

# Wichita Public Library Policy Manual

<b>Philosophy</b>		<b>3</b>
PHI-001	Statement of Philosophy	3
PHI-002	Mission Statement	4
PHI-003	Vision Statement	5
PHI-004	Values Statement	6
PHI-005	Library Bill of Rights	7
PHI-005.1	Library-Initiated Programs as a Resource: An Interpretation of the <i>Library Bill of Rights</i>	8
PHI-006	The Freedom to Read	11
PHI-007	The Freedom to View	14
PHI-008	Libraries: An American Value	15
PHI-009	Code of Ethics	16
<b>Organization</b>		<b>17</b>
ORG-001	Library Board of Directors	17
ORG-001.1	City of Wichita Library Board of Directors Bylaws	18
ORG-001.2	Duties and Responsibilities of the Library Board and Director of Libraries	23
ORG-002	Library Divisions	24
ORG-002.1	Collection Development Division	25
ORG-002.2	Customer Services Division	26
ORG-002.3	Digital Services Division	28
ORG-002.4	Education and Engagement Division	29
ORG-002.5	Support Services Division	30
ORG-003	Library Support Organizations	31
ORG-003.1	Friends of the Wichita Public Library	32
ORG-003.1.1	Bylaws of the Friends of the Wichita Public Library	33
ORG-003.2	Wichita Public Library Foundation	36
ORG-003.2.1	Wichita Public Library Foundation Bylaws	37
ORG-003.3	Wichita Genealogical Society	44
ORG-003.3.1	Wichita Genealogical Society Bylaws	45
<b>Circulation</b>		<b>52</b>
CIR-001	Customer Registration	52
CIR-002	Address Checks	55
CIR-003	Account Associations	56
CIR-004	Issuing Cards to Tour Groups and Classrooms	57
CIR-005	Kansas Library E-Card	58
CIR-006	Interlibrary Loan	59
CIR-007	Circulation of Materials	60
CIR-007.1	Circulation Parameters	61
CIR-008	Circulation of Reference Materials	62
CIR-009	Holds	63
CIR-010	Lost Items	64
CIR-011	Damaged Items	65
CIR-011.1	Lost and Damaged Items Fee Schedule	66
CIR-012	Replacement of Lost or Damaged Items	68
CIR-013	Fee Payment	69
CIR-013.1	Bankruptcies	70
CIR-014	Refunds	71
CIR-015	Confidentiality of Library Records	72
CIR-016	Patron Password Security	74

# Wichita Public Library Policy Manual

<b>Reference Services</b>		<b>75</b>
REF-001	Reference Service	75
REF-002	General Equipment Available for Customer Use	76
REF-003	Public Computer Workstations	77
REF-004	Internet Access and Acceptable Use Policy	78
REF-005	Photograph Collection Reproduction	80
REF-005.1	Use Fees	82
REF-006	Library Displays and Exhibits	84
REF-007	Handouts and Bulletin Boards	85
REF-008	Petitioning or Distribution of Literature in Libraries	86
REF-009	Meeting Room Facilities	87
REF-009.1	Every Technology Training Center Rental	91
REF-009.2	Advanced Learning Library AV Maker Studio	92
REF-010	Library Tours and Group Visits	93
REF-011	FamilySearch Center Affiliate Program	94
REF-012	Test Proctoring	95
REF-013	Library Programming	96
REF-014	Library Partnerships	99
<b>Customer Rights and Responsibilities</b>		<b>100</b>
CUS-001	Customer Code of Conduct	100
CUS-001.1	Unattended Children	102
CUS-001.2	Suspension of Privileges for Health and Safety Reasons	103
CUS-002	Reinstatement of Library Privileges	104
CUS-003	Right of Appeal	105
CUS-004	Lost and Found	106
CUS-005	Customers' Consent to Participate in Photograph	107
CUS-006	Filming and Photography Policy	108
CUS-007	Service to deaf, Deaf and Hard of Hearing Persons	110
CUS-008	Teen Spaces	113
<b>Emergency</b>		<b>114</b>
EME-001	Disaster and Contingency Plan	114
EME-002	Library Service during Emergencies	115
<b>Personnel</b>		<b>116</b>
PER-001	Personnel Policy Statements	116
PER-002	Building Opening and Closing	117
PER-003	Breaks	118
PER-004	Flex Time	119
PER-005	Holidays	120
PER-006	Public Policy and Participation by Staff	121
PER-007	Volunteer Program	122
<b>Collection Management Policy</b>		<b>124</b>
COL-001	Purpose	124
COL-002	Materials Selection Policy	125
COL-002.1	Selection Criteria	126
COL-003	Evaluation and Withdrawal of Materials	127
COL-004	Kansas Creators	128
COL-005	Gifts and Donations	129
COL-006	Reconsideration of Materials	130

# Wichita Public Library Policy Manual

## **PHI-001      Statement of Philosophy**

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

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

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

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

Last Review: January 2023

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

# Wichita Public Library Policy Manual

## **PHI-002      Mission Statement**

Connect. Discover. Learn. Thrive

Last Review: January 2023

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

# Wichita Public Library Policy Manual

## **PHI-003      Vision Statement**

Inclusive. Responsive. Collaborative. Your library makes your community limitless.

Last Review: January 2023

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

# Wichita Public Library Policy Manual

## **PHI-004        Values Statement**

Trust and Service are City of Wichita values that influence our interactions and decisions. We recognize that Wichita Public Library, as a social institution, has a duty to advance equity through library services to ensure all residents experience a sense of belonging. To support this work, we are guided by the following values:

**Community:** We embrace our role as a community builder. Our services evolve to meet the needs of our residents.

**Diversity:** We respect, reflect and value differences. Our services are inclusive and actively affirm the varied needs and interests of everyone.

**Opportunity:** We support curiosity, exploration, and learning for all individuals. We actively seek opportunities for our staff and community to learn, grow and thrive.

Last Review: January 2023

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

# Wichita Public Library Policy Manual

## **PHI-005      Library Bill of Rights**

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

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

Last Review: January 2023

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

## Wichita Public Library Policy Manual

### **PHI-005.1 Library-Initiated Programs as a Resource: An Interpretation of the *Library Bill of Rights***

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

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

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

Libraries should not discriminate against individuals with disabilities and shall ensure they have equal access to library resources.<sup>2</sup> Library-initiated programs should comply with all applicable laws, including the standards and requirements of ADA and state or local disability accessibility guidelines. If a program is held in a location not controlled by the library, the library should assure that the space is accessible to all library users. If users overflow designated areas during library events, libraries should protect accessible public spaces (i.e. ramps, pathways, and emergency exit routes) to ensure access and safety for everyone. Reasonable accommodations should be made to have interpretation or real-time captioning for the deaf or hard-of-hearing at library-initiated programs when needed or requested by library users.

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



## Wichita Public Library Policy Manual

efforts to accommodate the information needs of those who speak and read languages other than English.

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

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

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

<sup>1</sup> "Visual and Performing Arts in Libraries: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/arts>)," adopted February 13, 2018, by ALA Council.

<sup>2</sup> "Services to People with Disabilities: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/servicespeopledisabilities>)," adopted January 28, 2009, by the ALA Council; amended June 26, 2018.

<sup>3</sup> "Equity, Diversity, Inclusion: An Interpretation of the *Library Bill of Rights*, (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/EDI>)," adopted June 27, 2017, by the ALA Council.

## Wichita Public Library Policy Manual

<sup>4</sup>“Responding to and Preparing for Controversial Programs and Speakers Q&A (<http://www.ala.org/advocacy/intfreedom/controversialprogramsqa>),” Intellectual Freedom Committee, June 2018.

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

Updated: January 2023

Online Manual Listing: <http://wichitalibrary.org/About/Policies/Pages/library-initiated-programs.aspx>

# Wichita Public Library Policy Manual

## **PHI-006      The Freedom to Read**

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

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

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

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

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

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

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

# Wichita Public Library Policy Manual

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

## Wichita Public Library Policy Manual

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

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

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

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

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

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

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

Last Review: January 2023

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

# Wichita Public Library Policy Manual

## **PHI-007      The Freedom to View**

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Last Review: January 2023

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

# Wichita Public Library Policy Manual

## **PHI-008      Libraries: An American Value**

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

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

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

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

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

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

Last Review: January 2023

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

# Wichita Public Library Policy Manual

## **PHI-009      Code of Ethics**

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

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

Last Review: January 2023

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



# Wichita Public Library Policy Manual

## **ORG-001      Library Board of Directors**

The Board of Directors of the Wichita Public Library System, as reorganized by Charter Ordinances No. 72 of January 1980 and No. 119 of July 18, 1989, is composed of fourteen members. The fourteen members are appointed by the Mayor and City Council with each being responsible for the appointment of two board members. Terms of appointment for members of the Library Board are established in Section 2.12.020 of the Code of the City of Wichita. The Library Board has exclusive authority in handling its operation except for the authority for issuing bonds and levying taxes, which is vested in the City Council. (K.S.A. 12-1222)

It is the responsibility of the Library Board to:

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

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

### **Related Ordinances and Statutes**

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

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

Code of the City of Wichita Section 2.12.020

K.S.A. 12-1222

K.S.A. 75-4317

Last Review: February 2024

# Wichita Public Library Policy Manual

## **ORG-001.1 City of Wichita Library Board of Directors Bylaws**

### **Article I – Library Board of Directors**

**Section 1.** This organization shall be called the “Board of Directors of the City of Wichita Library” existing by virtue of the provisions of the City of Wichita Charter Ordinance No. 72 and 119, Code of the City of Wichita Section 2.12.020, and K.S.A. 12-1223, 12-1224, 12-1225, 12-1226, 12-1227 and 12-1228 and amendments thereto.

