SALINA PUBLIC
LIBRARY

POLICY MANUAL

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Full Policy Manual - Reviewed & Approved Dates:
3/17/2026, 3/18/2025, 3/19/2024, 3/21/2023, 3/15/2022,3/16/2021, 08/13/2019

PHILOSOPHY

PHILOSOPHY-001: PURPOSE

The Salina Public Library offers opportunities for all ages to learn, gather and grow by providing resources, events, technology and information. Library staff members provide pleasant and efficient service to meet the needs of each patron.

As a tax supported institution, all activities of the Library are directed toward providing the best possible service to the public. The Library is an important part of the educational, recreational, and social services of the community and strives to work with other agencies and organizations to meet the needs of the people in these areas.

Revision Date(s): 08/13/2019

PHILOSOPHY-002: MISSION STATEMENT

Connecting people to information, learning and culture.

Revision Date(s): 08/13/2019

PHILOSOPHY-003: CORE VALUES

Service Minded

People Centered

Lifelong Learning

Revision Date(s): 08/13/2019

PHILOSOPHY-004: ALA

Library Bill of Rights: http://www.ala.org/advocacy/intfreedom/Librarybill
Interpretations of the Library Bill of Rights: http://www.ala.org/advocacy/intfreedom/Librarybill/interpretations
The Freedom to Read Statement: http://www.ala.org/advocacy/intfreedom/freedomreadstatement
The Freedom to View: https://www.ala.org/advocacy/intfreedom/freedomviewstatement

Revision Date(s): 03/25/2025, 08/13/2019

ORGANIZATION

ORGANIZATION-001: LIBRARY BOARD

The Library is governed by the Board, whose members are appointed by the Salina City Commission as provided in KSA 12-1222, with powers and duties as provided in KSA 12-1215 and KSA 12-1225. The mayor is an ex officio member of the Board. The Library Board establishes the policies by which the Library is administered.

Terms of a Library Board member are 4 years, ending April 30th. A board member may fulfill two terms according to KSA 12-1222.

Revision Date(s): 04/21/2026, 08/13/2019
Salina, Kansas - Code of Ordinances - Chapter 19 - Library

ORGANIZATION-002: ADMINISTRATION

The operation of the Library is administered by the Director, who is appointed by the Library Board. He or she meets with the Library Board, but is not a member of the Board.

For administrative purposes, the Library is divided into departments. All departments have a Department Head or Manager who reports to the Director or Assistant Director.

Revision Date(s): 03/15/2022, 03/16/2021, 08/13/2019

ORGANIZATION-003: ESTABLISHMENT OF LIBRARY POLICY

It is the duty of the Director to initiate and draft policy proposals as needed for the sound operation of the Library. Any policy recommendations shall be submitted to the Library Board by mail or email prior to the meeting at which it is to be considered. Policy statements require a favorable vote at one meeting of the Library Board.

Library policy is reviewed, amended as needed and approved on a regular basis by the Library Board.

Revision Date(s): 03/25/2025, 08/13/2019

ORGANIZATION-004: FUNDING

The Salina Public Library is funded primarily through property tax within the city of Salina. The Library Board of Trustees has the authority to annually vote for and pass a budget and mill levy in support of Library operations and employee benefits. This is authorized by KSA 12-1215, 12-16, 12-102. Mill levy limits were removed by KSA 79-5040 in 1999. Increases are subject to the publication, petition and possible election requirements. The time frame for budget hearings and adoption is explained by KSA 79-2933.

The Library also receives grants from the State Library of Kansas and the Central Kansas Library System (CKLS). This funding is supplemented by fines, fees, special grants, Friends of the Library, bank interest on deposits, dividends from investments and donations.

A Capital Improvement Fund is authorized by KSA 12-1217. This allows public libraries to transfer up to 10% of tax receipts from the General Fund into a separate fund for capital improvement use. Capital improvement is budgeted for annually. Bids will be solicited for projects that are estimated to be over $10,000. The Library Board will be provided information for all capital improvement projects. At the end of a funding year, the General Fund is reviewed by the Director and capital monies transferred appropriately.

The Library operates on a cash basis. Library funds and accounts are audited annually following KSA 75-117 and 75-1122. Audits are provided to the Library Board annually.

Revision Date(s): 03/25/2025, 08/13/2019

ORGANIZATION-005: LIBRARY PLAN

The Director and Assistant Director establish an annual Library plan that includes staff, the Library Board and community input. The specifics of the Library plan are made available to the public upon finalization. Progress and implementation of the plan will be systematically evaluated and updates provided at Library Board meetings.

Revision Date(s): 03/25/2025, 03/16/2021, 10/15/2019

ORGANIZATION-006: EQUITY, DIVERSITY & INCLUSION STATEMENT

Salina Public Library is committed to promoting diversity and inclusion by contributing to a society in which all community members can realize their full potential. As a trusted and enduring institution in our community, we recognize that maintaining an environment of diversity, inclusion and respect is essential. We will always help address community challenges and needs.

Our commitment to this ongoing process is foundational to fulfilling our mission.

Revision Date(s): 11/15/2022

SERVICES

SERVICES-001: HOURS & HOLIDAYS

The Library hours are:

Monday - Thursday	9:00 A.M. - 8:00 P.M.
Friday	10:00 A.M. - 6:00 P.M.
Saturday	10:00 A.M. - 5:00 P.M.
Sunday	12:00 P.M. - 5:00 P.M.

Exceptions may occur. The Director or Assistant Director may open or close the Library for additional hours due to special events, emergencies, staff training, Library improvements or inclement weather. Events or Library services may be rescheduled or canceled due to inclement weather such as extreme heat, expected snow and/or ice, etc.
Any changes made to the regular schedule will be made public in a timely manner.

The Library is closed on the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Easter Sunday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

When Christmas and New Year's occurs on a Sunday, the Library is also closed on the following Monday.

The Library closes early on this holiday:

- New Year’s Eve - 1 p.m.

The Library closes at 6 p.m. on the day before Thanksgiving.

Revision Date(s): 1/17/2023, 10/18/2022, 03/16/2021, 6/16/2020, 09/17/2019

SERVICES-002: LIBRARY CARDS

Library materials may be borrowed by anyone with a Salina Public Library card in good standing. Cards are issued to Kansas residents. Those who are out-of-state, but are temporarily Kansas residents, such as a student, may be issued a card. There is no charge for a Library card. Patrons who receive a Library card agree to abide by all policies of the Library.

002.1: TYPES OF CARDS

The types of Library cards are:

1. Patron Card
2. Youth Card
3. Virtual Card
4. School Library Card
5. Youth School Library Card
6. Non-Saline County Resident Card
7. Non-Saline County Resident Youth Card
8. Homebound
9. VIP Card
10. VIP Youth Card
11. Non-Saline County Resident VIP Card
12. Non-Saline County Resident VIP Youth Card

Patron Card:

- Available to patrons age 11 or older. *(*Note: Some youth had patron cards before this policy change. When the patron card is renewed, staff will explain the new policy and to have a full Patron Card one must be age 11 or older.)*
    - Patrons younger than 18 must have consent from a legal guardian as well as the guarantor on the account if different from the legal guardian *(see Youth Card information)*
- Check out of any item, with less than a $5 account balance
- PC access on the main level of the Library adult areas
- Full access to virtual services
- Fines accumulate & patrons are charged for lost items
    - Fines are not charged for books checked out in the Youth Services area. **as of May 1, 2020*

Youth Card:

- Available to patrons younger than 18 with consent from a legal guardian
    - Guarantor's name must be listed on the account
- Check out items in the Youth Services department, with less than a $5 account balance
- PC access in the Youth Services department
- Access to most virtual services
- Fines accumulate and patrons are charged for lost items (The legal guardian accepts full financial responsibility.)
    - Fines are not charged for books checked out in the Youth Services area. **as of May 1, 2020*

Virtual Card:

- Patrons must be 18 to apply for a virtual card.
- PC access on the main level of the Library adult areas if 18 years of age
- Cannot check out physical Library materials
- Access to virtual services
- No fines or charges for lost items due to virtual services only

School Library Card:

- Cards are created by using Student IDs provided by the educational institution
- Up to 10 physical items may be checked out at one time
- No fines or fees are charged. If an item is not returned, further checkouts are not allowed
- Privileges will be restricted if items are not returned or damaged
- Access to digital resources is provided
- Access to computers in the Youth Services area of the Library with free printing up to $1 for school related work
- Items not available for checkout are hotspots and Rokus.

Non-Saline County Resident Card:

- For patrons who reside outside of Saline County
- Reduced access to services
- Check out of any item, with less than a $5 account balance
- PC access on the main level of the Library adult areas or youth depending upon age
- Fines accumulate & patrons are charged for lost items
    - Fines are not charged for books checked out in the Youth Services area. **as of May 1, 2020*

VIP Card:

A VIP Card is provided to the Library Board, Library Staff, Educators and Friends of the Library.

- Check out of any item, with less than a $5 account balance
- PC access on the main level of the Library adult areas
- Full access to virtual services
- No fines, patrons are charged for lost items

*Only library material charges can be on Library accounts.

002.2: REQUIREMENTS TO RECEIVE A CARD

All library accounts require a photo. This photo is stored within the Library system. This is to protect patrons from unwanted activity on their account.

Youth Card
Any child, 17 years old and younger, is eligible to receive a youth Library card.

The child must be accompanied by a parent, step-parent or legal guardian who:

- Accepts legal responsibility for use of the card.
- Provides a current photo ID with current address of that parent, step-parent, or legal guardian on it.

When a child turns 18, the youth card expires. The account remains in the system.
The patron will be asked to apply for a new Library card and provide what is necessary as listed below.

Patron Card
Anyone age 18 and older may be eligible for a Library card. Anyone 11 to 17, may apply for a Library Card, but must have someone who accepts responsibility for the card.

The Library card applicant must:

- Provide a current photo ID with current mailing address.
  OR
- Provide current photo ID and a piece of mail with patron's name and current address.
  - Anyone younger than 18 years of age must be accompanied by a parent, step-parent or legal guardian who:
    - Accepts legal responsibility for use of the card.
    - Provides a current photo ID with current address of that parent, step-parent, or legal guardian on it.

Virtual Card
Anyone in Salina or Saline County can apply for a virtual Library card online. Patrons must be 18 to apply for a virtual card. Virtual cards can be applied for at the Library or online. Those outside of Salina or Saline County must come into the Library to apply for a library card.

A staff person does verify that the applicant does not already have a library card and that the address used to apply is indeed valid. The staff person then creates the account and e-mails the card information, along with information how to use their card, to the patron.

The patron must then verify their information by coming into the library within 30 days.
The Library card applicant must:

- Provide a current photo ID with current mailing address.
  OR
- Provide current photo ID and a piece of mail with patron's name and current address.

The card expires 30 days after issue if not verified.

002.3: RESPONSIBILITIES

Patrons are responsible for all materials borrowed on their card, including payment of fines or charges incurred. Parents/guardians are responsible for all materials checked out by a patron 17 or younger.

Patrons are responsible for notifying the Library promptly of any change of contact information or loss of a Library card. Patrons are provided 1 Library card and account. A student may have a school library card and a regular library card.

A library card should be used only by the person/organization to which it has been issued.

002.4: CARD EXPIRATION, RENEWAL & ACCOUNT DELETION

All Library cards have an expiration date. Cards must be renewed. All fines and fees must be paid for a card to be renewed.
Cards expire in 3 years with the following exceptions:

- Cards for foster children expire in 6 months.
- Friends of the Library cards expire annually.
- School Library cards expire upon graduation.

If a patron has items checked out when their library card expires, the current loan period will continue through the original due date. Items checked out under an expired card are not eligible for renewal.

Account Maintenance and Deletion

Library accounts are reviewed through a monthly maintenance ("weeding") process. An expired account may be deleted after three (3) years from its expiration date based on factors including, but not limited to:

- Account balance (fines and fees must be less than $100)
- Active payment plans
- Security or behavioral concerns
- Other circumstances deemed necessary by a Library Director or Head of Security

Accounts that have been expired for five (5) years or more may be deleted if the account balance is less than $500, provided the account also meets all other criteria listed above, including payment plans, security or behavior issues, and circumstances deemed necessary by a Library Director or Head of Security.

