Content Filtering Service as required by Federal and State law. By signing the Statement of Acceptance or selecting "Accept" online, the computer user acknowledges having read the Internet and Technology User Agreement and agrees to abide by the statements and policies of the agreement.

Violation of any part of this agreement will result in suspension or permanent revocation of the individual's use of the technology in accordance with the Library's behavior policy.

*Approved by the Board of Trustees on November 15, 2006*

*Revised by the Board of Trustees on February 17, 2010*

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

*Revised by the Board of Trustees on February 15, 2012*

*Revised by the Board of Trustees on September 19, 2012*

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

*Revised by the Board of Trustees on January 18, 2017*

*Revised by the Board of Trustees on July 19, 2017*

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**APPENDIX F.**  
*Freedom to Read Statement*

*Adopted June 25, 1953, by the ALA Council*

*Revised January 28, 1972*

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

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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:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered

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freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

*2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

*3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

*4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be

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devised that will suit the demands of one group without limiting the freedom of others.

*5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

*6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

*7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the

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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.

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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

9/9/08

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**APPENDIX G.**  
*Library Bill of Rights*

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

*Updated and Approved by the Board of Trustees, October 17, 2018*



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**APPENDIX H.**

*Library-Initiated Programs as a Resource:  
An Interpretation of the Library Bill of Rights*

Library-initiated programs support the mission of the library by providing users with additional opportunities for accessing information, education, and recreation. Article I of the Library Bill of Rights states, “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves.”

Library-initiated programs utilize library staff expertise about community interests, collections, services, and facilities to provide access to information and information resources. Library-initiated programs introduce users and potential users to library resources and the library’s role as a facilitator of information access. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals to facilitate information access in the community the library serves.

Library-initiated programs include, but are not limited to, lectures, community forums, performing and visual arts<sup>1</sup>, participatory workshops, technology programming, creative learning programming, wellness programs, storytimes, continuing education, fairs and conventions, book clubs, discussion groups, demonstrations, displays, and presentations for social, cultural, educational, or entertainment purposes. Library-initiated programs may take place on-site at the library, offsite in other locations, or online and may be delivered by library staff, library volunteers, or library partners.

Libraries should not discriminate against individuals with disabilities and shall ensure they have equal access to library resources.<sup>2</sup> Library-initiated programs should comply with all applicable laws, including the standards and requirements of ADA and state or local disability accessibility guidelines. If a program is held in a location not controlled by the library, the library should assure that the space is accessible to all library users. If users overflow designated event areas during library events, libraries should protect accessible

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public spaces (i.e., ramps, pathways, and emergency exit routes) to ensure access and safety for everyone. Reasonable accommodations should also be made to have interpretation or real-time captioning for the deaf or hard-of hearing at library-initiated programs when needed or requested by library users.

As stated in “Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights,” “Socially excluded, marginalized and underrepresented people, not just the mainstream majority, should be able to see themselves reflected in the resources and programs that libraries offer.”<sup>3</sup> Libraries should actively seek to include a variety of programming options representing diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our communities. Library-initiated programs that cross language and cultural barriers introduce underserved populations to the library’s resources and provide access to information. Libraries serving multilingual or multicultural communities should make efforts to accommodate the information needs of those who speak and read languages other than English.

Libraries should have a policy guiding the development and implementation of programs, similar to material selection and building use policies, which has been approved by their policy-making body after consultation with legal counsel. These guidelines should set forth the library’s commitment to free and open access to information and ideas for all users. Article II of the Library Bill of Rights states, “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Likewise, programs should not be canceled because of the ideas or topics of the program or the views expressed by the participants or speakers.<sup>4</sup> Library sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers, any more than the purchase of material for the library collection constitutes an endorsement of the material content or its creator’s views. Libraries should vigorously defend the First Amendment right of speakers and participants to express themselves. Concerns, questions, or complaints about library-initiated programs are handled according to the same written policy and procedures that govern reconsiderations of other library resources.

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Article V of the Library Bill of Rights states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The “right to use a library” encompasses all the resources the library offers, including the right to attend library-initiated programs. Libraries create programs for an intended age group or audience based on educational suitability and audience interest; however, restrictions on participation based solely on the gender, chronological age or educational level of users violates this right and should be enforced only when it would adversely impact the safety of the participants. Parents and guardians may restrict their own children’s access to library programs, but no person or organization can interfere in others’ access and participation.

Libraries should not deny access to library-initiated programs if patrons owe the library for overdue fines or other fees, nor should program attendees be required to share their personal information in order to attend a library program. Any collection of program participants’ personal information should be on an opt-in basis only. If libraries charge program participants for supplies used, they should make every effort to reduce economic barriers to participation.

<sup>1</sup> “Visual and Performing Arts in Libraries: An Interpretation of the Library Bill of Rights,” adopted February 13, 2018, by ALA Council.

<sup>2</sup> “Services to People with Disabilities: An Interpretation of the Library Bill of Rights,” adopted January 28, 2009, by the ALA Council; amended June 26, 2018.

<sup>3</sup> “Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights,” adopted June 27, 2017, by the ALA Council.

<sup>4</sup> “Responding to and Preparing for Controversial Programs and Speakers Q&A,” Intellectual Freedom Committee, June 2018.

*Adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000; June 26, 2018.*

*Updated and Approved by the Board of Trustees, October 17, 2018*

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**APPENDIX I.**

*Labeling and Rating Systems*

*An Interpretation of the Library Bill of Rights*

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Many organizations use or devise rating systems as a means of advising either their members or the general public regarding the organization's opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, websites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the American Library Association's Library Bill of Rights and may be unconstitutional. If enforcement of labeling or rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice or discourage users or restrict their access to resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional

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aids at their own discretion.

