

Wichita Public Library Policy Manual

Philosophy		3
PHI-001	Statement of Philosophy	3
PHI-002	Mission Statement	4
PHI-003	Vision Statement	5
PHI-004	Library Bill of Rights	6
PHI-005	The Freedom to Read	7
PHI-006	The Freedom to View	10
PHI-007	Libraries: An American Value	11
PHI-008	Code of Ethics	12
Organization		13
ORG-001	Library Board of Directors	13
ORG-001.1	City of Wichita Library Board of Directors Bylaws	14
ORG-001.2	Duties and Responsibilities of the Library Board and Director of Libraries	19
ORG-002	Library Divisions	20
ORG-002.1	Collection Development Division	21
ORG-002.2	Customer Services Division	22
ORG-002.3	Digital Services Division	23
ORG-002.4	Learning Services Division	24
ORG-002.5	Partnerships and Community Engagement Division	25
ORG-002.6	Support Services Division	26
ORG-003	Library Support Organizations	27
ORG-003.1	Friends of the Wichita Public Library	28
ORG-003.1.1	Bylaws of the Friends of the Wichita Public Library	29
ORG-003.2	Wichita Public Library Foundation	32
ORG-003.2.1	Wichita Public Library Foundation Bylaws	33
ORG-003.3	Wichita Genealogical Society	39
ORG-003.3.1	Wichita Genealogical Society Bylaws	40
Circulation		47
CIR-001	Customer Registration	47
CIR-002	Address Checks	50
CIR-003	Account Associations	51
CIR-004	Issuing Cards to Tour Groups and Classrooms	52
CIR-005	Kansas Library E-Card	53
CIR-006	Interlibrary Loan	54
CIR-007	Circulation of Materials	56
CIR-007.1	Circulation Parameters	57
CIR-008	Circulation of Reference Materials	58
CIR-009	Holds	59
CIR-010	Lost Items	60
CIR-011	Damaged Items	61
CIR-011.1	Lost and Damaged Items Fee Schedule	62
CIR-012	Replacement of Lost or Damaged Items	63
CIR-013	Fee Payment	64
CIR-013.1	Bankruptcies	65
CIR-014	Refunds	66
CIR-015	Confidentiality of Library Records	67

Wichita Public Library Policy Manual

CIR-016	Patron Password Security	69
Reference Services		70
REF-001	Reference Service	70
REF-002	General Equipment Available for Customer Use	71
REF-003	Public Computer Workstations	72
REF-004	Internet Access and Acceptable Use Policy	73
REF-005	Photograph Collection Reproduction	75
REF-005.1	Use Fees	77
REF-006	Library Displays and Exhibits	79
REF-007	Handouts and Bulletin Boards	80
REF-008	Petitioning or Distribution of Literature in Libraries	81
REF-009	Meeting Room Facilities	82
REF-009.1	Technology Training Center Rental	86
REF-010	Library Tours and Group Visits	87
REF-011	FamilySearch Center Affiliate Program	88
REF-012	Test Proctoring	89
Customer Rights and Responsibilities		90
CUS-001	Customer Code of Conduct	90
CUS-001.1	Unattended Children	92
CUS-001.2	Suspension of Privileges for Health and Safety Reasons	93
CUS-002	Reinstatement of Library Privileges	94
CUS-003	Right of Appeal	95
CUS-004	Lost and Found	96
CUS-005	Customers' Consent to Participate in Photograph	97
CUS-006	Filming and Photography Policy	98
CUS-007	Service to deaf, Deaf and Hard of Hearing Persons	100
Emergencies		103
EME-001	Disaster and Contingency Plan	103
EME-002	Library Service During Emergencies	104
Personnel		105
PER-001	Personnel Policy Statements	105
PER-002	Building Opening and Closing	106
PER-003	Breaks	107
PER-004	Flex Time	108
PER-005	Holidays	109
PER-006	Public Policy and Participation by Staff	110
PER-007	Staff and Volunteer Benefits	111
PER-008	Volunteer Program	112
Collection Management Policy		114
COL-001	Purpose	114
COL-002	Materials Selection Policy	115
COL-003	Evaluation and Withdrawal of Materials	116
COL-004	Replacements	117
COL-005	Gifts and Donations	118
COL-006	Reconsideration of Materials	119

Wichita Public Library Policy Manual

PHI-001 Statement of Philosophy

The Policy Manual of the Wichita Public Library contains the general policies of the Library with regard to the following:

1. The mission of the Library and the responsibilities of the Library Board of Directors as well as the divisions of the Library;
2. The basic principles of materials selection, accessibility to materials, and confidentiality of customers' records;
3. Available services and the policies for the use of these services;
4. The rights and responsibilities of customers and staff; and
5. Fee schedules related to Library services.

The Library Board of Directors establishes policy. Recommendations for policy may come from the Director of Libraries or from staff, but it is the responsibility of the governing board to officially determine and adopt policies.

The Policy Manual of the Wichita Public Library will be updated on a continual basis and reviewed in its entirety each year by the Library Board.

Last Review: March, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/philosophy-mission-vision.aspx#statement-of-philosophy>

Wichita Public Library Policy Manual

PHI-002 Mission Statement

The Wichita Public Library provides collections and services that inform, entertain and enrich the quality of life in Wichita.

Last Review: March, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/philosophy-mission-vision.aspx#mission>

Wichita Public Library Policy Manual

PHI-003 Vision Statement

The Wichita Public Library will be the community's preferred knowledge resource, providing inviting libraries, superb collections and excellent service.

Last Review: March, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/philosophy-mission-vision.aspx#vision>

Wichita Public Library Policy Manual

PHI-004 Library Bill of Rights

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

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

Last Review: March, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/library-bill-of-rights.aspx>

Wichita Public Library Policy Manual

PHI-005 The Freedom to Read

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

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

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

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

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

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

Wichita Public Library Policy Manual

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

Wichita Public Library Policy Manual

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

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

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

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

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

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

Last Review: March, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/freedom-to-read.aspx>

Wichita Public Library Policy Manual

PHI-006 The 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 guarantees 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.

Last Review: March, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/freedom-to-view.aspx>

Wichita Public Library Policy Manual

PHI-007 Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- 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;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Last Review: March, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/libraries-an-american-value.aspx>

Wichita Public Library Policy Manual

PHI-008 Code of Ethics

The Wichita Public Library endorses and supports the American Library Association Code of Ethics as adapted for the Wichita Public Library.

1. Library employees, board members, and volunteers shall provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, equitable access to local and remote information resources, and skillful, accurate, unbiased and courteous responses to all requests for assistance.
2. Library employees, board members, and volunteers shall uphold the principles of intellectual freedom and resist all efforts of groups or individuals to censor library materials.
3. Library employees, board members, and volunteers shall protect each user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. Library employees, board members, and volunteers shall recognize and respect intellectual property rights.
5. Library employees, board members, and volunteers shall treat co-workers and colleagues with respect, fairness and good faith, and shall advocate conditions of employment that safeguard the rights and welfare of all employees of our library system.
6. Library employees, board members, and volunteers shall distinguish clearly between their personal convictions and attitudes and those of an institution and professional body, and shall not allow their personal beliefs to interfere with the fair representation of the aims of the library system and the City of Wichita or the provision of access to our informational resources.
7. Library employees, board members, and volunteers shall avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues, the Library system, or the City of Wichita.
8. Library employees, board members, and volunteers shall strive for excellence by maintaining and enhancing their own knowledge and skills, by encouraging professional development of library employees, and by fostering the aspirations of potential members of the library profession.

Last Review: March, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/code-of-ethics.aspx>

Wichita Public Library Policy Manual

ORG-001 Library Board of Directors

The Board of Directors of the Wichita Public Library System, as reorganized by Charter Ordinances No. 72 of January 1980 and No. 119 of July 18, 1989, is composed of fourteen members. The fourteen members are appointed by the Mayor and City Council with each being responsible for the appointment of two board members. The Library Board has exclusive authority in handling its operation except for the authority for issuing bonds and levying taxes, which is vested in the City Council. (K.S.A. 12-1222)

It is the responsibility of the Library Board to:

- Employ a competent and qualified Director of Libraries.
- Determine and adopt written policies to govern the operation of the Library.
- Determine the purpose of the library and secure adequate funds to carry on the Library's operation and program.
- Know the operation, programs and needs of the Library in relation to the community.
- Keep abreast of library trends.
- Oversee the Library program.
- Establish, support and participate in a planned public relations program.
- Assist in the preparation of the annual budget.
- Know local and state laws pertaining to library operations.
- Actively support library legislation in the city, county, state, and nation.
- Establish among the Library policies those dealing with book and material selection.
- Attend all board meetings and see that accurate records are kept on file at the Library.
- Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
- Be aware of the services of the State Library.
- Report regularly to governing officials and the general public.
- Seek and participate in appropriate training to carry out the functions of the Library Board.

The Library Board meets regularly, once a month. Specific dates and times are available at any Wichita Public Library location. Board meetings are open meetings and comply with K.S.A. 75-4317 et. seq.

Related Ordinances and Statutes

City of Wichita Charter Ordinance No. 72 (City Code Section 99.02.072)

City of Wichita Charter Ordinance No. 119 (City Code Section 99.02.119)

K.S.A. 12-1222

K.S.A. 75-4317

Last Review: June, 2017

Wichita Public Library Policy Manual

ORG-001.1 City of Wichita Library Board of Directors Bylaws

Article I – Library Board of Directors

Section 1. This organization shall be called the “Board of Directors of the City of Wichita Library” existing by virtue of the provisions of the City of Wichita Charter Ordinance No. 72 and K.S.A. 12-1223, 12-1224, 12-1225, 12-1226, 12-1227 and 12-1228.

Section 2. The Board of Directors of the City of Wichita Library shall constitute a body corporate and politic, possessing the usual powers of a corporation for public purposes, shall have charge of the Library building or buildings and all other property, the maintenance and control of the Library, the employment and removal of the Director of Libraries and other employees and the fixing of their compensation and all other powers granted by K.S.A. 12-1223 and 12-1225 and shall make and adopt such rules and regulations for the guidance of the Board and the government of the Library as the Board may deem expedient.

Article II - Officers

Section 1. The officers shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, and an Assistant Secretary-Treasurer who shall be elected by ballot at the annual meeting which is ordinarily the first meeting after April 30 of each year to serve for one year and until their successors are elected and qualified. All officers shall be members of the Board except the Assistant Secretary-Treasurer who will be the Director of Libraries or a Library Board designated employee.

Section 2. A Nominating Committee shall be appointed by the President two months prior to the annual meeting who will present a slate of officers at the annual meeting. Additional nominations may be made from the floor. The vote for officers shall be by written ballot if two or more directors have been nominated for one office.

Section 3. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees and chairman and vice-chairman, appoint Board Representatives to other bodies as deemed necessary, execute all documents authorized by the Board, serve as an ex-officio member of all committees except the Nominating Committee, serve on the Wichita Public Library Foundation Board, generally perform all duties associated with that office, including service as spokesperson for official board action. If the office of the President is vacated, the First Vice President shall assume the office of President for the remainder of the elected term.

Section 4. The First Vice President, in the event of the absence or disability of the President, or vacancy in that office, shall assume and perform the duties and functions of the President. If the office of the First Vice President is vacated, the Second Vice President shall assume the office of First Vice President for the remainder of the elected term.

Section 5. The Second Vice President, in the event of the absence or disqualification or disability of the President and First Vice President, shall assume and perform the duties and functions of the President.

Section 6. The Secretary shall keep a true and accurate record of all meetings of the Board which shall be transmitted to Board members following such meetings. The Secretary shall issue

Wichita Public Library Policy Manual

a notice of all regular and special meetings and shall perform such other duties as are generally associated with that office.

Section 7. The Treasurer shall have charge of the funds of the Board and shall, when authorized by the Board, pay out the funds upon orders of the Board signed by the President and the Treasurer. The Treasurer shall keep or cause to be kept a record of all moneys received and disbursed, shall make a report monthly of all receipts and disbursements and shall perform such other duties as are generally associated with that office.

Section 8. The Assistant Secretary-Treasurer shall perform such duties as the Board may from time to time specify. The Secretary and Treasurer may delegate as many of their duties to such Assistant Secretary-Treasurer as are delegable by law.

Section 9. If the offices of Second Vice President, Secretary, Treasurer, or Assistant Secretary-Treasurer are vacated, a replacement shall be elected at the next regular meeting of the Board.

Section 10. The President, First Vice President, Second Vice President, Secretary and Treasurer shall constitute the Executive Committee.

Article III - Meetings

Section 1. The regular meetings shall be held each month, the date, place and hour to be set by the Board at its annual meeting. Written notice thereof shall be to all directors and published at least five days prior to the regular meeting.

Section 2. The day and/or place of a regular meeting may be changed by a majority vote of the Board at the regular meeting preceding the one to be changed. When the date of a regular meeting falls on a legal holiday, the President of the Board shall designate the date for the next regular meeting.

Section 3. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

Section 4. The agenda of the board meetings shall be drawn up by the Director of Libraries in consultation with the presiding officer. The order of business for regular meetings shall include, but not be limited to the following items:

- a. Presentations
- b. Introductions
- c. Approval of the Agenda
- d. Public comment
- e. Disposition of minutes of previous meeting
- f. Standing Committee Reports
- g. Special Committee Reports
- h. Director of Libraries Report
- i. Unfinished Business
- j. New Business
- k. Adjournment

Wichita Public Library Policy Manual

Any member of the Board may cause matters to be placed on the agenda by advising the Director of Libraries no later than one week preceding the next scheduled meeting. With approval of the presiding officer, a consent agenda that includes the disposition of minutes of the previous meeting, standing and special committee reports and the Director of Libraries report and other routine matters to be approved may be used in order to increase the amount of time available for consideration of public comment, unfinished and new business or a Board workshop. Items on the consent agenda, although listed separately, shall be considered collectively as a consensus agenda and an affirmative vote of the Board on the consent agenda will allow and be construed as an affirmative vote of the Board to take the recommended action as stated on each item. Any item in the consent agenda may be considered separately by request of any member of the Board, in which event it will be set aside for separate discussion and remaining items on the consent agenda will be voted upon as a consensus agenda.

Section 5. Special meetings may be called by the Secretary at the direction of the President or at the request of any three members of the Board upon at least twenty-four hours' notice.

Section 6. A quorum for the transaction of business at any meeting shall consist of a majority of appointed Board members. With approval of the Executive Committee, members may participate in a Board meeting telephonically via conference call or via video or web conferencing in order to secure a quorum for the handling of time sensitive business, so long as the meeting remains in compliance with all of the requirements of the Kansas Open Meetings Act, specifically that the public is provided with some means of listening to the discussion of all members and is able to ascertain how any individual member votes on matters before the Board. The minutes of any such meeting in which any member or members participate remotely shall so reflect such participation. Any meeting, regular or special, may be continued by adjournment from time to time by a vote of the members who may be present, even though there may be less than a quorum, but the remaining members of the Board shall be notified of the time and place of adjournment.

Article IV - Committees

Section 1. In addition to the Nominating Committee, the President shall appoint a Finance Committee, a Planning & Facilities Committee, an Operations Committee, a Public Affairs Committee, and such other committees as the Board may establish. A committee shall be considered to be discharged upon completion of the term of the office of President. Each committee shall consist of at least three members.

- A. Finance Committee shall be concerned with all financial matters including the monthly financial reports, consideration of bills for payment, insurance, preparation of the yearly budgets, and the annual audit. This includes actively securing adequate library financing through tax and non-tax sources.
- B. The Planning and Facilities Committee shall be concerned with the maintenance of library properties, with new purchase and maintenance of library equipment and with new business projects and relocation of present facilities.
- C. The Operations Committee shall be concerned with policies, personnel and services as well as with the preparation and promotion of the library program to the community. Special emphasis should be given to enhancing the Library's public image and to establishing a close working relationship with the Friends of the Library.

Wichita Public Library Policy Manual

- D. The Public Affairs Committee shall be concerned with enhancing relations with other public bodies including the Kansas State Legislature, Sedgwick County Commission, Wichita City Council and other Library Boards of Trustees. Priority shall be given to governmental action which impacts library operations and to strengthening cooperative relationships with other Library Boards of Trustees.

Section 2. All committees shall make a progress report to the Board at each of its meetings. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article V – Director of Libraries

Section 1. The Board shall appoint a professionally qualified Director of Libraries who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The attached “Duties and Responsibilities of the Library Board and the Librarian” is an incorporate part of this document and defines the relationship between the Board and the Director.

Section 2. The Director is delegated the authority for appointment, promotion, and dismissal of other employees, shall specify their duties and shall be held responsible for the proper direction and supervision of the staff.

Section 3. The Director shall be responsible for the care and maintenance of library properties, for an adequate and proper selection of books and materials in keeping with the stated policy of the Board, for efficiency of library services to the public, for appropriate use by the public of library facilities, and for financial operations within the limitations of the budgeted appropriations.

Section 4. In the event of the absence or illness of the Director, the Board shall designate an acting Director to fill that position on a temporary basis.

Article VI - General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 2. The By-laws may be amended by the majority vote of all members of the Board at any regular meeting provided written notice of the proposed amendment shall have been provided to all members at least thirty days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these By-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds of the members of the Board are present and two thirds of those present shall so approve.

Section 4. In accordance with Kansas Open Meeting legislation, Board meetings shall be open to the public, media shall be informed of Board meetings, a public notice of Board meetings shall be posted in all Library facilities, and minutes shall be available to the public. All records, with the exception of circulation and registration, shall be open to the inspection of any taxpayer

Wichita Public Library Policy Manual

of Wichita during business hours. The circulation and registration records are considered private and open to inspection only upon Court Order.