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

### **Article II - Officers**

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

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

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

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

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

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

# Wichita Public Library Policy Manual

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

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

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

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

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

## Article III - Meetings

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

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

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

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

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

# Wichita Public Library Policy Manual

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

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

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

## Article IV - Committees

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

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

## Wichita Public Library Policy Manual

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

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

### Article V – Director of Libraries

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

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

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

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

### Article VI - General

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

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

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

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

# Wichita Public Library Policy Manual

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

## **Related Ordinances and Statutes**

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

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

Code of the City of Wichita Section 2.12.020

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

Last Review: February 2024

# Wichita Public Library Policy Manual

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

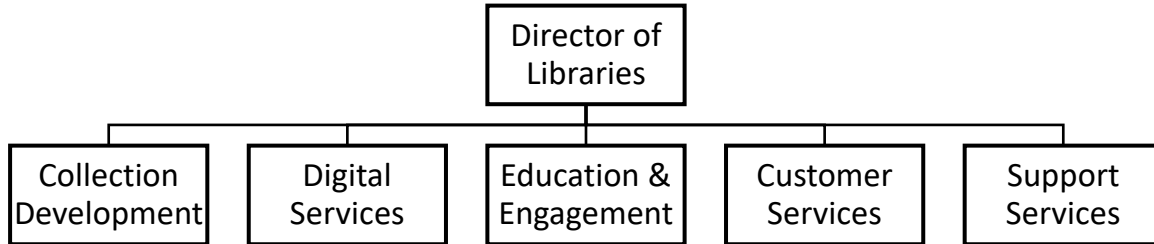
<u>Library Board</u>	<u>Director of Libraries</u>
<ol style="list-style-type: none"><li>1. Employ a competent and qualified Director of Libraries.</li><li>2. Determine and adopt written policies to govern the operation and program of the Library.</li><li>3. Determine the purpose of the Library and secure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

Last Review: February 2024

# Wichita Public Library Policy Manual

## **ORG-002      Library Divisions**

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



Last Review: February 2024



# Wichita Public Library Policy Manual

## **ORG-002.1     Collection Development Division**

The Collection Development Division is responsible for the selection, acquisition, cataloging, processing, maintenance, and de-selection of all Library materials and the operations of the Edward and Elizabeth Burns Historical Research Pavilion.

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

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

The Edward and Elizabeth Burns Historical Research Pavilion provides reference services in the areas of genealogy, Kansas, and local history. The Research Pavilion houses over 32,000 genealogy books covering the entire nation, over 17,000 books on all topics regarding Kansas and the Great Plains, and the Foulk Indian Collection. The Research Pavilion has an extensive collection of microfilm including census rolls and local newspapers such as the Wichita Eagle and Wichita Beacon. Microfilm readers and printers are located here and a digital microfilm scanner allows researchers to scan and email or save their images. Among the special collections are a clipping file of local news events, an extensive collection of local photographs, and monographs and periodicals pertaining to Wichita and Kansas history. The Research Pavilion is a FamilySearch Center affiliate.

Updated: February 2024

# Wichita Public Library Policy Manual

## ORG-002.2 Customer Services Division

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

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

Each branch of the Wichita Public Library is an important resource for the neighborhoods it serves. Focus areas of each branch are tailored to match the unique challenges and needs of the individual services areas. The main role of the **neighborhood branches** is to provide high demand popular materials to customers in the immediate areas surrounding the branch. Limited children's programming and small meeting rooms are provided where space allows. Public computer workstations provide access to Internet, software applications, and electronic resources. Wi-Fi access is available in each of these branches which are up to 10,000 square feet in size, operated by part-time paraprofessionals and supervised by branch managers assigned to each quadrant of the City.

- The Maya Angelou Northeast Branch Library focuses on literacy and school readiness, African-American culture, and digital inclusion with a secondary focus on workforce development.
- The Dr. Ronald W. Walters Branch Library functions as a computing hub and popular materials center.

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

- The **Evergreen District Branch Library** serves north Wichita, focusing on literacy, Hispanic education and digital inclusion with secondary areas of emphasis on small business support and workforce development. The manager for the Evergreen Branch also oversees the services of the Maya Angelou Northeast branch.
- The **Ford Rockwell District Branch Library** serves east Wichita.
- The **Westlink District Branch Library** serves west Wichita. Westlink is the most heavily used branch in the Wichita Public Library system.

The Rockwell and Westlink branches each focus on service for children and families, digital inclusion, lifelong learning and leisure services.

## Wichita Public Library Policy Manual

Regional branches are facilities with more than 15,000 square feet. Through even more space for collections and programming, regional branches service larger areas of the City. Wichita's only regional branch is the **Lionel Alford Regional Branch Library** which serves south-central and southwest Wichita and focuses on early literacy and school readiness, K-12 student achievement, and workforce development. In addition to the meeting room, this branch has two study rooms available for use by individuals or small groups and a lounge reading area with vending machines. The manager for the Lionel Alford Regional Branch also oversees the services of the Dr. Ronald W. Walters branch.

Last Review: February 2024

# Wichita Public Library Policy Manual

## ORG-002.3 Digital Services Division

The Digital Services Division oversees and provides staff and customer support for the numerous technology resources used to deliver Library services. Division employees have individual responsibility for specific systems and services but work as a team to coordinate and ensure that all electronic resources and technologies are designed to benefit customers and to create service efficiencies and effectiveness of Library operations. The Division includes the **Technology Training Section** which provides customer assistance and training on use of technology services and electronic and digital resources.

The **Technology Training Section** offers technology training classes at the Advanced Learning Library in the Technology Training Center and at branch libraries on a regular basis. The **Section** provides individualized technology training through the “Book-A-Librarian” service, where one-on-one assistance is provided to customers needing help with a wide range of software and hardware inquiries. Those customers needing assistance with the online catalog and the public service computers are assisted through the “roving” service, where employees are regularly scheduled to assist customers by going out to the customer in the building.

Their work is supplemented by three System Analysts from the Information Technology Department who are assigned to provide technical support for library systems and services.

Some of the primary systems managed by the Division include:

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

Services managed by the Division include:

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

Class topics facilitated, include, but not limited to:

- Computer basics including Microsoft programs
- Internet searching and Digital Literacy
- Social networking
- Digital content

Last Review: February 2024

# Wichita Public Library Policy Manual

## **ORG-002.4     Education and Engagement Division**

The Education and Engagement Division consists of the Adult Programming Section and the Youth Services Section. Education and Engagement staff help customers find materials and answer questions. The division is responsible for leading tours of the Advanced Learning Library, proctoring tests, and assisting with collection management and programming. The Division Manager ensures that the Library is represented in community coalitions working on activities aligned with the mission and goals of the Library as well as developing and implementing strategic partnerships and community engagement initiatives that leverage Library resources.

The **Adult Programming Section** plans and executes programs and interactive learning events for adults. Programs such as Tuesday Topics, Senior Wednesdays, SCORE business workshops, Learning Circles, the Academy Award Shorts film series and the Big Read Wichita are among activities managed by this staff team. The Section also provides reference service in the Streetscape and Learning pavilions of the Advanced Learning Library and support for the Nazar Foundation Collection (print and electronic), test proctoring, and book discussion sets. Staff develop and maintain fiction and non-fiction materials displays to highlight collections, attract readers, and increase circulation.

The **Youth Services Section** provides readers advisory services, programming, and outreach for customers birth to 18, their caregivers, and educators. Staff are responsible for supervising activities in the Children's Pavilion and the Mona Pike Corrin Teen Pavilion in the Advanced Learning Library. Youth Services staff present storytimes, lead tours, teach research skills, provide outreach to local childcares and schools, and guide youth in learning and discovery. A variety of developmentally appropriate materials and services are made available to youth and their families to encourage literacy and promote learning.

**Family Engagement** programs are coordinated through this section, which includes out-of-building connections that raise awareness of the library services designed to support families and enrich literacy in our community.

Updated: February 2024

# Wichita Public Library Policy Manual

## **ORG-002.5 Support Services Division**

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

Division staff members are responsible for numerous **administrative activities** on behalf of the department including preparing and monitoring budgets, overseeing physical facilities and equipment, including cleaning, building improvements, and building security.