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

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see “Expurgation of Library Materials: An Interpretation of the Library Bill of Rights”). In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the Library Bill of Rights.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The fact that libraries do not advocate or use proscriptive labels and rating systems does not preclude them from answering questions about them. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

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*Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005. July 15, 2009; July 1, 2014.*

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**APPENDIX J.**

*Access to Library Resources and Services for Minors:  
An Interpretation of the Library Bill of Rights*

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the American Library Association's Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies. Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

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Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, games, software, and other formats.<sup>1</sup> Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>2</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections because only a court of law can determine whether or not content is constitutionally protected. The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As *Libraries: An American Value* states, “We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services.” Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “*Libraries: An American Value*” states, “We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services.” Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children. See also *Access to Resources and Services in the School Library Media Program* and *Access to Children and Young Adults to Non-print Materials*.

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Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

<sup>1</sup> *Brown v. Entertainment Merchant's Association, et al.* 564 U.S. 08-1448 (2011): a) Video games qualify for First Amendment protection. Like protected books, plays, and movies, they communicate ideas through familiar literary devices and features distinctive to the medium. And 'the basic principles of freedom of speech . . . do not vary' with a new and different communication medium."

<sup>2</sup> *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

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*Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name "Free Access to Libraries for Minors"; and July 1, 2014.*

[ISBN 8389-7549-6]

*Updated and Approved by the Board of Trustees, October 17, 2018*



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**APPENDIX K.**

*Diversity in Collection Development:  
An Interpretation of the Library Bill of Rights*

Collection development should reflect the philosophy inherent in Article II of the American Library Association's Library Bill of Rights: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Library collections must represent the diversity of people and ideas in our society. There are many complex facets to any issue, and many contexts in which issues may be expressed, discussed, or interpreted. Librarians have an obligation to select and support access to content on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves.

Librarians have a professional responsibility to be inclusive in collection development and in the provision of interlibrary loan. Access to all content legally obtainable should be assured to the user, and policies should not unjustly exclude content even if it is offensive to the librarian or the user. This includes content that reflect a diversity of issues, whether they be, for example, political, economic, religious, social, ethnic, or sexual. A balanced collection reflects a diversity of content, not an equality of numbers.

Collection development responsibilities include selecting content in different formats produced by independent, small and local producers as well as information resources from major producers and distributors. Content should represent the languages commonly used in the library's service community and should include formats that meet the needs of users with disabilities. Collection development and the selection of content should be done according to professional standards and established selection and review procedures. Failure to select resources merely because they may be potentially controversial is censorship, as is withdrawing resources for the same reason.

Over time, individuals, groups, and entities have sought to limit the diversity of library collections. They cite a variety of reasons that include

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prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual content and expression, and other potentially controversial topics. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to content protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of content based on personal bias or prejudice.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians must not permit their own preferences to limit their degree of tolerance in collection development.

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*Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008 ; and July 1, 2014.*

[ISBN 8389-6552-0]

*Updated and Approved by the Board of Trustees, October 17, 2018*

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**APPENDIX L.**  
*Freedom to View*

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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

**Endorsed January 10, 1990, by the ALA Council**

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APPENDIX M.

*Reconsideration Form*

*Revised and Approved by Board of Trustees November 18, 2009*

The library values your opinion. If you would like us to reconsider the presence of any library material in our collection, please complete this form, indicating as clearly and legibly as possible the nature of your concern. A staff member will contact you in the near future to discuss your request.

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Is this request made on behalf of:

\_\_\_\_\_ Yourself

\_\_\_\_\_ An Organization (Please name the organization)

Format:

Book \_\_\_\_\_ Video \_\_\_\_\_ Magazine \_\_\_\_\_

Other Audiovisual Materials \_\_\_\_\_

Newspaper \_\_\_\_\_ Other \_\_\_\_\_

Library Program \_\_\_\_\_

Title \_\_\_\_\_

Author or Producer \_\_\_\_\_

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Did you review, view, or listen to the entire work? \_\_\_\_\_

What brought this title to your attention?

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Please comment on the title as a whole as well as being specific about those matters that concern you. (Use additional paper if necessary.)

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Optional: What other materials do you suggest to provide additional information on this subject?

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Received By (Staff Initials) \_\_\_\_\_ Date \_\_\_\_\_

When completed, this form should be returned to the Library Director, Kirkwood Public Library, 140 E. Jefferson Ave., Kirkwood, MO 63122.

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APPENDIX N.

*Requests for Disclosure of Library Records*

Library Records: For the purpose of this document, a library record is any document, record, or other method of storing information retained, received, or generated by the library that identifies a person or persons as having requested, used, or borrowed library materials, and all other records identifying the names of library users.

Written Request:

- Requests will be discussed with the Kirkwood Public Library Director prior to a reply, with the Director's signature, being mailed. Staff will follow the instructions of the Director. (If a request requires discussion with the Library Board's attorney, the Director will contact the attorney.)
- A copy of the reply along with a report of any telephone conversations related to the request will be maintained in the Director's office, with the requested correspondence
- Appropriate library staff members will be reminded of library policy and Missouri Statute regarding this issue.

Oral Request:

- The name of any person requesting records, official capacity, if any, and his/her address will be ascertained.
- It will be explained that request must be discussed with the Director. The Director will inform the individual of Mo. Rev. Statute on Disclosure of Library Records and related Kirkwood Public Library policy.
- Directions for a written request will be followed.