Related Ordinances and Statutes

City of Wichita Charter Ordinance No. 72

K.S.A. 12-1223; K.S.A. 12-1224; K.S.A. 12-1225; K.S.A. 12-1226; K.S.A. 12-1227; K.S.A. 12-1228

Last Review: June, 2017

Wichita Public Library Policy Manual

ORG-001.2 Duties and Responsibilities of the Library Board and Director of Libraries

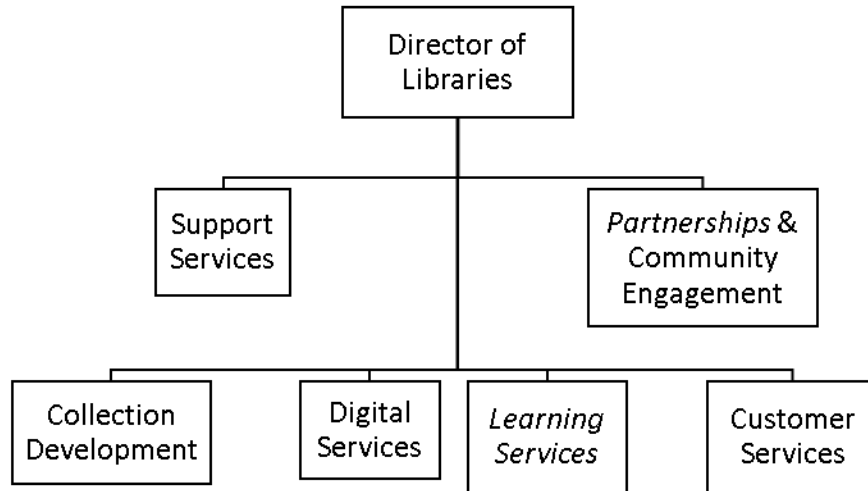
<u>Library Board</u>	<u>Director of Libraries</u>
<ol style="list-style-type: none"> 1. Employ a competent and qualified Director of Libraries. 2. Determine and adopt written policies to govern the operation and program of the Library. 3. Determine the purpose of the Library and secure adequate funds to carry on the Library's programs. 4. Know the program and needs of the Library in relation to the community, keep abreast of standards and library trends, plan and carry out the Library program. 5. Establish, support and participate in a planned public relations program. 6. Assist in the preparation of the annual budget. 7. Know local and state laws; actively support library legislation in the state and nation. 8. Establish among the Library policies those dealing with book and material selection. 9. Attend all Board meetings and see that accurate records are kept on file at the Library. 10. Attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organizations. 11. Be aware of the services of the State Library. 12. Report regularly to governing officials and the general public. 	<ol style="list-style-type: none"> 1. Act as technical advisor to the Board; recommend needed policies for Board action; employ of all personnel and supervise their work. 2. Carry out the policies of the Library as adopted by the Board. 3. Suggest and carry out plans for extending the Library's services. 4. Prepare regular reports embodying the Library's current progress and future needs; cooperate with the Board to plan and carry out Library programs. 5. Maintain an active program of public relations. 6. Prepare an annual budget for the Library in consultation with the Board and give a current report of expenditures against the budget at each meeting. 7. Know local and state laws; actively support Library legislation in the state and nation. 8. Select and order all books and other Library material. 9. Attend all Board meetings other than those in which the Director's own salary or tenure are under discussion; serve as Assistant Secretary-Treasurer of the Board. 10. Affiliate with the state and national professional organizations and attend professional meetings and workshops. 11. Make use of the services and consultants of the State Library. 12. Report regularly to the Library Board, officials of local government and the general public.

Last Review: June, 2017

Wichita Public Library Policy Manual

ORG-002 Library Divisions

The Wichita Public Library is currently comprised of the six divisions, organized in the following manner.



Last Review: June, 2018

Wichita Public Library Policy Manual

ORG-002.1 Collection Development Division

The Collection Development & Maintenance Division is responsible for the selection, acquisition, cataloging, and processing of all new Library materials as well as the maintenance of Library collections.

Selections team members oversee Library material selections and purchases as well as taking a leading role in ensuring that damaged and outdated items are removed from collections and replaced when appropriate. The **Acquisitions** staff oversees ordering of materials for the collection as well as monitoring subscriptions.

Before materials can be circulated, they must be cataloged and processed with appropriate labeling, protective coverings, and/or security measures. The **Cataloging** staff completes all of these tasks, making items available as quickly as possible while also ensuring that the availability of materials is correctly listed within the Library catalog.

Last Review: June, 2018

Wichita Public Library Policy Manual

ORG-002.2 Customer Services Division

The Customer Service Division is comprised of all branch libraries and the Advanced Learning Library's Circulation and Interlibrary Loan functions.

The **Circulation Section** oversees the loan and return of Library materials and holds processing for the Advanced Learning Library (ALL). Circulation staff registers new customers and has sole responsibility for the creation and maintenance of firm accounts. It manages hold and overdue notices, mail and e-mail. This section is also responsible for shelving materials throughout the ALL. The Circulation Section Manager serves as a liaison with the Library's collection agency and processes accounts with special needs, such as bankruptcies. Interlibrary Loan, which lends materials to libraries nationwide and borrows them from other libraries for Wichita Public Library customers, is part of the Circulation Section.

The main role of the **neighborhood branches** is to provide high demand popular materials to customers in the immediate areas surrounding the branch. Limited children's programming and small meeting rooms are provided where space allows. Public computer workstations provide access to Internet, software applications, and electronic resources. Wi-Fi access is available in each of these branches which are up to 10,000 square feet in size, operated by part-time paraprofessionals and supervised by branch managers assigned to each quadrant of the City. Neighborhood branches include **Maya Angelou Northeast**, and **Linwood Park**.

Three **district branches** provide full service to a larger community than neighborhood branches, including popular materials, adult and children's programs, Internet/PC workstations, meeting rooms, Wi-Fi access and a greater level of educational support and reference services. These branches operate under the supervision of professionally trained branch managers and children's librarians. District branches are 10,000 to 15,000 square feet in size.

- The **Evergreen District Branch Library** serves north Wichita. The manager for the Evergreen Branch also oversees the services of the Maya Angelou Northeast branch.
- The **Ford Rockwell District Branch Library** serves east Wichita.
- The **Westlink District Branch Library** serves west Wichita. Westlink is the most heavily used branch in the Wichita Public Library system.

Regional branches are facilities more than 15,000 square feet. With even more space for collections and programming, regional branches service larger areas of the City. Wichita's only regional branch is the **Lionel Alford Regional Branch Library** which serves south-central and southwest Wichita. In addition to the meeting room, this branch has two study rooms available for use by individuals or small groups and a lounge reading area with vending machines. The manager for the Lionel Alford Regional Branch also oversees the services of the Linwood Park branch.

Last Review: June, 2018

Wichita Public Library Policy Manual

ORG-002.3 Digital Services Division

The Digital Services Division oversees and provides support for the numerous technology resources used to deliver Library services. Division employees have individual responsibility for specific systems and services but work as a team to coordinate and ensure that all electronic resources and technologies are designed to benefit customers and to create service efficiencies and effectiveness of Library operations. Their work is supplemented by a System Analyst from the Information Technology Department who is assigned to provide technical support for library systems and services.

Some of the primary systems managed by the Division include:

- Polaris Integrated Library System (Library catalog and customer databases)
- Envisionware Workstation Timing, E-commerce and Print Management System
- Public Wi-Fi network

Services managed by the Division include:

- Library website
- Library portal (employee access)
- Social Media accounts, including Facebook, Twitter and Pinterest
- Websites for special library programs such as Big Read and Senior Wednesday programs
- Subscription databases and services, including the Wichita E-Reads digital book collection

Last Review: June, 2018

Wichita Public Library Policy Manual

ORG-002.4 Learning Services Division

The Learning Services Division consists of the Adult Programming Section, the Technology Training Section, the Youth Services Section and the Edward and Elizabeth Burns Historical Research Pavilion. Learning Services staff help customers find materials and answer questions. The division is responsible for leading tours of the Advanced Learning Library, proctoring tests, providing technology training and assisting with collection management and programming.

The Adult Programming Section provides learning service assistance through the planning and execution of a wide variety of programs and interactive learning activities. Programs such as Tuesday Topics, Senior Wednesdays, SCORE business workshops, the Academy Award Shorts film series and the Big Read Wichita are among activities managed by this staff team. Section employees also participate in reference service delivery and provide staff support for projects of the Collection Development & Management division.

The **Technology Training Section** provides customer assistance and training on use of technology services and electronic and digital resources. Technology training classes are offered at the Advanced Learning Library in the Technology Training Center and at branch libraries on a regular basis. Staff facilitates classes on a variety of topics including, but not limited to: computer basics, Internet searching, Microsoft programs, social networking, and e-book use. Assistance is also provided through the “Book-A-Librarian” service, where one-on-one assistance is provided to customers needing help with a wide range of software and hardware inquiries. Those customers needing assistance with the online catalog and the public service computers are assisted through the “roving” service, where employees are regularly scheduled to assist customers by going out to the customer in the building.

The **Youth Services Section** is responsible for the Children’s Pavilion and the Mona Pike Corrin Teen Pavilion in the Advanced Learning Library. The Children’s Pavilion houses a variety of materials appropriate for infants, toddlers, preschoolers and elementary school aged children. Programming is often used to support early literacy, promote the collection and attract users to the Library. Age appropriate computers and activity stations are also available. Youth outreach services include regular visits to Head Starts, child care centers, schools, and other agencies to expand knowledge of early literacy and Library programs and services. Bulk loans of books for child care centers, schools, and summer day camp programs for youth are also coordinated through the Children’s Pavilion. The Mona Pike Corrin Teen Pavilion is the only area within the Wichita Public Library system specifically dedicated to service to middle and high school aged students. The Teen Pavilion includes a balance of print and digital resources, places for gathering and access to a series of collaboration rooms to facilitate group learning.

The **Edward and Elizabeth Burns Historical Research Pavilion** provides reference services in the areas of genealogy, Kansas, and local history. The Research Pavilion houses over 25,000 genealogy books covering the entire nation, over 15,000 books on all topics regarding Kansas and the Great Plains, and the Foulk Indian Collection. The Research Pavilion has an extensive collection of microfilm including census rolls and the entire run of the *Wichita Eagle* newspaper. Microfilm readers and printers are located here and a digital microfilm scanner allows researchers to scan and email or save their images. Among the special collections are a clipping file of local news events, an extensive collection of local photographs, and monographs and periodicals pertaining to Wichita and Kansas history. The Research Pavilion is a FamilySearch Center affiliate and can receive microfilm rentals from the Utah library.

Last Review: June, 2018

Wichita Public Library Policy Manual

ORG-002.5 Partnerships and Community Engagement Division

The goal of the Partnerships and Community Engagement Division is to leverage the resources of the Library through the development and implementation of strategic partnerships and community engagement initiatives. The Division Manager ensures that the Library is represented in community coalitions working on activities aligned with the mission and goals of the Library.

Last Review: June, 2018

Wichita Public Library Policy Manual

ORG-002.6 Support Services Division

The Support Services Division is responsible for overseeing Library operations and administration.

Division staff members are responsible for numerous **administrative activities** on behalf of the department including preparing and monitoring budgets, coordinating the Library's participation in the Universal Service (e-rate) program, compiling and generating statistical reports. The Division also oversees physical facilities and equipment, including cleaning and building improvements, and is responsible for building security.

At the Advanced Learning Library, division staff are responsible for managing meeting room reservations and scheduling. **Custodial and event setup** services are provided to help keep operations running smoothly.

Deliveries are a vital component to the smooth flow of operations as materials and mail flow among branch locations and between the Library and City Hall.

Volunteer coordination and management is another important responsibility of the Division.

Support Services team members fulfill **clerical** functions by providing clerical, accounting, receiving, payroll, reception and switchboard services, and supply ordering and dispersal system-wide.

Last Review: June, 2018

Wichita Public Library Policy Manual

ORG-003 Library Support Organizations

The Library benefits from the resources and assistance of three supporting organizations as well as the guidance of the Library Board of Directors.

The Friends of the Wichita Public Library promote volunteerism and provide advocacy and community awareness about the importance of libraries in general and the Wichita Public Library in particular.

The Wichita Public Library Foundation serves as the grant-writing arm of the Library, takes the lead in fundraising and manages endowments to support programs and services not funded through City tax dollars.

The Wichita Genealogical Society was established to support genealogy and family history services provided through the Lawrence and Lucile Wulfmeyer Special Collections Center. The Society provides volunteers that serve in the Special Collections Center as well as all Library programming and training related to genealogy research.

Last Review: June, 2018

Wichita Public Library Policy Manual

ORG-003.1 Friends of the Wichita Public Library

The Friends of the Wichita Public Library officially began in 1938, although after a decade of erratic activity, interest waned and membership and projects began to dwindle. The Friends had a brief resurgence in 1963, but it was not until the opening of the new Central Library in 1967 that the Friends firmly took hold. The Friends have undertaken many projects over the years, but the goal has always been the same: to raise money and awareness for the Wichita Public Library.

In fall 1991, the Friends opened their Used Book Store on the first floor of the Central Library. Stocked with Library discards and donations from the public, the store has become a dependable source of funds for the benefit of the Library system. From time to time, clearance sales are held to make room for new donations of books and magazines.

As advocates for replacement of the Central Library, the Friends contributed a lead gift of \$250,000 to the capital campaign for the Advanced Learning Library and were tireless in their efforts to educate local residents about the value of public libraries as important community assets.

A Good Samaritan program administered by the Friends assists customers with special circumstances to resolve outstanding fees in their Library accounts.

The organization is managed by a volunteer board of directors that meets monthly.

Last Review: June, 2018

Wichita Public Library Policy Manual

ORG-003.1.1 Bylaws of the Friends of the Wichita Public Library

ARTICLE I - Corporation

Section 1. Name and Purpose: The name of this corporation shall be the Friends of the Wichita Public Library, Inc., a non-profit corporation incorporated under the laws of the State of Kansas. Its powers, rights, obligations, and duties shall be those set forth in the Articles of Incorporation.

Section 2. Place of Business: The place where its business is to be transacted shall be in the City of Wichita, Sedgwick County, Kansas, and such other place or places within or without the State of Kansas as may be convenient or necessary to the transaction of the business of the corporation.

ARTICLE II – Membership and Dues

Section 1. Membership: Any individual, corporation or other organization is eligible for membership. The Board of Directors shall pass upon all applications for membership or may, if it desires, delegate the function to a membership committee to be created and organized as prescribed by the Board.

Section 2. Dues: The payment of membership dues be an individual, corporation, or organization eligible for membership shall be a condition precedent to membership. The Board of Directors shall designate and, from time to time, may re-designate categories of membership for individuals (including, if the Board so elects, special membership for families or school children), corporations or organizations of persons, and shall fix the admission fees for each. Membership shall be on an annual basis unless otherwise specified by the Board of Directors, and the Board may provide for life or long-time memberships on such conditions as it may deem proper. The categories and fees of membership, and any amendments or changes therein, shall be recorded in the written minutes of the Board of Directors.

ARTICLE III – Board of Directors

Section 1. Membership of the Board: The Board of Directors shall consist of not more than eighteen (18) nor fewer than eight (8) members, exclusive of ex-officio members, the number to be such as may from time to time be fixed by the Board.

The Board shall elect the members of the Board for a term of three (3) years. At the end of each Board member's term, he or she may stand for re-election. After serving two consecutive three year terms, a Board member must vacate his position for at least one year before being eligible for another term. No Friends of the Wichita Public Library Board member may serve simultaneously on the Wichita Public Library Board of Directors.

The Director of Libraries of the Wichita Public Library and the chairpersons of committees in charge of currently active projects of the Board (if not Board members already), shall be ex-officio members of the Board of Directors and, unless it shall be otherwise directed by the Board, may attend all general and special meetings of the Board and may be heard on any questions or issue, but shall not be entitled to vote nor shall his/her presence be counted for a quorum.

Section 2. Gold Card Members: Each member of the Board of Directors shall be a Gold Card Member or higher.

Wichita Public Library Policy Manual

Section 3. Board Training: Each director will receive orientation on and become familiar with the workings of the organization.

Section 4. Vacancies: If there be any vacancies in the Board by reason of death, resignation or otherwise, such vacancies may be filled by the Board.

Section 5. Quorum: A majority of the voting membership of the Board of Directors shall constitute a quorum for the transaction of business.

Section 6. Meetings: The Board of Directors shall meet monthly, as may be practicable for the purpose of organization, the selection of officers and the transaction of other business, and shall hold such other regular or special meetings as may be called by the President. Should the President fail or refuse to call a special meeting, a majority of the Board may do so.

Section 7. General Powers: The Board of Directors shall have charge of the management and affairs of the corporation and may delegate the duties and functions of management to the executive officers elected and qualified, or to such committees, or groups, or individuals as the Board may appoint or direct to be organized. The Board of Directors may employ the services of a paid or professional manager, and may confer upon him or her the title of Executive Secretary or General Manager and delegate to him or her such duties and authority as the Board deems proper.

Article IV – Officers

Section 1. Selection, Election, and Term of Office: A slate of candidates will be presented at least one month before (no later than November) the December Annual Meeting by the Nominating Committee. The Nominating Committee consists of at least three board members. The slate of officers shall be President, at least one Vice-President, Secretary, and Treasurer. Officers shall be elected by a majority vote for a term of one (1) year at the December meeting of the Board of Directors.

Section 2. Duties of Officers: The duties of the officers shall be those regularly and commonly charged to each office. Official contracts, conveyances or other documents shall be signed on behalf of the corporation by the President, or in his or her absence, the Vice President or Treasurer, and shall be attested and sealed by the Secretary. The Treasurer shall sign checks or withdrawals of funds and should the amount of the transaction exceed \$1,000, a second signature shall be required by another officer and, failing their availability, any member of the Board of Directors.

Section 3. Removal or Replacement of Officers: Any officer may be removed for cause by affirmative vote of the Board of Directors at an announced meeting. A vacancy in any office occurring during the term may also be filled by selection of the Board of Directors at an announced meeting.

Wichita Public Library Policy Manual

ARTICLE V - Sustainability

Strategic planning, execution, and evaluation: Officers, committee chairs, board members, and book store manager shall exercise responsibility for designing, implementing, and evaluating 1 year, 5 year, and 10 year plans for the work of the board.

ARTICLE VI - Committees

The Board of Directors may create such committees as may in the judgment and discretion of the Board be advisable and proper, and may delegate to such committees such duties and responsibilities as the Board may deem proper.

ARTICLE VIII – Conflict of Interest

Board members will sign a Conflict of Interest Statement annually.

Whenever a Board member has a financial or personal interest in any matter coming before the board of directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

ARTICLE IX – Dissolution Clause

The Friends of the Wichita Public Library, Inc., may be dissolved by a majority vote of the Board of Directors taken at a regularly scheduled meeting, or at a special meeting, properly called, with advance notification given to all board members and by affirmative vote of the majority of the Board of Directors.

Proper notification shall be given to both State and Federal licensing agencies under which the Friends of the Wichita Public Library, Inc., operates, that the Friends of the Wichita Public Library, Inc., has ceased to exist, and final reports shall be filed with those agencies as may be required.