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

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

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

**Security** will provide operational oversight related to the safety and security of library customers, staff, and building assets for the Wichita Public Library System.

**Communications and marketing** activities are managed through this division and in coordination with the City of Wichita's Communications Team.

Support Services team members provide **accounting** services by preparing the systems daily deposits, processing accounts payables and receivables, inputting time entry for payroll processing, and order and dispersing supplies.

Last Review: February 2024

# Wichita Public Library Policy Manual

## **ORG-003      Library Support Organizations**

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

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

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

The Wichita Genealogical Society was established to support genealogy and family history services provided through the former Central Library's Lawrence and Lucile Wulfmeyer Special Collections Center (now the Burns Research Pavilion in the Advanced Learning Library). The Society provides volunteers that serve in the Special Collections Center as well as all Library programming and training related to genealogy research.

Last Review: February 2024

# Wichita Public Library Policy Manual

## **ORG-003.1 Friends of the Wichita Public Library**

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

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

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

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

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

Last Review: February 2024



# Wichita Public Library Policy Manual

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

### **ARTICLE I - Corporation**

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

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

### **ARTICLE II – Membership and Dues**

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

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

### **ARTICLE III – Board of Directors**

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

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

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

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

## Wichita Public Library Policy Manual

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

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

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

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

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

### Article IV – Officers

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

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

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

# Wichita Public Library Policy Manual

## **ARTICLE V - Sustainability**

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

## **ARTICLE VI - Committees**

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

## **ARTICLE VIII – Conflict of Interest**

Board members will sign a Conflict of Interest Statement annually.

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

## **ARTICLE IX – Dissolution Clause**

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

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

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

## **ARTICLE X - Amendments**

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

Last Review: February 2024

# Wichita Public Library Policy Manual

## **ORG-003.2    Wichita Public Library Foundation**

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

The general purposes of the Wichita Public Library Foundation are

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

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

Last Review: February 2024

# Wichita Public Library Policy Manual

## **ORG-003.2.1 Wichita Public Library Foundation Bylaws**

**THESE AMENDED AND RESTATED BYLAWS** are made effective as of the 12<sup>th</sup> day of December 2019 by the undersigned Board of Directors of Wichita Public Library Foundation, Inc., a Kansas corporation.

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

- 1.1 The name of this corporation is Wichita Public Library Foundation, Inc.
- 1.2 The object of this corporation is to solicit, receive and provide funds for the benefit and support of the Wichita Public Library System (hereinafter called the "Library"), its branches and its successors by providing goods and services which include but are not limited to the following: books and other library materials, buildings, facilities, equipment, film, digital or other media, endowment funds, and other real and personal property, or grants for the acquisition or furtherance of any such purposes. Provided, however, that the services and facilities herein contemplated shall be over and above what the traditional tax base funding of the Library has provided, and not to provide funds which can be substituted for such traditional tax base funding.
- 1.3 The Resident Agent of the corporation shall be Kristi Oberg, Foundation President and CEO, 711 W. 2<sup>nd</sup> St. N., Wichita, Kansas 67203, and the Registered Office of the corporation shall be at such address.
- 1.4 The members of the corporation shall be its Directors.

### **ARTICLE TWO: DIRECTORS**

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

## Wichita Public Library Policy Manual

- (a) Ex-Officio and Appointed Directors: The persons serving as President/CEO of the corporation, the President of the Library Board of Directors and the Director of the Wichita Public Library shall automatically become Directors (ex officio directors with full voting rights) of this corporation and shall so serve as long as they maintain such positions. In addition, the President of the Library Board of Directors shall appoint one (1) individual (the "Appointed Director") to serve as a Director of this corporation to serve a concurrent term with the President of the Library Board of Directors. Ex officio Directors do not count towards or against the director limits of this Article; an Appointed Director does.
- (b) Library Directors. The Governance Committee of the corporation shall nominate additional Directors to serve with the *ex officio* Directors and the Appointed Director (all of whom are collectively referred to herein as the "Library Directors"), so that the ratio of Library Directors to total Directors of this corporation shall be maintained at approximately forty percent (40%). These nominees will be proposed to the Library Board of Directors for approval. Such additional selected Library Directors may serve up to two (2) consecutive three (3) year terms before becoming ineligible for a minimum of one year to serve on the board of directors.
- (c) Public Directors. The balance of the Directors shall be referred to herein as the "Public Directors." The Public Directors shall be selected by majority vote of the Directors. Public Directors shall likewise serve for three (3) year terms, which terms shall be staggered. Public Directors may serve up to two (2) consecutive three (3) year terms before becoming ineligible for a minimum of one year to serve on the board of directors. Both the Library Directors and Public Directors shall herein be referred to as simply the "Directors."
- (d) Chairperson. After the selection of the Director(s) at the corporation's annual meeting, the Directors shall elect a Director to be the Chairperson of the Board (the "Chairperson") to preside over all meetings held by the Board of Directors for such annual period, or until a successor is elected. In the absence of the Chairperson and Vice-Chairperson, the President/CEO shall preside over the meeting of the Board of Directors. Individuals currently serving on the Library Board of Directors shall be ineligible to serve as a Public Director.

## Wichita Public Library Policy Manual

- 2.2 The Directors shall be charged with the responsibility of electing officers to conduct the business and affairs of the corporation in accordance with and as directed by the Board of Directors.
- 2.3 Upon the death, disability, resignation, or refusal to serve of any director, then the remaining Directors may select a replacement director to serve the remaining unexpired term of such director.
- 2.4 The Directors shall not be personally responsible or liable for errors in judgment or discretion, even though losses may result from a transaction of the Directors, if such transaction was entered into for what was considered to be the best interests of the corporation and the Library.
- 2.5 Other than the person serving as Director of the Wichita Public Library, there shall be no paid employee of the Library serving as a Director.
- 2.6 In addition to the Directors herein provided, the Board of Directors may establish honorary Directors to advise the Board on matters of corporation business, but such officers shall not have voting powers. The terms and duties of the honorary Directors shall be established by resolution of the Board of Directors.
- 2.7 In the event an individual Director becomes unable to attend meetings due to an illness, injury, extended vacation, or other such event, upon the request of such individual Director he or she may be placed on Leave of Absence status for a period not to exceed eighteen (18) months by action of the remaining Directors.
- 2.8 In the event an individual Director, for any reason, becomes unable or unwilling to attend meetings of the Board, either in person or by telephonic or other means, for a period in excess of eighteen (18) months, then, by action of the Board, such Director's status as a Director may be terminated and a replacement Director shall be selected. The replacement director shall serve out the existing term of the terminated board member and is eligible to serve up to two (2) consecutive three (3) year terms before becoming ineligible for a minimum of one year to serve on the board of directors.
- 2.9 Directors may be added, substituted or otherwise elected at any regular, annual or special meeting, upon the usual 5-day notice set forth in Article 4.

# Wichita Public Library Policy Manual

## ARTICLE THREE: OFFICERS

- 3.1 The officers of this corporation shall consist of a President/CEO, chairperson, vice-chairperson, Secretary, Treasurer, and such other officers as the Board of Directors may from time to time determine. At the annual meeting of the corporation, all officers shall be elected for the ensuing year, to hold office at the pleasure of the Board of Directors, but in no case beyond the time when other officers shall be elected and accept office. The same person may serve in more than one, or in all of such offices.
- 3.2 The duties of the various officers of the corporation shall be as follows:
- (a) President/CEO: The President/CEO shall be the chief administrator of the Wichita Public Library Foundation and be responsible for the work of the corporation and implementing the policies of this corporation.

The President/CEO shall preside over the meetings of the Board of Directors at which the Chairperson and Vice-Chairperson are not in attendance. The President/CEO shall discharge such duties as may be required by the Directors. The President/CEO shall be responsible for the active executive management of this corporation under direction of the Board of Directors. The President/CEO shall review all proposals for appropriation of funds and submit them with recommendation to the Directors. The President/CEO shall be responsible for the execution of the full details of the various programs for the benefit of distributees which shall be determined from time to time by the Board of Directors. The President/CEO shall employ, dismiss and direct the activities of the various employees of the corporation, subject to the approval of the Board of Directors. The President/CEO shall sign or countersign all instruments that require the President/CEO's signature and shall make such reports and perform such other duties incident to such office as are required by the Board of Directors.

Subject to such limitations as the Board of Directors may impose, the duties of the President/CEO may be discharged by assistants or employees acting under the President/CEO's supervision and direction.

- (b) Chairperson: The Chairperson shall preside and perform such duties as may be required and at all times render assistance to the President/CEO.