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- A brief written report relating to the request will be written and forwarded to the Director promptly.
- During the first week of employment, new employees will be informed of issues and policies related to disclosure of records.
- Should an employee be served with a subpoena, the Kirkwood Public Library Director will be notified immediately. Director will contact the Board attorney.

For a Written Reply to a Request for Disclosure of Library Records

(Letterhead)

(Date)

TO: (Name, agency, address)

FROM: Kirkwood Public Library

(Name of person sending reply) Signature \_\_\_\_\_

(Address)

(Telephone Number)

RE: Request for Disclosure of Library Records

The Revised Missouri Statute 182.817. "Disclosure of Library Records" and Kirkwood Public Library policy prevent library personnel from releasing information found in library records to anyone other than the person identified in those records without a properly executed and served Missouri or Federal court order.

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This statement is not to be construed as an acknowledgment that such records exist in Kirkwood Public Library files.

Director's Signature: \_\_\_\_\_



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APPENDIX O.

**Fee Schedule 1**

Schedule of Fees for Searching and Duplication of Requested Records  
In Regard to the Missouri Sunshine Laws

Activity	Cost
1. Searching Files	
a. Requested records less than 5 years old	\$15/hr. (minimum 1 hr. charge)
b. Requested records 5 years or older	\$25/hr. (minimum 1 hr. charge)
2. Duplicating Record	
a. Standard size record – not exceeding 8 ½” x 11”	15 cents a page
b. Special size record – exceeding 8 ½” x 11”	25 cents a page
c. Special type of record	
(1) blueprint	\$3.00 a sheet
(2) photograph	\$7.00 each
(3) video/CD	\$25 each
(4) audiotape/CD	\$15 each
3. Shipping of Record	
a. Request to be picked up at Kirkwood Public Library	No cost
b. Request to be shipped	Standard priority post shipping costs according to weight will be charged

4/15/02

## APPENDIX P.

### *Confidentiality of Library Records*

Agreeing in spirit with the U.S. Privacy Act of 1974 and the Policy on the Confidentiality of Library Records adopted by the Council of the American Library Association, January 20, 1971, and affirming the belief that people have the right to be secure against unreasonable or unwarranted invasions of privacy, it is the policy of the Kirkwood Public Library to regard as confidential its registration, circulation, and other records associating the names of the library users with the borrowing of specific materials or other specific uses of the library. This information will be disclosed only to those individuals or groups whose library privileges (uses) are directly affected.

All personnel records of the Kirkwood Public Library which may relate to the hiring, firing, disciplining, or promotion of personnel, all records pertaining to legal actions, causes of action, or litigation and all the communications between the Kirkwood Public Library Board and its attorneys which are privileged under law, are closed records within the meaning of Chapter 610 RSMO.

The Director will advise all supervisors and other library employees that such records are not to be made available to any other private individual or group, or to any agency of federal, state or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative investigatory powers.

Also be advised that upon receipt of such process, order or subpoena, the Library's Officers will consult with Council for the Kirkwood Public Library in order to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order or subpoena is not in proper form or if good cause has not been shown, the Library Officers will insist that such defects be cured.

## APPENDIX Q. NATIONAL INTERLIBRARY LOAN CODE

### INTRODUCTION

The Reference and Adult Services Division, acting for the American Library Association in its adoption of this code, recognizes that the exchange of material between libraries in the United States is an important element in the provision of library service and believes it to be in the public interest to encourage such an exchange.

Interlibrary loan is essential to the vitality of libraries of all types and sizes and is a means by which a wider range of materials can be made available to users. In the interests of providing quality service, libraries have an obligation to obtain materials to meet the informational needs of users when local resources do not meet those needs.

Interlibrary Loan has been described as an adjunct to, not a substitute for, collection development in individual libraries. Changes in the last decade have brought increasing availability of materials in alternative formats, an abundance of verification and location information, and a shift in the very nature of interlibrary cooperation. Interlibrary borrowing is an integral element of collection development for all libraries, not an ancillary option.

The effectiveness of a national resource sharing system depends upon the responsible distribution of borrowing and lending. Libraries of all types and sizes should be willing to share their resources liberally so that a relatively few libraries are not overburdened. Libraries must be willing to lend if they wish to borrow.

This code is designed to regulate lending and borrowing relations between libraries. It is not the intent of this code to prescribe the nature of interlibrary cooperation within formally established networks and consortia, or to regulate the purchase of materials from document suppliers. However, this Code may be used as a model for development of state, regional, or local interlibrary loan codes.

This code provides general guidelines for the requesting and supplying of materials between libraries. Specific guidelines and procedures are found in such sources as those listed in the bibliography.

## 1.0 Definition

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

## 2.0 Purpose

2.1 The purpose of interlibrary loan as defined by this code is to obtain, upon request of a library user, materials not available in the user's local library.

## 3.0 Scope

3.1 Interlibrary loan is a mutual relationship and libraries should be willing to supply materials as freely as they request materials.

3.2 Any materials, regardless of format, may be requested from another library. The supplying library determines whether the material can be provided.

## 4.0 Responsibility of the Requesting Library

4.1 The requesting library should establish and maintain an interlibrary loan policy for its borrowers and make it available.

4.2 The requesting library should process requests in a timely fashion.

4.3 The requesting library should identify libraries that own and might provide the requested materials. The requesting library should check policies of potential suppliers for special instructions, restrictions, and information on charges prior to sending a request. The requesting library is responsible for all authorized charges imposed by the supplying library.

4.4 Requests for materials for which locations cannot be identified, should be sent to libraries that might provide the requested materials and be accompanied by the statement "cannot locate". The original source of the reference should be cited or a copy of the citation provided.