Library accounts are not deleted upon request. Accounts follow the library's established expiration and deletion process to ensure compliance with audit requirements, record-retention needs, statistical reporting, confidentiality obligations, and fiscal responsibility in the administration of taxpayer-funded services. The library maintains and protects patron records in accordance with applicable confidentiality laws, regulations, and library policies.

The library does utilize Unique Management Services to recover outstanding balances owed on accounts.

Reapplication After Deletion

A patron whose account has been deleted may apply for a new library card at any time, subject to current library policies and eligibility requirements.

Account Deactivation Requests

A patron may request that their account be deactivated by providing account information and valid identification to the Head of Circulation. A deactivated account will remain subject to the expiration and account-maintenance processes outlined above.

Patrons may not request immediate deletion of a library account. Account deletion occurs only through the library's established account-maintenance process described above.

Third-Party Services

Patrons are responsible for contacting any third-party service providers directly regarding account access, account deletion requests, privacy concerns, or the removal of personal information. The library cannot modify, delete, or manage accounts maintained by third-party entities.

002.5: REPLACEMENT CARDS

Replacement cards are issued for $1.00.

Replacement cards must be paid for and cannot be charged to the account.
To receive a replacement card, all fines and fees must be paid for if the account balance is over $5.

002.6: KANSAS LIBRARY CARDS

The State Library of Kansas authorizes the Salina Public Library to issue Kansas Library Cards to Kansas residents. There is no charge for a card and proof of residency must be shown for the card. This includes full name and date of birth. The Kansas Library Card is not related to a patron's standing with their current Salina Public Library card.

002.7 THIRD-PARTY SERVICES & VENDORS

The library partners with third-party vendors to provide and enhance library services, including but not limited to the integrated library system, online catalog, digital collections, streaming platforms, educational resources, and other online tools.

In order to provide access to these services, the library may transmit or share limited patron account information, including personally identifiable information (PII), with contracted vendors. These vendors are authorized under agreements with the library and are required to use such information solely for the purpose of providing library-related services.

Some third-party services may require patrons to create separate accounts or provide additional personal information beyond what is held by the library. Use of these services is governed by the individual vendor's terms of service and privacy policies, which are separate from and independent of library policies.

The library is not responsible for the privacy practices, data collection, storage, or use of information by third-party vendors once patron data has been transmitted to or entered into those external systems. Patrons are encouraged to review the privacy policies of each third-party service and contact the vendor directly with any questions or concerns regarding their accounts or data.

Access to third-party services is provided as a convenience and does not constitute ownership or control by the library over those external systems.

Revision Date(s): 09/15/2026, 6/16/2026, 3/17/2026, 08/26/2025, 05/20/2025, 12/17/2024, 9/17/2024, 6/18/2024, 03/19/2024, 11/21/2023, 03/15/2022, 03/16/2021, 03/17/2020, 02/18/2020, 09/17/2019

SERVICES-003: CIRCULATION OF MATERIALS

A patron should use their own card to check out materials. If the patron has forgotten their card, they can go to the circulation desk to ask for assistance. The patron must show a photo ID or the patron must have a photo on file in the Library system if they do not have their card to check out materials.

A patron must be at least 18 years of age to check out a hotspot or a Roku device.

When patrons use Library materials, the Library assumes no responsibility for damage caused to a patron's device(s).

Patrons agree to abide by Library circulation policies. Any exceptions or Library system overrides by staff must be approved by a Department Head, the Director or Assistant Director.

003.1: LOAN PERIODS

The majority of Library materials circulate for 28 days. The chart below provides loan periods and checkout limits for materials.

Patrons may renew items if no one else has the item on hold. Items can be renewed 2 times.

A maximum of 50 items can be checked out.

Loan Period	Item	Maximum Checkouts
7 Day Loan Period	Hotspot, Roku High Demand DVDs, CDs	1 5
14 Day Loan Period	Games - Video, Games - Tabletop, NonTraditional Items High Demand Audiobook formats ILL DVDs, CD Music High Demand Books	2 6 10 20 50
28 Day Loan Period	Book Discussion Books - upcoming Book Discussion Books - previous Kits Audiobook formats, Magazines, Books, Graphic Novels, Manga, Paperbacks	3 12 2 10 50
Hourly **in building use only*	Chromebooks	2 (8 hours per day) **no renewals, no holds*

003.2: HOLDS

The Library accepts hold requests from Library patrons on all items, both on the shelf and checked out items. Patrons can place a hold on materials in all formats. Up to 25 items may be placed on hold at one time per library card. School library cards are allowed 10 holds. This includes active and suspended holds. Holds requests are automatically canceled if not filled within 6 months of the date the hold is placed. Only the library card account holder may request that items be placed on hold. Priority for use of an item goes to the patron who places an item on hold rather than one who picks it up off the shelf and brings an item on hold to the desk for checkout.

Patrons are notified of holds by phone, text or email. Patrons can also see if a hold is available by checking his/her online account. The patron is responsible for picking up the hold within 7 days. Materials not picked up by that time, will be shelved or held for the next patron.

Patrons may request staff add a note to their library account if they want another person to be able to pick up their holds.
Specific items that can only be picked up by the person who placed the hold, regardless of the note on the account, are hotspots, Roku devices and streaming bundles.

003.3: FINES & FEES

Fines are $0.10 a day per item with a maximum of $3 except for specific materials. Some Library materials incur a larger per day fine and maximum charge.

- Hotspots: $3 per day overdue
- Rokus: $1 per day overdue
- Streaming Bundles: $4 per day overdue

Chromebooks checked out for use at the Library incur a $5 per hour late charge.

Items not returned or returned damaged will incur a replacement charge. Replacement prices are set on each item within the Library system and are determined by the average cost for that type of material and a processing fee.

Patrons are responsible to return materials when items are due and pay account fees. The library can use a collection service to assist in the return of the materials and payments on accounts. Accounts sent to collections will incur a $10.50 fee which must be paid. Items must be returned in good condition, within 90 days of being overdue in order for the replacement charge to be removed from the account. After 90 days, the overdue items will no longer be accepted and replacement charges must be paid.

<u>Materials Belonging to Other Libraries</u>

Patrons are expected to return library materials to the library that owns them unless the items were borrowed through our Interlibrary Loan service.

In the event of discovering items returned to the library that belong to other libraries, as a courtesy to the owning library, staff may return the items using the courier service. Please note that courier shipments are not tracked, and Salina Public Library cannot guarantee the safe or timely return of these items.

After two occurrences of Salina Public Library returning a patron's materials to another library using the courier service, a $1.00 fee per item will be charged to offset the library's courier costs.

003.4: CLAIMS RETURNED

Claims refer to a patron claiming either that books or materials in question have already been returned or that the materials had never been borrowed by the patron. There is a limit of 2 (two) claims per patron; that is, a patron may make such a claim 2 (two) times before the Library will put a stop on the patron's card. Each claim will be recorded in the Library system. Once the patron reaches the limit, the patron must either return the material or pay for the cost of the materials in the last claim. The patron must do this before being allowed to use a Library card to borrow materials again.

003.5: DAMAGED MATERIALS

Library materials are provided for public use and are the property of the library. To maintain their longevity, accessibility, and quality, patrons are expected to treat materials respectfully and not alter, damage, or remove library property, including processing marks or protective coverings added by the library.

Prohibited Actions Include (but are not limited to):

- Removing or altering library processing labels, barcodes, or security tags
- Removing or altering dust jackets on books
- Marking or writing in books or other materials (highlighting, underlining, or taking notes inside the item)
- Altering, defacing, or removing parts of media, such as CDs, DVDs, Blu-rays, kits, or games
- Removing or damaging library-owned equipment, such as hotspots, Chromebooks, or other technology
- Any action that interferes with the library's ability to identify, track, or circulate materials

Environmental Care:
Some library materials, such as DVDs, games, hotspots, Rokus, Chromebooks, and other technology, are sensitive to heat, cold, moisture, or other environmental factors. Patrons should return these types of items to the Library building drop box, rather than using the external book drop locations in town. Patrons are responsible for the proper care of these items. Damage resulting from improper care or environmental exposure may result in replacement costs or fees.

Responsibility for Damages:

- Patrons may be required to pay fees or replacement costs for damaged, altered, excessively dirty, stained, odorized, or defaced items.
- Fees may include replacement of the item, repair costs, cleaning, or administrative processing fees.
- Repeated violations may result in suspension of borrowing privileges.

003.6: BUGS AND CONTAMINATED MATERIALS

The Salina Public Library is committed to providing safe and clean resources for patrons to borrow and use. Patrons are responsible for returning materials in clean condition, and free from insects, pests, or strong odors. When Library staff discovers a problem, such as bed bugs, cockroaches or strong persistent odor of any type, in returned books or other materials, they will assess the situation and determine if the material can still be used or must be replaced by the patron.

If material(s) must be replaced, staff will issue a warning to the patron that it is unacceptable and cannot happen again. The warning will be noted on the patron account. If a second incident occurs, borrowing privileges for the household may be suspended. A patron may apply for reinstatement of privilege, and documentation demonstrating that the underlying issue has been resolved may be requested.

003.7: PURCHASE REQUESTS

Patrons are limited to 4 requests per calendar month so we can ensure that everyone in the community has the opportunity to make recommendations.

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SERVICES-004: ILL

InterLibrary Loan (ILL) is a cooperative service agreement between libraries to lend or borrow materials in order to fill patron requests.

InterLibrary Loan is a service provided by Salina Public Library for patrons in order to obtain materials not in our collection. Patrons are encouraged to use ILL, after thoroughly searching our Library resources.

- Up to 10 active requests may be submitted in person at the Library, by telephone or through the Library website. Requests are considered active from the time they are submitted until the items are returned.
- Library accounts need to be in good standing.
- Patrons must hold a patron, VIP or Non-Saline County Resident card to utilize ILL. Youth cards cannot be used with the ILL service.
- Patrons with transient addresses will be limited to in-library use.
- Loan requests can be made for items owned by SPL that are long overdue or missing.
- When the requested item comes in, the patron will be notified by text message, email or phone and will have a week to pick it up. Items must be checked out to the account of the person making the request.
- The patron is responsible for picking up the ILL within 7 days. Materials not picked up by that time, will be returned to the lending library.
- ILL items not picked up with no communication from the patron will incur a $3 fee per item.
- ILL items normally check out for 2 weeks.
- Patrons are responsible to pay for lost or damaged ILL items. The cost is determined by the lending Library, not SPL. The patron's account will be charged accordingly.

In most cases there is no additional cost to borrow Interlibrary Loan materials but out-of-state libraries may charge a fee to borrow. We will not borrow an item from charging libraries unless you agree to pay the borrowing fee, which will be charged to your library card account. The borrowing fee will include the cost for the item as well as shipping and postage costs. The fee must be paid prior to checking out the loaned items. The fee remains on the library account until paid, whether you pick up the item or not.

ILL service may be suspended or removed for patrons who fail to comply with policy.

Revision Date(s): 05/19/2026, 3/17/2026, 3/25/2025, 6/18/2024, 11/21/2023, 02/15/2022, 09/17/2019

SERVICES-005: OUTREACH

005.1: HOME DELIVERY

The Library provides delivery of materials to residents of Salina who are physically unable to visit the Library due to a personal limitation, such as advanced age, illness or physical disability. Patrons who are temporarily or permanently confined to their homes or who live in nursing homes, care centers or retirement residences may have Library materials delivered to them at no charge. There is no age requirement. The homebound status can be temporary or permanent. A completed application and medical verification of the homebound condition is required. The Library reserves the right to discontinue deliveries, if we learn that the client's homebound status has changed or there are safety issues.

005.2: CHILD CARE DELIVERY

The Library delivers monthly to registered child care providers in Salina. An application to be considered for this service must be completed.