## Wichita Public Library Policy Manual

- (c) Vice Chairperson: The Vice-Chairperson shall, in the absence of, or at the expressed request of the Chairperson, preside and perform the duties, thereof, and at all times, render assistance to the Chairperson.
- (d) Secretary: The Secretary shall have custody of the corporate seal (if one is adopted), issue notices of all meetings of the Board of Directors, keep the minutes thereof in books provided for that purpose, and immediately after each meeting, provide a true copy of the minutes thereof to each Director. The Secretary shall keep proper records of all appropriations and authorizations of expenditures and shall maintain duly itemized and classified accounts of expenditures and pledges made. The Secretary shall keep a record of the securities, contracts, mortgages, leases, deeds, records, publications and other property belonging to the corporation. The Secretary shall sign or countersign all instruments that require signature, make such reports as the Board of Directors may require and discharge such other duties as the Board of Directors may impose.

The duties of the Secretary may be discharged by assistants or employees acting under the Secretary's supervision and direction.

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

The Treasurer shall render such reports relating to the moneys, funds, securities, investments, and fiscal affairs of the corporation as may be required from time to time by the Board of Directors. The Treasurer shall sign or countersign checks, stocks, securities, contracts, mortgages, leases, deeds, and other instruments as require signature, and shall perform all duties incident to the office or that are properly required by the Board of Directors. The Treasurer shall not pay out any money, invest any funds, transfer or dispose of any securities or other property, except on the authorization of the Board of Directors.

Subject to such limitations as the Board of Directors may impose, the duties of the Treasurer may be discharged, and the books and records kept by employees or agents acting under supervision and direction.

## Wichita Public Library Policy Manual

- (f) Assistants: The Board of Directors shall also have authority to create such offices as it may from time to time determine. Their duties shall be as stated by the resolution appointing and creating such offices.

### **ARTICLE FOUR: MEETINGS**

- 4.1 The Board of Directors shall hold an annual meeting. The annual meeting, and all regular meetings of the Board of Directors shall be preceded by five-day written notice to each Director.
- 4.2 Special meetings of the Board of Directors may be held at any time on call by any two Directors, provided not less than five days' notice of the time and place of such meeting be given by the Directors calling same. The President/CEO shall be responsible for providing notices of such meeting, such notices to be sent immediately upon the President/CEO's receipt of written notices calling such meetings by two or more Directors.
- 4.3 Meetings may be held or attended by telephone conference or other suitable electronic means affording Board members an appropriate opportunity to participate, and action may also be taken by unanimous consent of all Board members (evidenced by written or electronic means) in lieu of a formal meeting of the Board.

### **ARTICLE FIVE: QUORUM, VOTING**

- 5.1 A quorum at any annual or special meeting shall consist of sixty percent or more of the Directors.
- 5.2 The vote of a majority of the Directors present at a meeting shall constitute the action of the Board of Directors.
- 5.3 A quorum at any annual or special meeting shall consist of sixty percent or more of the Directors.
- 5.4 The vote of a majority of the Directors present at a meeting shall constitute the action of the Board of Directors.
- 5.5 Any Director on leave of absence will not be included in the number of Directors necessary to constitute a quorum.

# Wichita Public Library Policy Manual

## **ARTICLE SIX: COMMITTEES**

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

## **ARTICLE SEVEN: ACCEPTANCE OF GIFTS**

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

## **ARTICLE EIGHT: AMENDMENTS**

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

THESE BYLAWS were adopted as amended by action of the Board of Directors of the Wichita Public Library Foundation, Inc. the 12th day of December 2019.

### Revision History:

REVISED & ADOPTED October 25, 2018

REVISED & ADOPTED October 17, 2019

REVISED & ADOPTED December 12, 2019

REVISED & ADOPTED February 20, 2020

# Wichita Public Library Policy Manual

## **ORG-003.3     Wichita Genealogical Society**

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

---

Last Review: February 2024

# Wichita Public Library Policy Manual

## **ORG-003.3.1 Wichita Genealogical Society Bylaws**

### **Article I - Name**

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

### **Article II – Purpose**

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

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

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

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

### **Article III – Nature of Corporation**

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

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

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

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

### **Article IV – Prohibited Activities**

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

# Wichita Public Library Policy Manual

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

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

## Article V – Membership

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

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

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

## Article VI – Officers

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

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

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

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

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

# Wichita Public Library Policy Manual

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

## Article VII – Duties of Officers

### Section 1. President. The President shall:

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

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

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

### Section 3. Registrar. The Registrar shall:

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

### Section 4. Secretary. The Secretary shall:

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

### Section 5. Treasurer. The Treasurer shall:

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

# Wichita Public Library Policy Manual

## **Section 6. General Duties.** All officers shall:

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

## **Article VIII - Meetings**

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

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

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

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

## **Article IX – Board of Directors**

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

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

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

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

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

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



# Wichita Public Library Policy Manual

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

## Article X – Committees

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

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

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

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

# Wichita Public Library Policy Manual

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

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

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

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

## Article XI – Dues and Finance

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

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

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

## Article XII – Nominations and Elections

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

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

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

## Article XIII – Amendment of Bylaws

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

## Article XIV – Parliamentary Authority

## Wichita Public Library Policy Manual

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

### **Article XIV – Dissolution**

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

Last Review: February 2024

# Wichita Public Library Policy Manual

## **CIR-001      Customer Registration**

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

A customer's first Library card is free. Replacement cards will be issued for lost, stolen or damaged cards at the cost of \$2.00 per card. Worn or expired cards will be replaced with current cards free of charge. Customers must present some form of identification with documentation of a current address. Adults are required to show proof of current address for a library card for themselves and for any minor.

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

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

### **1. ADULT**

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

An adult who is under legal guardianship or conservatorship or who is a resident of a residential facility for the developmentally disabled (such as KETCH) may obtain a library card with the consent of the person who has legal control of that adult's finances.

### **2. E-CARD**

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

### **3. FIRM**

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

### **4. HOMEBOUND**

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

### **5. INTERLIBRARY LOAN (ILL)**

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

# Wichita Public Library Policy Manual

## 6. MINOR

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

## 7. MINOR E-CARD

Youth under the age of 18 may receive a Minor E-card in order to have access to computers, digital collections and electronic resources. E-cards may not be used to borrow physical material, place holds, or submit interlibrary loan requests. Any Internet access provided to Minor E-card account holders must be filtered per terms of the Children's Internet Protection Act. Address verification is not required for this card. Instead, photo identification of the minor or authorizing adult is required. Minor E-cards expire when the customer turns 18. Minor E-cards may be issued to students upon the request of their teacher (See CIR-004 Issuing Cards to Tour Groups and Classrooms).

## 8. NON-RESIDENT CARD

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

## 9. OUTREACH

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

## 10. SELF-REGISTERED

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

## 11. STAFF

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

## 12. STUDENT E-CARD

Through a formal partnership with an area school district, a Student E-card can be issued electronically to provide access to online and digital resources, research, and reading material. Limited personal data is provided from the school, and the account is not associated with an adult account. Student E-Cards will expire after the student graduates from school. Card numbers assigned to this code will typically be the student ID.

## 13. WICHITA WORK RELEASE

## Wichita Public Library Policy Manual

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

### 14. BANNED

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

### **Related City Codes and Ordinances**

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

### **Related Forms**

Registration Form; Internet Access Restriction Form

Updated: February 2024

# Wichita Public Library Policy Manual

## **CIR-002      Address Checks**

Address checks are made periodically on customers' cards to keep information current.

If the address or other contact information has changed or is incorrect, the customer may provide that information to Library staff in person, via telephone or via webmail. Proof of address or name may be requested, but is not required.

### **Related City Codes and Ordinances**

City Code Section 5.92.020

City Ordinance No. 34-827 (part)

### **Related Forms**

Registration Form

Last Review: February 2024

# Wichita Public Library Policy Manual

## **CIR-003      Account Associations**

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

A minor's account will be associated with the account of the adult accepting legal and financial responsibility for that minor's account. Minors assume all responsibilities for associations on their own accounts when they reach 18 years of age or are designated an emancipated minor.

Adults who wish to associate their accounts may do so in person, via telephone, or by email. The individual who wishes to associate another account must provide the names and card numbers for the accounts to be associated.

### **Related Forms**

Registration Form

Last Review: February 2024



# Wichita Public Library Policy Manual

## **CIR-004      Issuing Cards to Tour Groups and Classrooms**

The Library will issue E-cards to groups in advance of their visit to the Library with prior arrangement.

School entities will be asked to partner with the Library to ensure access is provided to all eligible students and to ensure parental permission.

Other groups and non-profits must notify the Advanced Learning Library Circulation Section or branch that they wish to visit as a group. The Library must receive a group list of names and birthdates for each application at least 7 days before the group visit. Minor Card accounts must be associated to an adult account in good standing.

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

Updated: February 2024

# Wichita Public Library Policy Manual

## **CIR-005      Kansas Library E-Card**

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

A Kansas Library E-Card may be issued to any Kansas resident. Cards are valid for three-year periods and may be renewed upon request. Applications for Kansas Library E-Cards require proof of residency. Proof of residency can be e-mailed, verified in the Library's database or presented in person to staff in any library facility.