All assets of the Friends of the Wichita Public Library, Inc., after payment of all debts, shall be transferred to the Wichita Public Library Foundation for such use as the Foundation deems fitting and proper.

ARTICLE X - Amendments

These by-laws may be amended at any regular meeting, or special, meeting of the Board of Directors by affirmative vote of a majority of the Board of Directors.

Last Review: June, 2018

Wichita Public Library Policy Manual

ORG-003.2 Wichita Public Library Foundation

The Wichita Public Library Foundation was incorporated in 1987 as a not-for-profit public charity. As a tax-exempt entity, it exists solely to benefit the citizens of Wichita through the betterment of the Wichita Public Library system. The Foundation's role is that of a catalyst, matching Library needs with the interests of special donors.

The general purposes of the Wichita Public Library Foundation are

- 1) to enhance the Library's Collections;
- 2) to increase use and access to the Library Collections through improved technology; and
- 3) to promote literacy in the City of Wichita.

To augment the materials budget, the foundation contributes interest from an endowment fund and seeks special grants for designated needs. Many of the Library's programs are made possible by funding from Foundation endowment distributions.

Last Review: June, 2018

Wichita Public Library Policy Manual

ORG-003.2.1 Wichita Public Library Foundation Bylaws

ARTICLE ONE: NAME, OBJECT, AGENT, OFFICE AND MEMBERS

1. The name of this corporation is Wichita Public Library Foundation, Inc.
2. The object of this corporation is to solicit, receive and provide funds for the benefit and support of the Wichita Public Library System (hereinafter called the "Library"), its branches and its successors by providing goods and services which include but are not limited to the following: books and other library materials, buildings, facilities, equipment, movies, endowment funds, and other real and personal property, or grants for the acquisition or furtherance of any such purposes. Provided, however, that the services and facilities herein contemplated shall be over and above what the traditional tax base funding of the Library has provided, and not to provide funds which can be substituted for such traditional tax base funding.
3. The Resident Agent of the corporation shall be Cynthia Berner, 223 S. Main St., Wichita, Kansas 67202, and the Registered Office of the corporation shall be at such address.
4. The members of the corporation shall be its Directors.

ARTICLE TWO: DIRECTORS

1. There shall be Directors of this corporation which shall number not less than five (5) nor more than fifteen (15). The number of Directors can be increased by a two-thirds (2/3) majority vote of the Directors at any regular or special meeting of the Directors called for the purpose of so increasing the number of Directors.

(a) Ex-Officio and Library Directors: The persons serving as President of the Library Board of Directors and the Director of the Wichita Public Library shall automatically become Directors (ex officio directors with full voting rights) of this corporation and shall so serve as long as they maintain such positions. In addition, the President of the Library Board of Directors shall appoint one (1) individual (the "Appointed Director") to serve as a Director of this corporation to serve a concurrent term with the President of the Library Board of Directors.

The Library Board of Directors shall select additional Directors to serve with the ex officio Directors and the Appointed Director (all of whom are collectively referred to herein as the "Library Directors"), so that the ratio of Library Directors to total Directors of this corporation shall be maintained at approximately forty percent (40%). Such additional selected Library Directors shall serve for three (3) year terms.

(b) Public Directors. The balance of the Directors shall be referred to herein as the "Public Directors." The Public Directors shall be selected by majority vote of the Directors. Public Directors shall likewise serve for three (3) year terms, which terms shall be staggered. Both the Library Directors and Public Directors shall herein be referred to as simply the

Wichita Public Library Policy Manual

"Directors."

(c) Chairperson. After the selection of the Director(s) at the corporation's annual meeting, the Directors shall elect a Director to be the Chairperson of the Board (the "Chairperson") to preside over all meetings held by the Board of Directors for such annual period, or until a successor is elected. In the absence of the Chairperson, the President shall preside over the meeting of the Board of Directors. Individuals currently serving on the Library Board of Directors shall be ineligible to serve as a Public Director.

2. The Directors shall be charged with the responsibility of electing officers to conduct the business and affairs of the corporation in accordance with and as directed by the Board of Directors.
3. Upon the death, disability, resignation, or refusal to serve of any director, then the remaining Directors may select a replacement director to serve the remaining unexpired term of such director.
4. The Directors shall not be personally responsible or liable for errors in judgment or discretion, even though losses may result from a transaction of the Directors, if such transaction was entered into for what was considered to be the best interests of the corporation and the Library.
5. Other than the person serving as Director of the Wichita Public Library, there shall be no paid employee of the Library serving as a Director.
6. In addition to the Directors herein provided, the Board of Directors may establish honorary Directors to advise the Board on matters of corporation business, but such officers shall not have voting powers. The terms and duties of the honorary Directors shall be established by resolution of the Board of Directors.
7. In the event an individual Director becomes unable to attend meetings due to an illness, injury, extended vacation, or other such event, upon the request of such individual Director he or she may be placed on Leave of Absence status for a period not to exceed eighteen (18) months by action of the remaining Directors.
8. In the event an individual Director, for any reason, becomes unable or unwilling to attend meetings of the Board, either in person or by telephonic or other means, for a period in excess of eighteen (18) months, then, by action of the Board, such Director's status as a Director may be terminated and a replacement Director shall be selected.

ARTICLE THREE: OFFICERS

1. The officers of this corporation shall consist of a president, secretary, treasurer, and such other officers as the Board of Directors may from time to time determine. At the annual meeting of the

Wichita Public Library Policy Manual

corporation, all officers shall be elected for the ensuing year, to hold office at the pleasure of the Board of Directors, but in no case beyond the time when other officers shall be elected and accept office. The same person may serve in more than one, or in all of such offices.

2. The duties of the various officers of the corporation shall be as follows:

(a) President. The President shall serve as executive director and be responsible for the work of the corporation and implementing the policies of this corporation. The President shall preside over the meetings of the Board of Directors at which the Chairperson is not in attendance. The President shall discharge such other duties as may be required by the Directors. The President shall be responsible for the active executive management of this corporation under direction of the Board of Directors. The President shall review all proposals for appropriation of funds and submit them with recommendation to the Directors. The President shall be responsible for the execution of the full details of the various programs for the benefit of distributees which shall be determined from time to time by the Board of Directors. The President shall employ, dismiss and direct the activities of the various employees of the corporation, subject to the approval of the Board of Directors. The President shall sign or countersign all instruments that require the President's signature and shall make such reports and perform such other duties incident to such office as are required by the Board of Directors. Subject to such limitations as the Board of Directors may impose, the duties of the President may be discharged by assistants or employees acting under the President's supervision and direction.

(b) Secretary. The secretary shall have custody of the corporate seal (if one is adopted), issue notices of all meetings of the Board of Directors, keep the minutes thereof in books provided for that purpose, and immediately after each meeting, provide a true copy of the minutes thereof to each Director. The secretary shall keep proper records of all appropriations and authorizations of expenditures, and shall maintain duly itemized and classified accounts of expenditures and pledges made. He shall keep a record of the securities, contracts, mortgages, leases, deeds, records, publications and other property belonging to the corporation. He shall sign or countersign all instruments that require his signature. He shall make such reports as the Board of Directors may require. He shall discharge such other duties as the Board of Directors may impose. The duties of the secretary may be discharged by assistants or employees acting under his supervision and direction.

(c) Treasurer. Subject to such provisions as may be made from time to time by the Board of Directors, the treasurer shall have the custody of all moneys, funds, securities, contracts, mortgages, leases and deeds of the corporation, and shall keep proper books of account thereof, which books shall, at all times, be open to inspection by each officer. The treasurer shall deposit the moneys and securities of the corporation in such depositories and on such terms and conditions as the Board of Directors may direct, and when so deposited, the treasurer shall not be personally responsible for their safe keeping.

Wichita Public Library Policy Manual

The treasurer shall render such reports relating to the moneys, funds, securities, investments, and fiscal affairs of the corporation as may be required of him from time to time by the Board of Directors. He shall sign or countersign checks, stocks, securities, contracts, mortgages, leases, deeds, and other instruments as require his signature, and shall perform all duties incident to his office or that are properly required of him by the Board of Directors. He shall not pay out any money, invest any funds, transfer or dispose of any securities or other property, excepting on the authorization of the Board of Directors. Subject to such limitations as the Board of Directors may impose, the duties of the treasurer may be discharged, and his books and records kept by assistants or employees acting under his supervision and direction.

(d) Assistants. The Board of Directors shall also have authority to create the offices of assistant secretary, assistant treasurer, vice president, or such other offices as the Board of Directors may from time to time create and appoint. Their duties shall be as stated by the resolution appointing and creating such offices by the Board of Directors. References herein to the masculine gender shall be construed to include the feminine gender as well.

ARTICLE FOUR: MEETINGS

1. The annual meeting of the Board of Directors shall be held in October. Such meeting shall be held at the Wichita Public Library, 223 South Main, Wichita, Kansas 67202, or at such other place in the City of Wichita as may be determined by majority vote of the Directors.
2. Special meetings of the Board of Directors may be held at any time on call by any two Directors, provided not less than five days' notice of the time and place of such meeting be given by the Directors calling same. The President shall be responsible for providing notices of such meeting, such notices to be sent immediately upon the President's receipt of written notices calling such meetings by two or more Directors.
3. A five-day written notice of all annual meetings, and a five-day written notice of all regular meetings, shall be provided by the secretary to each Director at his business address, to be kept on file in the office of the President.
4. Actual presence of a Director at any meeting shall constitute a waiver of any notice above provided as to such Director for such meeting. Further, notice of any meeting may be waived by any Director by written instrument.
5. Meetings may be held or attended by telephone conference or other suitable electronic means affording Board members an appropriate opportunity to participate, and action may also be taken by unanimous consent of all Board members (evidenced by written or electronic means) in lieu of a formal meeting of the Board.

Wichita Public Library Policy Manual

ARTICLE FIVE: QUORUM, VOTING

1. A quorum at any annual or special meeting shall consist of sixty percent or more of the Directors.
2. The vote of a majority of the Directors present at a meeting shall constitute the action of the Board of Directors.
3. A quorum at any annual or special meeting shall consist of sixty percent or more of the Directors.
4. The vote of a majority of the Directors present at a meeting shall constitute the action of the Board of Directors.
5. Any Director on leave of absence will not be included in the number of Directors necessary to constitute a quorum.

ARTICLE SIX: COMMITTEES

The Board of Directors may create standing and special committees with such powers and duties as the Board of Directors may from time to time determine necessary.

ARTICLE SEVEN: ACCEPTANCE OF GIFTS

The Board of Directors may from time to time on behalf of the corporation accept gifts of money or securities or other property upon such terms as shall be consistent with the goals of the corporation, and may hold such cash or securities or property in the name of the corporation or of such nominee or nominees as the Board of Directors may appoint, and may collect and receive the income thereof, and devote the principal or income of such gifts to such benevolent or charitable purposes within the scope of the activities of the corporation as the Board of Directors may determine. The Board of Directors may enter into an agreement with any donor to continue to devote the principal or income of his gift to such particular purpose as the donor may designate, provided that such purpose is duly approved or ratified by resolution of the Board of Directors and is within the scope of the activities of the corporation as set forth in the Articles of Incorporation; and after such agreement, the principal or income of that particular gift shall be devoted in accordance with its agreement for the time specified therein.

ARTICLE EIGHT: AMENDMENTS

These Bylaws may be amended only by resolution passed by two-thirds (2/3) of the Directors present at any annual or special meeting called for such purpose. The notice of such meeting to the Directors shall include the proposed amendments.

Wichita Public Library Policy Manual

These Bylaws were adopted as amended by action of the Board of Directors of the Wichita Public Library Foundation, Inc. the 25th day of April, 2013.

Last Review: June, 2018

Wichita Public Library Policy Manual

ORG-003.3 Wichita Genealogical Society

The Wichita Genealogical Society was formed in 1987 by a group of family researchers, genealogists, and historians dedicated to preserving and sharing genealogical material. Additionally this group had a desire to promote the growth of the genealogy section of the Wichita Public Library, making it a premier research center in Kansas. To help achieve that goal, WGS provides the Lawrence and Lucile Wulfmeyer Special Collections Center with member volunteers who work with the library staff to assist customers with their research questions, raise funds for the purchase of materials, and provide outstanding genealogy and local history programs that raise awareness of the Library's excellent resources for beginning and advanced genealogists and researchers.

Last Review: June, 2018

Wichita Public Library Policy Manual

ORG-003.3.1 Wichita Genealogical Society Bylaws

Article I - Name

The name of the corporation is “The Wichita Genealogical Society” (“WGS.”)

Article II – Purpose

Section 1. General: One purpose of WGS is to promote interest in and encourage the study of genealogy and family and local history through:

- (a) Holding meetings, classes, field trips and study groups;
- (b) Locating, cataloging, and preserving genealogical records and making them available to the public; and
- (c) Publishing genealogical and historical information periodically in a newsletter, magazine, or other publication.

WGS is also a support group of the Genealogy Department of the Wichita Public Library with the purpose of:

- (a) Assisting and supporting the Wichita Public Library Genealogy and Local History Department through acquisitions and special projects.
- (b) Providing volunteer support for the Genealogy Department of the Wichita Public Library.

Article III – Nature of Corporation

Section 1. Non-Profit: WGS is organized and shall be operated exclusively for charitable and educational purposes that qualify as exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any future United States Internal Revenue Code or Laws (hereinafter referred to as “the Code.”)

It is the responsibility collectively and individually of the Board of Directors for the solvency of the Corporation.

No part of its earnings shall inure to the benefit of any Director, Officer, Member, or Advisor, or any other private individual. WGS shall never declare, make or pay any such persons any dividend or other distribution; provided, nevertheless, that nothing herein shall prevent the payments of reasonable compensation for services actually rendered by employees or consultants or the reimbursement of reasonable expenses actually incurred in connection with fulfilling WGS’s purposes.

Section 2. Non-Discriminatory: WGS shall be operated in all respects in a manner that is non-partisan, non-sectarian, and non-discriminatory as to racial origin, religious creed, linguistic background, sex or any other feature not related to need or merit.

Article IV – Prohibited Activities

Section 1. General: WGS shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity, that would invalidate its status as an organization exempt from Federal Income Taxation as described in Section 501(c)(3) of the Code, or as an organization, contributions to which are deductible under Section 170(c)(2), 2055, or 2522 of the Code, nor shall it engage in activities prohibited by the following sections of Article IV, or their successor provisions under any future provisions of the Code.

Wichita Public Library Policy Manual

Section 2. Political Activities: No substantial part of the activities of the Corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3. Loans to Officers and Directors: No loans shall be made by the Corporation to its Officers and/or Directors, and any and all Directors, voting or assenting, to the making of any such loan, and any and all officers participating in the making of any such loan shall be jointly and severally liable to the Corporation for the amount of such loan until repayment thereof.

Article V – Membership

Section 1. General Qualifications. Membership shall be open to all persons and organizations interested in genealogy, local history, and the purposes of the Society. An applicant shall be accepted for membership upon submission of a completed application form and payment of dues.

Section 2. Categories. The categories of membership shall be as follows:

- (a) Individual Member. Any person who meets the requirements for membership and who has paid the dues.
- (b) Household Member. Additional individuals living at the same address as a member and who meets the requirements for membership may become members at a reduced dues rate. A household shall receive only one copy of Society publications.
- (c) Organizational Member. Any organization that supports the purposes of the Society and which has paid the dues. An Organizational Member shall be a non-voting member.
- (d) Charter Member. A member who joined the Society prior to the 31st day of May 1988.
- (e) Honorary Member. Any person who by majority vote of the Board of Directors shall be awarded an Honorary Membership with the same privileges as any other Member and for the duration specified by the Board.

Article VI – Officers

Section 1. Elected Officers. The elected officers of the Society shall consist of a President, Vice-President, Registrar, Recording Secretary, and Treasurer and shall be known as the Executive Board.

Section 2. Eligibility. Only active Individual or Household Members in good standing and who have belonged to the Society for at least one year prior to the election shall be eligible to hold elective office.

Section 3. Term. Officers shall be elected for a one-year term by the membership at the Annual General Meeting. The term of office shall begin on January 1 following the date of election.

Section 4. Consecutive Term. Any member willing to continue serving a consecutive term of office shall be deemed eligible for nomination for the succeeding year.

Section 5. Vacancies. Should an elected or appointed officer resign or vacate his/her office with or without notice, that vacation will constitute a resignation from that position. Upon a majority vote of the Executive Board, an elected or appointed officer may be asked for his/her resignation. An office shall be deemed vacated after two unsuccessful attempts to contact the person filling the office in question. Resignations or vacancies in any elective office shall be filled by approval of the Board of Directors until the next election, except the office of President, which shall be

Wichita Public Library Policy Manual

filled by the Vice-President. Should the office of Vice-President be vacant, then the office of President shall be filled as any other vacant elective offices.

Article VII – Duties of Officers

Section 1. President. The President shall:

- (a) Be the Executive Officer of the Society and be the official spokesperson for the Society. The President shall preside at all meetings of the Society and Board of Directors, and, except as otherwise provided, shall appoint all standing and special committees and committee members, defining their duties, with the approval of the Board of Directors.
- (b) Be ex-officio member of all committees except the Nominating Committee.
- (c) Receive the written Annual Reports of the Executive Board, subject to acceptance at the meeting of the Board of Directors prior to the Annual General Meeting.
- (d) Prepare an Annual Report of the Society for submission to the Director of the Wichita Public Library.
- (e) Call special meetings.

Section 2. Vice-President. The Vice-President shall:

- (a) Assume the duties of the President in the absence of or at the request of the President;
- (b) Assume the duties of the President in the event of a vacancy in such office,
- (c) Arrange for programs for regular meetings.

Section 3. Registrar. The Registrar shall:

- (a) Receive all membership applications, disburse membership cards to all members upon receipt of payment of dues, and maintain membership records.
- (b) Notify the President of a quorum in attendance at regularly scheduled meetings of the Society in which a vote of the membership will be required.

Section 4. Secretary. The Secretary shall:

- (a) Keep the minutes of all the proceedings of the Society, the Board of Directors, and any meetings of the Executive Board;
- (b) Be custodian of the records of the Society, except such as are specifically assigned to other officers.
- (c) Maintain record books in which the Bylaws, Special Rules of Order, Standing Rules, and Minutes are entered, with amendments to those documents properly recorded and have on hand at every meeting.
- (d) Preside over meetings in the absence of both the President and Vice-President.
- (e) Handle all correspondence of the Society at the direction of the President.