005.3: LITTLE LIBRARIES

A Little Library is a "take a book, leave a book" free book exchange. Donated and discarded Library materials are distributed to our Little Libraries.

005.4: LOBBY STOPS

Library materials are taken to residential locations once a month so residents can browse the collection, check out books, visit with the library staff person, and enjoy Library service without leaving home.

Revision Date(s): 09/17/2019

SERVICES-006: TECHNOLOGY

006.1: SALINA PUBLIC LIBRARY TECHNOLOGY USE POLICY

Salina Public Library provides resources in a wide variety of formats to meet the cultural, informational, recreational and educational needs of our diverse community. Technology is an integral part of the resources available to assist Library users in finding the information they need. The Library has developed the following guidelines to promote a positive atmosphere conducive to the best use of its technological resources.

The library provides…

- public access computers for those with a current library account or guests who provide photo ID.
    - Individuals who do not yet have a library card may use a valid photo ID for one-time guest computer access.
    - Patrons who continue to use the Library's public computers are expected to obtain a library card if they are eligible and/or renew their expired library card.
    - Temporary guest computer access is available for visitors and individuals who are not eligible for a library card.
- free Wifi. The name of the Wifi is: Salina Public Library.
- print services at the cost of $.10 per side for black & white, $.50 per side for color. Available to public computers and mobile devices.
- copy services at the cost of $.10 per side for black & white, $.50 per side for color.
- gaming systems for those with a current library account or guests who provide photo ID.

For those under 18, an exception may be made if they do not have a library account or photo ID. Exceptions are approved by library staff if they are accompanied by a parent, step-parent or guardian that accepts responsibility for their usage. This individual must remain with the guest and provide appropriate ID.

All technology users...

- must not use another person's library card or ID to reserve a session on library devices.
- will abide by time and session limits.
- will not drink or eat at public use devices or in the Technology Center.
- must use headphones on devices to listen to audio.
- must understand that the Library does not take responsibility for any personal accounts or information used on public devices. Users are advised to log off accounts and save their work to an external storage device when ending their session.
- may not make any attempt to change or damage technology equipment, software, or services.
- will abide by the Library Internet Access & Safety Policy.
- will abide by State and Federal Laws that govern the use of public access to technology.
- must understand that the Library's technology is subject to periodic maintenance and unforeseen downtime.
- will please report any Library equipment damages to the Tech Center help desk upon discovery.
- will agree and hereby release, and hold harmless, the Salina Public Library, its employees and or any affiliate, from any damage that may result from their use of this technology.
- understand the Library reserves the right to terminate technology use at any time.

006.2: INTERNET ACCESS & SAFETY POLICY

The Salina Public Library provides workstations for free public access to the Internet as an informational, educational and recreational resource. The Library expects that all use of electronic information resources, such as the Internet, will be responsible and ethical, consistent with the purpose for which these resources are provided.

The Salina Public Library is concerned for the safety and security of users who access online information. When one uses the Internet, one "leaves" the Library. The safety and security of users accessing the Internet at the library require those persons to be cautious, thoughtful, protective of personal information, and respectful of Library policy and state and federal laws. In particular, and in accordance to KS CIPA, the Salina Public Library strives to protect the safety of minors online. This prompts the Library use to implement and enforce technology protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene, as defined by Kansas Law, while using library devices or services. The restriction of a minor's access to the Internet beyond that required by this policy and governing laws is the responsibility of the parent or legal guardian.

Potential users must understand that the Library does not routinely monitor network traffic, but reserves the right to do so when a violation of this policy is observed or suspected. Staff are authorized to take immediate action to protect the security and integrity of the Library's patrons, computers, and network. This includes, but is not limited to, restricting or removing internet access, requiring a user to leave a public computer and/or the Library premises, or contacting law enforcement authorities. Any appeals to these actions can be submitted to the Library Director or Assistant Director.

Patrons who encounter websites which they believe should be blocked but which are not, or who are prevented from accessing websites which they believe should not be blocked may submit a complaint. This should be given in writing to the Technology Department Head and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. Any appeals to these actions can be submitted to the Library Director or Assistant Director.

Complaints about the enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the Library Director, Assistant Director or Technology Department Head, providing as much detail as possible.

The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library's web site and in print at the Technology Center Help Desk.

This policy document will be reviewed by the Salina Public Library Board at least every three years.

006.3: LAWS

The Salina Public Library requires potential technology users to comply with all federal and state laws with a particular awareness of federal laws on the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA), copyright (U.S. Code, Title 17), Kansas laws relating to obscenity (KSA 21-6401 & KSA 21-6402) and KSA 75-2589, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act (KS-CIPA). Furthermore, Internet users are not to use the equipment in any unauthorized or unlawful manner or for any illegal purpose, including as described in the Kansas Criminal Code (KSA 21-5839).

Revision Date(s): 09/15/2026, 03/19/2024, 12/20/2022, 3/15/2022, 09/17/2019

SERVICES-007: PROGRAMS

A program is defined as an event sponsored or co-sponsored by the Library. A program can be a single event or a series of events, take place inside or outside of the library, or take place online. Programming furthers the mission and values of Salina Public Library.

Programming is a fundamental component of library service that:

- Introduces attendees to library resources and materials;
- Provides learning and entertainment opportunities to meet the informational, educational and recreational needs of those attending the program;
- Raises awareness and visibility of the library to the community;
- Supports and responds to emerging community interests as well as established interests and demands;
- Expands the Library's role as a cultural and community center; and/or
- Extends outreach for underserved populations.

Programs will be developed with consideration for the principles of accessibility, equity and inclusiveness, and will contribute to the Library's safe, supporting and welcoming environment. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.

Library staff uses many criteria when making decisions about program topics, speakers and accompanying resources, including:

- Community needs and interests
- Relation to library collections, resources, services and events
- Connections to other community programs, exhibits or events
- Historical or educational significance
- Treatment of content for intended audience
- Presenter expertise and/or public performance experience
- Popular appeal

Library selection of a program does not constitute an endorsement of the content of the program or the views expressed by presenters. Programs suggested by community members will be evaluated by staff to ensure they align with these policies, the Library's mission and values, and the Library's operational capacity, including staffing and time constraints. Program Proposal Form

Library programs must have a special educational, informational or cultural value to the community. Programs of a purely commercial nature or those designed for the solicitation of business will not be offered by the library. Examples of programs that would be considered of a commercial nature include, but are not limited to, presentations offered for free but with the intention of soliciting future business.

Programs that support or oppose any political candidate or ballot measure will not be approved or offered by the library. However, educational programs, such as candidate forums that include invitations to all recognized candidates may be offered.

Programs will not be offered or approved that support or oppose a specific religion. Programs are planned to be inclusive of all cultures and of all religions and no religion. Library programs may address religious themes to educate or inform, but not to promote, observe or proselytize a particular religious conviction. Holiday programs may be offered for the entertainment of library Patrons.

Religious, non-profit and partisan groups may utilize meeting rooms for programs and meetings as provided by the library's Meeting Rooms Policy.

007.1: FEES

Some programs or classes may require a nominal fee. The Library will make every effort to keep fees fair and reasonable. Costs for a program may be used to cover instructor fees, supplies and/or location rental. Fees must be paid at the time of registration, if registration is required, or at the door for drop-in classes.

The Director or Assistant Director and Department Head of Information Services can set discounts for library staff and patrons to reduce barriers to access. Discounts should be equitable and take into account the program's budget and access for patrons.

007.2: REGISTRATION

Registration may be required for planning purposes. Programs may have deadlines by which patrons must register. Various registration options are available for participants. Drop-in programs do not require registration.

For any library program that requires registration, participants under the age of 18 must provide the name and phone number of a parent or guardian. This information is required to ensure safety, communication, and appropriate follow-up if needed.

A maximum number of participants are set for all programs, therefore all patrons may not be able to attend.

007.3: REFUNDS & CANCELLATIONS

The Library may cancel scheduled programs for any reason.

Patrons registered for a program with fees that are cancelled by the Library or who cancel their registration before the program is held will be refunded their fee. Refunds will not be issued if library staff are not notified of non-attendance before the program. Refunds will not be offered for partial attendance of programs that occur over several meetings.

If the program is offered online, patrons are responsible for ensuring that they have a device that is compatible with the technology, the needed internet connection and that they understand how to access the technology prior to class.

007.4: AUDIENCES

Some programs may be developed for a particular audience, i.e. attendees should be within the appropriate age group such as children or teens, or may require an accompanying adult. The Library reserves the right to set age limits or recommendations for programs. In determining appropriate age recommendations, staff will consider the suitability of the program's materials, format and program presenters, the relevancy and suitability of topic, messages and programming methods for the intended audience. Programs designed for specific audiences will be publicized as such.

All patrons must comply with the Library's Rules of Behavior. Attendees that become disruptive or exhibit signs of illness will be asked to leave the program.

All patrons must comply with the Unattended Children Policy. Children 10 years old and younger must have a parent, guardian or caregiver of at least 16 years of age in the library where the program is taking place.

All programs are open to the public—no library card is required.

007.5: PARTNERSHIPS, PERFORMERS & PRESENTERS

The Library may draw upon other community resources when developing programs and may actively partner with other community agencies, organizations, educational and cultural institutions or individuals to develop and present co-sponsored public programs.

The Library encourages volunteer performers and presenters in order to keep costs down and to create a strong community-based program, but professional performers and presenters that reflect specialized or unique expertise may be hired to provide Library programs. Paid performers and presenters must complete a W-9 and program agreement that lays out the scope of work and expectations for both parties.

Unsolicited offers from individuals and organizations to present programs will be evaluated by the same standards used when planning Library programming. Such programming opportunities should further the mission and values of the Salina Public Library as outlined in this policy.

Organizations or individuals collaborating with the Library on programs must coordinate marketing efforts with the Library's Marketing Department.

007.6: EVALUATION

Assessments of the effectiveness of Library programs are based on attendance and audience satisfaction. Other evaluation criteria include attraction of new Patrons to the Library, the promotion of Library goals, and addressing the needs of a specific target audience as reported on program evaluation forms.

007.7: REQUESTS FOR REVIEW OF LIBRARY PROGRAMS

Patrons wishing to express concerns may request a review of library programs by submitting a provided form following established Library procedure.

Anyone that would be eligible to obtain a Salina Public Library card, as outlined in our policy, may submit a request for the review of library materials.

Patrons may request a review of a Library program by following established Library procedure. The process is as follows:

1. Patrons concerned with a program should schedule a meeting to discuss their concerns with the Head of Information Services, Head of Youth Services, Head of Technology, the Assistant Director or Library Director. Staff will provide the Library's programs policies to the patron.
2. After discussion with one of the listed staff members above, if the individual is still concerned about the program, they may complete a programs review request form.

Upon receipt of a request for review form:

1. The Director or Assistant Director and appropriate Department Head(s) will review the program, and a copy of the review request will be provided to the Library Board.
2. The decision of the review will be provided to the patron and the Library Board.
3. If the patron is not satisfied with the outcome, he/she may request in writing to the President of the Library Board that the procedure be reviewed by the Board for consideration at an upcoming meeting. The Board is limited to a review of whether the library policies have been appropriately applied. If a determination is made that the policies have not been applied appropriately, further action may be taken as needed by the Board.

Revision Date(s): 03/17/2026, 12/16/2025, 08/26/2025, 03/15/2022, 03/16/2021, 1/19/2021, 05/25/2020, 09/17/2019

SERVICES-008: TEST PROCTORING

The Library provides proctoring service free of charge. Specific proctoring sessions are offered during the week by appointment. All requirements and procedures must be followed for the proctoring session by the institution, instructor and student. The library will provide monitoring, but cannot provide one-on-one proctoring or continuous, uninterrupted monitoring of exams. Students are responsible for determining whether the library's level of supervision matches the requirements of their institution.

SERVICES-009: SOCIAL MEDIA POLICY

The Salina Public Library publishes and participates in various media and social networking platforms to provide services and information and to connect with the community. The purpose of this policy is to establish guidelines for the use and maintenance of SPL's digital presence.

Digital presence includes websites, social media apps or platforms that allow users to find and share information. Examples include but are not limited to Facebook, the library's website, and Instagram.