Last Review: February 2024

# Wichita Public Library Policy Manual

## **CIR-006      Interlibrary Loan**

Interlibrary loan (ILL) is a worldwide sharing of materials. Items not held by the Wichita Public Library may be borrowed through ILL. When the only copy of an item held by the Wichita Public Library is lost, missing or overdue for more than 2 weeks, that item may also be borrowed through ILL.

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

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

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

The maximum cost the customer is willing to pay to receive the item or a photocopy of an article must be indicated on the ILL form when the request is taken. Customers will be notified of any charges prior to the request being shipped. Any fees incurred by the Library for borrowing or photocopying interlibrary loan materials will be passed onto the customer.

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

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

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

The Wichita Public Library will honor any restrictions on use given by the lending library.

A \$1.00 unclaimed hold fee will be charged for each ILL item not picked up by the borrower.

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

### **Related Forms**

Interlibrary Loan form

Updated: February 2024

# Wichita Public Library Policy Manual

## **CIR-007      Circulation of Materials**

Library materials may be checked out by anyone with a Wichita Public Library card in good standing. Customers are in "good standing" when the amount of fees or lost charges is below \$10.00 and there are no items more than 15 days overdue.

A Library card or photo identification is required in order to borrow materials at a service desk. To borrow materials at a self-check station, a customer must scan the library card barcode or manually enter the library card number or user ID and corresponding password.

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

All materials will have an assigned due date based on the item, and if not returned by that date will display as overdue until the materials are returned or changed to lost status. Many items may be renewed if there are no hold requests for other customers, or the item has not reached the maximum renewal limit. Certain items may not be renewed.

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

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

(See CIR-007.1 Circulation Parameters.)

### **Related City Codes and Ordinances**

City Code Section 5.92.010

City Ordinance No. 34-827 (part)

Updated: February 2024

# Wichita Public Library Policy Manual

## CIR-007.1 Circulation Parameters

Item Type	Loan Period	Renewal Period	Charge Limit***	Default Cost
Big Book	28 days	28 days	150***	\$22.50
Blu-Ray	28 days	28 days	150 titles***	\$40.00
Board Book	28 days	28 days	150***	\$10.00
Book	0-28 days	0-28 days	150***	\$30.00
Book Set	42 days	None	20 titles***	\$13.00
Decorative Arts	None	None	None	\$100.00
DVD	28 days	28 days	150***	\$30.00
E-Books and E-Audio	7-21 days	7-21 days	8 titles	NA
E-Magazines	Varies	None	NA	NA
Equipment****	1 hour – 28 days	None	2 items	\$35.00
E-Resource	None	None	None	\$0.00
Globe	None	None	None	\$75.00
Graphic Novel	28 days	28 days	150***	\$25.00
ILL	21 days	None	5 titles***	\$75.00*
Image	None	None	None	\$100.00
Just Right Reads	56 days	56 days	150***	\$10.00
Kit	14 days	None	2 items	\$80.00
Laptop****	3 hours	None	1 item	\$500.00
Large Print	14-28 days	14-28 days	150***	\$30.00
Library of Things	14-28 days	14-28 days	2 items	\$100.00
Magazine	0-14 days	0-14 days	150***	\$5.00
Manuscript	None	None	None	\$100.00
Map	None	None	None	\$15.00
Microform	None	None	None	\$25.00
Music CD	28 days	28 days	150***	\$17.00
New Blu-Ray	7 days	7 days	4 titles***	\$40.00
New DVD	7 days	7 days	8 titles***	\$30.00
Newspaper	None	None	None	\$1.00
Paperback	28 days	28 days	150***	\$8.00
Playaway/Playaway Wonderbook	28 days	28 days	8 titles***	\$60.00
Schematics	14 days	14 days	150***	\$5.00
Spoken CD	28 days	28 days	150***	\$30.00
Tablet	14 days	14 days	2 items	\$120.00
VHS	None	None	None	\$100.00

\*Final cost determined by lending library.

\*\*Hourly fee.

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

\*\*\*\*May be available for circulation in library only.

Last Review: February 2024

# Wichita Public Library Policy Manual

## **CIR-008      Circulation of Reference Materials**

Reference materials do not generally circulate, however exceptions may be granted at the discretion of the section or branch manager to loan materials. Consideration will be given to:

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

Last Review: February 2024

# Wichita Public Library Policy Manual

## **CIR-009      Holds**

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

The Library will notify customers that holds are available. If an item is not picked up by the unclaimed date, a total of \$1.00 will be assessed to the requesting customer's account.

Last Review: February 2024

# Wichita Public Library Policy Manual

## **CIR-010      Lost Items**

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

If a Wichita Public Library item is returned within 90 days after the item has been declared “lost” the price of the item is credited to the customer’s record. An identical replacement copy of a lost item may be provided by the customer in lieu of paying for the item. (See CIR-012 Replacement of Lost or Damaged Items.)

For those items that a customer claims to have returned, Library staff will search for the item. If the item is found, it will be checked in and the price of the item will be waived. If it is not found, designated staff may decide to put the item into a “Claims” status. The price of the item will not be charged against the customer’s record. Claims items are deleted from the system after six months.

Updated: June 2024



# Wichita Public Library Policy Manual

## **CIR-011      Damaged Items**

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

A \$25.00 processing fee for interlibrary loan materials will be charged for fees assessed by lending libraries. The customer may keep the damaged items owned by the Wichita Public Library if they pay all of the costs; lending libraries shall determine if customers may keep damaged materials if customers have paid all costs.

Last Review: June 2024

# Wichita Public Library Policy Manual

## **CIR-011.1      Lost and Damaged Items Fee Schedule**

Item	Fee
Lost/Damaged Anatomical Model Case	**
Lost/Damaged Anatomical Model Bag	\$7.00
Lost/Damaged Backpack Packaging	\$13.00
Lost/Damaged CD Booklet	\$2.00
Lost/Damaged CD Large Booklet	\$5.00
Lost/Damaged CD Case (music)	\$2.00
Lost/Damaged CD Case (spoken)	\$7.00
Lost/Damaged DVD or Blu-Ray Booklet	\$5.00 - \$8.00
Lost/Damaged DVD or Blu-Ray Case (up to 2 discs)	\$3.00
Lost/Damaged DVD Case or Blu-Ray (3 or more discs)	\$8.00
Lost/Damaged Finch Robot 2.0	\$119.00
Lost/Damaged Finch Robot 2.0 Micro Bit Processor	\$18.00
Lost/Damaged Finch Robot 2.0 Micro USB Cord	\$7.00
Lost/Damaged Finch Robot 2.0 Case	\$10.00
Lost/Damaged Hotspot	\$100.00
Lost/Damaged Hotspot Case	\$10.00
Lost/Damaged Hot Spot USB cord	\$10.00
Lost/Damaged Internet Bundle	**
Lost/Damaged Internet Bundle Case	\$15.00
Lost/Damaged Internet Chromebook	\$500.00
Lost/Damaged Internet Cord (device and hotspot)	\$5.00
Lost/Damaged Internet Hotspot	\$100.00
Lost/Damaged Kit Components	**
Lost/Damaged Labels	\$0.50
Lost/Damaged Laptop	**
Lost/Damaged Launchpad AC Adapter	\$10.00
Lost/Damaged Launchpad Bumper	\$9.00
Lost/Damaged Launchpad packaging	\$13.00
Lost/Damaged Launchpad USB Cord	\$7.00
Lost/Damaged Map	\$5.00
Lost/Damaged Playaway Battery Cover (Each)	\$1.00
Lost/Damaged Playaway Case (Each)	\$2.50
Lost/Damaged Playaway Foam Insert (Each)	\$3.50
Lost/Damaged Radon Detector	\$180.00
Lost/Damaged Radon Detector Case	\$20.00
Lost/Damaged Supplemental CD/DVD	\$5.00*
Lost/Damaged Orion StarBlast Telescope & Components	Up to \$375.00
Lost/Damaged Telescope Celestron LensPen	\$10.95
Lost/Damaged Telescope Manual	\$10.00
Lost/Damaged Telescope National Audobon Society Pocket Guide: Constellations (978-069779988)	\$13.95
Lost/Damaged Telescope Red/White Headlamp	\$15.99
Lost/Damaged Vertical File Envelope	\$2.00
Lost/Damaged Vertical File Item	\$5.00
Missing/Damaged Crystal Cover	\$1.00
Hardcover Damage	**

## Wichita Public Library Policy Manual

Mylar/Book Jacket Cover Damage	\$1.00
Page Damage	
Up to 5 pages – per page	\$0.25
More than 5 pages	**

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

\*\* To be determined by designated staff.

Last Review: February 2024

# Wichita Public Library Policy Manual

## **CIR-012      Replacement of Lost or Damaged Items**

Copies of the identical title and edition may be presented in exchange for the charges of replacing a lost or damaged item when these replacement items are in excellent or new condition.

Replacement copies of all other items must be approved by the Branch Manager, Collection Development Division Manager or the Division Manager's designee.