4.5 The requesting library should avoid sending the burden of to a few libraries. Major resources libraries should be used as last resort.

4.6 The requesting library should transmit all interlibrary loan requests in standard bibliographic format in accordance with the protocols of the electronic

network or transmission system used. In the absence of an electronically generated form, the American Library Association Interlibrary loan request form should be used.

4.7 The requesting library must ensure compliance with the U.S. copyright law and its accompanying guidelines. Copyright compliance must be determined for each copy request before it is transmitted, and a copyright compliance statement must be included on each copy request. Copyright files should be maintained as directed in the CONTU Guidelines. (See bibliography for full citations to these documents.)

4.8 The requesting library is responsible for borrowed materials from the time they leave the supplying library until they have been returned and received by the supplying library. If damage or loss occurs, the requesting library is responsible for compensation or replacement, in accordance with the preference of the supplying library.

4.9 The requesting library is responsible for honoring due dates and enforcing all use restrictions specified by the supplying library.

4.10 The requesting library should request a renewal before the item is due. If the supplying library does not respond, the requesting library may assume that the renewal has been granted for the same length of time as the original loan.

4.11 The requesting library should return materials by the due date and respond immediately if the item has been recalled by the supplying library.

4.12 The requesting library should package materials to prevent damage in shipping, and comply with special instructions stated by the supplying library.

4.13 The requesting library is responsible for following the provisions of this code. Continued disregard for any provision may be reason for suspension of borrowing privileges by a supplying library.

## 5 Responsibilities of the Supplying Library

5.1 The supplying library should establish and maintain in interlibrary loan policy,

make it available in paper and/or electronic format, and provide it upon request.

5.2 The supplying library should process requests within the time line established by the electronic network. Requests not transmitted electronically should be handled in a similar time frame.

5.3 The supplying library should include a copy of the original request, or information sufficient to identify the request, with each item.

5.4 The supplying library should state any conditions and/or restrictions on use of the materials lent and specify any special return packaging or shipping requirements.

5.5 The supplying library should state the due date of duration of the loan on the request form or on the material.

5.6 The supplying library should package the items to prevent damage in shipping.

5.7 The supplying library should notify the requesting library promptly when unable to fill a request, and if possible, state the reason the request cannot be filled.

5.8 The supplying library should respond promptly to requests for renewals. If the supplying library does not respond, the borrowing library may assume that the renewal has been granted for the same length as the original loan period.

5.9 The supplying library may recall materials at any time.

5.10 The supplying library may suspend service to any requesting library which fails to comply with the provisions of this code.

## APPENDIX R.

*Bill 9803, Ordinance #9684*

AN ORDINANCE AMENDING CHAPTER 18 ½ “PENSIONS AND RETIREMENT,” ARTICLE 1, SECTION 18 ½-2 “DEFINITIONS” (H) TO REMOVE PART-TIME LIBRARY ASSOCIATES AT THE REQUEST OF THE LIBRARY DIRECTOR, AND CROSSING GUARDS.

WHEREAS, the Library wishes to exclude Library Associates from participation in the plan to have more flexibility with their schedule, and

WHEREAS, these employees are part-time employees who have more need for a flexible schedule and additional hours rather than participation in a pension plan, and

WHEREAS, the City no longer employs Crossing Guards and this classification should be removed.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF KIRKWOOD, MISSOURI, AS FOLLOWS:

SECTION 1. Chapter 18 ½ “Pensions and Retirement,” Article I, Section 18 ½-2 “Definitions” (h) is hereby deleted and the following inserted in lieu thereof:

- (h) “Employee” shall mean any person who is employed by the City, except (1) any elected or appointed official who is not an Employee of the City, (2) commissioned, salaried police officers and salaried Firefighters of the police and fire departments of the City, (3) seasonal Employees whose customary employment is for less than a consecutive five-month period in a Plan Year, (4) any person whose customary employment is for less than twenty (20) hours per week, and (4) library associates, ice rink guards, cashiers, and ice rink shift managers.

SECTION 2. This Ordinance shall be in full force and effect after its passage and approval, as provided by law.

PASSED AND APPROVED THIS 2<sup>ND</sup> DAY OF AUGUST, 2007

## APPENDIX S

### *Meeting Room Application*

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

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

#### **Kirkwood Public Library Meeting Room Application**

S:Operations/Forms/Meeting Room Application

The meeting room is available for use between the hours of 9:15 am to 8:45 pm Monday-Thursday, between 9:15 am-4:45 pm Friday-Saturday, and between 1:15 pm-4:45 pm Sunday.

Reservations for January-May open in October of the preceding year. Reservations for June-December open in March of the current year.

Organization: \_\_\_\_\_

Purpose/Function of Organization and Meeting: Please provide a description of your organization and meeting. This information will be used on the Library's public meeting room calendar

Contact Person: \_\_\_\_\_

Name

Title

(Contact Person must be present at meeting. Update Library if the contact changes)

Address of Organization or Contact Person:

Street Address and Zip Code

Organization Type (Please check one):

- local nonprofit organization or group organized for purposes other than generating profit
- local business for community interests (not for product sales purposes)

Telephone Numbers: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) and Day(s) of Reservation:

Time of Reservation: Please include the start time and end time of your reservation

From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Time of Meeting: Include the start and end time of your meeting. This should include time you need to set up for your meeting and clean up afterwards



From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Will Refreshments be Served?  Yes (\$15 fee applicable if refreshments served)   
No

Will Technology Assistance be Required for Meeting Setup? *(Must be requested at least 1 week in advance, otherwise the Library cannot guarantee availability of tech help.)*  Yes  No

Select the tech help that you require:  
 Projector & Projection Screen  
 Microphone  
 Laptop

The undersigned warrants that he/she is an authorized representative of the Organization with authority to execute this Application and bind the Organization hereto, and has read the Meeting Room Policy, including the Rules, and hereby agrees to abide by them. Further, the Organization and the undersigned agrees 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 which may be 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 below also 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.