Section 5. Treasurer. The Treasurer shall:

- (a) Be custodian of the funds of the Society and deposit all funds in a bank or banks, as the Board of Directors shall designate.
- (b) A detailed log or detailed deposit slips shall be made showing the source and purpose of the transaction. A copy of the log or deposit slips shall be kept by the treasurer.
- (c) Collect all dues and assessments and shall keep a proper account thereof.
- (d) Present a monthly and a quarterly financial report to all Board of Directors meetings.
- (e) Publish an annual report in the Society quarterly publication and prepare a financial statement at the end of the fiscal year for presentation at the Annual General Meeting.
- (f) Make disbursements by check as authorized by the Board of Directors.

Wichita Public Library Policy Manual

Section 6. General Duties. All officers shall:

- (a) Perform the duties as prescribed by the Bylaws and parliamentary authority adopted by the Society.
- (b) Upon retiring from office deliver within 15 days to his successor all monies, accounts, records, books, papers, and other property belonging to the Society.
- (c) The Annual Reports of the Executive Board shall be presented in writing for acceptance at the meeting of the Board of Directors prior to the Annual General Meeting.
- (d) Implement plans to sustain and enlarge the active membership of the society.

Article VIII - Meetings

Section 1. Annual General Meeting. The Annual General Meeting of the members shall be held at the last Regular Meeting of the Society of the Calendar Year.

Section 2. Regular Meetings. The Regular Meetings of the Society shall be held quarterly at a time and place determined by the Board of Directors and as announced by the media.

Section 3. Quorum. A quorum at Regular Meetings shall consist of 10% of the members in good standing at the time of the meetings for transaction of business.

Section 4. Alternate Meeting Dates. The Executive Board shall determine exceptions of Section 1 or Section 2 due to inclement weather and/or unforeseen circumstances. The Executive Board shall also establish provision for alternate meeting dates.

Article IX – Board of Directors

Section 1. Members. The Board of Directors shall consist of the Executive Board and Chairs of Standing Committees. Chairs shall be voting members of the Board. The Immediate past President and the Director of Libraries or her designee shall be ex-officio non-voting members of the Board. The Immediate Past President shall serve as parliamentarian and shall act in an advisory capacity to the Board.

Section 2. Society Management. The Board of Directors shall have the control and management of the affairs and funds of the Society. The President or the Treasurer, along with any other officer, shall be authorized to sign checks.

Section 3. Vacancy. In event of a vacancy of the Board of Directors, other than the office of President, a member of the Society shall be appointed by the President, with the approval of the Board to fill said vacancy.

Section 4. Meetings. The Board of Directors shall meet monthly at a predetermined time and place. The President, his/her appointed spokesperson, or the Vice President in the absence of the President may cancel a regular Board meeting. Should a Board meeting be canceled, a replacement meeting shall be determined and called as soon as possible.

Section 5. Special Meetings: Special meetings may be called by the President upon request of three (3) members of the Board of Directors after a three day notice to all Board members, except for an emergency.

Section 6. Quorum. A quorum shall consist of three (3) members of the Executive Board.

Wichita Public Library Policy Manual

Section 7. Absences. Two consecutive unexcused absences by any member of the Board of Directors from the regularly scheduled Board Meetings shall constitute a resignation, and the office shall be filed as provided herein.

Article X – Committees

Section 1. Executive Committee: The Executive Committee shall consist of the Executive Board. In addition to the duties of the Executive Board as set forth above, the additional duties of the Executive Committee are as follows:

- (a) Approve opening or closing any financial account and specify the person(s) responsible for doing so. Any unauthorized person(s) opening or closing a financial account will be removed from membership in the society and any office held. Further action will be at the discretion of the Executive Committee.
- (b) Approve the person(s) permitted to sign any checks on those accounts on behalf of the Corporation.
- (c) Take immediate action to remove the signature authorization of any person(s) who resigned, vacated, or was removed from elected office, appointed position, or Executive Committee approved signator(s).

Section 2. Standing Committees. Standing committees are permanent committees charged with performing necessary functions of the Society. The following shall constitute the standing committees and their duties and responsibilities. Additional duties and responsibilities shall be designated by the President and provided in the Standing Rules.

- (a) The Computer Committee shall be responsible for the Society's Web Page and associated links. It shall provide for and oversee the Society databases and assist in the organization of genealogical records used by the Society and for Society publications.
- (b) The Education Committee shall organize and present to members, the general public, or both, instructional classes for the purposes of assisting in genealogical research, including, but not limited to, conducting classes and arranging trips and tours.
- (c) The Publications Exchange Committee shall receive exchange bulletins, flyers, and information pamphlets from other genealogical societies and organizations and make the materials available to the members. It shall coordinate with the Wichita Public Library Genealogy and Local History Department to make recommendations for Society contributions or acquisitions.
- (d) The Publicity Committee shall be responsible for all publicity and public relations for the Society.
- (e) The Research and Queries Committee shall do local research for member and non-member requests. Any fees it earns shall accrue to the Society.
- (f) The Publications Committee shall have the responsibility for selecting the format, contents, printing, and distribution of the Society's quarterly newsletter and other publications for the Society.
- (g) The Historian shall produce and maintain both a scrapbook about Society activities and a written and pictorial history of the Society.
- (h) The Hospitality Committee shall be responsible for all refreshments provided at regular quarterly meetings and other Society events as deemed appropriate by the Board of Directors.
- (i) The Trips Committee shall be responsible for arranging all trips sponsored by the Society including, if required, but not limited to, transportation, lodging, reservations, scheduling, and other logistics of the trip.

Wichita Public Library Policy Manual

- (j) The WGS/WPL Special Projects Committee shall coordinate any special projects of the Society which are designed to benefit WPL.

Section 3. Audit Committee. The Audit committee shall be appointed by the President at the meeting of the Board of Directors prior to the annual General Meeting for the purpose of auditing the books of the preceding fiscal year.

Section 4. Special Committees. The President with the approval of the Board of Directors shall establish special committees.

Section 5. Activities. All committees shall report their activities to the Board of Directors.

Article XI – Dues and Finance

Section 1. Annual Dues. The Board of Directors shall determine the annual membership dues, and other fees, and in no instance will be less than the cost of the publications issued to Society Members.

Section 2. Membership Fiscal Year. Dues for Yearly Membership are payable at any time during the year. Membership is for one year starting at the beginning of the month following payment and ending 12 months later.

Section 3. Society Fiscal Year. The fiscal year for the Society is from January 1 to December 31.

Article XII – Nominations and Elections

Section 1. Election of Officers. Election of Officers shall be held every year at the Fourth Quarterly Meeting.

Section 2. Nominating Committee. A Nominating committee consisting of a Chair from the Board of Directors and two (2) non-board members shall be elected by the Board of Directors at the meeting of the Board of Directors prior to the third Quarterly General Meeting of the Society. It shall be the duty of the Nominating Committee to nominate at least one member for each position as officer to be filled at the next election. Members may submit in writing to the Committee for their consideration the names of persons eligible and available for nomination. Other nominations may be made from the floor. The consent of each nominee must have been obtained prior to his or her nomination.

Section 3. Nominations. The Nominating Committee's nominations shall be published prior to the Annual General Meeting.

Article XIII – Amendment of Bylaws

These Bylaws may be amended at any Regular General Meeting of the Society by a two-thirds vote following Board of Directors consideration and recommendation and published in the Quarterly preceding that meeting.

Article XIV – Parliamentary Authority

Wichita Public Library Policy Manual

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Society may adopt.

Article XIV – Dissolution

In the event of any dissolution of the Society, its assets shall be transferred to the Wichita Public Library's Foundation with a request that the funds be used to enhance the genealogy collection.

Last Review: June, 2018

Wichita Public Library Policy Manual

CIR-001 Customer Registration

A Library card will be issued to any registering customer who provides identification with name and current address, and who agrees to abide by the circulation policies of the Library.

A customer's first Library card is free. Replacement cards will be issued for lost, stolen or damaged cards at the cost of \$2.00 per card. Worn cards will be replaced with current cards free of charge. Customers must present some form of identification with documentation of a current address and fill out a new borrower's card application form before a new card will be issued. Adults are required to sign for minors' replacement cards and show proof of current address.

Library accounts that have been expired for three years with balances under \$10.00 and are free from messages that may prevent library use will be deleted.

There are different types of Library cards that may be issued to customers. Below is a list of these types and a brief explanation of each.

1. ADULT

An adult Library card is issued to any person living in Kansas who is 18 years of age or older or an emancipated minor.

An adult who is under legal guardianship or conservatorship or who is a resident of a residential facility for the developmentally disabled (such as KETCH) may obtain a library card with the consent of the person who has legal control of that adult's finances. The legal guardian, conservator, or other person legally authorized to handle that adult's financial affairs must sign the registration form of that adult, accepting legal responsibility for use of the card.

2. E-CARD

Adults over 18 years of age may receive an E-card in order to have access to computers, digital collections and electronic resources. An E-card may be issued by staff to groups or individuals for the purpose of paying meeting room fees online. E-cards do not permit a customer to check out material, place holds, or submit interlibrary loan requests. Address verification is not required for this card. Instead, photo identification and verification of birth date are required. E-cards expire annually.

3. FIRM

A firm card is issued to any business or organization that provides a written request on letterhead stationery. Firms must agree to be responsible for all items borrowed on the agency account. Only those persons authorized to use the card will be allowed to charge materials on the firm card. Firm cards are only issued at the Advanced Learning Library and will be kept at the Advanced Learning Library, although accounts may be created to allow borrowing privileges from any Library location.

4. FRIENDS OF THE LIBRARY (FRIENDS)

Issued for one year with a paid Gold or Platinum Membership to the Friends of the Library, the "gold or platinum card" type allows members three days grace on overdue materials owned by the Wichita Public Library and no holds charges. Any fees associated with Interlibrary Loan items still apply to Friends of the Library accounts.

Wichita Public Library Policy Manual

5. HOMEBOUND

Acceptance of new customers into the homebound delivery program was suspended in 2016 but services continue to customers previously registered for this program.

6. INTERLIBRARY LOAN (ILL)

Libraries to which the Wichita Public Library sends materials through Interlibrary Loan protocols receive accounts with the ILL card type. Libraries within Sedgwick County receive a special subset of ILL account to indicate that they make loan requests directly through the Library catalog rather than through traditional ILL protocols and systems.

7. MINOR

A minor card is issued to any person living in Kansas who is under the age of 18 and who has not been emancipated. An adult with a Library account in good standing must sign the registration form of a minor, accepting legal responsibility for use of the card. The card will be associated on issuance as a means to hold the adult financially responsible for the minor's debt. Minors who are 16 years of age or over who are or have been married may show a marriage certificate in order to receive a library card without an adult's signature. Minors who have been conferred the rights of majority by a District Court must present a copy of the court's order before receiving a library card without an adult's signature.

8. MINOR E-CARD

Youth under the age of 18 may receive a Minor E-card in order to have access to computers, digital collections and electronic resources. E-cards may not be used to borrow material, place holds, or submit interlibrary loan requests. Any Internet access provided to Minor E-card account holders must be filtered per terms of the Children's Internet Protection Act as it relates to Library eligibility for Universal Service (E-rate) discounts. Address verification is not required for this card. Instead, photo identification of the minor or authorizing is required. Minor E-cards expire annually. Minor E-cards may be issued to students upon the request of their teacher; in this case parents will have an opt-out option (See CIR-004 Issuing Cards to Tour Groups).

9. NON-RESIDENT CARD

A non-resident card is issued to any customer who lives outside the state of Kansas. The customer will be limited to two items checked out at any time on their card.

10. OUTREACH

Outreach cards will be issued to groups, schools, or agencies that are receiving bulk loans. Outreach cards are issued through the Learning Services Division.

11. SELF-REGISTERED

Customers who complete an online registration for a library card will be given a card type of Self Registered until the registration process is completed with library staff. Self-registered accounts expire in six months if they are not updated.

12. STAFF

A staff Library card is issued to any current Wichita Public Library staff member. New employees will not need to re-register, but will be changed to a staff account during employee orientation. Staff status is removed from accounts at the conclusion of an employee's last day in pay status.

Wichita Public Library Policy Manual

13. VOLUNTEER

Volunteers who serve at least four hours per month for a minimum of three months qualify for Library accounts where holds may be placed at no charge. (See also PER-007 Staff and Volunteer Benefits.)

14. WICHITA WORK RELEASE

Inmates of the Wichita Work Release Facility (WWRF) have access to the Wichita Public Library collection as required by state statute. Accounts are limited to use at the Advanced Learning Library and are for the loan of books. WWRF documentation is used to create these accounts.

15. BANNED

The banned account type is used to track customers who have been permanently banned from Wichita Public Library facilities.

Related City Codes and Ordinances

City Code Section 5.92.020; City Ordinance No. 34-827 (part)

Related Forms

Borrower's Card Application; Internet Access Restriction Form

Last Review: June, 2018

Wichita Public Library Policy Manual

CIR-002 Address Checks

Address checks are made periodically on customers' cards to keep information current. If the information has changed or is incorrect, a change of information form will be used to obtain the updated name, address or preferred contact data. Proof of address or name may be requested, but is not required

Related City Codes and Ordinances

City Code Section 5.92.020

City Ordinance No. 34-827 (part)

Related Forms

Change of Address form

Change of Name form

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-003 Account Associations

The Library permits limited access to others' library accounts for individuals who have created associations. The use of associated accounts enables individuals to pick up hold requests, pay fees, renew materials and obtain a list of items currently checked out for their associations. No other library activity is permitted.

Associations between minor accounts and the adult who accepted legal responsibility will be automatic at the time of registration of a minor's account. Minors assume all responsibilities for associations when they become 18 years of age or an emancipated minor.

Adults who wish to associate their accounts must both present identification and complete an association card at the Library. Either member may end the association at any time.

Related Forms

Start Association Card, Stop Association Card

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-004 Issuing Cards to Tour Groups and Classrooms

E-cards may be issued to groups of customers such as daycare facilities, classrooms, etc., at all locations provided the groups meet the following requirements:

- 1) Groups must notify the Central Circulation Section or branch that they wish to visit as a group.
- 2) The Library must receive the group list of names and birthdates for each account application at least 7 days before the group visit.

A classroom bulk loan may be created with the teacher in advance, for checkout of materials on the day of the visit.

- 1) Groups must notify the Central Circulation Section or branch that they wish to visit as a group.
- 2) A contract must be fully executed one week in advance of the visit to the Library, including teacher's and principal's signature.

Adults visiting with tours or classes should plan to allow time to visit the circulation desk to apply for a Library Card. (See CIR-001 Customer Registration.)

Related Form

Borrower's Card Application

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-005 Kansas Library E-Card

Kansas Library E-Cards offer access to electronic resources licensed by the State Library of Kansas.

A Kansas Library E-Card may be issued to any Kansas resident. Cards are valid for three-year periods and may be renewed upon request. Applications for Kansas Library E-Cards must be made in person by presenting identification with proof of residency to staff in any library facility.

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-006 Interlibrary Loan

Interlibrary loan (ILL) is a worldwide sharing of materials. Items not held by the Wichita Public Library may be borrowed through ILL. Items held by the Wichita Public Library that are lost, missing or overdue for more than 2 weeks may also be borrowed through ILL. Unless otherwise noted within this policy, there is a fee of \$3.00 per ILL item borrowed from another library for a Wichita Public Library customer.

The customer must hold a current Wichita Public Library card in good standing. (See CIR-007 Circulation of Materials.)

Requests for photocopies are only taken if the following information is provided: the title of the source, the date and issue, either the title or author of the article to be photocopied and the page number(s) on which the article appears. Only specific items may be requested; the Library is unable to fill subject requests.

Requests for material outside of the United States are subject to shipment costs as well as the ILL borrowing fee.

The maximum cost the customer is willing to pay to receive the item or a photocopy of an article must be written on the ILL form when the request is taken. If the ILL request is made online, customers will be notified of any charges beyond the ILL borrowing fee prior to the request being shipped. Any fees passed onto the Library for borrowing or photocopying interlibrary loan materials will be passed onto the customer.

A limit of three requests may be active at the same time.

The ILL borrowing fee is not charged to customers in the following situations:

1. When a title is owned by the Wichita Public Library but the item is needed in a different format in order to make the information accessible to the customer (e.g. a print copy of an audio book for a customer with hearing impairments, a larger print/audio edition of a copy available only in regular print for a low vision customer, etc.)
2. When the last copy of a title owned by the Wichita Public Library is not currently available as a result of being missing, lost in circulation or unavailable for repair/rebinding/replacement.
3. When additional copies of a title are needed for a book club or organization with a current partnership agreement on file with the Library.

The lending library sets due dates for ILL materials. Fines will be charged for overdue items according to the circulation parameters set for ILL loans. ILL items may not be renewed. The replacement cost for lost ILL items is determined by the lending library and will be charged against the borrower's record in addition to a \$25.00 processing fee.

Any fees passed onto the library for ILL items and any late fees will apply to all accounts.

Wichita Public Library Policy Manual

If a lending library places restrictions on an item's use, the Wichita Public Library will honor those restrictions.

Failure to comply with circulation policies will result in the loss of ILL privileges.

Related Forms

Interlibrary Loan form

Last Review: December, 2017

Wichita Public Library Policy Manual

CIR-007 Circulation of Materials

Library materials may be checked out by anyone with a Wichita Public Library card in good standing. Customers are in "good standing" when the amount of fees or lost charges is below \$2.01 and there are no items more than 15 days overdue. To check out materials, the customer must present their Library card or show photo identification.

Items checked out from one Wichita Public Library location may be returned to any other Wichita Public Library location.

Fees of specific amounts are assessed per day on items that are returned late. Overdue items will continue to accrue a fee up to a maximum limit until they are returned. Items that are renewed are subject to the maximum limit separately for each due date. Certain items may not be renewed.

Most customers in good standing are limited to a total of 150 items on loan at one time. Some account types have more stringent loan limits.

Customers on a payment plan for outstanding fees of \$25.00 or more on account are limited to five items on loan at one time.

(See CIR-007.1 Circulation Parameters.)