1. All published digital content must clearly support the library's service roles, goals and objectives, and operation. Development of new digital and social media will be reviewed by the Head of Marketing and/or the Director or Assistant Director.

2. The role and utility of social networking sites will be evaluated periodically by staff and may be terminated at any time as deemed appropriate by the library.

3. Public comment and posting to the library's social media outlets is encouraged. The library is not responsible for public comment and reserves the right to review all comments and postings and remove or hide those that are inconsistent with the content created by the library, such as spam as well as any speech that is not protected by the First Amendment. The library may remove or hide any comments or block individuals who post content that fall into the following categories:
    - Obscene, profane, sexist or racist content
    - Harassment of other users or staff
    - Potentially libelous and slanderous statements
    - Plagiarizing or posting copyrighted material without permission or authority
    - Information of a private or personal nature
    - Comments, postings or links not related to the content created by the library staff
    - Advertisement and solicitation
    - Threats to library staff, library board members, or library patrons

The Library reserves the right to enable or disable comments on any social media post or platform at its discretion.

4. It is at the discretion of Salina Public Library's Head of Marketing and the Director or Assistant Director to determine the length of time an individual will be blocked. If more than three Social Media Behavior Policy violations occur, the user will be permanently blocked from all Salina Public Library digital platforms. Any threats made via digital platforms that directly or indirectly risk the safety of any library personnel or patrons may be reported to local authorities and may result in the individual user being banned from the library property.

Social networking records are transitory. Records from third-party sites are not stored by the library. Records are not retained after administrative or reference value has been served.

5. Social media and other digital platforms may be governed by the terms of a third-party service provider. Users should be aware that third-party services have their own privacy policies and should proceed accordingly.

Comments expressed on any social media platform do not reflect the views or positions of the library, its officers, or its employees. Social media users should exercise their own judgment about the quality and accuracy of any information presented through social media.

Revision Date(s): 08/18/2026, 12/19/2023, 03/16/2021, 09/17/2019

SERVICES-010: ALCOHOL AT LIBRARY EVENTS

Alcoholic beverages may sometimes be served in conjunction with special events held on-site at the library or off-site.

- The library assumes no liability for the actions of individuals who consume alcohol at library events or social gatherings, whether on-site or off-site.
- Alcohol is **not permitted** on Library property **unless specifically authorized** by the Library Director or Assistant Director.
- All events held on-site with alcohol may only occur after scheduled operating hours.
- All state and local permitting and licensing requirements will be strictly adhered to. All alcohol will be served responsibly, with appropriate tracking mechanisms in place. All attendees will be required to provide age verification prior to receiving tracking mechanisms. In Kansas, a valid government-issued photo ID is required to consume alcohol. Acceptable forms include a valid Kansas driver's license, a valid Kansas non-driver identification card, a valid US passport, or a valid US Military ID. Student IDs, birth certificates, library cards and other forms of photo identification will not be accepted.
- Alcohol is limited to event participants and consumption is restricted to designated event areas.
- Open containers of alcohol or drinks containing alcohol cannot be removed from the premises.
    - Open containers of alcohol or drinks containing alcohol must be discarded before leaving the premises to abide by applicable laws.
    - This includes any alcoholic drinks or containers that were opened that may have been won as a prize.
- Alcohol will **not be served to anyone under the age of 21.**
- Misrepresentation or deception to gain unlawful access to events involving alcohol will be reported to law enforcement.
- Library staff, contractors, or event representatives reserve the right to **deny alcohol service to any attendee** who appears intoxicated or impaired.
- Attendees are **not permitted to bring outside alcoholic beverages** to Library events.
- All alcohol service will comply with applicable **local, state, and federal laws**.

Revision Date(s): 6/17/25 (implemented)

ROOMS

ROOMS-001: MEETING ROOMS

The meeting rooms are available at no charge to non-profit groups to help serve the community's needs for educational, informational and cultural enrichment.

For-profit organizations are required to pay the following user fees for a meeting room. Please contact the business office or go online to complete payment. Meeting room payment must be received at least 24 hours prior to the scheduled reservation. Failure to remit payment within this timeframe will result in cancellation of the reservation.

Library Conference Room 1 & 2 - $10 per hour
Library Community Meeting Room - $15 per hour
Library Prescott Meeting Room - $15 per hour
Library Tech Center Classroom - $10 per hour
Library Tech Center Conference Room - $10 per hour
McKenzie Center Room 1 & 2 - $15 per hour
McKenzie Center Room 3 - $10 per hour

All rooms shall hereinafter be referred to as meeting rooms.

Meetings and programs must be held during the normal operating hours of the Library. The Director or Assistant Director may approve the use of the Library and McKenzie Center beyond Library hours. All use of the meeting rooms is subject to the approval of the Director or Assistant Director. Library staff must always have access to the meeting room.

Library sponsored or co-sponsored meetings and programs take precedence over scheduling meetings for other groups at all times. This includes the McKenzie Center.

Room reservations must be made by a patron of at least 18 years of age. The patron making the reservation must be in the room and is responsible to follow all policies.

No purely social functions are allowed in the meeting rooms. This includes but is not limited to weddings, anniversaries, receptions, funerals, birthday parties, holiday parties, gift exchanges, personal celebrations, reunions, private parties, pageants, talent or trade shows. Groups must adhere to the maximum attendance numbers for each room. Total meeting room attendance numbers may be adjusted by the Library as necessary.

Library Conference Room #1: 6
Library Conference Room #2: 8
Library Community Meeting Room: 24
Library Tech Center Classroom: 10
Library Tech Center Conference Room: 8
Library Prescott Meeting Room: 60
McKenzie Center Room #1: 20
McKenzie Center Room #2: 30
McKenzie Center Room #3: 8

Meeting or program attendees should note that unattended children are not permitted in the Library facilities.

The meeting rooms are available on a first-come, first-served basis. Reservations should be made in advance and can be made up to 60 days in advance, with a limit of five total active reservations. Same day scheduling can be done based on availability. Same day scheduling requires contacting library staff.

Rooms are held for 15 minutes past the reservation time. If the person who reserved the room has not arrived within 15 minutes of the reservation the room will be released to others for use. If the person who reserved the room will not need the reservation, they are expected to cancel online or call the Library. Cancellations must be made at least 24 hours in advance. Payments made will only be reimbursed if cancellations occur at least 24 hours prior to the reservation. Those who do not cancel and are no-shows repeatedly, will no longer be allowed to make future room reservations.

Reserved rooms may not be left unattended. If all participants leave the room for more than 10 minutes during the reserved time, the reservation may be considered forfeited, and the room may be reassigned to others.

If a group finishes using the room before the end of its reserved time, the reservation holder must notify Library staff so the room may be made available for other users.
During periods of emergency, community disruption, facility limitations, or unusually high demand for Library services and spaces, the Library reserves the right to modify meeting room reservation limits to ensure equitable access for all patrons. A Library Director or designee may implement temporary restrictions as necessary to meet community needs and ensure fair access to Library facilities.

Meetings must not be of a nature that would interfere with the normal business of the Library. Music and noise must be kept at a reasonable level. Please do not attach anything to the walls, ceiling or floor. Users may not post signs, banners, flags or other materials in the library. All items must be inside the meeting room.

Solicitation by any person inside/outside the meeting room is prohibited except for Library events. Library meeting rooms are not to/ be used as a sales or product promotional presentation, either directly or indirectly when labeled as an informational seminar. Anyone using a meeting room may not charge admission or request donations as a condition of attending the event.

Public Library spaces such as study tables, lounge areas, technology center and other public areas which are not identified as meeting rooms are non-public forum spaces and are not suitable for meetings, programs or public speeches because they would generally create a distraction or disturbance that limits the intended use of that part of the Library.

No tobacco products and no alcoholic products are allowed in the meeting room. Refreshments such as coffee, tea, soft drinks, snack foods, sandwiches, and desserts may be served in all the rooms except the Tech Center Classroom. Groups must provide their own refreshments and serving containers/utensils, and the group is fully responsible for cleanup. If a meeting room is left in an unacceptable manner, further room privileges may be revoked.

Technology and other equipment are available for the meeting rooms and groups are responsible to set up and use that equipment. Staff may not be available to assist with the use of technology. For this reason, it is recommended that if technology and equipment are being used, patrons come in advance to make sure they can successfully operate the technology provided. Users will be charged full replacement costs for any equipment that is missing or damaged.

Publicity for a meeting held by a non-Library group must not be worded in a manner that would imply sponsorship or endorsement of the group's activities by the Salina Public Library. There should be a disclaimer on all publicity that states: This program is not a Salina Public Library event. Granting the use of a meeting room does not imply Library approval or endorsement of the group, the meeting, or the ideas presented at the meeting. If the required disclaimer is not included, Salina Public Library reserves the right to cancel the meeting room reservation. The name, address or telephone number of the Salina Public Library must not be used as the official address or headquarters of an organization or group.

The Salina Public Library is not liable for injuries to individuals or for damages to or loss of personal or organizational property of groups using a meeting room.

Failure to abide by any of these rules or to cooperate with Salina Public Library staff may result in loss of meeting room privileges.

Revision Date(s): 10/20/2026, 9/15/2026, 07/07/2026, 03/17/2026, 10/21/2025, 05/20/2025, 11/19/2024, 10/15/2024, 03/16/2021, 12/17/2019, 10/15/2019, 03/21/2003
Related Procedure: LibraryCalendar Room Reservation

ROOMS-002: MAXIMUM OCCUPANCY

In Kansas, the Fire Marshall determines maximum occupancy for our rooms. The following are those numbers:

Library Prescott Meeting Room: 128
McKenzie Center Room #1: 80
McKenzie Center Room #2: 100
McKenzie Center Room #3: 35
Technology Center Classroom: 64
Technology Center Conference Room: 64
Community Meeting Room: 72
Youth Programming Room: 113
Teen Room: 75
Mother's Room: 8

Revision Date(s): 07/07/2026, 08/26/2025, 03/16/2021, 10/15/2019

ROOMS-003: CHILDREN & TEEN SPACES

Salina Public Library is committed to providing a welcoming and safe environment where children and teens can engage in individual and group activities.

Patrons of all ages are welcome to browse and check out materials in the lower-level Youth Services area. However, children's areas are primarily intended for use by children and their caregivers. Teen areas are designated for youth ages 12-18.

Adults who are not accompanied by a child or teen may be asked by Library staff to use facilities, services, seating, computers, gaming systems and workspace located in the adult areas of the Library if they are not actively browsing or checking out youth materials.

The Teen Room is reserved for youth ages 12–18 and adults who are accompanying a teen using that space. The Youth Programming Room and Play Area are reserved for children ages 0–11 and adults who are accompanying a child using those spaces.

Library staff may make exceptions to this policy when deemed appropriate based on specific circumstances.

Revision Date(s): 3/17/2026

DISPLAYS/EXHIBITS

The library is open to the community, and has opened certain spaces for community involvement as a designated public forum. This means that while sharing information and posting community materials is allowed, the library can set rules about the time, place, and manner of displays and exhibits, and certain restrictions regarding content in public displays and exhibits. Guidelines help ensure that materials and activities align with the library's mission, remain appropriate for all users, and support a safe, welcoming environment. The Library reserves the right to close displays, exhibits, and community bulletin boards from public participation at any time.

DISPLAYS/EXHIBITS-001: STAFF

All displays and exhibits created by Library staff are intended to highlight programs, collections, services or interests of the community. This does not indicate the Library's endorsement of the subject provided. The appropriate Department Head must approve displays and exhibits created by staff.

Revision Date(s): 3/17/2026, 10/15/2019

DISPLAYS/EXHIBITS-002: REQUESTS

Community individuals or organizations engaged in educational, cultural, intellectual, or charitable activities may request approval to host a display or exhibit at the Salina Public Library for a limited period of time.

Space is limited, and the Library reserves the right to determine the placement, presentation, and duration of all displays and exhibits. Approval of a display or exhibit does not imply endorsement by the Library; appropriate signage noting this will be included with each display.