\_\_\_\_\_  
Organization's Name

\_\_\_\_\_  
Representative's Printed Name Title

\_\_\_\_\_  
Signature Date

Rates: Non-Commercial: \$10/4 hrs. Commercial: \$110/4 hours, \$15 charge will be added to each group if refreshments are served.

Office Use Only:  Approved  Denied  Payment received, \_\_\_\_\_ Amount  
Authorization: \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX T

### *Kirkwood Public Library Circulating Technology User Agreement*

I am borrowing a(n) \_\_\_\_\_ from Kirkwood Public Library. I agree to the following:

- ❖ Checkout of the \_\_\_\_\_ (item) is for 2 weeks, with 2 renewals. After the due date an overdue fine of \$1.00 per day (up to \$28.00) will be applied to my library account and a replacement fee and \$5.00 processing fee will be assessed if the item ages to Lost.
- ❖ I will not expose the item to water or extreme heat or cold.
- ❖ I will return the item to a library staff member at the Customer Service Desk at Kirkwood Public Library and not to the book drop or another library. If it is returned to a bookdrop, a fine of a minimum of \$25.00 will be applied to my library account.
- ❖ I will cover the replacement cost if the item or its accessories are lost or damaged.
- ❖ A \$10.00 fee will be assessed on an item that has had its contents significantly altered and requires significant staff time or factory reset to repair.
- ❖ I understand that the Library is not liable for any injuries or personal property damage incurred as a result of Technology use, and I will not hold the Library responsible if any injuries or personal property damage are incurred as a result of Technology use.
- ❖ The Kirkwood Public Library is not responsible for breaches of personal information, or online accounts that may occur from an individual's use of the Library's Technology item.
- ❖ The item is in good working order and all parts and accessories are present when checked out \_\_\_\_\_(Patron Initials)

I have read the entire document and my signature below indicates my agreement with the above statements.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Type of Device and Barcode: \_\_\_\_\_

Circ Initials \_\_\_\_\_

*For patrons under 18:* Parent/Guardian Name \_\_\_\_\_

Signature \_\_\_\_\_

### **KIRKWOOD PUBLIC LIBRARY Technology Check-in**

I am returning a Technology item from Kirkwood Public Library. I agree to the following:

- ❖ All parts have been returned. \_\_\_\_\_(Patron Initials) \_\_\_\_\_ (Staff Initials)

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Technology                      Checked                      In                      Staff                      Initials                      \_\_\_\_\_

Procedure:

Technology Parts/Review with patrons

### **Telescope**

Accessories: telescope, laminated user's manual, head lamp/red light, Audubon Society Pocket Guide, pouch on telescope)

Review: eye piece, red dot finder, Do not look directly at the sun through the telescope finder even for a moment as permanent eye damage could result. Do not point the telescope at the sun, which could result in telescope parts melting

### **eReaders**

Accessories: case, accessory bag with USB cable and power adapter

Review: Powering on and off, accessing eBooks, use of Overdrive and Hoopla (if applicable).

### **Sony Blu-ray Player**

Accessories: in-car charger, regular wall plug AC charger, remote control, HDMI cable

Review: Powering on and off, loading movie

### **Cutrip Blu-ray Player**

Accessories: car charger, ac adapter, remote, av cable

Review: Powering on and off, loading movie

### **Hot Spots:**

Accessories: Case, instructions, charging cord

Review: Turning on, making connection

### **Record Player:**

Accessories: USB A-B cable, CD, manual, stylus cap

Review: powering on and off, ow to hold record and place on player, how to drop needle

### **Projector:**

Accessories: rubber lens cap, adjustable foot, HDMI cable, remote, av cable connector, power cable, case, VGA cable

Review: turning on/off, connections

*(Revised by the Board of Trustees November 19, 2014)*

*(Revised by the Board of Trustees January 16, 2019)*

APPENDIX U

**Kirkwood Public Library: Art Exhibits Application Form**

Thank you for your interest in exhibiting your artwork at Kirkwood Public Library. Please read both the Art Exhibits Policy and Application Information documents prior to applying.

Please complete the following application and return it when you submit your portfolio.

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief description of the artwork and approximate number of items:

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

I have visited the Kirkwood Public Library and understand the available exhibit space and how the art will be hung. \_\_\_\_ Yes \_\_\_\_ No

Will the artwork be for sale? \_\_\_\_ Yes \_\_\_\_ No

I have read the Art Exhibits Policy and Application Information documents and agree to the terms and conditions stated therein, which are incorporated herein by reference. I hereby release the Kirkwood Public Library, its staff, Library Director and Board of Trustees from any responsibility for loss, damage or destruction to my artwork while said artwork is displayed in the Library, on Library property or in transit to/from the Library. I shall be solely and exclusively responsible to insure properly and adequately my work and property. I understand that I am responsible for any damage to Library property caused by the exhibition of my artwork and agree to repair any damage caused by the exhibition of my artwork or reimburse the Library for the cost of repair, as determined by the Board of Trustees.

\_\_\_\_\_  
Date \_\_\_\_\_  
Signature

If the artist is under 18, the signature of a parent or legal guardian is required.