Related City Codes and Ordinances

City Code Section 5.92.010

City Ordinance No. 34-827 (part)

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-007.1 Circulation Parameters

Item Type	Loan Period	Renewal 1 Period	Charge Limit***	Fine / day	Max Fine	Default Cost
Art Print	56 days	None	2 titles	\$1.00	\$30.00	\$100.00
Big Book	28 days	28 days	150***	\$0.25	\$5.00	\$22.50
Blu-Ray	7 days	7 days	4 titles	\$1.00	\$10.00	\$40.00
Board Book	28 days	28 days	150***	\$0.25	\$5.00	\$10.00
Book	28 days	28 days	150***	\$0.25	\$5.00	\$30.00
Book Set	42 days	None	20 titles	\$0.25	\$5.00	\$13.00
CD-ROM	28 days	28 days	2 titles	\$0.25	\$5.00	\$50.00
Decorative Arts	None	None	None	\$0.00	\$0.00	\$100.00
DVD	7 days	7 days	150***	\$1.00	\$10.00	\$30.00
E-Books	7-21 days	None	5 titles	NA	NA	NA
Equipment	28 days	28 days	2 items	\$0.25	\$5.00	\$35.00
E-Resource	None	None	None	\$0.00	\$0.00	\$1.00
Globe	None	None	None	\$0.00	\$0.00	\$75.00
Graphic Novel	28 days	28 days	150***	\$0.25	\$5.00	\$25.00
Hi/Lo	56 days	56 days	150***	\$0.25	\$5.00	\$10.00
ILL	21 days	None	3 titles	\$1.00	\$30.00*	\$75.00
Image	None	None	None	\$0.00	\$0.00	\$100.00
Kit	14 days	14 days	1 box	\$1.00	\$10.00	\$100.00
Large Print	28 days	28 days	150***	\$0.25	\$5.00	\$30.00
Magazine	14 days	14 days	150***	\$0.25	\$5.00	\$5.00
Manuscript	None	None	None	\$0.00	\$0.00	\$100.00
Map	None	None	None	\$0.00	\$0.00	\$15.00
Microform	None	None	None	\$0.00	\$0.00	\$25.00
Music CD	28 days	28 days	150***	\$0.25	\$5.00	\$17.00
New DVD	7 days	7 days	8 titles	\$1.00	\$10.00	\$30.00
New Music CD	14 days	14 days	8 titles	\$0.25	\$5.00	\$17.00
Newspaper	None	None	None	\$0.00	\$0.00	\$1.00
Paperback	28 days	28 days	150***	\$0.25	\$5.00	\$8.00
Playaway	28 days	28 days	4 titles	\$0.25	\$5.00	\$60.00
Playaway Launchpad	14 days	None	1 item	\$1.00	\$10.00	\$60.00
Reference Book	None	None	None	\$1.00	\$25.00	\$45.00
Spoken CD	28 days	28 days	150***	\$0.25	\$5.00	\$30.00
Vertical File	14 days	14 days	150***	\$0.25	\$5.00	\$5.00
VHS	7 days	7 days	150***	\$1.00	\$10.00	\$30.00

* Fees continue to accrue until item is declared lost and billed (maximum of 30 days).

**Customers on payment plans may be subject to more stringent charge limits (see CIR-007).

***Some customer account types have more stringent loan limits.

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-008 Circulation of Reference Materials

Reference materials do not circulate. Rare exceptions may be granted at the discretion of the section or branch manager to loan materials for a few hours, overnight or a week at the most. Consideration will be given to:

- Older editions, when newer editions are owned
- Materials that can be replaced
- Materials of modest monetary value

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-009 Holds

Holds for Library materials may be made by telephone, mail, in person or using the on-line catalog by any Library customer. Customers who ask staff to place holds may be limited to up to five requests, as staff time allows.

A service fee of \$0.25 will be charged for each item that is placed on hold using the Library catalog or that is transferred between locations. This \$0.25 fee is paid when the item is borrowed.

The Library will notify customers that holds are available. If an item is not picked up by the unclaimed date, a fee of \$1.00 will be assessed to the requesting customer's account. Customers who cancel their filled holds before the unclaimed date will not be assessed a hold fee.

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-010 Lost Items

If a customer does not return an item within 30 days of the date it was due, the item will be declared "lost" and the customer will be charged for the price of the item. An additional \$7.00 processing fee for Wichita Public Library materials or a \$25.00 processing fee for interlibrary loan materials will be charged to offset costs related to item replacement and fees assessed by lending libraries.

If the item is returned within 90 days after the item has been declared "lost" the price of the item is credited to the customer's record when the item is checked in and the price of the item is refunded to the customer. An identical replacement copy of a lost print item may be provided by the customer in lieu of paying for the item. (See CIR-012 Replacement of Lost or Damaged Items.)

The processing fee is not credited or refunded to the customer. No additional overdue fees are charged.

For those items that a customer claims to have returned, Library staff will search for the item. If the item is found, it will be checked in and all fines on the item will be waived. If it is not found, the section manager or Librarian-in-Charge may decide to put the item into a "Claims" status. No fines will be charged against the customer's record. Claims items are deleted from the system after six months.

Related Form

Search Card

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-011 Damaged Items

Customers who return material that is damaged may be charged for that damage. If the material is damaged beyond repair, the customer is charged for the replacement cost of the item. If an item has multiple parts and one component is lost or damaged, the Library may determine if a partial fee can be assessed if the other components are in good condition. An identical replacement copy of a lost or damaged print item may be provided by the customer in lieu of paying for the item. (See CIR-012 Replacement of Lost or Damaged Items.)

An additional \$7.00 processing fee for Wichita Public Library materials or a \$25.00 processing fee for interlibrary loan materials will be charged to offset costs related to item replacement and fees assessed by lending libraries. The customer may keep the damaged items owned by the Wichita Public Library if they pay all of the costs; lending libraries shall determine if customers may keep damaged materials if customers have paid all costs.

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-011.1 Lost and Damaged Items Fee Schedule

Lost/Damaged Art Bag	\$25.00
Lost/Damaged Books & More Storage Box	\$4.50
Lost/Damaged CD Booklet	\$2.00
Lost/Damaged CD Large Booklet	\$5.00
Lost/Damaged CD Case (music)	\$2.00
Lost/Damaged CD Case (spoken)	\$7.00
Lost/Damaged DVD or Blu-Ray Booklet	\$5.00 - \$8.00
Lost/Damaged DVD or Blu-Ray Case (up to 2 discs)	\$3.00
Lost/Damaged DVD Case or Blu-Ray (3 or more discs)	\$8.00
Lost/Damaged CD or DVD Security Stripping	\$3.00
Lost/Damaged Labels	\$0.50
Lost/Damaged Launchpad AC Adapter	\$10.00
Lost/Damaged Launchpad Bumper	\$9.00
Lost/Damaged Launchpad Portfolio packaging	\$8.00
Lost/Damaged Launchpad USB Cord	\$7.00
Lost/Damaged Map	\$5.00
Lost/Damaged Playaway Battery Cover (Each)	\$1.00
Lost/Damaged Playaway Case (Each)	\$2.50
Lost/Damaged Playaway Foam Insert (Each)	\$3.50
Lost/Damaged Spoken CD	*
Lost/Damaged Supplemental CD/DVD/CD-ROM	\$5.00***
Lost/Damaged Vertical File Envelope	\$2.00
Lost/Damaged Vertical File Item	\$5.00
Lost/Damaged VHS Case	\$3.00
Missing/Damaged Crystal Cover	\$1.00
Hardcover Damage	**
Mylar/Book Jacket Cover Damage	\$1.00
Page Damage	
Up to 5 pages – per page	\$0.25
More than 5 pages	**

* For “large” sets (more than 1 spoken CD), charge \$10.00 for a lost or damaged spoken CD.
 For “small” sets (1 spoken CD), charge the price of the set plus a \$7.00 processing fee. The Library generally cannot order replacement items for small sets.

** To be determined by the branch manager or circulation supervisor.

*** Supplemental media may be included in some books. While the media accompanies a book, it is not integral to the content.

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-012 Replacement of Lost or Damaged Items

In keeping with the Collection Management Policy of the Wichita Public Library, the Library does not generally accept replacement copies of lost or damaged items instead of payment.

However, print copies of the identical title and edition in excellent or new condition may be presented in exchange for the charges of replacing a lost or damaged item. Replacement copies of all other items must be approved by the Collection Development Division Manager or his/her designee.

If an item has multiple parts and one component is lost or damaged, the Collection Development Division Manager or his/her designee may determine if a partial fee can be assessed if the other components are in good condition.

The processing fee still applies to all accepted replacement items. The replacement item becomes the property of the Library and is not returned to the cardholder in the event that the lost item is found.

Interlibrary loan and leased materials are not owned by the Wichita Public Library and are not eligible for this alternative.

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-013 Fee Payment

Customers may pay fines by cash, cashier's check, check, or money order in person or through the mail. Credit card payments are accepted for account balances of \$2.00 or more and can be made both online and in person with a MasterCard or Visa card.

Customers who want to pay for services that do not require a library card must provide valid photo identification in order to pay by check or credit card (MasterCard and Visa accepted). Cash payments are accepted without the need for identification.

If a check is returned as invalid, customer privileges are suspended until the amount of the original check plus any service fee are paid per City of Wichita policy. After a customer's payment by check has been returned to the Library as invalid, that person will be asked to pay on all future transactions only by cash, money order, cashier's check or credit card (MasterCard and Visa accepted).

Customers who owe \$10.00 or over may be turned over to a collections agency. Accounts of adult customers with fees of \$25.00 or more that have been turned over to a collections agency and are not in bankruptcy may be submitted to the Kansas State Set-Off Program for collection.

Accounts submitted to the Kansas State Set-Off Program but returned to the Library as unable to be processed will be deemed as uncollectable. Fees on these accounts will be waived after which the accounts may be deleted according to the Library's records retention schedules.

Related Policies

City of Wichita Uncollected Check Policy

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-013.1 Bankruptcies

If a customer declares bankruptcy and the Library is named in the bankruptcy, the Library ceases all efforts to collect the debt owed to the Library. A customer may not pay anything toward a balance owed if they are in the process of a bankruptcy.

When a customer is in the process of a bankruptcy, and the customer owes a debt to the Library, the customer may not check out any items.

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-014 Refunds

Based on availability and the amount of time between a refund and the original payment, refunds of over \$10.00 may be applied as a credit back to a credit card account, paid in cash by the Library or paid via a check from the City Treasurer. Checks are mailed by the City Treasurer's office within two weeks of the refund request.

Refunds are kept on account for 12 months. Any credits not claimed at the end of that period will be forwarded to the State of Kansas as unclaimed property.

Related Form

Refund for Recovered Library Material

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-015 Confidentiality of Library Records

The Kansas Open Records Act, Kansas Statutes Annotated (K.S.A.) 45-215, et seq., declares that it is the public policy of the state of Kansas that public records shall be open for inspection by any person. However, the Open Records Act places certain restrictions on this open access. At K.S.A. 45-221, the Act defines what records are not required to be disclosed at the request of citizens or public officials.

Records which libraries are NOT required to disclose include:

1. Customer registration records and circulation or loan records which pertain to identifiable individuals.
2. Library, archive and museum materials, if restrictions have been imposed as conditions of a contribution.
3. Personnel records and performance ratings; however employee names, positions, salaries, and length of service are designated as public information.
4. Building security information.
5. Correspondence between the Library and a private individual, including print and electronic formats.
6. Software programs for electronic data processes; however, each public agency must maintain a register that describes the information that is maintained on computer faculties, and the form in which the information can be made available using existing computer programs.

K.S.A. 45-218, K.S.A. 45-219 and K.S.A. 45-220 define the conditions and procedures related to requesting access including, but not limited to, the charging of fees for providing access or furnishing copies of public records.

It is the policy of the Wichita Public Library that all circulation records and other records identifying the names of library users are confidential. These records will be made available if they can be redacted to eliminate individually identifiable references. Library staff may require advance payment for reproduction costs, including estimated staff time for reproduction, review and redaction of the records requested, before the records are provided. These records will not be made available in original form to individuals (other than the card holder), groups or businesses. These records will not be made available in original form to any local, state or federal agency except pursuant to a subpoena or warrant as may be authorized under the authority of and pursuant to federal, state, and local law relating to civil, criminal or administrative discovery procedures or legislative investigative power. The Wichita Public Library will resist the enforcement of any such order, subpoena or warrant lacking facial validity.

Requests to examine or obtain information relating to circulation or registration records will immediately be referred to the Librarian-in-Charge, who will explain the confidentiality policy.

Upon the receipt of an order, subpoena, or warrant, the Director of Libraries shall consult with the appropriate legal officer assigned to the Wichita Public Library to determine if the subpoena is facially valid, requiring adherence.

Wichita Public Library Policy Manual

Related Statutes

K.S.A. 45-215

K.S.A. 45-218

K.S.A. 45-219

K.S.A. 45-220

K.S.A. 45-221

Last Review: September, 2017

Wichita Public Library Policy Manual

CIR-016 Patron Password Security

Customers may access their account through the Library catalog by using their Library card number and password. Customers may create their own passwords to guarantee privacy. If a customer forgets their password, they must present their Library card and another form of identification in person to Library staff so that staff can reset their password. Passwords cannot be given out over the telephone.

If a parent requests a password for a minor child, that parent must be the guardian listed in the minor's record and must present both the Library card and a form of identification.

Last Review: September, 2017

Wichita Public Library Policy Manual

REF-001 Reference Service

All requests for assistance will be treated as serious requests for information without regard to the reason for the need. Requests for opinions, evaluations and in-depth research by staff cannot be accommodated.

The number of requests received and the availability of staff and resources to answer them are used to set guidelines for the level of reference service available through the various points of access.

For policies on the circulation of reference materials, see CIR-008.

Last Review: September, 2017

Wichita Public Library Policy Manual

REF-002 General Equipment Available for Customer Use

The Library makes certain equipment available for customer use. Examples include, but are not limited to: typewriters, microfilm and microfiche readers, photocopiers and fax machines. Not all equipment may be available in every Library location. Unless otherwise noted, these machines are available on a first-come, first-serve basis.

Fax Machines

Staff mediated fax service is available in most locations at a fee of \$1.00 per page.

Microforms

A \$0.25 fee will be charged for each page printed from the microfilm or microfiche printers.

Photocopiers

Self-service photocopiers are available in most locations. Single-sided copies are available at \$0.20 per copy. Double-sided copies are available at \$0.40 per copy.

Typewriters

While use of typewriters is free, customers may either provide their own paper or purchase paper at the nearest service desk (three sheets/\$0.10).

Magnifiers

A lighted tabletop magnifier is available in the Reference Section on the First Floor of the Central Library. Hand held magnifiers are available at many other public service desks and at branch libraries.

Last Review: September, 2017

Wichita Public Library Policy Manual

REF-003 Public Computer Workstations

Use of public computer workstations is open to all customers with a valid Wichita Public Library card in good standing. (See CIR-008 Circulation of Library Materials for definition.) Access to Library computers or wireless service requires that customers have a Library card. E-cards are available for adult customers who wish to only have access to computers, digital collections and electronic resources (See CIR-001 Customer Registration). Minor E-cards are available to enable children to have access to computers, digital collections and electronic resources without the potential financial obligations that can result from borrowing privileges of Minor cards (See CIR-001 Customer Registration). Parents and legal guardians may restrict minors from access to Internet resources available through the Library by completing a Parental Restriction Form.

Files left on computer hard drives are deleted at the end of each customer session. Flash memory drives will be available at the desk for \$9.00 for customers who wish to save their files.

Customers may attach peripherals and storage devices to Library computers if no software insertion, special purpose browser plug-ins, or file storage on fixed disks is required.

There is a \$0.10 per page charge for any printouts made from any public computer workstation.

There is a \$1.00 charge for each same-day, one-hour advanced reservation for public computer workstations.

Customers may provide their own headphones/ear buds for audio use on PCs, or ear buds are available at service desks for a \$1.00 fee.

Customers may connect their personal computers to the Library network for wireless access, but not by network cable unless renting a meeting room (See REF-009 Meeting Room Facilities). Some facilities may have electrical outlets conveniently located for customers to use for portable computing devices, but customers should ask for assistance before plugging in any devices. The Library is not responsible for any harm or data loss caused by electrical power fluctuations.

Related Form

Parental Restriction Form

Last Review: September, 2017

Wichita Public Library Policy Manual

REF-004 Internet Access and Acceptable Use Policy

Internet access is available on public workstations for users of the Wichita Public Library as a resource to be used in the fulfillment of the Library's mission.

Internet access is available at no cost. Related services may be available for a fee (see REF-003).

The Library complies with state and federal laws with a particular awareness of Kansas laws relating to obscenity (K.S.A. 2012 Supp. 21-6401, K.S.A. 2012 Supp. 21-6402 and amendments thereto) and federal laws on copyright (U.S. Code, Title 17). The Library complies with the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act (NCIPA) (codified in pertinent part at 20 U.S.C. § 9134), and the public library requirements of the Kansas Children's Internet Protection Act (K.S.A. 2013 supp. 75-2589) regarding requirements for use of technology protection measures. Technology protection is not consistently reliable. Every effort will be made by all members of the Library staff to supervise and monitor usage of the public computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act. The Library cannot be held responsible for prohibited information that might be displayed.

The Library has in place the operation of technology protection measures that block online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1, commonly known as the Kansas Children's Internet Protection Act. Subject to staff supervision, the technology protection measures may be disabled only for bona fide research or other lawful purpose by adults.

The Library will interrupt or terminate a customer's computer session if material displayed on the screen is not appropriate in a public environment. As all workstations are in view of other customers and staff, users are not permitted to display images containing gratuitous violence or obscenity as defined by Kansas law.

The Internet connects users to resources outside the Library. The Library has no control over these resources. The Library is responsible only for data in files created and maintained by its staff. Customers use the Internet at their own discretion.

As with other library materials, restriction of a minor's access to the Internet is the responsibility of the parent or legal guardian. Parents are encouraged to monitor and supervise their children's access to the Internet.

The Library has no control over computer programs available through the Internet. Any loss of data, damage, or liability that may occur from customer use of programs obtained through library access is not the responsibility of the Wichita Public Library.

Inappropriate use of Internet access will result in cancellation of the individual's use of this service and may result in the loss of other Library privileges. Examples of inappropriate use include, but are not limited to, the following:

- Displaying or disseminating images containing gratuitous violence or obscenity as defined by Kansas law;
- Disclosure, use, or dissemination of personal information that could threaten the safety or security of a minor, any other person, or the Library;
- Attempting unauthorized access to restricted or confidential systems;

Wichita Public Library Policy Manual

- Tampering with computer hardware or software;
- Violation of software license agreements and copyright laws;
- Violation of another user's privacy;
- Any illegal activity, unethical misrepresentation or any form of harassment;
- Use of library workstations for other than their intended purpose.