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

The replacement item becomes the property of the Library and is not returned to the cardholder in the event that the lost item is found.

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

Last Review: June 2024

# Wichita Public Library Policy Manual

## **CIR-013      Fee Payment**

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

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

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

Customers who owe more than \$9.99 may be submitted to a collections agency. Accounts of adult customers with fees of \$25.00 or more that have been turned over to a collections agency and are not in bankruptcy may be submitted to the Kansas State Set-Off Program for collection.

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

### **Related Policies**

City of Wichita Uncollected Check Policy

Last Review: February 2024

# Wichita Public Library Policy Manual

## **CIR-013.1      Bankruptcies**

If a customer declares bankruptcy and the Library is named in the bankruptcy, the Library ceases all efforts to collect the debt owed to the Library. In order to use the account while in bankruptcy, a customer must pay for all non-returned materials. Other fees and charges will be waived by the Library.

Last Review: June 2024

# Wichita Public Library Policy Manual

## **CIR-014      Refunds**

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

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

### **Related Form**

Refund for Recovered Library Material

Last Review: February 2024

# Wichita Public Library Policy Manual

## **CIR-015      Confidentiality of Library Records**

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

Records which libraries are NOT required to disclose include:

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

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

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

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

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



## Wichita Public Library Policy Manual

The Library Board of Directors may authorize Library staff to distribute materials to customers using Library records, with the cost to be reimbursed by Library support organizations. The Board's authorization will only be given when responsive customer action would be mutually beneficial to the Library and the support organization. Library staff will only distribute materials to addresses within the United States or its political possessions. These materials must be prepared in such a manner that a customer will be required to opt in before receiving additional information directly from the support organization. Additionally, the customer will have the ability at any time to opt out of distributions from the Library support organizations, the Library, or both.

### **Related Statutes**

K.S.A. 45-215

K.S.A. 45-218

K.S.A. 45-219

K.S.A. 45-220

K.S.A. 45-221

Last Review: February 2024

# Wichita Public Library Policy Manual

## **CIR-016      Patron Password Security**

Customers may access their accounts through the Library catalog by using their Library card numbers and passwords. Customers may create their own passwords to guarantee privacy. A customer may present a form of identification in person to a Library staff member in order to obtain a reset of a forgotten password on that customer's account. Passwords are not given out over the telephone.

If an adult requests a password for a minor child, that adult must be the signing adult listed in the minor's record and must present a form of identification.

Last Review: February 2024

# Wichita Public Library Policy Manual

## **REF-001      Reference Service**

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

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

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

Last Review: August 2024

# Wichita Public Library Policy Manual

## **REF-002      General Equipment Available for Customer Use**

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

### **Fax Machines**

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

### **Microform Printers and Scanners**

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

### **Photocopiers**

Self-service photocopiers are available in most locations. Single-sided copies are available at \$0.10 per copy. Double-sided copies are available at \$0.20 per copy. Single-sided color copies are available at \$0.20 per copy. Double-sided color copies are available at \$0.40 per copy.

### **Typewriters**

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

### **Magnifiers**

A lighted tabletop magnifier is available in the Burns Research Pavilion in the Advanced Learning Library. Hand held magnifiers are available for in-library use.

### **Computer Printing**

There is a \$0.10 charge per page impression for printouts made through public computing services.

### **3D Printer**

Customers with a Library account in good standing, who have completed the Library certification process, may use the 3D printers at the Advanced Learning Library. 3D Printed objects will be limited to weights of 75 grams or less, and no print job may exceed four (4) hours. Customer may not 3D print weapons and/or objects that violate CUS-001, Customer Code of Conduct. Cost for printing an object is \$0.10 per gram and weight of the object is based on the 3D printer software's weight estimate. Print jobs left behind will be discarded.

Failure to pick up 3D print jobs, not keeping the 3D printing area clear of debris or misuse of the 3D printer may result in loss of 3D printing privileges.

Last Review: August 2024

# Wichita Public Library Policy Manual

## **REF-003      Public Computer Workstations**

Use of public computing services is open to all customers with a valid Wichita Public Library account. E-cards are available for customers who wish to only have access to computers, digital collections and electronic resources without the potential financial obligations that can result from borrowing privileges. Parents and legal guardians may restrict minors from access to public computing resources available through the Library.

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

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

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

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

Customers may connect their personal computers to the Library network for wireless access, but not by network cable. Some facilities may have electrical outlets conveniently located for customers to use for portable computing devices, but customers should ask for assistance before plugging in any devices. The Library is not responsible for any harm or data loss caused by electrical power fluctuations.

Last Review: August 2024

# Wichita Public Library Policy Manual

## **REF-004      Internet Access and Acceptable Use Policy**

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

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

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

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

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

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

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

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

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

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

## Wichita Public Library Policy Manual

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

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

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

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

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

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

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

### **Related Laws and Policies**

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

Last Review: August 2024

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

# Wichita Public Library Policy Manual

## **REF-005      Photograph Collection Reproduction**

### **Services and Permissions**

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

### **Copyrighted Material**

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

### **Delivery of Material**

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

### **Use Agreements and Fees**

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

### **Scanned Images**

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



# Wichita Public Library Policy Manual

## **Photographing Images**

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

## **Book Jacket Use**

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

## **Web Page Use**

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

## **Nonprofit Use**

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

Last Review: August 2024

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

# Wichita Public Library Policy Manual

## REF-005.1 Use Fees

### Processing Fees

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

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

### Use Fees

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

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

## Wichita Public Library Policy Manual

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

### **Related Form**

Reproduction and Use Agreement

Last Review: August 2024

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

# Wichita Public Library Policy Manual

## **REF-006      Library Displays and Exhibits**

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

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

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

Last Review: August 2024

# Wichita Public Library Policy Manual

## **REF-007      Handouts and Bulletin Boards**

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

The Library's Communications Specialist is responsible for approving material for display and distribution through the Wichita Public Library system. Material of specific interest to individual neighborhoods or areas of the city may be approved by Branch Managers.

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

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

Last Review: August 2024

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

# Wichita Public Library Policy Manual

## **REF-008      Petitioning or Distribution of Literature in Libraries**

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

Last Review: August 2024

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

# Wichita Public Library Policy Manual

## **REF-009      Meeting Room Facilities**

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

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

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

1. Groups or individuals whose intent is to use the room for retail sales or monetary gain, which includes the receipt or solicitation of contribution, donations, or attendees' personal information for future sales or solicitations. The Library Director may make exceptions for Library-related events.
2. Groups or individuals whose purpose is illegal.
3. Groups or individuals whose conduct would interfere with the proper functioning of Library business.
4. At the Advanced Learning Library, use of some meeting spaces is restricted to activities aligned with the special purposes of the rooms and/or the pavilions in which the rooms exist. These include the Dondlinger Children's Gallery and Children's Theatre within the Children's Pavilion, the Hyde Conference Room within the Burns Historical Research Pavilion, the Evergy Technology Training Center within the Digital Pavilion and the Eakins TEC-Innovation Room.

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

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

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

### **Amenities and Rates**

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

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

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

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

## Wichita Public Library Policy Manual

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

Businesses, individuals, or groups that do not meet the nonprofit criteria will be charged an hourly fee that is outlined below. At branch locations, thirty minutes both prior to and after the contracted time is provided at no charge for set up and restoration of the room to its original condition.

<b>Meeting Room</b>	<b>Capacity</b>	<b>Nonprofit / Government Fee</b>	<b>Business/ Individual Fee</b>
ALL Conference Room (single)	Est 100	\$50.00	\$50.00/hour
ALL Conference Room (double)	Est 200	\$75.00	\$75.00/hour
ALL Conference Room (triple)	Est 300	\$100.00	\$100.00/hour
ALL Allison Dondlinger Children's Gallery	Est 50	\$50.00	\$50.00/hour
ALL Allison Dondlinger Children's Reading Theatre	Est 50	\$50.00	\$50.00/hour
ALL Dondlinger Children's Gallery AND Reading Theatre	Est 100	\$75.00	\$75.00/hour
ALL John Hyde Conference Room	Est 30	\$50.00	\$50.00/hour
ALL Rolland Eakins TEC-Novation Room	Est 30	\$50.00	\$50.00/hour
ALL Keeney Stevens Board Room	Est 30	\$50.00	\$50.00/hour
Outdoor Terrace (regular hours)	N/A	\$150.00	\$150.00/hours
Alford Branch	Est 130 people	\$30.00	\$50.00/hour
Angelou Northeast Branch	Est 69 people	\$20.00	\$50.00/hour
Evergreen EverDream Classroom	Est 40 people	\$20.00	\$50.00/hour
Evergreen Unidos Conference room	Est 15 people	\$15.00	\$50.00/hour
Evergreen Cirilo Arteaga Empowerment Multipurpose room (full space)	Est 271 people	\$50.00	\$50.00/hour
Evergreen Arteaga A – Multipurpose room (west only)	Est 130 people	\$30.00	\$50.00/hour
Evergreen Arteaga BC Multipurpose room (east only)	Est 119 people	\$25.00	\$50.00/hour
Evergreen Arteaga B or C Multipurpose room (1/4 only)	Est 60 people	\$20.00	\$50.00/hour
Rockwell Branch	Est 88 people	\$25.00	\$50.00/hour
Walters Branch	43 people	\$20.00	\$50.00/hour



## Wichita Public Library Policy Manual

Westlink Conference Room (single)	Est 60 people	\$20.00	\$50.00/hour
Westlink Conference Room (double)	Est 120 people	\$25.00	\$50.00/hour
Westlink Classroom	Est 16 people	\$15.00	\$50.00/hour

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

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

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

### **Reservations and Cancellations**

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

Reservations are made on a first-come/first served basis by making a reservation online or contacting the desired location. Reservations are considered tentative until both a confirmation of approved reservation and full payment are received. Tentative reservations will be cancelled after ten working days.