\_\_\_\_\_  
Date \_\_\_\_\_  
Parent/Legal Guardian Signature

---

**For staff use:**

Month assigned by Kirkwood Public Library for display \_\_\_\_\_

Set-up date \_\_\_\_\_ Removal date \_\_\_\_\_

APPENDIX V

**Alcohol and Drug Policy Acknowledgment of Receipt**

I hereby acknowledge that I received a copy of the Kirkwood Public Library's Alcohol and Drug Policy on the date stated below and will comply with the terms of same effective immediately.

---

Signature of Employee

---

Date

Witnessed by:

---

Supervisor's Signature

## APPENDIX W

### **Kirkwood Public Library Building Maintenance Plan**

#### **Purpose**

The Board of Trustees of the Kirkwood Public Library recognizes that the taxpayers of the Library district have invested significant funding in constructing and maintaining the physical facility from which our library services are offered. The purpose of this plan is to insure that this facility remains viable and continues to be maintained at a level which supports the efficient and safe provision of public library services.

#### **Assignment of Maintenance Responsibilities**

The ultimate responsibility of maintaining our facilities falls to the Director of Operations. The Director of Operations will in turn delegate, as appropriate, tasks which are better handled by various library staff.

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A breakdown of staff responsibilities is as follows:

#

Director of Operations and Manager of Teen, IT and Stack Maintenance – When sudden or emergency maintenance issues arise the Director or Manager will contact the relevant repair service or authorize a staff member to do so on their behalf. Less pressing repairs or preventative maintenance issues will be studied by the Director of Operations and the action which is most advantageous to the Library will be taken. Board approval will be sought for any expenditures exceeding \$20,000.

#

Maintenance - This employee works under the direct supervision of the Director of Operations and the Manager of Teen, IT and Stack Maintenance and is responsible for general custodial duties and light maintenance within the facility and grounds (as outlined in the job description attached as Appendix a). This employee is also responsible for performing the quarterly building inspection utilizing the Kirkwood Public Library Risk Assessment Building Inspection Checklist (Appendix b).

#

Manager On Duty – During all public hours of operation, the facility shall have a person on duty designated as the Manager On Duty (see Appendix c for the designated order). When a building issue is noted by any staff member they are to first report it to the Director of Operations. If that supervisor is not on duty and the issue is not pressing, an email will suffice. If the building issue is of a more pressing nature, the staff shall inform the Manager on Duty, and they will assume responsibility for contacting relevant staff, contractors or emergency services as prescribed in the Library's Business Continuation Plan.

All Staff - During their work shifts, all Library staff are responsible for being good stewards of the facility and for reporting immediately any problems or building maintenance issues they may encounter.

#

Outside Contractors – Tasks requiring outside expertise shall be contracted out following the guidelines of the Purchasing Policies and Procedures of the Kirkwood Public Library (Appendix d). In most cases these outside services will be sought out and approved by the Director of Operations, with the caveat that repairs exceeding \$20,000 will require approval by the Board of Trustees' Building and Grounds Committee.

A list of Maintenance Agreements and Service Providers will be maintained which provides contact information, agreement details (where applicable), service frequency and cost for specific services Appendix e).

#

Systems or areas which will be served by outside contractors includes (but is not limited to):

- Landscaping of grounds
- Snow Removal in parking lot and sidewalks
- Heating, Ventilation and Air-Conditioning Systems (HVAC)
- Telephone system service and repair
- Insect Extermination
- Elevator service and inspection
- Fire extinguisher and alarm system service and inspection
- Security alarm system service and inspection
- Electrical work other than basic tasks
- Plumbing work other than basic tasks
- Window Washing
- Sprinkler System Maintenance
- Nightly custodial service

A list of maintenance services and required inspections will be maintained. It is the responsibility of the Director of Operations to see that these tasks and inspections are completed in a timely manner (Appendix e).

#

Building and Grounds Committee - A committee consisting of two to three Kirkwood Public Library Board of Trustees members will perform an annual walkthrough of the building and grounds and recommend any improvements and/or modifications to the facility as deemed necessary. Excepting emergencies the Director of Operations will consult with the chair of the committee and/or the Board President prior to authorizing unbudgeted or unscheduled maintenance or repair projects exceeding \$20,000.

#

Library Closure for Maintenance Purposes – The Board of Trustees is committed to keeping the facilities open and able to support library services as many days as is possible each year. However, it is unavoidable that at times there will be

maintenance issues that require the facilities to be closed, whether the situation is pre-planned or of an emergency nature. The Board entrusts the Library Director to make judgment calls in situations requiring an unplanned or emergency closing. In such cases the President of the Board of Trustees will be notified as soon as is reasonably possible.

## Appendix a

Position: Part-Time Custodian

Reports to: Director of Operations

Responsibility
Clean and sanitize restrooms using established practices and procedure when necessary
Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; refill restroom dispensers when necessary.
Prepare meeting rooms as requested and porter events when needed.
Maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high-pressure washers, vacuums, brooms and squeegees in order to clean floors, walls, carpets, furniture, etc.
Clean light fixtures, ceiling vents and fountains; change light bulbs and furnace filters
Lock and unlock building; secure building when facilities are not in use, check for unlocked doors and windows and report any unauthorized occupants
Call in work orders to contractors, per instructions of the Director of Operations
Clean staff kitchen and appliances
Maintain and stock janitorial supplies
Perform small repairs as necessary
Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets, or assist in outsourcing of same as needed
Work with inspectors and contractors, providing assistance as requested
Follow building inspection schedule as set up by Director of Operations
Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within 16' of buildings using hand-operated tools or small power equipment, or assist in outsourcing same as needed
Move furniture, equipment, supplies and tools on an incidental basis
Wash accessible interior and exterior windows
Water lawn and plants as needed during the season
Assist patrons with donations
Clean computer equipment and telephones
Sweep outside and keep outside drains free of debris.