Illegal acts involving library computer resources may also subject a user to prosecution by local, state, or federal authorities.

Library computer stations are for designated use only. For better service and the security of all users, customers are not permitted to run programs of their own or programs downloaded from the Internet. Other uses that are unavailable in order to ensure security and support of our users include: devices that require software insertion, special purpose browser plug-ins and file storage on public workstations.

The Library's staff will develop rules and procedures as necessary to ensure equitable and reasonable use of public access workstations. The Library reserves the right to terminate a customer's computer session at any time.

Customers who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked, may submit a complaint. This should be given in writing to the Digital Services Manager and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site in accordance with this policy and will make changes to the site blocking as may be appropriate.

Complaints about enforcement of this policy or observed customer behavior which may violate this policy shall be submitted in writing to the Director of Libraries, providing as much detail as possible.

The Library maintains subscriptions and links to excellent online information sources that serve all areas of education and research, for minors and adults. Courses in use of electronic resources, Internet safety and computer security are also offered on an ongoing basis. Customers are encouraged to ask Library staff about these very effective, authoritative, and excellent online resources.

Related Laws and Policies

K.S.A. 2012 Supp. 21-6401; K.S.A. 2012 Supp. 21-6402; K.S.A. 2012 Supp. 21-5510; K.S.A. 2013 Supp. 75-2589; K.A.R. 54-4-1; U.S. Code, Title 17; CIPA; NCIPA; 20 U.S.C. § 9134

Related Form

Parental Restriction Form

Last Review: September, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/internet-access-acceptable-use.aspx>

Wichita Public Library Policy Manual

REF-005 Photograph Collection Reproduction

Services and Permissions

As part of its public service mission, the Wichita Public Library provides reproductions of items from its photograph collection for personal, research or commercial use. Images contained in the Wichita Photo Archives may be downloaded and printed for personal use at no charge for access, though printing fees will be charged if images are printed from the Library's public computer workstations (See REF-003 Public Computer Workstations). High-resolution digital images for personal use or for publication and copies of Wichita Public Library photo holdings not contained in the Wichita Photo Archives may be obtained upon request. Fees to offset the cost of delivering these images will be charged. The Library reserves the right to choose the resolution and format and to limit quantities of items reproduced for its users. If an image is to be reproduced in any type of publication, CD-ROM, broadcast, exhibition, web site, etc., written permission is required and use fees may be assessed. Using a reproduction of an image from the Library's collections without the Library's official written permission is strictly prohibited.

Copyrighted Material

The nature of historical archival collections means that copyright or other information about restrictions may be difficult or even impossible to determine. Whenever possible, the Library provides information about copyright owners and other restrictions in the catalog records, finding aids, special-program illustration captions and other texts that accompany collections. The Library provides such information as a service, but it is the customer's obligation to determine and satisfy copyright and other use restrictions when publishing or otherwise distributing materials found in the Library's collections. A reproduction and use agreement confirming the customer's knowledge of copyright obligations is required for all requests to reproduce or use Library images.

Delivery of Material

Images will be copied within two to three business days after receiving the full payment of the necessary fees and a completed Reproduction Agreement Form. Images may be retrieved from the Central Library, may be delivered through regular delivery by the U.S. Post Office, or may be delivered electronically. Expedited mail delivery may be made at the customer's expense. The Library requires prepayment of all required fees and a completed Reproduction Agreement Form before the delivery or use of the images.

Use Agreements and Fees

All customers wishing to obtain copies of Wichita Public Library photographs or to use Wichita Public Library photographs for other than personal or research purposes will be asked to complete a reproduction and use agreement specifying the intended use of the images and detailing the processing and use fees due to the Library in exchange for that use. Fees are charged for the non-exclusive use of images as outlined in the reproduction and use agreement. Subsequent use or reuse of the images will require completion of a new reproduction and use agreement. Use fees are assessed in addition to reproduction charges. The Library reserves the right to waive fees or to set requirements on an individual basis at its discretion.

Scanned Images

Scanned images are copies of items owned by the Wichita Public Library. The Library will not make any adjustments or manipulate the images. All files are scanned at a minimum of 300 DPI. Higher resolution files can be available upon request, but may incur a new scan fee. Images are available in JPEG or TIFF (archival) formats. Scanning the items with the customer's own equipment is not permitted.

Wichita Public Library Policy Manual

Photographing Images

Photographing of images owned by the Wichita Public Library is allowed under the following conditions: 1) the image(s) are being reproduced for personal research purposes; 2) a use agreement has been completed documenting the image(s) being reproduced; 3) camera flash is disabled; 4) the image(s) are kept within protective sleeves or removed only by someone wearing gloves; and 5) a copy of the Library's repository card is included in each photograph.

Book Jacket Use

The fee for the use of an image on a book jacket includes the use of the item in the direct promotion of the work. Wider use of any kind, including derivative products, will require renegotiation.

Web Page Use

Web page use covers the single use of an image on the Internet such as on a web page, in a streaming video, or published in an electronic book or magazine. Images used in a commercial advertisement on the Internet fall under the heading of resale/advertising commercial use or resale/advertising nonprofit/government use.

Nonprofit Use

Nonprofit fees are applicable only to those organizations recognized as having nonprofit status. A commercial company providing contract work for a nonprofit will fall under the commercial use fees. Use by a government department or agency will fall under the nonprofit use fees.

Last Review: September, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/photograph-collection-reproduction.aspx>

Wichita Public Library Policy Manual

REF-005.1 Use Fees

Processing Fees

Processing fees offset the cost of scanning and/or copying digital images from the Library's photograph collections. Payment of all fees must be made when submitting an order. If an order is arranged via e-mail or telephone, payment must arrive prior to the delivery of the digital image. Digital versions of images are generally provided at low resolution (less than 300 dpi), in .TIF or .JPG format. If a higher-resolution image is requested, other fees may apply. Digital photographs will be delivered to customers by burning images to a CD-ROM, electronically through the Internet, or saved to a memory device provided by the customer. Scanning images with a customer's own equipment, or faxing images, is not permitted.

Description	Fee
Processing fee to save images to CD-ROM, provide electronically through the Internet, or save to a memory device provided by the customer	\$10.00 per image

Use Fees

Use fees are charged for commercial use of Wichita Public Library images. No use fees are charged for non-commercial use in print publications issued by nonprofit societies or agencies, government departments or agencies, or for scholarly use (publication in scholarly works with circulation less than 10,000 copies or university press publications with print runs of 5,000 copies or less). Additionally, no use fees are charged for the use of photographs in newspaper articles, newscasts or non-commercial documentaries. Credit must be given to the Lawrence and Lucile Wulfmeyer Genealogy/Special Collections Center, Wichita Public Library, whether or not a use fee is charged. Publication use fees are assessed in addition to processing fees outlined above.

Description	Quantity	Fee
Books, videos, brochures and other printed materials for commercial use	5,000 copies and under	\$20.00 per image
	5,001 – 15,000 copies	\$35.00 per image
	15,001 – 25,000 copies	\$50.00 per image
	25,001 – 50,000 copies	\$75.00 per image
	Over 50,000 copies	\$100.00 per image
Serials (magazines, journals)	Circulation of 5,000 or less	\$15.00 per image
	5,001 – 9,999	\$35.00 per image
	10,000 and up	\$50.00 per image
Commercial decorative displays (e.g. restaurants)	Each image	\$25.00 per image
Book jacket	Each image	\$75.00 per image
Commercial films or television	Each image	\$100.00 per image
Non-commercial films or television: nonprofit or government	Each image	\$5.00 per image
Filmstrip or slide show	Each image	\$20.00 per image

Wichita Public Library Policy Manual

Resale/advertising: commercial use	Each image	\$100.00 per image
Resale/advertising: nonprofit/government use	Each image	\$5.00 per image for the first five images, \$10 per image for images six to ten, and with additional images priced at similar incremental rates
Web page use: nonprofit/government use	Each image	\$5.00 per image
Web page use: commercial use	Each image	\$50.00 per image

Related Form

Reproduction and Use Agreement

Last Review: September, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/reproduction-use-fees.aspx>

Wichita Public Library Policy Manual

REF-006 Library Displays and Exhibits

All exhibits and displays will be Library sponsored and intended to highlight Library programs, collections, services and/or interests of the community.

Display or exhibition of materials does not indicate the Library's endorsement of the issues or events promoted by those materials.

While on display, materials in locked cases are unavailable for checkout. Rare exceptions may be granted at the discretion of the section or branch manager.

Last Review: September, 2017

Wichita Public Library Policy Manual

REF-007 Handouts and Bulletin Boards

At its discretion the Library will provide reasonable space for announcements and notices of programs and activities sponsored by civic, cultural, and educational groups. Most material is displayed for no more than one month. When space is limited, preference is given to organizations and agencies in Wichita.

The Communications & Marketing Manager or his/her designee must approve material for display and distribution through the Wichita Public Library system. Material of specific interest to individual neighborhoods or areas of the city may be approved by Branch Managers.

The display of commercial and/or political advertising is prohibited.

Distribution or posting of materials by the Library does not indicate the Library's endorsement of the issues or events promoted by those materials.

Last Review: September, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/handouts-petitioning.aspx#handouts>

Wichita Public Library Policy Manual

REF-008 Petitioning or Distribution of Literature in Libraries

Members of the public are not allowed to petition, solicit, distribute literature or materials, canvas or make similar appeals in libraries. Such activity will not be allowed on Library grounds if doing so impedes the safety of customers or staff, impedes access by the public to the building, or interferes with the use of the building, such as through excessive noise.

Last Review: September, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/handouts-petitioning.aspx#petitioning>

Wichita Public Library Policy Manual

REF-009 Meeting Room Facilities

The Wichita Public Library offers programs and events in its meeting rooms and makes these spaces available to the public. Meeting rooms are available to rent; however, priority for meeting room use is given to the Library and Library-sponsored organizations.

Granting permission to use facilities does not constitute an endorsement by the Library.

Meeting rooms are available to any group or individual, within the fee schedule established by the Library Board of Directors, with the following exceptions:

1. Groups or individuals whose intent is to use the room for retail sales or monetary gain, which includes the receipt or solicitation of contribution, donations, or attendees' personal information for future sales or solicitations. The Library Director may make exceptions for Library-related events.
2. Groups or individuals whose purpose is illegal.
3. Groups or individuals whose conduct would interfere with the proper functioning of Library business.

Persons attending the meeting are subject to all Library rules and regulations. The Director of Libraries is authorized to deny further use of the meeting rooms to individuals or groups who disregard Library regulations.

Library staff reserves the right to enter a meeting room at any time.

If a question is raised as to the goals and activities of any group using the meeting rooms, the Library Board of Directors shall be the final authority in granting or refusing permission for the use of the rooms.

Amenities and Rates

Wireless Internet access is available in all meeting rooms and can be requested at the time of contracting the room.

The Library does not provide staff to operate any equipment. Equipment must be requested at the time of contracting the room. Changes to equipment needs will be accepted up to 48 hours prior to the meeting date.

Library organizations and Library-affiliated groups are not charged for the use of meeting rooms.

When Library meeting rooms are used by City of Wichita boards, commissions, departments, meetings of neighborhood and homeowners associations organized within the corporate limits of the City of Wichita, or elected officials representing some or all of the corporate limits of the City of Wichita for official business, rental fees will be waived. Fees may also be waived for business or community meetings of the Library's program partners. In order to qualify for the room fee waivers, a current partnership agreement must be on file.

Nonprofit organizations, other government agencies, and individuals and groups engaged in educational, civic, cultural, intellectual and charitable activities will be charged a fee that is outlined below.

Businesses, individuals, or groups that do not meet the nonprofit criteria will be charged an hourly fee that is outlined below. At branch locations, thirty minutes both prior to and after the

Wichita Public Library Policy Manual

contracted time is provided at no charge for set up and restoration of the room to its original condition.

Meeting Room	Capacity	Nonprofit / Government Fee	Business/ Individual Fee
ALL Conference Room (single)	Est 100	\$50.00	\$50.00/hour
ALL Conference Room (double)	Est 200	\$75.00	\$75.00/hour
ALL Conference Room (triple)	Est 300	\$100.00	\$100.00/hour
Board Room	Est 20	\$50.00	\$50.00/hour
Outdoor Terrace (regular hours)	N/A	\$150.00	\$150.00/hours
Outdoor Terrace (after hours)	N/A	\$200.00/hour	\$200.00/hour
Conference Center (after hours)	N/A	\$200.00/hour plus regular rental fees	\$200.00/hour plus regular rental fees
Alford Branch	130 people	\$30.00	\$50.00/hour
Angelou Northeast Branch	69 people	\$20.00	\$50.00/hour
Evergreen Branch – Arkansas Room	104 people	\$25.00	\$50.00/hour
Evergreen Branch – Parkview Room (dividable)	174 people	\$50.00	\$50.00/hour
Evergreen Branch – Parkview (A only)	87 people	\$25.00	\$50.00/hour
Evergreen Branch – Parkview (B only)	87 people	\$25.00	\$50.00/hour
Linwood Park Branch	43 people	\$15.00	\$25.00/hour
Rockwell Branch	88 people	\$25.00	\$50.00/hour
Westlink Branch	85 people	\$25.00	\$50.00/hour

A \$50.00 fee will be assessed to the individual who signs the meeting room contract if the room is not restored to its original condition.

Additional fees will be assessed to the individual who signs the meeting room contract if the room requires special cleaning or repair as a result of room usage. Fees will be based upon the Library’s costs of repair or special cleaning needed to return the room to the condition existing prior to the rental use.

Fees for audiovisual items lost or damaged during the room rental will be based upon the Library’s costs of repair or replacement. Customers are encouraged to make use of staff walkthroughs at the end of each rental session as a way to confirm that all items have been left in place and in working condition.

Reservations and Cancellations

Reservations are accepted for the current calendar year. Reservations for the next calendar year will be accepted beginning in November. Reservations must be made by individuals who are 18 years of age or older.

Wichita Public Library Policy Manual

Reservations are made on a first-come/first served basis by contacting the desired location. Reservations are considered tentative until both a completed meeting room agreement and full payment are received. Tentative reservations will be cancelled after ten working days.

All rental fees will be refunded if a reservation is cancelled two or more days prior to the meeting date. Cancellations with less than two days' notice will result in a forfeiture of all rental fees. A refund will be issued if dangerous weather or other conditions necessitate the Library's unscheduled closing.

The Library has the right to preempt any event for Library use. In such rare instances, the Library will make every reasonable effort to assist the group in reserving another date or Library facility or meeting room. All rental fees will be reimbursed if the cancellation or space substitution results in the meeting room not being used.

Responsibilities and Regulations

- All meeting room use must comply with fire codes and will not exceed the facilities' maximum capacity.
- Smoking in any part of the Library is prohibited. Candles and open flames are also prohibited.
- Unless contracted for after-hours use, meeting rooms must be vacated 15 minutes prior to closing time.
- Advanced Learning Library staff will be responsible for set-up and restoration of rooms in that building. Meeting room users should not alter the room set without prior approval of Library staff.
- At branch libraries, employees are not generally available to assist with meeting room set up. Meeting room users assume full responsibility for arranging the meeting room, restoring it to its original condition, and leaving it in good order.
- A \$50.00 fee will be assessed to the individual who signs the meeting room contract if the room is not restored to its original condition.
- The Library does not provide staff to operate any equipment, and staff may not be able to provide instruction on equipment use on the day of the rental. Renters may schedule an appointment with staff several days in advance of the meeting to test equipment.
- All publicity concerning meetings should make it clear that the Library is not the sponsor and must include the statement, "Not an official Wichita Public Library program." Neither the name nor address of the Wichita Public Library may be used as an organization's official address with the exception of Library-affiliated organizations or with the approval of the Director of Libraries.
- Refreshments, except alcoholic beverages, may be served in meeting spaces of all library locations if they are kept inside the meeting room.
 - In branch libraries, the group or individual must provide all serving supplies.
 - Reverie Roasters has a right of refusal agreement for all food and beverage services at the Advanced Learning Library. Outside refreshments may be

Wichita Public Library Policy Manual

served only if Reverie Roasters declines the opportunity to provide these items.

- For libraries where consumption of alcoholic beverages may be allowed under Section 4.04.045 of the City of Wichita Municipal Code of Ordinances, a supplemental meeting room agreement will be required.
- The individual who has signed the meeting room contract is responsible for reasonable care of the room and is liable for damaged or stolen equipment or damage to facilities. The Library is not responsible for the equipment, supplies, materials or other items owned by the group or individuals in the Library.
- All decorations or displays must be freestanding, pinned to bulletin boards in the room, or limited to tabletops. Material may be attached to the meeting room walls only if blue painter's tape is used. Directional signage related to the meeting requires approval by Library staff.

Advanced Learning Library Collaboration Rooms

Collaboration rooms in the Advanced Learning Library may be reserved on a first-come/first served basis beginning one week before the desired date. One two-hour reservation may be scheduled per day. There is no charge for these reservations. When not previously reserved, rooms are available on a first-come/first served basis.

Related Form

Meeting Room Agreement

Last Review: March, 2018

Wichita Public Library Policy Manual

REF-009.1 Technology Training Center Rental

In addition to the policies that apply to the rental of meeting rooms (See REF-009 Meeting Room Facilities), the following policies apply to the rental of the Technology Training Center.

If a Technology Training Class rental must be cancelled because of technical failure, the session may be rescheduled at no extra charge or all rental fees will be reimbursed.

The policies and procedures as set forth in the Wichita Public Library Internet Access and Acceptable Use Policy (See REF-004 Internet Access and Acceptable Use Policy) shall apply to the use of the Technology Training Center. The Library's Acceptable Use Policy applies to all use of the libraries' computers. All data added during a TTC session will be removed after the session's completion.

Technology Training Center Fee Schedule

- When City of Wichita boards, commissions and departments as well as for elected officials representing some or all of the corporate limits of the City of Wichita use Library meeting rooms for official business, TTC rental fees will be waived. The TTC may be rented to nonprofit groups or other government agencies for \$50.00/hour. Businesses or individuals may rent the TTC for \$100.00/hour.
- Special sessions of current technology training programs taught by Library staff members may be scheduled. Fees will be \$250.00 for nonprofit use, or \$300.00 for business/individual use.
- Program development or specialized programs with the addition of software may be available. A minimum of two weeks' notice must be given if special software manipulation is necessary.