Library-initiated displays and exhibits take priority. Requests for approval may be directed to the Library Director, Assistant Director, or the appropriate Department Head. All displays are provided for a limited time, and the Library reserves the right to decline, cancel or remove a display or exhibit that does not comply with Library policy.

<u>Displays</u>

Display space may be available to spotlight unique community collections.

Display Requirements:

- Patrons must bring their own printed materials (e.g., item cards, fact sheets, etc.) with them to set up.
- No items otherwise prohibited from being brought into or accessed within the Library may be displayed (e.g., weapons, obscene materials, etc.).
- Community members must meet in person with the organizing staff to finalize their display at least two weeks before their requested time.
- Items of significant monetary value are discouraged from being displayed. The library is not responsible for items stolen from any display.
- Items that are not removed from the display case after the takedown date will be disposed of.

- The case will remain closed after setup until a display has run its course.
- Standard display lengths are one month.
- Failure to show up for the display's setup time without prior communication may result in cancellation of the display.

Revision Date(s): 3/17/2026, 12/17/2024, 10/15/2019

DISPLAYS/EXHIBITS-003: ART EXHIBITS

Exhibits

The Library periodically hosts a variety of exhibits. Historical, art, cultural, scientific, nature, literary, educational, or community-focused exhibits may be considered if feasible and consistent with the Library's mission. Exhibits are typically requested by library staff and require approval from a Library Director. All exhibits are displayed for a limited time, and the Library reserves the right to decline, cancel or remove an exhibit that does not comply with Library policy.

Art Exhibits

Artists wishing to exhibit art in Gallery 708, in the south entrance of the Library, must fill out an application form. Artists should provide brief biographical information, a brief artist statement and photos or samples of their work. The Director or Assistant Director will make the final decision on approval and scheduling of all exhibits. Not all applicants will be selected to exhibit.

Library staff will set the dates for the exhibit. All work selected for displays must be tagged on the back or bottom for easy identification. Artists may sell their work, but the work must remain in the gallery until the show ends. Artists will receive 100 percent of sales. The Library will provide insurance for objects.

Space in Youth Services is reserved for the art of children and teens. Library staff will set the dates for the exhibit. All work selected for displays must be tagged on the back or bottom for easy identification.

Revision Date(s): 3/17/2026, 2/20/2024, 03/16/2021, 10/15/2019

DISPLAYS/EXHIBITS-004: COMMUNITY INFORMATION

The Library serves as a resource for local information and community events and provides designated space for the posting and distribution of information from nonprofit organizations that is of general community interest. For-profit organizations may be permitted to share informational or educational materials when the content serves a clear public interest and is not sales-oriented in nature.

Space is limited. The Library reserves the right to determine the placement, presentation, and duration of materials. Items may be posted or displayed for a limited time, and the Library may decline to post or display materials that do not comply with Library policy. Due to space constraints, not all submissions can be accommodated, and posting timeframes cannot be guaranteed.

Final approval authority rests with the Director, Assistant Director, or the Department Head of Marketing. Materials for consideration may be submitted at any public service desk.

Community Bulletin Boards

The following types of information may be posted on community bulletin boards:

- Notices of educational, social, civic, cultural, or recreational activities
- Materials from nonprofit organizations, community groups, agencies, or federal, state, or local government entities providing services to the public
- Announcements of community services and volunteer opportunities
- Information advertising educational lessons or instructional programs
- Nonpartisan election information, such as materials provided by the League of Women Voters or the Secretary of State
- Items related to a specific date, which will be considered for posting no earlier than 30 days prior to the event

The following types of information may not be posted on community bulletin boards:

- Commercial notices, solicitations, business cards, job postings, or retail advertisements
- Personal items for sale
- Personal fundraising solicitations (e.g., walkathons, road races)
- Petitions or surveys
- Obscene or gruesome material
- Missing pets or persons
- Content related to illegal activities, including criminal threat

Posting Guidelines:

- Physical materials must be printed and submitted to the Head of Marketing for review. Items may be dropped off at the checkout desk for consideration.
- All materials must include the name and contact information of the person submitting the item.
- The Library assumes no responsibility for the preservation or protection of posted or distributed materials. Materials will not be returned.

- All items must be reviewed, approved, dated, and posted by the Head of Marketing or a Library Director.
- Due to limited space, the library reserves the right to prioritize the items posted based on community interest and the timeliness of the event. Some approved items may not be posted due to space limitations.
- Postings larger than 11 inches by 17 inches will not be accepted.
- Handwritten items will not be accepted.
- Approved postings may be removed if space is needed for new materials.

Posting of materials does not imply library endorsement or consent; nor will the library accept responsibility for the content of the statements made in such materials.

Community Information - Solicitation or Distribution of Literature

Personal distribution of literature and/or solicitation of SPL employees or other individuals on Library premises is prohibited. Individuals or groups may not approach patrons or staff on Library premises to request the signing of petitions of any kind.

Revision Date(s): 3/17/2026, 10/15/2019

DISPLAYS/EXHIBITS-005: DECORATING

The Library decorates public areas with seasonal decorations during the fall, winter, spring and summer. Staff may also decorate their own individual work areas in moderation with seasonal decorations. The Library will provide appropriate decorations in public or group work areas. Decorations will be tasteful, limited and not interfere with accessibility. Any decorations viewed as offensive by reasonable standards will be removed. The workplace environment must remain focused on professionalism and respect for others throughout the year.

Revision Date(s): 3/17/2026, 10/15/2019

DONATIONS

DONATIONS-001: MONETARY

The Library welcomes gifts or donations that support and enhance library services. All monetary gifts become the property of the upon acceptance and contributions are utilized for materials, projects or programs. All donations provided will be reviewed by the Director or Assistant Director and an appropriate use of that donation will be decided upon. Donations can be designated to youth services, adult services, special projects the Library is notifying the public of or to the Library in general.

Monetary donations received for the purpose of honoring or memorializing an individual will be reviewed by the Director or Assistant Director. If a specific area of interest is provided, the Library will do its best to purchase in that designated category in a timely fashion. Donations can simply be requested also to be spent on areas of need for the Library. A special bookplate will be placed in the item(s) purchased.

Individuals wishing to purchase materials in honor or memory of someone should contact the Head of Information Services. Library staff will work with the donor to identify an appropriate title within the requested subject area and budget. Once a title has been selected, the donor will be provided with the exact purchase amount. After the Library receives a check for that amount, the item(s) will be ordered and added to the collection.

Memorial items will not remain in the collection indefinitely. The Library is not responsible for replacing materials that become lost, damaged, or withdrawn in accordance with the Library's collection management practices.

All donations are tax deductible. The Library will furnish a statement for tax purposes, but does not place a financial value on used items or other gifts.

Monetary donations shall not be considered deposits, prepayments, or funds held for the benefit of any individual. Donations may not be designated for the personal use, requests, or preferences of a specific patron, nor may donors direct purchasing decisions or require the library to acquire, retain, or reserve materials or services for individual benefit.

Revision Date(s): 09/15/2026, 05/19/2026, 03/17/2026, 10/15/2019

DONATIONS-002: BOOKS OR OTHER MATERIALS

Donations of books and other materials may be made directly to the Salina Public Library. The library reserves the right to determine which items it accepts and to refuse items that do not fit the appropriate criteria or when the needs are met. Donated items in usable condition that are not added to the collection will be sent to the Friends of the Library for use in its book sales. The Library will not accept materials that are not outright gifts. Donations will be accepted with the understanding that they become the property of the Salina Public Library. The Library reserves the right to make the final decision regarding any donation. All gifts must be in usable physical condition. Because of limitations of space, money, and staff, the Library reserves the right to accept, discard or recycle, at its discretion, any materials given to the Library. Because of wear and theft, as well as community needs, the permanence of gifts is not guaranteed. The Library is not liable for damages resulting from theft, fire, vandalism or other loss to materials.

A receipt can be provided to those providing a donation to the library. The library will not attempt to assign a dollar value to the donated materials.

The Library will not pick up donations. Donations must be brought to the Library.

When the library is accepting donations, these items can be donated:

- Hardcover, paperback, and children's books in good condition.
- Commercially published media: DVDs, CDs, vinyl records, albums, video games and CD audiobooks.

**This is not an inclusive list. Library staff will make the final decision on items we can accept.*

The library does not accept:

- Books that are moldy, dirty, water damaged, have bugs, are written in or outdated.
- VHS tapes and audio cassette tapes.
- Textbooks or encyclopedias.
- Periodicals or magazines.
- Workbooks or study guides.
- Computer programs.
- Board games.

**This is not an inclusive list. Library staff will make the final decision on items we cannot accept.*

Quantity limitations:

- We ask that you limit donated items to 1 box per household, per week. (Boxes should be no larger than the size of a typical copy paper box which is roughly 15 x 12 x 10 inches.)

How to donate:

- Bring donations to the circulation (checkout) desk at Salina Public Library during business hours.
- Once our inventory needs have been met, we may decline to accept donations.

Acceptance of donations of equipment, real estate, works of art, collections, etc. will be determined by the Director or Assistant Director or Library Board based on their suitability to the purposes and needs of the Library.

Revision Date(s): 04/16/2024, 10/15/2019

MATERIALS

MATERIALS-001: COLLECTION MANAGEMENT

The Library aims to build a broad collection based on community needs and wants, within budgetary parameters. A variety of factors determine collections such as demand, value, balance, format, interest, alternate access, timeliness, and cost.

Materials selection is guided by the Library mission statement. Items selected will offer differing ideas and views to meet the needs of our diverse community. Patrons are free to choose what they like from the collection, to reject what they don't like, but not to restrict the freedom of others to choose. Inclusion of an item in the collection does not imply that the Library endorses information contained in the resource.

Revision Date(s): 10/15/2019

MATERIALS-002: COLLECTION REVIEW & WITHDRAWAL OF MATERIALS

A practical, useful collection will be maintained through a continual process of review. This process identifies items for replacement, retention or removal. Benchmarks are created to ensure a quality collection.

The Library regularly withdraws from the collection. Systematic evaluation and weeding of the collection are required in order to keep the collection responsive to patron needs, to ensure its vitality and usefulness, and to make room for newer materials. Staff involved in the weeding process rely on the professional guidelines found in Crew: A Weeding Manual for Modern Libraries (Texas State Library and Archives Commission.) The Public Library Core Collection database is also consulted and assists in decision making, although it is not the final criteria.

The weeding process helps to identify which materials are inaccurate, outdated, trivial, in poor condition, available elsewhere, poor circulation or irrelevant to the community needs. Weeding also helps staff evaluate the collection by identifying areas or titles where additional materials are needed or where updated editions are desirable.

Revision Date(s): 10/15/2019

MATERIALS-003: REQUESTS FOR REVIEW OF LIBRARY 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.

Anyone that would be eligible to obtain a Salina Public Library card, as outlined in our policy, may submit a request for the review of library materials.

Patrons may request a review of materials by following established Library procedure. The process is as follows:

1. Patrons concerned with materials should schedule a meeting to discuss their concerns with the Head of Information Services, Head of Youth Services, the Assistant Director or Library Director. Staff will provide the Library's materials policies to the patron.
2. After discussion with one of the listed staff members above, if the individual is still concerned about the material, they may complete a materials review request form.

Upon receipt of a request form:

1. The Director or Assistant Director and appropriate Department Head(s) will review the material, and a copy of the review request will be provided to the Library Board.
2. The decision of the review will be provided to the patron and the Library Board.
3. If the patron is not satisfied with the outcome, he/she may request in writing to the President of the Library Board that the procedure be reviewed by the Board for consideration at an upcoming meeting. The Board is limited to a review of whether the library policies have been appropriately applied. If a determination is made that the policies have not been applied appropriately, further action may be taken as needed by the Board.