Perform minor handyman duties, such as hanging clocks/posters, assembling furniture, etc
Attend to emergencies when necessary, following fire and safety procedures and regulations
Perform related duties as required

**Qualifications:**

1. Custodial experience preferred.
2. Ability to communicate effectively with the other members of the staff, providing the highest level of service to library patrons and staff.
3. Ability to stand for long periods of time; to bend and stoop frequently in order to reach low and high shelves, to lift heavy boxes; to push a full book cart and vacuum cleaner.
4. Ability to lift a minimum of 30 lbs.
5. Ability to stand and reach on an eight-foot ladder.
6. Ability to operate hand-held power equipment.
7. Ability to follow instructions regarding the use of chemicals and supplies.
8. Ability to shovel snow using a hand-held shovel.
9. Ability to work with little or no supervision as required.

**Appendix b**

**Risk Assessment**

The objectives of a Kirkwood Public Library Risk Assessment should be to ensure the safety of the library from all external and internal possible risks, and to identify those assets or operations that if damaged or destroyed could cause difficulty to ongoing operations. These include the physical assets of the library, such as the building and its collections; the human assets, including all employees and volunteers; particularly those who are specially trained in skills critical to the library's functions; financial assets that might be subject to theft; and the risks present in the library's operations, such as trip-and-fall hazards.

The safety of staff, trustees, and patrons comes first, and the building must be maintained to provide a safe environment.

Staff will utilize the following checklists on a regular basis to ensure the upkeep of the building and grounds:

## Property Loss Prevention Checklist

Make certain these points are part of the regular facility inspection:

Perimeter security:

Housekeeping:

Exterior:

Are combustible materials stacked away from building?

Yes / \_\_\_\_\_ No

Location of damage

Date corrected

Gates and Locks:

Dumpsters secured and stored away from buildings?

Yes / No \_\_\_\_\_

Location

Date corrected

Normally secured areas locked?

Yes / No \_\_\_\_\_

Location of gate

Date corrected

Security lights: Interior: All exterior lights working?

Yes / \_\_\_\_\_ No \_\_\_\_\_

Location of faulty light

Date corrected

All debris removed by end of day?

Yes \_\_\_ No \_\_\_

Location of debris

Date corrected

Doors/windows/latches:

Sprinkle/s clear of obstructions (for example, by high storage): Yes /

No

Location of problem

Date corrected

#

#

#

All openings secured?

Yes \_\_\_ No \_\_\_\_\_

Location of Problem

Date Corrected

### **Appendix c**

#### **DESIGNATED MANAGER ON DUTY**

1. Director
2. Director of Operations
3. Director of Technology & Online Services
4. Director of Adult & Community Services
5. Director of Customer Service
6. Director of Programs & Youth Services
7. Assistant Director of Programs & Youth Services
8. Operations Assistant
9. Director of Acquisitions & Cataloging
10. Reference Staff
11. Youth Services Staff
12. Customer Service Staff

The designated person in charge on a particular shift will be the decision maker for any building issues, weather-related problems, patron issues, etc. This person will make any necessary phone calls for service in the event of anything (copier, phone system, plumbing, air conditioning, etc.) not working properly.

In the event of an emergency the person in charge will take control of the situation, ensuring emergency procedures are followed.

### **EMERGENCY PROCEDURES**

1. If a situation arises that is out of the norm (someone is hurt, there is a medical emergency, there is a threat of some kind, etc) please page the M.O.D, and give the location they are to report to.
2. In case the building needs to be closed, ensure the Board President and Library Director are called and anyone working later in the day is notified.
3. In case of severe weather, move staff and patrons to lower level.
4. In case of patron or staff accidents/incidents please fill out an Incident Report.
5. In case of Power Outage, call security company.
6. Access one of the first aid kits located at the circ or children's desk if necessary.
7. Call 911 **whenever** a situation is out of control, or you feel unsafe.
8. If the building must be evacuated, take schedule (from the cabinet in the customer service workroom) and have staff meet at Parking Lot D on Jefferson (across the street from the main entrance), utilize the schedule to make sure everyone is accounted for, and designate a person to make contact with the police or firemen.
9. If the police are notified, the Library Director must be notified.

## Appendix d

System	Inspection Plan	Responsibility	Date	Prices
<b>Elevator:</b>				
County	Bi-yearly	St. Louis County	6/2014	\$78
Elevator Co.	Quarterly	Schindler Elevator	6/2014	\$160
HVAC	Quarterly	Corrigan Co.	7/2014	\$700
Windows	Yearly wash	Maintenance to call Fish	6/2014	\$1,300
<b>Alarm</b>				
Company	Annual	Tech Electronics	1/2015	\$420
Our inspection	Quarterly	Director of Operations	4/2014	NC
KPL's Parking Lot	Monthly	Maintenance		
Landscape	Quarterly	Landscaper	4/2014	NC
Outside safety issues	Weekly	Maintenance		
Lighting	Weekly	Maintenance		
<b>Floors:</b>				
Carpet Shampoo	Yearly	Woodard	11/2013	\$2,500
<b>Painting:</b>				
Inside	Quarterly	Bids Accepted	2014/15	
Outside	Yearly	Bids Accepted	2014	
Gutters	Quarterly	Aerotech	4/2014	\$85
Roof	Yearly	Republic Roofing	6/2014	NC
Emergency Lighting	Quarterly	Maintenance	4/2014	NC
Fire Extinguishers	Yearly	Safety Services		\$100
Fire Inspection	Yearly	Kirkwood Fire Dept.		NC
Pest Control	Bi-yearly	Tiger Pest Control	4/2014	\$100
Fire Suppression System	Yearly	Gateway Fire Protection Systems	6/2014	
<b>Dept. Head checks:</b>				
First Aid Kits	Monthly	Assigned Staff		
Flashlights	Monthly	Dept. Heads		