Related Form

Meeting Room Agreement

Last Review: September, 2017

Wichita Public Library Policy Manual

REF-010 Library Tours and Group Visits

Tours are available during regular business hours upon advance request.

Types of tours vary based on the size of the facility and the location's materials and programs.

Schools may reserve a meeting room for use during a visit or tour at no charge if no room sets are needed.

See CIR-004 for information about issuing Library cards to tour groups or classrooms.

Last Review: September, 2017

Wichita Public Library Policy Manual

REF-011 FamilySearch Center Affiliate Program

Under an agreement with the Genealogical Society of Utah (FamilySearch), the Wichita Public Library's Lawrence and Lucile Wulfmeyer Genealogy/Special Collections Center is a designated FamilySearch Center. Through this affiliation, users of the Special Collections Center have the opportunity to access restricted digital record collections not available to customers from home. Terms of use are determined by the Genealogical Society of Utah and not by Wichita Public Library.

Requests are managed and maintained in the Special Collections Center.

Records from FamilySearch are subject to copyright laws, and may not be copied or used except as permitted thereunder.

Contract

FamilySearch Center Agreement

Last Review: September, 2017

Wichita Public Library Policy Manual

REF-012 Test Proctoring

The Wichita Public Library supports educational endeavors of the community and offers test proctoring services to assist customers in achieving their learning goals. Test proctoring services are available in the Advanced Learning Library to any customer with a Wichita Public Library account in good standing.

Customers are encouraged to make test reservations at least one week in advance of their preferred testing dates.

It is the responsibility of customers to ensure that all proctoring materials and instructions, including technical requirements for online tests, are provided to the Library prior to scheduled tests. Customers are also responsible for providing all supplies needed to administer and submit completed tests for grading and credit.

There is a fee of \$15.00 per proctored test.

Last Review: May, 2018

Wichita Public Library Policy Manual

CUS-001 Customer Code of Conduct

The Wichita Public Library enforces a code of conduct in order to provide a safe and pleasant environment for its customers. This Code is applicable to all Public Library property.

Serious Offenses

No person shall engage in any conduct that violates federal/state statutes or local ordinances or that creates a safety threat to other people, including but not restricted to the following:

- Threatening, physically harming, or interfering with staff or customers
- Stealing Library materials
- Damaging, defacing or destroying library property, or disrupting Library services
- Bringing explosive or dangerous biological or chemical agent into the Library
- Bringing guns, knives or other weapons into the Library in any manner other than as allowed by local ordinance or state statute
- Illegal use of controlled substances and possession of controlled substances, paraphernalia or simulated controlled substances
- Unauthorized consumption of alcoholic beverages on Library grounds
- Gross behavior in public such as urinating, defecating, exposing of genitals, etc.
- Engaging in disruptive or disorderly behavior
- Trespassing, refusing to leave the Library when ordered to do so by the Librarian-in-Charge or security officer
- Leaving a child age seven or under unattended in the library without the supervision of an adult
- Smoking or tobacco use in the library, including the use of electronic cigarettes

When a customer is observed engaging in illegal conduct, the police will be contacted. In addition to any court-imposed penalty the customer will be permanently banned.

Unacceptable Behavior

The following behavior by a member of the public is not allowed in Library facilities as it disrupts the smooth and proper functioning of the Library:

- Sleeping
- Remaining in the library after its regular closing time
- Playing audio equipment so that others can hear it
- Cell phone use during Library programs or in other areas as posted
- Eating in the library other than in designated areas
- Drinking non-alcoholic beverages from unapproved containers. Drinks with lids are required; spill-proof containers with twist-off or other secure lids are preferred. Drinking any beverage in the Wulfmeyer Special Collections Center or other areas as posted is prohibited. Drinks pose a potential risk to computer equipment and to Library collections. Customers are required to be responsible when drinking beverages in the Library
- Bringing animals or vehicles into the library, except as required by persons with special needs
- Interfering with others' use of the Library through poor personal hygiene or excessive body odor/perfume/cologne
- Campaigning, petitioning, interviewing, canvassing, or surveying Library customers or staff.
- Failing to wear a shirt or shoes

Wichita Public Library Policy Manual

- Misusing the restrooms (including use of the restrooms for changing clothes, graffiti, or bathing)
- Interfering with, obstructing or blocking free passage on library premises
- Bringing sleeping bags, bedrolls, blankets, large framed backpacks, luggage or bags of clothing into library buildings or leaving them unattended on library grounds
- Bringing shopping carts or wheeled conveyances into library buildings (with the exception of wheelchairs, baby strollers or carriages used for the actual transport of a person or child, or wheeled backpacks, book carriers or briefcases)
- Parking a bicycle, wheeled conveyance, shopping carts or other wheeled cart in any area other than at a designated bicycle rack
- Failing to keep personal belongings to oneself (The Library is not responsible for lost or stolen property. Library premises shall not be used for storage of personal belongings. Items left unattended are subject to removal and discard.)
- Any behavior or activity which disrupts use of the Library

All items brought into the Library are subject to inspection.

Customers observed behaving in ways identified as unacceptable in this code of conduct will be instructed to cease the behavior or leave the library. Failure to observe these rules by refusing to change conduct when asked will result in loss of Library privileges, including the right to visit Library facilities and grounds. Banning will usually be done first for a single day, then for a week, then for a month. Permanent banning for unacceptable behavior must be authorized by the Director of Libraries or his/her designee and will be used when repeated attempts to correct unacceptable behavior have failed or serious offenses have occurred.

Last Review: June, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/customer-code.aspx#customer-code>

Wichita Public Library Policy Manual

CUS-001.1 Unattended Children

Every child's visit to the Library will be an enjoyable and safe experience. For the safety of the child, parents/legal guardians and caretakers should realize that Library personnel are not responsible for small children. Children under seven years of age may not be left unattended in the library. Older siblings under 12 years of age are not acceptable substitutes for legal guardians or caretakers.

If an unattended child under seven cannot locate his or her parent, legal guardian, or caretaker in the building within fifteen minutes of staff becoming aware of the problem, police will be called.

If an unattended minor under eighteen years of age remains in the Library fifteen minutes past closing, police may be called. Attempts may be made by staff to contact the minor's parent, legal guardian or caretaker prior to calling the police.

Last Review: June, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/customer-code.aspx#unattended>

Wichita Public Library Policy Manual

CUS-001.2 Suspension of Privileges for Health and Safety Reasons

It is the responsibility of the Wichita Public Library to maintain a healthy and clean environment for all Library users and to protect the City's investment in Library collections, equipment and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, or that can result in pest infestations in library facilities, e.g. roaches, silverfish and some types of beetles

Examples of situations where access to Library facilities may be suspended include, but not be limited to:

- Customers or customer possessions with fleas, lice, or bed bugs
- Customers with clothing that is stained with urine or feces

Should it become necessary to suspend Library privileges of a customer in order to protect Library collections, facilities or other users, notification of the suspension will be made by the Director of Libraries or Collection Development Division Manager.

Any customer that has privileges suspended under the terms of this policy may request a re-evaluation of the suspension under the terms of the reinstatement of Library privileges policy, CUS-002.

Last Review: June, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/customer-code.aspx#health>

Wichita Public Library Policy Manual

CUS-002 Reinstatement of Library Privileges

Customers who have been banned from the Library may request a re-evaluation of the banning and reinstatement of their library privileges.

Code of Conduct Related Bannings

Requests for reinstatement of privileges lost due to behavior in conflict with the Customer Code of Conduct must be submitted in writing to the Director of Libraries. Requests should include a statement demonstrating an understanding of why the behavior that resulted in the loss of privileges is unacceptable in Library facilities and an affirmation that the customer is aware of and understands the expectations for appropriate behavior within the Library.

Factors to be considered during the evaluation of the reinstatement request include the details of the incident that led to the banning, the length of time since the banning, the status of the customer's Library account, completion of any requirements imposed by the Court as a result of the incident that resulted in the banning and any other information that would attest to the fact that remediation of the behavior that led to the banning has been achieved.

Health and Safety Service Suspensions

Customers who have had Library privileges suspended under CUS-001.2 Suspension of Privileges for Health and Safety Reasons may request reinstatement upon the ability to demonstrate that the situation that resulted in loss of privileges has been resolved.

For reinstatement requests relating to suspensions due to pest infestation, decisions will be made based upon evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been treated. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted.

Decision and Appeal Authority

The Director of Libraries will make decisions about reinstatement of privileges in all cases except those based upon threats or physical harm to another person or possession of a weapon within a Library facility. Decisions of the Director may be appealed to the City Manager or his designee. Decisions to reinstate privileges of customers banned for possession of a weapon prohibited by state law within a Library facility or because of threats or physical harm to another person will be made by the Library Board of Directors.

The City Council may exercise its discretion to hear an appeal from the Library Board, or may allow those decisions to stand.

Last Review: April 2018

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/reinstatement-of-privileges.aspx>

Wichita Public Library Policy Manual

CUS-003 Right of Appeal

The Wichita Public Library recognizes that there may be times when customers disagree with Library decisions, actions or policies. Customers may question actions of the Library in a variety of manners including speaking with staff, use of customer comment forms available from service desks in all library locations, email and letters.

Customer service and operational problems not resolved to a customer's satisfaction may be appealed to the Director of Libraries and, if still unresolved, then to the City Manager or his designee.

Problems relating to the Library policies may be appealed to the Director of Libraries, and if still unresolved, then to the Library Board of Directors. The City Council may exercise its discretionary right to review all decisions of the Director of Libraries or the Library Board, or may allow those decisions to stand.

Related Forms

Customer feedback form

Related Ordinances

City of Wichita Code section 2.12.020 (10).

Last Review: April 2018

Wichita Public Library Policy Manual

CUS-004 Lost and Found

Items or money found within any Library facility will be treated with the assumption that the original owner will return to claim the lost item or the money. Efforts will be made at the time any item or money is found to identify the owner.

Items unclaimed and not identified as belonging to any person after 30 days will be discarded. If money is not claimed after 30 days, it will be donated to the Wichita Public Library Foundation.

Related Form

Lost and Found Property Receipt

Last Review: June, 2017

Wichita Public Library Policy Manual

CUS-005 Customers' Consent to Participate in Photograph

In order to fulfill grant requirements or to publicize programs and services of the Library, staff members or their designees may take photographs and video footage of customers of all ages at the Library and Library sponsored events. Customers who do not want to be photographed or filmed may “opt out” by notifying the photographer or videographer documenting the event or service. Customers may choose to give or not give consent; their choices will have no bearing on receiving services from the Library. Names of customers will not be used in publicity without written consent.

Related Form

Consent to Participate in Photograph

Last Review: June, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/customers-photograph.aspx>

Wichita Public Library Policy Manual

CUS-006 Filming and Photography Policy

Filming and photography is allowed as described below only to the extent that it does not interfere with the delivery of library services and is consistent with the Library's mission. All parties involved in filming and photography are expected to follow the Customer Code of Conduct (CUS-001).

Persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed. The Library undertakes no responsibility for obtaining these releases.

Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the Library's Customer Code of Conduct.

Library staff may terminate any photo session that violates Library policies or appears to compromise public safety or security.

News Media Photography

The Library has an open door policy for news media photographers and reporters who are doing stories or projects that directly involve the Library and its programs, resources and services. Advance authorization for such coverage must be obtained from the Library's Marketing and Communications Manager, Director of Libraries or Librarian-In-Charge.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself; however, research photography of the Library's materials and resources are permitted within certain limitations (see "Research Photography" section below). It disallows using Library facilities as interview venues for unrelated stories and disallows access to library customers for opinion polls or interviews within its facilities.

Documentary-Type Photography for Publication or Broadcast

The Library permits photography of its premises and activities when the use of the photographs involves the Library directly, i.e. books, articles, or videos about the Library itself, the Library's position in the city of Wichita as a tourist or learning destination, or as part of a piece used to describe Wichita. Authorization must be obtained in advance from the Library's Marketing and Communications Manager, Director of Libraries or Librarian-In-Charge.

Research Photography

The Library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining their own permissions when photographing copyrighted material in the library. Because of complex copyright issues, permission to reproduce some materials from the Genealogy and Local History Section may be denied or involve a fee (see REF-005, REF-005.1, and REF-005.2). Advance authorization may be required for some materials.

Amateur Photography

Casual amateur photography and videotaping is permitted in lobby, study and program areas of library facilities for customers and visitors wanting a remembrance of their visit. The use of

Wichita Public Library Policy Manual

additional equipment such as lighting is not permitted. Amateur photographers have explicit responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed.

Commercial Photography or Major Projects

The Library will permit use of its facilities for commercial photography or filming entertainment and educational projects where a library setting is called for, if the project does not interfere with the mission of the Wichita Public Library and is in accordance with the rest of this policy. Projects must be approved in advance. In order to avoid disruption of service to library customers, such use may take place only when the library is closed. Fees will be charged to offset costs incurred by the Library to provide access to the facility.

BASE FEE RATES	
Access between 7:00 a.m. and 9:30 a.m., Monday – Friday, with no onsite technical assistance	\$100 per hour
Access between 7:00 a.m. and 9:30 a.m., Monday – Friday, with onsite technical assistance available	\$150 per hour
Access between 8:00 p.m. and midnight, Monday – Thursday, with no onsite technical assistance	\$350 per hour
Access between 8:00 p.m. and midnight, Monday – Thursday, with onsite technical assistance available	\$500 per hour
Access between 6:00 p.m. and midnight, Friday – Saturday, with no onsite technical assistance	\$350 per hour
Access between 6:00 p.m. and midnight, Friday – Saturday, with onsite technical assistance available	\$500 per hour
Access other hours with no onsite technical assistance	\$500 per hour
Access other hours with onsite technical assistance	\$750 per hour

Photography for Groups and Non-Library Events in Meeting Rooms

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

Last Review: June, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/filming-photography.aspx>

Wichita Public Library Policy Manual

CUS-007 Service to deaf, Deaf and Hard of Hearing Persons

It is the policy of the Wichita Public Library to ensure that a consistently high level of service is provided to all community members, including those who are deaf, Deaf or hard of hearing. The Library has specific legal obligations under the Americans with Disabilities Act and the Rehabilitation Act to communicate effectively with people who are deaf, Deaf or hard of hearing. To carry out these policies and legal obligations, the Library instructs its employees and volunteers as follows:

- People who are deaf, Deaf or hard of hearing are entitled to a level of service equivalent to that provided to other persons.
- The Library will make every effort to ensure that its employees and volunteers communicate effectively with people who are deaf, Deaf or hard of hearing.
- Effective communication with a person who is deaf, Deaf or hard of hearing involved in an incident – whether as a victim, witness, or suspect– is essential in ascertaining what actually occurred, the urgency of the matter, and type of situation.
- The type of aid required for effective communication will depend on the individual’s usual method of communication, and the nature, importance, and duration of the communication at issue.

Definitions

According to the National Association for the Deaf, how people “label” themselves in terms of their hearing loss is personal and may reflect identification with the Deaf community or merely how their hearing loss affects their ability to communicate. A person can either be deaf, Deaf, or hard of hearing.

- Auxiliary aids and services:* This phrase refers to various types of aids used to communicate with people who are deaf, Deaf or hard of hearing. These include use of gestures or visual aids to supplement oral communication; use of a notepad and pen or pencil to exchange written notes; use of an assistive listening system or device to amplify sound for persons who are hard of hearing; or use of a qualified oral or sign language interpreter.
- deaf:* The term “deaf” (lowercase) refers to those who are unable to hear well enough to rely on their hearing as the primary means of receiving and processing oral communication. These individuals may not rely upon a single mode of communication, and may enlist several different modes for communication, such as a sign language system (American Sign Language, Pidgin Signed language, Signed Exact English, etc.), communicating verbally while wearing hearing aids, as well as using written English. Often, these people have experienced their hearing loss later in life, and are referred to as “late deafened adults.” Their deafness, though unique, does not necessarily bring with it an identity, common language (such as ASL), or culture.
- Deaf:* The term “Deaf” (uppercase) refers to a particular group of deaf people who share a common language--American Sign Language (ASL)--and a culture. This culture includes a set of beliefs about themselves and their connection to the larger society.

Wichita Public Library Policy Manual

- D. *hard of hearing*: The term “hard of hearing” refers to those who have some hearing, are able to use it for communication purposes, and who feel reasonably comfortable doing so. “Hard of hearing” can denote a person with mild-to-moderate hearing loss and/or denote a deaf person who does not want cultural affiliation with the Deaf community.

Employees and volunteers may make the first attempt in writing to determine the primary mode of communication with a deaf, Deaf, or hard of hearing person. Many deaf senior citizens do not know sign language, so the primary mode of communication may be in writing. Many Deaf citizens may know sign language but may have poor writing and reading skills, so writing may not always be a good communication mode. A few hard of hearing people may prefer sign language as their primary mode of communication.

Routine Contacts

In many circumstances, oral communication supplemented by gestures and visual aids or an exchange of written notes will be an effective means of communicating with people who are deaf, Deaf or hard of hearing. In other circumstances, a qualified sign language interpreter may be needed to communicate effectively with persons who are deaf, Deaf or hard of hearing. The more lengthy, complex, and important the communication, the more likely it is that a qualified interpreter will be required for effective communication.

To serve each individual effectively, primary consideration should be given to providing the type of communication aid or service requested by the individual. Employees and volunteers should find out from the person who is deaf, Deaf or hard of hearing what type of auxiliary aid or service he or she needs. Employees and volunteers should defer to those expressed choices, unless:

- There is another equally effective way of communicating, given the circumstances, length, complexity, and importance of the communication, as well as the communication skills of the person who is deaf or hard of hearing.

Employees and volunteers whose sign language skill level is not sufficient for communicating with a deaf, Deaf, or hard of hearing person should first attempt to communicate in writing.

Employees and volunteers should not ask a family member or friend to interpret, unless the deaf, Deaf, or hard of hearing person initiates the request.

The input of people who are deaf, Deaf or hard of hearing who are involved in incidents is just as important as the input of others. Staff members must not draw conclusions about incidents unless they fully understand – and are understood by – all those involved, including people who are deaf, Deaf or hard of hearing.