Revision Date(s): 3/25/2025, 2/15/2022, 10/15/2019

MATERIALS-004: LOCAL HISTORY COLLECTION

The Salina Public Library Local History Collection is to collect, preserve and encourage use of materials that meet the information needs of patrons investigating the history of Salina and Saline County. The non-circulating items are housed in the Campbell Room of Local History and are available for viewing, scanning and photocopying. The collection comprises books, newspaper microfilm, yearbooks, city directories, photographs, government records, and other items of historical significance. New materials are acquired mostly through donations. When donations are accepted they become the property of Salina Public Library without restrictions as to use. All items will be evaluated as to their usefulness to the community and condition. Any items deemed too fragile or not of interest to SPL patrons will be offered to other entities. Items unusable or of no interest to other entities may be disposed of.

Revision Date(s): 4/28/2022

SECURITY

SECURITY-001: STAFF

The Library hires security staff to provide support services for staff, patrons and Library property. Security staff report to the Head of Security, the Head of Security reports to the Director.

Revision Date(s): 9/15/2020, 10/15/2019

SECURITY-002: LAWFUL LIBRARY USE

The Library endorses the views of ALA - Privacy - An Interpretation of the Library Bill of Rights:
"All users have a right to be free from any unreasonable intrusion into or surveillance of their lawful Library use."

Users may conduct only legal activity while using Library resources and services. Nothing in this statement prevents the Library from exercising its right to enforce rules of behavior, protect its facilities and equipment from harm, or prevent the user of the Library facilities and equipment for illegal purposes. Staff is authorized to take immediate action to protect the security of Library users, staff, facilities, computers and the network. This includes contacting law enforcement authorities and providing information that may identify the individuals perpetrating a crime or a violation of Library use policies.

Revision Date(s): 10/15/2019

SECURITY-003: CAMERA SYSTEM

SPL strives to maintain a safe and secure environment for staff and patrons. The Library premises are equipped with a security camera system that is used for the protection and safety of all. The system is used for the safety of patrons, employees, property and to assist law enforcement. Security cameras are used when there are situations regarding the lawful use of Salina Public Library, lawful conduct towards others or Library property.

The Director, Assistant Director, Head of Security & security staff are authorized to access and operate the system. The Director or Assistant Director will authorize the release of information to law enforcement as deemed appropriate. No information should be released without prior approval.

Revision Date(s): 9/15/2020, 10/15/2019

SECURITY-004: ALARMS

When an alarm sounds on the Library security system, security and Library staff will respond. They will ask the patron to step back to the desk and follow procedures to find the cause of the alarm. Staff may try desensitizing the material again and/or handing each item through the security gates individually. If theft is suspected, the security guard will take appropriate action. If the patron does not cooperate and leaves the building, security or Library staff will call 911 and report a possible theft of Library materials to the police. If staff or the security guard do not find the item that set off the gate, or the cause of the alarm, they should make a judgment to note the alarm in the patron's account or to call the police about a suspected theft.

Revision Date(s): 10/15/2019

PATRON RESPONSIBILITIES

PATRON-001: UNATTENDED CHILDREN

To help ensure the safety and security of their children, parents/guardians/caregivers are required to supervise children age 10 and younger while at the Library. The parent/guardian/caregiver needs to be in the same department of the Library, where they can easily locate and see the child in order to responsibly care for them. A caregiver needs to be at least 16 years of age and who has the authority and responsibility to care for a child by the child's parent or legal guardian.

The Library does not act in loco parentis (in place of parents) and Library staff does not have the authority to take responsibility for the child.

If a child 10 and younger is left without supervision at the Library, our procedure is

- Help the child find the parent or guardian.
- Inform the parent/guardian of the policy and that we are placing a note on the parent or guardian's card that a child was left unattended.
- If the parent or guardian cannot be located in the Library, staff will call the Salina Police Department and turn the unattended child over to them.

Revision Date(s): 03/17/2026, 10/15/2019

PATRON-002: SUSPENSION OF PRIVILEGES FOR HEALTH & SAFETY REASONS

It is the responsibility of Salina Public Library to maintain a healthy and clean environment for all Library users and to protect the 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 visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

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

- Evidence that items on loan to a patron 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, bed bugs and some types of beetles.

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

- Patrons or patron possessions with fleas, lice or bed bugs.
- Patrons with clothing that is stained with urine or feces.
- Patrons intoxicated on Library premises.

Should it become necessary to suspend the Library privileges of a patron in order to protect Library collections, facilities or other users, notification of the suspension will be made to the patron. A patron may request re-evaluation after appropriate correction has taken place. Proof of treatment or correction of the problem may be required to have privileges reinstated.

Revision Date(s): 10/15/2019

PATRON-003: RULES OF BEHAVIOR

Because the Salina Public Library is for everyone, the following rules of behavior have been established to ensure:

- All Library patrons may use and enjoy the Library's services, materials and facilities without unreasonable interference and disturbance from others.
- All Library patrons enjoy safe and secure library facilities.
- The Library's materials and property is protected from theft and damage.
- All Library employees have a safe and secure workplace.

The following are not permissible on library property or at library events.

- Bringing alcohol or illegal substances into the Library or on Library grounds. Persons under the influence of alcohol or illegal substances will be required to leave.
- Smoking, vaping, e-cigarettes, chewing, rolling cigarettes or using any form of tobacco.
- Vandalism of library property or equipment.
- Any weapons such as explosives, look-alike weapons or any other objects that can reasonably be considered as weapons or do not follow applicable laws.
- Theft, including deliberately removing library materials from the building without checking them out.
- Selling, soliciting or using illegal drugs.
- Harassment (physical, sexual, verbal or stalking).
- Creating disruptive noises such as loud talking, screaming, yelling or banging.
- Fighting or challenge to a fight, running, pushing, shoving or throwing anything.
- Engaging in sexual conduct or lewd acts.
- Indecent exposure.
- Creating, viewing, sharing or distributing pornography.
- Assault (threat of harm) or battery (actual harm).
- Illegally downloading or copying copyrighted material.
- Being in the Library before or after normal operating hours without permission of Library staff.
- Loitering or sleeping in the Library.
- Lying down on any library property. This includes but is not limited to restrooms or any floor or furniture.
- Sitting on the floor in library areas that can impede traffic or due to health and safety concerns. The Library wants to allow patrons to easily access materials, emergency exits and avoid tripping hazards.
    - Exceptions are made for children in play areas or appropriate events.
- Moving, altering, or rearranging library furniture or equipment, altering the configuration or settings of library electronic equipment without the authorization of library staff.
- Using public restrooms or Library facilities for personal grooming, bathing, shaving, shampooing or doing laundry.
- Failing to wear a shirt, pants and/or shoes.
- Using electronic devices at a noise level that interferes with others' use of the library.
- Talking or talking on cell phones loud enough to disturb others.
- Bringing animals, other than service animals on Library property.
- Bringing in personal belongings that cannot reasonably fit beneath a chair or table or that impedes others' use of the library.
- Leaving packages, backpacks, luggage or any personal items unattended. Those items are subject to immediate review.
- Leaving messes, garbage or spills that interfere with Library use.
- Using wheeled devices on Library property or grounds except in designated areas including the use of skateboards, rollerblades, roller skates, bicycles, motorized or non-motorized scooters, shopping carts, wagons, etc. (ADA assistive devices, strollers, and other devices used for small children are allowed.)

- Engaging in any activity that is in violation of federal, state, local or other applicable laws.
- Failing to comply with requests or direction from Library staff or security.
- Participating in any behavior which prevents others from using the Library peacefully.
- Participating in any behavior that endangers or disrupts the library, its patrons and/or their vehicles, library property, or library staff in the library parking lot is not allowed.
- Neglecting to provide proper supervision of children or any adult requiring supervision.
- Occupying library spaces to conduct business at the Library in ways that imply Library endorsement.
- Using someone else's Library card to obtain Library services improperly.
- Not exiting the library promptly at closing time or when instructed by staff.
- Refusal to comply with library signage, directives from library staff, or lawful instructions from law enforcement officers, including requests to provide a name, provide identification, or temporarily remove or adjust face masks, face coverings, or costume masks when reasonably necessary for identification purposes. Exceptions may be made for medical, surgical, disability-related, or religious coverings consistent with applicable law.

Individuals attending library events may not represent themselves as official representatives of the library unless authorized as part of a library-sponsored program or event. If staff determine that a patron's appearance, including situations involving costumes or character portrayals, could reasonably create confusion regarding official affiliation with the library, the individual may be required to display a visible identifier indicating they are not acting on behalf of or representing the library. In addition, verbal clarification may be required when reasonably necessary to avoid public confusion regarding sponsorship, affiliation, or representation.

No conduct is permitted that may reasonably be expected to create a disturbance or otherwise interfere with the safe use and enjoyment of the Library by users or staff.

No conduct is permitted that may reasonably be expected to endanger the health and safety of Library users or staff.

Library staff are not responsible for caregiving duties such as bathroom assistance, providing food, phones, health care or supervision of youth.

Library staff are not responsible for personal belongings brought in the Library. The Library is not responsible for any loss of users' personal belongings. Personal belongings may not obstruct walkways or interfere with the use of shared spaces.

LIBRARY STAFF & SECURITY HAVE THE RIGHT TO:

- Check bags, briefcases, backpacks, etc.
- Require photo ID when applying for a Library card or for use of the Internet as a guest
- Request that an individual return to the checkout desk if the security gates sound an alarm
- Restrict the length of time an individual may use Library equipment
- Make decisions that are in the best interests of the Library
- Require individuals violating Library policies to leave

POTENTIAL CONSEQUENCES

Library staff and security will follow appropriate procedures when dealing with patrons who do not follow rules of behavior. This may include removal from the Library for the day, for an extended time period or calling the police. If police are called, charges may be filed. Consequences must be communicated to and approved by the Director or Assistant Director.

Suspension of Library privileges occurs due to failure to comply with Library rules of behavior. If a more serious violation of policy occurs, the patron will have their Library privileges suspended. This includes access to all activities, services and facilities as well as no longer being allowed on Library property.

A patron whose Library privileges are suspended will be verbally notified of the reason for the suspension by the Head of Security, Security Staff, Director, Assistant Director or a law enforcement officer. The patron will also receive a written notice of the suspension from the Director. If the patron is a minor, reasonable efforts will be made to notify their parent or legal guardian. In the Director's absence the Head of Security or Assistant Director will provide the written notice. If a patron has been suspended and refuses to leave or returns for any reason that patron is trespassing.

REQUEST FOR REINSTATEMENT OF LIBRARY PRIVILEGES

It is the responsibility of the suspended patron to initiate the reinstatement process. If the patron is a minor, the parent or legal guardian may help with the reinstatement process. The reinstatement process can be utilized after 30 days from the date of suspension.

A patron whose Library privileges have been suspended may request reinstatement by completing the Reinstatement Request Form. This form is located on the Library https://salinapubliclibrary.org/patron-reinstatement-request-form/. The form can be emailed to director@salinapublic.org and security@salinapublic.org. The form can also be mailed to the Library:

Salina Public Library
Director & Head of Security
301 W. Elm
Salina, KS 67401

The Director, Assistant Director and Head of Security will meet to review the reinstatement request. Information will be provided to the patron in writing. The decision of the Director is final.

Suspended patrons whose reinstatement has been denied are welcome to resubmit a request for reinstatement through the process after a year, if they feel personal actions or other circumstances have been remedied or they have addressed the cause of the original suspension.

PATRON REINSTATEMENT REQUEST FORM

It is the responsibility of the suspended patron to initiate the reinstatement process. To request reinstatement, please complete this form in its entirety.

1. Location (Library) and Date of Incident
2. Describe the incident that occurred leading to your suspension with as much detail as possible.
3. What could you have done differently?
4. What could library staff have done differently?

5. Why should your library privileges be reinstated?

Contact Information: Reinstatement will not be considered without providing contact information.