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

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

### **Responsibilities and Regulations**

- All meeting room use must comply with fire codes and will not exceed the facilities' maximum capacity.
- Smoking in any part of the Library is prohibited. Candles and open flames are also prohibited.
- Meeting rooms must be vacated 15 minutes prior to closing time.
- Advanced Learning Library staff will be responsible for set-up and restoration of rooms in that building. Meeting room users should not alter the room set without prior approval of Library staff.

## Wichita Public Library Policy Manual

- At branch libraries, employees are not generally available to assist with meeting room set up. Meeting room users assume full responsibility for arranging the meeting room, restoring it to its original condition, and leaving it in good order.
- A \$50.00 fee will be assessed to the individual who reserves the meeting room if the room is not restored to its original condition.
- The Library does not provide staff to operate any equipment, and staff may not be able to provide instruction on equipment use on the day of the rental. Renters may schedule an appointment with staff several days in advance of the meeting to test equipment.
- All publicity concerning meetings should make it clear that the Library is not the sponsor and must include the statement, “Not an official Wichita Public Library program.” Neither the name nor address of the Wichita Public Library may be used as an organization’s official address with the exception of Library-affiliated organizations or with the approval of the Director of Libraries.
- Refreshments, except alcoholic beverages, may be served in meeting spaces of all library locations if they are kept inside the meeting room.
  - In branch libraries, the group or individual must provide all serving supplies.
  - For libraries where consumption of alcoholic beverages may be allowed under Section 4.04.045 of the City of Wichita Municipal Code of Ordinances, a valid liquor license from an established business will be required prior to rental date.
- The individual who reserved the meeting room contract is responsible for reasonable care of the room and is liable for damaged or stolen equipment or damage to facilities. The Library is not responsible for the equipment, supplies, materials or other items owned by the group or individuals in the Library.
- All decorations or displays must be freestanding, pinned to bulletin boards in the room, or limited to tabletops. Material may be attached to the meeting room walls only if painter’s tape is used. Directional signage related to the meeting requires approval by Library staff.

### Library Collaboration Rooms

Collaboration and Study rooms may be reserved on a first-come/first served basis beginning one week before the desired date. One two-hour reservation may be scheduled per day. There is no charge for these reservations.

The Sensory Room at Westlink may be reserved on a first-come/first served basis beginning one week before the desired date. One one-hour reservation may be scheduled per day. There is no charge for these reservations.

When not previously reserved, rooms are available on a first-come/first served basis.

### Related Form

Meeting Room Agreement

Last Review: March 25

# Wichita Public Library Policy Manual

## **REF-009.1      Evergy Technology Training Center Rental**

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

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

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

### **Evergy Technology Training Center Fee Schedule**

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

### **Related Form**

Meeting Room Agreement

Last Review: August 2024

# Wichita Public Library Policy Manual

## **REF-009.2      Advanced Learning Library AV Maker Studio**

The Advanced Learning Library AV Maker Studio may be reserved on a first-come, first-served basis up to seven days in advance of the desired use date. One three-hour reservation per day may be scheduled per individual or group. There is no charge for a reservation. When not previously reserved, rooms are available on a first-come, first served basis.

Customer reserving the AV Maker Studio must have a Wichita Public Library account in good standing. Unaccompanied usage of the Studio is limited to customers 14 years of age or older. Each studio user age 14 through 17 must have an individual Wichita Public Library account associated with an account in good standing of a responsible adult. Customers under 14 years of age must be accompanied by a responsible adult.

Fees for Studio audiovisual items and equipment lost or damaged during the usage period will be based upon the Library's costs of repair or replacement. Staff walkthroughs at the beginning and end of each usage period will be used as a way to confirm that all items have been left in place and in working condition.

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

Library staff may prohibit usage inside the Studio of outside equipment, instruments, or other items when such use may disrupt others' use of the Library.

Replacement fees will be assessed per item for any lost or damaged AV equipment.

Last Review: August 2024

# Wichita Public Library Policy Manual

## **REF-010      Library Tours and Group Visits**

Tours are available during regular business hours upon advance request.

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

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

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

Last Review: August 2024

# Wichita Public Library Policy Manual

## **REF-011      FamilySearch Center Affiliate Program**

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

Requests are managed and maintained in the Special Collections Center.

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

### **Contract**

FamilySearch Center Agreement

Last Review: August 2024

# Wichita Public Library Policy Manual

## **REF-012      Test Proctoring**

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

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

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

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

Last Review: August 2024

# Wichita Public Library Policy Manual

## **REF-013      Library Programming**

A program is defined as an event sponsored or co-sponsored by the Library, having a presentation component and lasting 20 minutes or longer. A program can be a single event or a series of events, be a scheduled or a pop-up event, take place inside or outside of a library, or take place online. Programming furthers the mission, vision and values of the Wichita 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.

The Library uses partnerships with non-profit and civic organizations, government and commercial entities in order to reach new audiences and to create opportunities to meet the goals of programming.

The Wichita Public Library prioritizes customer safety in the delivery of its services. Programs will be developed with consideration for the principles of accessibility, equity and inclusiveness, and will contribute to the Library's welcoming environment. Reasonable accommodations will be made to ensure that programs are accessible to all who wish to attend and participate.

Library programming should align with the *Library Bill of Rights* (PHI-004) and *Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights* (PHI-004.1).

Library selection of a program does not constitute an endorsement of the content of the program or the views expressed by presenters. Decisions to provide programs will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the program in serving the interests of Library customers.

The Library's philosophy of open access to information and ideas extends to programming. Most Library programs are free and open to the public; however, some programs or classes may require a nominal materials fee. Registration may be required for planning purposes or when space is limited.

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. All program participants must comply with the Library's Customer Code of Conduct. 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. The responsibility for child attendance at Library programs rests with their caregivers.

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



## Wichita Public Library Policy Manual

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 endorse 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 customers.

Religious, non-profit and partisan groups may utilize meeting rooms for programs and meetings as provided by library policy REF-009.

The following activities will be permissible at Library-initiated programs or on property governed by Library policy:

- Fundraising to benefit the Library, or sponsored by the Friends of the Wichita Public Library, the Wichita Public Library Foundation or the Wichita Genealogical Society.
- The sale of books, music, movies or other items by authors, performers or presenters as part of a Library sponsored program.

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

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.

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Performers and presenters will not be excluded from consideration because of their origin, background or views, or because of possible controversy. The Library may conduct reference checks in advance of contracting with the performer or presenter to ensure quality standards.

Performers or presenters hired for programs intended to serve those under 18 years of age, and who are over 18 years of age, will undergo a background screening. A background screening will be completed for all performers and presenters who work individually with customers. The Library will not contract with performers or presenters for reasons including but not limited to:

- Conviction of a crime of violence or a sex crime
- Conviction of any crime with a victim under age 16 and under

## Wichita Public Library Policy Manual

The Director of Libraries may waive the requirement for background screenings for specific programming demands on a per program basis. When this waiver is exercised, performers or presenters will remain supervised by Library staff.

Unsolicited offers from individuals and organizations to present programs will be considered and evaluated to further the mission, vision and values of the Wichita Public Library as outlined in this policy.

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

Assessments of the effectiveness of Library programs are based on attendance and audience satisfaction. Other evaluation criteria include attraction of new customers to the Library, the promotion of City/Library goals, and program evaluation forms.

The Library reserves the right to use video or photographs taken of program participants for internal use, publication, use in Library promotional outlets, and evaluation purposes.

The Library Board of Directors delegates development and presentation of programs to the Director of Libraries and designated department staff.

The Library welcomes expressions of opinion from customers concerning programming. Customer concerns about a Library program should be shared with the Library staff member in charge of the event.

Customers who wish to continue their requests for review of a program or the denial of a request to present a program may submit a Request for Review form. Requests for review of programs will be considered in the same procedural manner as requests for reconsideration of library materials. Customers who disagree with the findings of a Review Committee may appeal the issue to the Director of Libraries, and then to the Library Board of Directors.