- A. If the deaf, Deaf, or hard of hearing person needs an interpreter to communicate clearly, the employee or volunteer should request a qualified interpreter.
- B. People who are deaf, Deaf or hard of hearing will not be charged for the cost of an auxiliary aid or service needed for effective communication.

If the person makes a request for a family member or friend to interpret, caution should be taken to ensure that the information is being provided directly and accurately to and from the deaf, Deaf, or hard of hearing person. If the family member or friend has a conflict of interest in the

Wichita Public Library Policy Manual

situation, he/she may intentionally interpret information inaccurately. In such instances the employee or volunteer should request a qualified interpreter.

Definition/Use of a Qualified Interpreter

Under the Americans with Disabilities Act (ADA), a qualified interpreter is defined as “an interpreter who is able to interpret effectively, accurately, and impartially both receptively and expressively, using any necessary specialized vocabulary.”

Regardless of the circumstances described in the previous sections, employees and volunteers should never hesitate to request a qualified interpreter if one is needed to facilitate effective communication.

A list of qualified interpreters will be maintained by the Human Resources Department. Qualified interpreters are:

- A. City of Wichita employees on the City of Wichita’s official bilingual pay list.
- B. Non-employee interpreters who have been screened by the Human Resources Department for quality and skill, reliability, cost, and availability, and certified by that department as qualified interpreters.

Requests for a qualified interpreter must be approved by the Director of Libraries, Support Services Manager or the Librarian-in-Charge.

- A. The supervisor approving the request will first contact an interpreter who is a City of Wichita employee and is on the City of Wichita’s bilingual pay list. Qualified members of the Library staff should be used whenever possible. If no such employee is available, a qualified interpreter from the Human Resource Department’s list of contractors shall be contacted.
- B. The expense of providing a qualified interpreter will be paid by the Library, assuming that the request was made and approved through the process outlined above.
- C. When a non-employee interpreter is utilized from the Human Resources Department list, the employee or volunteer involved in the transaction must submit an e-mail detailing the reason for service, name of the interpreter, location, and arrival and departure times of the interpreter and the supervisor who approved the service. The e-mail should be directed to the Support Services Manager with a copy to the Director of Libraries.
- D. If none of the means set forth above are available when requested, it will be sufficient that a staff member made a good faith/practical effort to obtain a qualified interpreter, following the guidelines set forth in this policy. Such efforts should also be properly documented and sent to the Support Services and Customer Service Managers. A time should be scheduled for communication when a qualified interpreter is available.

Employees and volunteers must review and have a working knowledge of this policy.

Last Review: June, 2017

Wichita Public Library Policy Manual

EME-001 Disaster and Contingency Plan

The Library shall maintain a disaster and contingency plan to be updated at least annually to include emergency procedures. In case of an emergency, these procedures will be followed to ensure the safety of all customers, staff, and volunteers in Library buildings and to protect the Library's resources. All people in Library buildings during an emergency are expected to follow instructions given by the Director of Libraries, Librarian-in-Charge, and/or emergency personnel.

The Library's disaster preparedness/emergency plan is not an open record due to the provision made by K.S.A. 45-221 (12).

Related Statutes

K.S.A. 45-221 (12)

Last Review: March, 2017

Wichita Public Library Policy Manual

EME-002 Library Service During Emergencies

Tornado Warnings

During a tornado warning, the Library is not open for service, but public buildings are open for shelter. A tornado warning is declared in one or both of the following ways: the sounding of civil preparedness sirens or announcements on the radio. Staff must take shelter in assigned areas and may not remain in work areas. All customers are required to take shelter in assigned areas or leave the building until the National Weather Service has canceled the warning.

Should the tornado warning begin prior to a site's official opening, the facility will be opened as an emergency shelter when staff is in the building. Should the warning extend beyond the regular hours of operation, staff will remain until the warning has expired and the building is secured.

Other Inclement Weather

The Library's data equipment and files are vulnerable to damage from power fluctuations as well as physical damage during severe weather. During intense storms, some services may be unavailable.

Loss of Essential Services

Library facilities may close if one or more essential services (electricity, natural gas, water, etc.) are lost and public safety would be compromised if the facility were to remain in use.

Communication of Unscheduled Closings

KFDI will be the primary media outlet for communication of any unscheduled closing with the public and staff.

Last Review: March, 2017

Wichita Public Library Policy Manual

PER-001 Personnel Policy Statements

The Library complies with the personnel policies and procedures established by the City of Wichita. The City of Wichita's policy gives a detailed review of position classifications, pay plans, placement, leaves of absences and hours of work, discipline, termination, restrictions and grievance procedures. Additions or exceptions to this manual are noted in the following section.

The Library will set guidelines and procedures for staff to promote professionalism and good customer service.

Related Policy

City of Wichita Human Relations Policy Manual

Related Manual

New Employee Manual

Last Review: March, 2017

Wichita Public Library Policy Manual

PER-002 Building Opening and Closing

Staff members are to be at assigned work areas, prepared for work at the appointed time. If an employee is consistently tardy, that individual may have their paycheck docked, and will be subject to disciplinary action up to and including dismissal.

At the Central Library, public service areas must be staffed 15 minutes past closing. Branch libraries will be staffed up to 15 minutes past closing, as need dictates.

For security purposes, staff members may not enter a Library facility beyond its normal staff opening or closing time without permission of the Director of Libraries or Librarian-in-Charge.

Related Forms

None

Last Review: March, 2017

Wichita Public Library Policy Manual

PER-003 Breaks

The rest break is a privilege earned by the employee. It is recognized as a factor that contributes toward efficient employee output. Employees earn a 15-minute break for every continuous four hours worked. For employees who work eight hours, a break may be taken during each four-hour shift.

Breaks should be taken to accommodate public service demands. Breaks cannot be accumulated, used to extend lunches, leave work early, or come to work late. Breaks may not be taken in the first or last hour of a work shift: breaks are to be taken towards the middle of the shift to improve employee effectiveness.

Breaks are to be taken at the break site or where the section manager specifies. Employees who must leave the library grounds may only do so with the permission of their supervisor.

Exempt employees may take breaks but they do not have to be given this privilege.

Employees working alone in a section or location may not leave the service area for break privileges.

Related Policy

City of Wichita Human Relations Policy Manual

Last Review: March, 2017

Wichita Public Library Policy Manual

PER-004 Flex Time

Division, section and branch managers are authorized to require staff to work beyond the City's official Flex Time Policy in order to meet the public and support needs of the Library. Schedules are made to best serve the unique library needs of each division, section and branch. Part-time employees may not work in excess of 28 hours per week. Non-exempt full-time employees may not work in excess of 40 hours per week without prior approval from the Director of Libraries. Exempt employees are expected to work 40 hours per week, or more if needed, to complete their job duties.

At the supervisor's discretion, individuals may be permitted to shift schedules within the week if the needs of the section or branch and the scheduling request of the employee coincide. Supervisors may schedule flex time for exempt and non-exempt employees if the work requirements are being met and sufficient staffing allows. If flex time use is going to vary from the normal work week for an extended period of time, the Director of Libraries must be informed in writing of intended variations. If flex time use will vary from the normal work week and be ongoing, the change must be submitted to and approved by the Director of Libraries.

Related Policy

City of Wichita Human Relations Policy Manual

Last Review: March, 2017

Wichita Public Library Policy Manual

PER-005 Holidays

The Library is closed on the legal holidays that are observed by the City of Wichita. Employees are paid for these holidays. The Library is also closed on the Sundays before Memorial Day and Labor Day, and one other Sunday to be designated each year by the Library Board of Directors. Additional closings may be authorized by the Board of Directors. Board-authorized closings are considered days off and are not paid holidays.

Related Policy

City of Wichita Human Relations Policy Manual

Related Forms

None

Last Review: March, 2017

Wichita Public Library Policy Manual

PER-006 Public Policy and Participation by Staff

It is the responsibility of Library administration to keep all employees informed of actions affecting library policies, both proposed and adopted. It is the responsibility of every employee to keep administration informed of concerns regarding these actions. Since members of the press may be present at meetings when important decisions are made, it is possible that there will be instances when the media will report official decisions before administration can inform library staff.

Public Issues

Staff members have the right and responsibility to become involved in public issues. Membership and leadership in community organizations are encouraged as long as this involvement takes place on an employee's own time, does not interfere with job performance, or create a conflict of interest.

Employees are not permitted to solicit public support for or against library-related issues during on-duty hours. Organizing the public on library issues should be left to the public. No petitions either in support of or in opposition to library activities shall be made available to the public within library facilities. (See City of Wichita City Council Policy #20.)

It is the responsibility of the administration to make information concerning regular and special Library Board meetings available to the staff and customers throughout the Library system in sufficient time for them to express their opinions through proper channels prior to a policy decision.

Once the Library Board of Directors and/or City Council adopts a policy, it is the responsibility of all staff members to abide by it.

Media Relations

A good working relationship with the media is an invaluable tool for the dissemination of library information to the community. To help maintain a positive media relationship it is essential that staff members at all levels be kept as informed as possible of policies, both proposed and adopted.

Comments made by library employees to the media should be limited to a statement of policy. Requests for additional information should be referred to the Director of Libraries, the Marketing and Communications Manager, or the Librarian-in-Charge. All requests for comment on behalf of the Board of Directors should be referred to the Board President or his/her designee.

Related Policies

City of Wichita Council Policy #20

Last Review: March, 2017

Wichita Public Library Policy Manual

PER-007 Staff and Volunteer Benefits

In addition to any benefits provided through the City of Wichita, employees of the Wichita Public Library enjoy several privileges.

Staff is not charged hold or overdue fees for Wichita Public Library materials, although continued abuse of this privilege may result in disciplinary action. Staff will be charged unclaimed hold fees and overdue fees for interlibrary loans.

Continuing education opportunities may be available for staff.

Active permanent volunteers will not be charged a hold fee for their library-owned materials in recognition of their service to the library. Permanent volunteers are those who have worked at the Library at least four hours per month for a minimum of three months. Service must be ongoing and not seasonal. A “volunteer” who receives compensation from another organization or whose service is mandated by another organization or the courts does not qualify for this privilege. An individual who continues to volunteer freely after completing volunteer objectives for another organization may then qualify.

Related Forms

None

Last Review: March, 2017

Wichita Public Library Policy Manual

PER-008 Volunteer Program

The achievement of the goals of the Wichita Public Library is best served by the active participation of citizens of the community. To this end, the Library accepts and encourages involvement of volunteers at all appropriate levels of programs and activities.

To become part of the volunteer program, individuals must be at least twelve years of age or ready to enter the seventh grade. Parental permission to volunteer is required of all individuals under the age of eighteen. Youth volunteers may volunteer through the teen volunteer program that support summer reading activities or they may volunteer as individuals at any time during the year.

In addition to volunteering for the Library, individuals may become volunteers for the Library's support organizations (Friends of the Library, Wichita Genealogical Society). Unless explicitly noted, this policy applies to all volunteers working in Wichita Public Library facilities as well as volunteers assisting with outreach activities on behalf of the Library.

Definition of Volunteer

A volunteer is anyone who, without compensation, performs a task at the direction of or on behalf of the Wichita Public Library. This includes individuals working within library facilities on behalf of the Library's support organizations. Within the volunteer program are several subsets of volunteers. These include:

- **ACTIVE VOLUNTEERS:** those who contribute a minimum of four hours of service during the month.
- **ACTIVE PERMANENT VOLUNTEERS:** those who are contributing service on an ongoing basis with a minimum of four hours of service for three or more consecutive months. Seasonal service does not qualify an individual for "active permanent" volunteer status, nor does service contributed through an employment or community service program. Active permanent volunteers receive some staff privileges (see PER-007 Staff and Volunteer Benefits.) These benefits continue as long as the volunteer remains in "active permanent" status.
- **PROGRAM VOLUNTEERS:** those who contribute service through or on behalf of another agency or work program. Examples of program volunteers are those participating in student community service activities, work experience programs, student intern projects, corporate volunteer programs and other similar volunteer referral programs. It also includes individuals placed at the Library and paid for their service hours through programs such as but not limited to the Summer Youth Work Experience Program or the Senior Community Services Employment Program managed by the Workforce Alliance of South Central Kansas.
- **SUPPORT GROUP VOLUNTEERS:** those who contribute service with a library facility but for the benefit of one of the Library's supporting organizations. These volunteers are supervised by those respective organizations and not by the Library's staff or Volunteer Manager.

Wichita Public Library Policy Manual

- **TEEN VOLUNTEERS:** those youth under the age of eighteen who provide seasonal service during the summer in support of the Library's summer reading programs and activities.

Criminal Records Check

Volunteers must complete criminal background checks if over the age of eighteen and be officially approved by the Wichita Public Library prior to beginning service in the volunteer program. Volunteers with gaps in service of six months or more will be subject to successful completion of a new criminal background check before being approved to return to their volunteer work with the Library.

All support group volunteers who are allowed unsupervised access into staff-only areas of library facilities or who work with cash handling, public computing services or children are required to complete a criminal background check. Support group volunteers providing service in other ways may be exempted from the requirement of a complete criminal background check prior to the start of their volunteer service within a library.

Employees and Employee Family Members as Volunteers

The Fair Labor Standards Act (FLSA) prohibits currently employed City of Wichita employees, including library staff, from working as Library volunteers.

Family members of staff are allowed to volunteer with the Wichita Public Library. When family members are volunteers, they will not be placed under the direct supervision or within the same branch or section with currently employed members of their family.

Conflict of Interest

No person who has a conflict of interest with any activity or program of the Wichita Public Library, whether personal, philosophical, or financial will be accepted to serve as a volunteer with the Wichita Public Library.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the Wichita Public Library or other corrective action.

Service at the Discretion of the Library

The Wichita Public Library accepts the service of volunteers with the understanding that such service is at the discretion of the Library. Volunteers agree that the Wichita Public Library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Wichita Public Library.

A volunteer may at any time, for whatever reason, decide to resign from volunteer service with the Wichita Public Library.

Last Review: March, 2017

Wichita Public Library Policy Manual

COL-001 Purpose

The purpose of this policy is to guide the development and maintenance of materials collections in accordance with the mission and vision of the Library and each branch, section and unit within the Library system; to inform the public about the principles upon which selections are made; and to demonstrate that public monies are spent wisely to meet the needs and interests of the community.

Last Review: March, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/collection-management.aspx#purpose>

Wichita Public Library Policy Manual

COL-002 Materials Selection Policy

The Library's core resource is its collection, supporting the mission and vision of the Library as approved by the Board of Directors and in accordance with city, state and federal laws. Material selections are considered and decided in terms of each item's excellence and the audience for whom it is intended. No single standard is applied in all cases. Some materials are judged primarily for artistic merit, scholarship or value to humanity; others are selected to satisfy the informational, recreational or educational interests of the City's diverse population. The Library strives to provide a collection in a variety of formats for a wide range of ages, interests, cultural and educational backgrounds and reading skills. The Library collects material reflecting a variety of viewpoints on controversial issues. New formats are considered when demand and viability warrant. Final responsibility for selection decisions rests with the Director of Libraries and the Library Board of Directors.

The Wichita Public Library subscribes to the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View statement as adopted by the American Library Association. In accordance with these statements, the Library recognizes that some materials may be controversial and that any given item may concern some customers. Without anticipated approval or disapproval, selections will be made solely on the merits of the work in relation to the building of the collection and to serving the interests of Library customers. Responsibility for the reading, viewing and listening choices of minors rests with their parents or guardians. Limitations on access to public computer workstations or collections/formats may be requested for a minor child by his or her parent or legal guardian. No other age-based restrictions on access to Library materials will be enforced, except by statutory requirement.

Last Review: March, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/collection-management.aspx#selection>

Wichita Public Library Policy Manual

COL-003 Evaluation and Withdrawal of Materials

The Library monitors and evaluates materials regularly to determine if the needs of customers are being met. An up-to-date, attractive and useful collection is maintained by renewing essential materials. Works that are damaged, worn, outdated, of little historical significance, or no longer in demand are removed from the collection on a systematic and continuous basis.

Last Review: March, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/collection-management.aspx#withdrawal>

Wichita Public Library Policy Manual

COL-004 Replacements

See CIR-012.

Last Review: March, 2017

Wichita Public Library Policy Manual

COL-005 Gifts and Donations

The Wichita Library Board encourages donors to make their monetary gifts to the Wichita Public Library Foundation or the Friends of the Wichita Public Library.

Monetary gifts may be unrestricted or designated as memorials or tributes to honor a friend or relative. Donors of funds may suggest specific furniture, equipment, or artwork, as well as subjects or titles of collection materials to be acquired with their donation; however, the Library reserves the right of final selection in order to meet either the space, utilization, and design criteria of a particular building or the criteria of the Collection Management Policy. Library staff will place selected materials in relation to other materials in the collection for the best use by the public.

Monetary gifts received for the purpose of honoring or memorializing an individual will be treated as independent project funds. Gifts intended to assist with the purchase of library materials will be managed by the Collection Development Division Manager with assistance from appropriate selectors. Gifts intended for use assisting with costs of programs or services or for the purchase of equipment will be managed by the Library Foundation President with assistance from appropriate supervisors and staff.

Acquisition of materials and equipment will occur in a timely fashion. When funds are spent to a level where additional purchases within the scope of the project cannot be accomplished, any remaining funds will be transferred to the Library Foundation's General Endowment and the project will be closed.

Gifts of Books and Other Materials

Gifts of books and other materials may be made directly to the Wichita Public Library, to the Wichita Public Library Foundation, or the Friends of the Wichita Public Library. The Library will not accept materials that are not outright gifts and it reserves the right to assign any of its materials wherever the need is the greatest. All gifts must be in usable physical condition. Because of limitations of space, money, and staff, the Library reserves the right to accept or discard, at its discretion, any materials given to the Library. Because of wear, theft and mutilation, the permanence of gifts cannot be guaranteed.

The Library makes every effort to dispose of any gift materials it cannot use to the best advantage, such as through sales through the Friends of the Wichita Public Library or recycling.

Last Review: March, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/gifts-and-donations.aspx>

Wichita Public Library Policy Manual

COL-006 Reconsideration of Materials

The Library recognizes its responsibility to make available a representative selection of materials on subjects of interest to its users, including materials that represent various sides of controversial questions. Individuals may request reconsideration of a selection decision by submitting a written request for reconsideration using established Library procedures and guidelines.

Related Form

Request for Reconsideration of Library Materials

Last Review: March, 2017

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/collection-management.aspx#reconsideration>