Patron First Name		Patron Last Name	
Phone Number		Address	
City		State Zip Code	
Patron Email		Guardian Name (if applicable)	
Guardian Email (if applicable)		Guardian Phone Number (if applicable)	

Email this form to director@salinapublic.org and security@salinapublic.org.
The form can also be mailed to the Library:

Salina Public Library
Director & Head of Security
301 W. Elm
Salina, KS 67401

Revision Date(s): 09/15/2026, 06/16/2026, 03/17/2026, 08/26/2025, 03/25/2025, 11/19/2024, 1/16/2024, 7/18/23, 10/15/2019

PATRON-004: USE OF LIBRARY PHONE

Use of the phone by patrons will be restricted to the following:

- Calling for a ride
- Calling the local shelter
- Calling for medical assistance

Staff will tell patrons that the phone is a business phone and the call must be quick. Staff will remain at the desk while the patron makes the call.

Revision Date(s): 10/15/2019

PATRON-005: SERVICE ANIMALS

Service animals are welcome on library property.

- Service animals are individually trained to do work or perform tasks for persons with disabilities.
- The work or tasks performed by a service animal must be directly related to the individual's disability.
- Service animals must be on a leash or harness at all times, unless the use of a leash or harness interferes with the animal's effective performance of its task.
- Service animals are limited to the animals defined under the ADA and does not include any other species of animals, wild or domestic, trained or untrained.
- The service animal's handler is responsible for any damage to Library or personal property and any injuries to individuals caused by the service animal. Anyone using a service animal on Library property will hold the Library harmless and indemnify the Library from any such damages.
- Animals relied upon for crime deterrence or companionship are not service animals.
- Comfort or emotional support animals are not service animals and cannot be on Library property.
- No pets are permitted on Library property.

Library staff has the right to ask the animal's handler:

- Is the animal required because of a disability?
- What work or task has the animal been trained to perform?

The Library retains discretion to exclude or remove a service animal from Library property if:

- The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior.
- The service animal is not housebroken or creates an unsanitary condition.
- The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.
- Permitting the service animal would fundamentally alter the nature of the service, program or activity.

Animals invited for special library sponsored programs are allowed on Library property.

PATRON-006: FILMING AND PHOTOGRAPHY POLICY

Filming and photography at the Salina Public Library or any official Library event is allowed 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 patron Rules of Behavior.

The Salina Public Library is permitted to take photographs and video footage of people of all ages at the library and Library sponsored events for publicity. Anyone who does not wish to be photographed or filmed may opt out by notifying Library staff. Names of patrons will not be used in publicity without consent.

PATRON-007: LOST AND FOUND POLICY

Patrons are solely responsible for their own property and are expected to keep their belongings within their sight at all times. The Salina Public Library is not responsible for any items lost or left behind.

Lost & found items are held within the department they are found. Items are dated and stored in a specific area designated within the department.

If an item contains identification that is readily apparent, the owner will be notified by telephone or email as soon as possible. The owner must pick up the item in accordance with the policy below. To claim a lost item a patron must reasonably identify it to the appropriate library staff member and state when the item was likely left in the library. Video may be utilized by security staff to verify the claim. The library is not responsible or liable if lost items are claimed by someone other than the rightful owner.

Whether or not the owner is contacted, unclaimed items found on the premises of the Libraries will be disposed of in accordance with the following guidelines:

- Items that will be disposed of either immediately or at the end of the business day include but are not limited to food, drinks, baby bottles, dirty clothing or shoes, personal care items, hazardous items, weapons, etc.

- Items that will be disposed of or donated to a local entity after 30 days include, but are not limited to:
    - clothing
    - shoes
    - sunglasses/glasses
    - jewelry
    - keys
    - umbrellas
    - canes
    - backpacks
    - purses
    - wallets
    - bicycles
    - walkers
    - skateboards
    - scooters
    - headphones/earbuds

- Items that will be disposed of after 30 days include, but are not limited to:
    - papers left in copy machines, printers, scanners or other locations
    - credit/debit cards
    - driver's licenses
    - social security cards
    - passports
    - library cards
    - papers
    - cell phones
    - laptops/tablets
    - cameras
    - flash drives

Paper items with identifying information will be shredded if feasible. Cards will be cut or shredded as feasible.

Electronic devices will not be accessed by library staff due to sensitive or personal information contained on devices. Staff will not access electronic devices to locate an owner's contact information. If possible, the electronic device will be destroyed to avoid information being maliciously accessed when disposed of.

Unclaimed cash will be considered a donation to the Salina Public Library after 30 days.

Revision Date(s): 04/16/2024, 03/17/2020, 10/15/2019

PATRON-008: AMERICAN WITH DISABILITIES ACT (ADA)

The Library is committed to providing equal access to its facilities, programs, services, and resources for all individuals, including people with disabilities, in accordance with the Americans with Disabilities Act (ADA) and other applicable federal, state, and local laws.

The Library will make reasonable modifications to policies, practices, and procedures when necessary to ensure equal access, unless the Library can demonstrate that the modification "would result in a fundamental alteration in the nature of the service, program, or activity or in undue financial and administrative burdens."
(Americans with Disabilities Act Title II Regulations - 35.150 Subpart D - Program Accessibility - Existing Facilities)
When a requested modification would result in a fundamental alteration or undue financial and administrative burden, the Library will take other reasonable steps, when available, to ensure that individuals with disabilities receive the benefits or services provided by the Library to the maximum extent possible.

Individuals requesting reasonable accommodations are encouraged to contact the Library as early as possible, preferably at least five (5) business days before a scheduled program or event when advanced planning is needed. Advance notice allows the Library to make every reasonable effort to arrange appropriate accommodations. Requests received with less advance notice will be considered and accommodated when reasonably possible.

Americas with Disabilities Act

Revision Date(s): 9/15/26

VOLUNTEERS

VOLUNTEERS-001: VOLUNTEERING FOR SALINA PUBLIC LIBRARY

Volunteers understand that they are not an employee of the Salina Public Library and any duties performed are as a volunteer free of charge.

To be considered for a volunteer opportunity, one must complete the volunteer application form online or at the Library. All volunteers are screened by Library staff for positions. Volunteers may be subject to a background check.

Volunteers agree to abide by Library policies and work with Library staff and patrons in a professional and courteous manner. Casual clothing is acceptable when volunteering. In general, volunteers should dress and groom appropriately for working in the Library. The Library is committed to maintaining a professional and welcoming atmosphere.

Procedures and requirements for a volunteer will vary depending on the volunteer position. Volunteers are responsible for maintaining the confidentiality of all Library information. The Library does not provide volunteer hours for court-mandated community service hours. Volunteers must adhere to the volunteer agreement when signing up to be considered. The volunteer handbook is provided to each volunteer regarding library expectations. There are specific age requirements for various positions. Volunteers work without pay and are not covered by the library's workers compensation insurance. The Salina Public Library reserves the right to terminate the services of any volunteer.

References related to volunteer service may be requested from the Department Head of the department where the volunteer hours were completed. For volunteers under 18 years of age, parent or guardian consent is required before a reference is released to an outside organization. References for minors will only be provided by the Youth Services Department Head or a Library Director.

Revision Date(s): 02/17/2026, 3/25/2025, 10/15/2019

VOLUNTEERS-002: FRIENDS OF THE LIBRARY

In March 1985, the Board of Trustees approved the establishment of the Friends of the Library (FOL). The intention was to create an organized support group of Library users to provide advocacy, volunteer help, programming and additional funding while involving more local residents in the work of the public Library.

The FOL is a separate 501(c) (3) nonprofit organization with by-laws and a Board of Directors. FOL sets their meeting dates and times along with their own bylaws. FOL raises money through memberships, sales and other events or activities.

The Director or Assistant Director and/or a Library staff liaison try to attend the FOL board meetings each month to keep members informed of Library activities, issues and Library Board action. Library staff work closely with the Friends of the Library.

The FOL is provided a mail shelf in the staff room. FOL is also provided a space in a Library storage area to sort materials for book sales. The Library has a memorandum of understanding to clarify the partnership with the Library.

Revision Date(s): 03/25/2025, 10/15/2019

RECORDS

RECORDS-001: CONFIDENTIALITY OF LIBRARY RECORDS

The Kansas Open Records Act, Kansas Statutes Annotated (KSA) 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 KSA 45-221, the Act defines what records are not required to be disclosed at the request of citizens or public officials. (Attorney General opinion 95-64 outlines open records access through electronic means.)

Records which libraries are not required to disclose include:

- A patron's name (or whether an individual is a registered borrower or has been a patron.)
- A patron's address and email address.
- A patron's telephone number.
- The Library's circulation records and their contents.
- The Library's borrower's records and their contents.
- The number or character of questions asked by patrons.
- The content of a patron's computer use at the Library.
- The frequency or content of a patron's lawful visits to the Library or any other information supplied to the Library (or gathered by it) should not be made available.

To protect patrons from unwanted activity on their accounts the following policies are in place.

- To access or make changes to a patron account in person, patrons must present either their library card, card number or a photo ID. Patrons may also answer a security question to confirm their identity (birthday, address, phone number, etc.).
- Minors, or the guardians listed on the minor's account, must either present their library card, photo ID, or they may answer a security question to confirm their identity (birthday, address, phone number, etc.).
- To access or make changes to a patron account over the phone, patrons must provide the card number and full name associated with the account as well as answer a security question to confirm their identity (birthday, address, phone number, etc.).
- To access another person's account, one must know the full name associated with the account as well as be listed on the account as a person who can be provided information. A current photo ID is required to access another person's account for verification.

Library records information is kept solely for the purpose of collection control, is to be utilized for internal library purposes only, and is not to be released to any person or organization, except that individual to whom a particular registration relates. Law enforcement requests for patron information will be honored upon presentation of relevant

documentation. The request must be presented to the Director, Assistant Director or the Head of Security. Library staff or volunteers should not provide information for requests of user information.

If a request for patron information is made, the request must be presented to the Director or Assistant Director. Library staff or volunteers should not provide information for requests of user information.

The Library endorses the Code of Ethics of the American Library Association, which states, “We protect each Library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.”

Revision Date(s): 04/21/2026, 3/15/2022, 10/15/2019

RECORDS-002: REQUESTS

The request for records should be made in writing to the Director or Assistant Director. The request will be kept on file.

The request will be filled as soon as possible. If the process takes more than 10 minutes of time, there will be a $2.00 plus $.25 per minute charge. Copies/prints cost $.10 per page. All fees must be paid upon receipt of the open records. If the fee is estimated to exceed $10.00 prepayment will be required.

Revision Date(s): 10/15/2019

PROPERTY

PROPERTY-001: DISPOSAL OF FURNITURE/EQUIPMENT

When Library equipment and furniture becomes obsolete, is no longer being used, broken or in irreparable condition, the Library will dispose of these items. The Director or Assistant Director is responsible for the proper disposal of Library property.

When an item no longer has value to the Library, it will be removed. Any of the following may happen:

- The item(s) are donated to another Library, agency or organization.
- The item(s) are provided for sale. The sale must be open to everyone.
- The item(s) are recycled or disposed of appropriately.

Revision Date(s): 10/15/2019

PROPERTY-002: TOBACCO-FREE

Salina Public Library is committed to providing a safe, clean and healthy environment for our visitors and staff. As a responsible community entity, the Library provides a tobacco-free environment to reduce health risks associated with the use of tobacco products (including but not limited to cigarettes, e-cigarettes, cigars, pipe tobacco, chewing tobacco, smokeless tobacco, dip and snuff) and to promote healthy lifestyles in our community.

Salina Public Library is a tobacco-free environment both inside and outside all Library managed or maintained facilities. (Effective June 1, 2020)

This policy applies to all persons, Library staff, visitors, patrons, vendors, contractors, subcontractors, children/youth, volunteers and others in or on Salina Public Library managed buildings or grounds. This applies to all Library-owned or leased vehicles and in personal vehicles located or parked on Library managed or maintained property.

Visitors who smoke or use tobacco products on Library premises will be asked to leave the premises. Security may be called upon for additional support and intervention. Any employee violating this policy will be counseled by his or her supervisor and will be subject to disciplinary measures.

301 W. Elm

308 W. Elm

PROPERTY-003: SIGNS

All yard signs, other than those produced by the Library, are prohibited on Library property. Signs posted on Library grounds will be removed and disposed of by Library Staff. Exceptions may be made by the Directors for USD 305 or other nonprofit entities.