**Total:**

## Appendix e

System	Year Installed	Expected Life	Potential Date of Replacement	Company	Potential Cost	Preventive Maintenance	PM Costs
Elevator	Jul-10	30 years	2040	Schindler Elevator	\$90,000	Yes - inspected bi-annually	\$4,300
HVAC	Jul-10	20 years	2030	Corrigan Co.	\$700,000	Yes-quarterly	\$4,500
Windows	Jul-10	25 years	2035	Marvin	\$160,000	Yes-annual wash	\$1,500
Roof	*	15 years	2025	Stephenson	\$110,000	annual inspection	
Carpet	Jul-10	10 years	2020	Zickel	\$100,000	daily/annual cleaning	\$2,000
Flooring	Jul-10	8 years	2018	Zickel	\$60,000	daily cleaning	

\*portions of roof replaced 2010

### Other Important Life Expectancies:

Shelving	Jul-10	20 years	2030	CI Select	\$30,000	
Tables/Chairs	Jul-10	18 years	2028	CI Select	\$50,000	
Staircase	Jul-10	13 years	2023			
Concrete	Jul-10	4 years	2014			
Exterior Handrails	Jul-10	30 years	2040			BiAnnual Touchups

## APPENDIX Y

Patron Name: \_\_\_\_\_

Device: \_\_\_\_\_ Date: \_\_\_\_\_

### Kirkwood Public Library Early Literacy iPad Kit Agreement

I am borrowing an Early Literacy iPad kit from Kirkwood Public Library ("Library"). I agree to the following:

- ❖ Checkout of the Early Literacy iPad Kit is for 3 weeks, with no renewals. After the due date an overdue fine of \$5.00 per day (up to the replacement cost) will be applied to my Library account.
- ❖ I will not alter the contents of the iPad in any way (e.g. download apps, delete apps, change settings, etc...) I agree that a fine of \$10.00 will be applied to my Library account if the contents of the device are found to be altered, in addition to a fine equal to the cost incurred by the Library to have the content on the device reset (if the content cannot be reset by a Library staff member).
- ❖ I will not expose the iPad to water or extreme heat or cold.
- ❖ I will return the iPad and kit contents to a Youth Services staff member at the desk downstairs at Kirkwood Public Library and wait for it to be checked in. I will not return the Early Literacy iPad kit to the bookdrop or another library. If I return the Early Literacy iPad kit to the bookdrop or another library, I agree that a fine of \$25.00 will be applied to my Library account, plus the cost incurred by the Library to repair the iPad (up to the replacement cost), if the iPad is damaged due to the improper return.
- ❖ I will cover the replacement/repair cost if the iPad or its accessories are lost or damaged.
- ❖ I acknowledge that the iPad is in good working order and all parts of the kit are present (device, case, tote bag, charging cable and power adapter) when checked out, as shown to me by a Youth Services staff member. I have either received instruction from a Youth Services staff member on how to properly operate the iPad or declined such instruction because I am already aware of how to operate the device.

\_\_\_\_\_ (Patron Initials)

- ❖ I acknowledge that the Early Literacy iPad Kit and preloaded apps are geared towards children ages 2-5, and that I am an adult Guardian/Parent/Caretaker age 18 and older.

\_\_\_\_\_ (Patron Initials)

### Kirkwood Public Library Early Literacy iPad Kit Check-out

I have read this entire document and the Early Literacy iPad Kit at Kirkwood Public Library Policy and my signature below indicates my agreement with the terms.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Library Card Number \_\_\_\_\_

Early Literacy iPad Kit barcode \_\_\_\_\_

Youth Services Initials \_\_\_\_\_

### Kirkwood Public Library Early Literacy iPad Kit Check-in

I am returning an Early Literacy iPad Kit to the Kirkwood Public Library. I agree to the following:

- ❖ All Early Literacy iPad kit parts have been returned. (Device, case, tote bag, charging cable and power adapter) \_\_\_\_\_ (Patron Initials)

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Patron Signature \_\_\_\_\_

iPad software check-in staff initials \_\_\_\_\_





## APPENDIX AA

### Video/Audio Conversion Agreement Form

By signing this agreement, I understand and agree to the following pertaining to the use of the Kirkwood Public Library's video/audio conversion equipment/services:

- I agree to release my materials to Kirkwood Public Library for the purposes of converting it into a digital format.
- I understand that I may only drop off up to 3 cassette tapes of any type or up to 6 hours of material at a single time.
- I understand that there are inherent risks to using equipment to convert analog into digital material which may cause damage to, or even destroy my materials.
- I will not hold the Library responsible for any errors in the conversion process or damage to my materials.
- I understand that I must pick up my materials within 30 days of conversion completion, and that I must make arrangements with the Library for an extension of time or extraordinary circumstances.
- I understand that if I do not pick up my materials within the allotted time frame, that the Library may dispose of them.
- I verify that the materials submitted to the Kirkwood Public Library for conversion are not subject to copyright or any other law that would restrict the Library's ability to convert the files.
- I agree to indemnify the Kirkwood Public Library for any damages the Kirkwood Public Library sustains as a result of my request for conversion services.

Printed Name

Signature

Date