Revision Date(s): 10/15/2024, 04/21/2020

FINANCIAL MANAGEMENT

FINANCIAL MANAGEMENT-001: PURCHASING POLICY

This Policy governs the procurement of goods and services using funds administered by the Library, as well as all contracts, agreements, and other arrangements that create a financial obligation for the Library.

The provisions of this Policy apply to all Library funds unless otherwise exempted herein.

Authorization and Library Board Approval

All non-emergency purchases, contracts, and other financial obligations subject to this Policy that require expenditures in excess of $20,000 shall receive prior approval from the Library Board before the obligation is incurred.

The Library Director is authorized to approve all purchases, contracts, and financial obligations that do not exceed $20,000, provided such expenditures are within the approved budget and otherwise comply with this Policy.

Nothing in this section shall limit the authority granted to the Library Director under the Emergency Purchases provisions of this Policy.

Change Orders

The Library Director is authorized to approve change orders related to an existing contract in an amount up to $20,000. Multiple change orders issued to the same vendor within the same calendar month shall be aggregated for purposes of this limit and may not exceed $20,000 without additional approval.

All change orders approved by the Library Director shall be reported to the Library Board at its next regular meeting.

Any change order, or aggregate of change orders to the same vendor within the same calendar month, exceeding $20,000 shall require prior approval by the Library Board.

Exemptions to this Policy

The following expenditures are exempt from the purchasing and requirements of this policy:

- Payroll and employee compensation;
- Employee benefits and related payroll expenses;
- Operational expenditures included in the Library's approved annual budget;
- Library materials and collections, including books, periodicals, digital content, databases, and other collection resources;
- Professional contracted services

Although exempt from the purchasing and bidding requirements of this policy, all expenditures shall remain subject to applicable budgetary controls and approval requirements established by the Library Board.

Right to Reject

The Library Board and the Library Director, as authorized under this policy, reserve the right to reject any or all bids, proposals, or quotations.

The Library Board and Library Director are not required to award a purchase or contract to the lowest bidder. In making procurement decisions, consideration may be given to factors including, but not limited to, price, quality, experience, qualifications, references, service, compliance with specifications, and the overall best interests of the Library.

Emergency Purchases

An emergency purchase may be made when, in the opinion of the Library Director, an unexpected or unforeseen event could result in significant loss or damage to the Library, create a threat to the health or safety of staff or patrons, or substantially impair the Library's ability to provide services unless immediate action is taken.

In such circumstances, Library administration may procure the goods and/or services necessary to address the emergency without following the standard purchasing procedures.

Any emergency purchase exceeding $20,000 shall be reported to and approved by the Library Board at its next regular meeting or at a special meeting called for that purpose.

Revision Date(s): 7/7/2026

PUBLIC COMMENT

PUBLIC COMMENT-001: POLICY

This policy provides the rules and guidelines for public participation at Salina Public Library meetings. The policy ensures that members of the public are allowed to present their views while permitting the Salina Public Library Board to conduct meetings in an efficient and effective manner. The Public Comment Policy will apply to regular, special and budget meetings.

A sign-in sheet is available to all persons wishing to participate and address the Salina Public Library Board. Speakers should sign-in prior to the start of the meeting. Those who wish to be placed on the sheet in advance of the meeting may contact Library Director, Melanie Hedgespeth. director@salinapublic.org 785-833-9201

The Board President will call names from the sign-in sheet in the order they are listed. Anyone not on the sign-in sheet may not provide comments.

During the course of the Board meeting, comments will not be accepted from the audience.

In the absence of the Board President, another presiding officer will step in and handle public comments.

When all listed speakers on the sign-in sheet have been heard, the Board President will declare the public comment section of the meeting closed and resume the meeting agenda.

Comments

- Public comments must pertain to an item listed on the agenda or to an issue that is relevant to the Board's work. The Board President retains the right to stop any speaker who raises issues that are not on the agenda or are not germane to the duties of the Library.
- All comments shall be made with civility and courtesy. Comments should be respectful of all. The Board President may prohibit further comment if proper decorum is not displayed.
- All comments will be directed to the Board President. The Board President is the designated spokesperson. The Board President may direct questions or elicit responses from other Board members.
- The public comment period is not a question and answer period. The board is not obligated to respond to comments.
- Individuals must provide his/her full name and city of residence.
- Individuals, unless otherwise provided by the Board President, will be allowed 5 minutes to address the Board.
- Groups must provide the group name.
- Members of a group will identify a spokesperson, who must provide his/her full name and city of residence. The spokesperson will be allowed 5 minutes to address the Board as the primary representative. Other group members wishing to speak will be provided a 3 minute time limit if they are on the sign-in sheet. Those members must also provide his/her full name and city of residence.

Revision Date(s): 11/17/2020

Patrons may also complete a request form to review of library budget and services.

APPENDIX

FORM - PATRON REQUEST FOR REVIEW OF LIBRARY MATERIAL

This form must be filled out in its entirety.

Anyone that would be eligible to obtain a Salina Public Library card, as outlined in our policy, may submit a request for the review of library materials.

Patron Information

Patron Name	
Phone	
Email	
Mailing Address	
Do you represent ⬜ **Yourself** ⬜ **An organization (name) _____** ⬜ **Other Group (name)_____**	

Individuals, organizations or groups may submit up to 2 requests for review per year.

Material Information

Title	-
Author	
Material Format	
Publisher	

Reconsideration of this item for the stated reasons will not occur again for 3 years.

Additional Information

**If you have not read the entire material, your challenge may be dismissed; consequently, you may want to delay completing this form until you have read the material.*

Have you read, seen or listened to the entire material? ⬜ **Yes** ⬜ **No** If you have read, seen or listened to the material in its entirety, please explain the purpose of this material as you understand it.

How was this material brought to your attention?

What concerns you about the material? Please cite page numbers and specific information in the material to support your concerns.
Are you aware of reviews of this work? Please cite the reviews.
Is there anything good about this material?
Are there other resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
Have you discussed this material with the Library Director, Assistant Director, Head of Information Services or Head of Youth Services? ☐ **Yes** ☐ **No** **Date of Discussion_____**
Have you reviewed Salina Public Library's materials policies? ☐ **Yes** ☐ **No**
What would you like the library to do about this material?

Patron Signature _____ **Date _____**

Please return this form to the Director or Assistant Director. Your request will be reviewed and a decision provided to both the patron and the Library Board. Received by _____ on _____.
{Form Updated: 03/25/2025}

FORM - PATRON REQUEST FOR LIBRARY BOARD REVIEW OF LIBRARY MATERIAL

Please provide my Request for Review of Library Material to the Library Board President for consideration at an upcoming Board meeting.

Anyone that would be eligible to obtain a Salina Public Library card, as outlined in our policy, may submit a request for the review of library materials.

Patron Information

Patron Name	
Phone	
Email	
Mailing Address	

My request for review was regarding this material.

Title	
Author	

Patron Signature _____ **Date** _____

*Please return this form to the Director or Assistant Director. Your request will be provided to the Library Board President and a decision provided to you.
Form Updated: 03/25/2025}

FORM - PATRON REQUEST FOR REVIEW OF LIBRARY PROGRAM

This form must be filled out in its entirety.

Anyone that would be eligible to obtain a Salina Public Library card, as outlined in our policy, may submit a request for the review of library materials.

Patron Information

Patron Name	
Phone	
Email	
Mailing Address	
Do you represent ⬜ **Yourself** ⬜ **An organization (name) _____** ⬜ **Other Group (name)_____**	

Individuals, organizations or groups may submit up to 2 requests for review per year.

Program Information

Title	
Date(s)	

Reconsideration of this item for the stated reasons will not occur again for 3 years.

Additional Information

How was this program brought to your attention?
Did you attend the entire program?
What concerns you about the program?
Was there anything good about this program?

Are there other resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
Have you discussed this program with the Library Director, Assistant Director, Head of Information Services, Head of Youth Services or the Head of Technology? ☐ **Yes** ☐ **No** **Date of Discussion_____**
Have you reviewed Salina Public Library's programs policies? ☐ **Yes** ☐ **No**
What would you like the library to do about this program?

Patron Signature _____ **Date _____**

*Please return this form to the Director or Assistant Director. Your request will be reviewed and a decision provided to both the patron and the Library Board.

Received by _____ on _____.

Form Updated: 03/25/2025}

FORM - PATRON REQUEST FOR LIBRARY BOARD REVIEW OF LIBRARY PROGRAM

Please provide my Request for Review of Library Program to the Library Board President for consideration at an upcoming Board meeting.

Anyone that would be eligible to obtain a Salina Public Library card, as outlined in our policy, may submit a request for the review of library materials.

Patron Information

Patron Name	
Phone	
Email	
Mailing Address	

My request for review was regarding this program.

Title	
Date(s)	

Patron Signature _____ **Date** _____

*Please return this form to the Director or Assistant Director. Your request will be provided to the Library Board President and a decision provided to you.

Form Updated: 03/25/2025}

FORM - PUBLIC COMMENT SIGN-IN SHEET

SALINA PUBLIC
LIBRARY

PUBLIC COMMENT SIGN IN SHEET
Date: _____, xxxx

Full Name:
Complete Address:
The Board President will call names from the sign-in sheet in the order they are listed. Public comments are limited to 5 minutes. ☐ Please check this box, if you prefer not to make a public comment but rather talk to a Library Director or appropriate staff member. For us to contact you please provide your phone number or email address:

FORM - REQUEST FOR REVIEW OF LIBRARY BUDGET & SERVICES

The Salina Public Library values community input. Anyone that would be eligible to obtain a Salina Public Library card, as outlined in our policy, may submit a request to review the library budget and services.

If you would like to request a formal review of the Library's budget or services, please complete this form. The form must be filled out in its entirety.

Patrons who wish to discuss their concerns informally, before submitting a formal request, may contact the Library Director to arrange a meeting.

Library Director
director@salinapublic.org
(785) 833-9201

The Director will work with you to schedule a convenient time to meet in person.

What Types of Requests Can Be Made?
You may request:

- An increase or decrease in a specific budget expense (General Fund or Employee Benefit Fund).
- A change to a library service (increasing, decreasing, adding or removing).

Who May Submit a Request?
Any individual who has or is eligible to obtain a Salina Public Library card, as outlined in library policy, may submit a request for review of the Library's budget or services.

Patron Information

Patron Name	
Phone	
Email	
Mailing Address	
Do you represent ⬜ **Yourself** ⬜ **An organization (name) _____** ⬜ **Other Group (name)_____**	

Proposal Overview

Budgetary Focus	⬜ **General Fund** ⬜ **Employee Benefit Fund**

	⬜ **Library Service**
Request	⬜ **General Fund - Increase Budget Expense** ⬜ **General Fund - Decrease/Remove Budget Expense** ⬜ **Employee Benefit Fund - Increase Budget Expense** ⬜ **Employee Benefit Fund - Decrease/Remove Budget Expense** ⬜ **Library Service Increase/Add Service** ⬜ **Library Service Decrease/Remove Service**
How was this specific expense or service brought to your attention?	

Budget/Service

Request	Please specify the budget expense or service you are requesting to increase, decrease, add or remove.
Current Budget	What is the current budget and expense line in the General Fund or Employee Benefit Fund related to your request? *(If unknown, the Library Director can provide this information.)*

Request Details

Explanation	Please explain your request in detail.
Rationale for Change	What is the intended outcome?
Supporting Data	Include any relevant data, statistics or evidence that supports your request.

Community Impact	What would be the impact on our community regarding your request? Please note the benefits and the drawbacks.
Alternatives	Do you have alternatives or other potential solutions that might be effective or feasible?

Submission Instructions

Submit the completed form, along with any attachments, to the Library Director.

Email: director@salinapublic.org

Mail: Salina Public Library, 301 W. Elm St., Salina, KS 67401

How Your Request Will Be Handled

1. The Library Directors and the Salina Public Library Board will review your request.
2. The review process may involve staff research and discussion at Library Board meetings.
3. A written response will be provided to you after the Board has completed its review.

Questions

Please contact the Library Director at director@salinapublic.org or 785-833-9201.