Last Review: August 2024

### **Related Form**

Request for Reconsideration of a Library Resource

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

# Wichita Public Library Policy Manual

## **REF-014      Library Partnerships**

The Library seeks and encourages partnerships with non-profit organizations, governments, commercial entities, and other groups to expand the capacity of Library programs and services provided to the community.

A partnership is defined as a collaboration that results in an exchange of services, use of facilities, a newly-created service or event, or other transactions between the Library and another entity. While the Library and the other entity may not have identical goals, the goals should be complementary and not contradictory. Each partner should contribute to the enterprise.

The purpose of such partnerships is to create new opportunities that further the missions of the Library and its partner(s), and that improve the quality of life in the community. The Library will seek and respond to opportunities to partner with organizations to reach new audiences and cross promote Library services and offerings. A successful partnership will build on the strength of each partner, and reach new or shared constituencies that neither partner working alone could serve as well.

Certain guidelines apply in deciding the specific nature and conditions of acceptable partnerships. These include:

- All partnerships must be consistent with the Library's philosophy and mission, vision and values. They should not drive the Library's agenda or priorities.
- All partnerships must be consistent with the Library's policy of equal access to service. Partnerships must not give unfair advantage to, or create discriminations against, any sectors of the community.
- The Library will seek partnerships with organizations for delivery of library services or space within facilities.
- Partnership decisions shall be made consistent with all other policies of the Wichita Public Library.
- To create new partnership relationships, the Library and the potential partner will prepare a set of responsibilities that will outline each party's activities that form the partnership.

The Library Board of Directors delegates development of partnerships to the Director of Libraries and designated department staff.

The Library welcomes expressions of opinion from customers concerning library partnerships. Customer concerns about a Library partnership should be shared with the Library staff member. A customer who wishes to continue his/her request for review of a partnership may submit a Request for Review form. A committee of employees will be appointed to review the information provided by the customer and to make a decision regarding the concern. Customers who disagree with the findings of a Review Committee may appeal the decision to the Director of Libraries, and then to the Library Board of Directors.

Last Review: August 2024

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

# Wichita Public Library Policy Manual

## **CUS-001      Customer Code of Conduct**

The Wichita Public Library welcomes all community members to enjoy library service. In order to manage public spaces a code of conduct is in place to provide a safe and pleasant environment for its customers. This Code is applicable to all Library property.

### **Serious Offenses**

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

- Threatening, physically harming, or interfering with staff or customers
- Stealing Library materials
- Damaging, defacing or destroying library property, or disrupting Library services
- Bringing an explosive or dangerous biological or chemical agent into the Library
- Bringing guns, knives or other weapons into the Library in any manner other than as allowed by local ordinance or state statute
- Illegal use of controlled substances and possession of controlled substances, paraphernalia or simulated controlled substances
- Unauthorized consumption of alcoholic beverages on Library grounds
- Gross behavior in public such as urinating, defecating, exposing of genitals, etc.
- Engaging in disruptive or disorderly behavior
- Trespassing, refusing to leave the Library when ordered to do so by Library staff
- Leaving a child age seven or under unattended in the library without supervision
- Smoking or tobacco use in the library, including the use of electronic cigarettes or vape pens
- Tethering or picketing an animal continuously on Library property for more than one hour, with any device less than 10 feet in length, in an unsafe manner (including but not limited to causing the animal to become entangled or not providing food, water, and necessary shelter), and/or any other violations of City Code Chapter 6.04

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

### **Unacceptable Behavior**

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

- Disregarding instructions issued by Library staff
- Use of profanity, abusive or intimidating language or gestures to other customers or staff members
- Behavior that is willfully annoying, harassing, or threatening to another person, including, but not limited to, staring at another person with the intent to annoy that person, following another person about the building with the intent to annoy that person, or displaying print or non-print materials of an offensive nature to others or by behaving in a manner that can be reasonably expected to disturb others
- Speaking at volumes that are unnecessarily too loud or making other loud noises that are disruptive to the work of other customers, including, but not limited to, singing or talking loudly to others or in monologues
- Failing to obtain permissions from persons being filmed or photographed
- Sleeping

## Wichita Public Library Policy Manual

- Regularly remaining in the library after closing time
- Playing audio equipment so that others can hear it
- Eating or drinking in areas of the library where food or beverages are not allowed
- Drinking beverages from containers without lids
- Bringing animals into the library, except for service animals as defined under the Americans with Disabilities (ADA) regulations, and only when required as an ADA accommodation
- Bringing a service animal that has previously exhibited unacceptable behavior or been uncontrolled by its handler
- Bringing vehicles into the library, except as required as an ADA accommodation
- Interfering with others' use of the Library through poor personal hygiene or excessive body odor/perfume/cologne
- Campaigning, petitioning, interviewing, canvassing, or surveying customers or staff inside library facilities
- Being attired in a way that disrupts Library use or poses a safety health concern
- Misusing the restrooms (including use of the restrooms for changing clothes, graffiti, or bathing)
- Interfering with, obstructing or blocking free passage on library premises
- Parking a bicycle, wheeled conveyance, shopping carts or other wheeled cart in any area other than at a designated bicycle rack
- Littering
- Leaving personal items unattended on Library grounds
- Bringing in personal belongings that cannot reasonably fit beneath a chair or table. Failing to keep personal belongings to oneself or bringing in excessive amounts of belongings that impedes others' use of the library (The Library is not responsible for lost or stolen property. Library premises shall not be used for storage of personal belongings. Items left unattended are subject to removal and discard.)
- Any behavior or activity which disrupts use of the Library

All items brought into the Library are subject to inspection.

Customers observed behaving in ways identified as unacceptable in this code of conduct will be instructed to cease the behavior or leave the library. Failure to observe these rules by refusing to change conduct when asked will result in loss of Library privileges, including the right to visit Library facilities and grounds. Banning vary based on the circumstances of the offense.

Permanent or long-term banning for serious offenses and unacceptable behavior must be authorized by the Director of Libraries or his/her designee and will be used when attempts to correct unacceptable behavior have failed or serious offenses have occurred. All bans may be appealed pursuant to CUS-002.

---

Last Review: August 2024

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

# Wichita Public Library Policy Manual

## **CUS-001.1 Unattended Children**

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

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

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

Last Review: May 2023

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

# Wichita Public Library Policy Manual

## **CUS-001.2      Suspension of Privileges for Health and Safety Reasons**

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

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

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

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

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

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

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

Last Review: May 2023

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

# Wichita Public Library Policy Manual

## **CUS-002      Reinstatement of Library Privileges**

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

### Code of Conduct Related Bannings

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

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

### Health and Safety Service Suspensions

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

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

### Decision and Appeal Authority

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

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

### Last Review: May 2023

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



# Wichita Public Library Policy Manual

## **CUS-003      Right of Appeal**

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

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

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

### **Related Forms**

Customer feedback form

### ***Related Ordinances***

*City of Wichita Code section 2.12.020 (10).*

Last Review: May 2023

# Wichita Public Library Policy Manual

## **CUS-004      Lost and Found**

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

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

Last Review: May 2023

# Wichita Public Library Policy Manual

## **CUS-005      Customers' Consent to Participate in Photograph**

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

Last Review: May 2023

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

# Wichita Public Library Policy Manual

## **CUS-006      Filming and Photography Policy**

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

For the safety and privacy of customers using the library, the person(s) filming or taking photos inside the library have sole responsibility for obtaining all necessary releases and permissions from persons who are filmed or photographed.

The Library undertakes no responsibility for obtaining these releases.

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

Library staff may temporarily or permanently dismiss any photo session that goes against the Customer Code of Conduct, Library policies or appears to compromise public safety or security.

The Library is a limited, or designated public forum, and reasonable time, place and manner regulations are permissible.

Filming and photography is not allowed in library stacks, at circulation desks, self-checkout kiosks, or around public computers when in use by customers in order to protect customer privacy and confidentiality.

### **News Media Photography and Videography**

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

The Library may grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself with prior approval from the Library's Sr. Communications Specialist, Director of Libraries, or Librarian-in-Charge. However, research photography of the Library's materials and resources are permitted within certain limitations (see "Research Photography" section below). It disallows access to library customers for opinion polls or interviews within its facilities.

### **Documentary-Type Photography for Publication or Broadcast**

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

### **Research Photography**

# Wichita Public Library Policy Manual

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

## **Amateur Photography and Videography**

Casual amateur photography and videotaping is permitted in lobby, study and program areas of library facilities for customers and visitors wanting a remembrance of their visit. The use of additional equipment such as lighting is not permitted. Amateur photographers have explicit responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed.

## **Commercial Photography and Videography or Major Projects**

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

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

## **Photography and Videography for Groups and Non-Library Events in Meeting Rooms**

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

Last Review: March 2025

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

# Wichita Public Library Policy Manual

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

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

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

### Definitions

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

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

## Wichita Public Library Policy Manual

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

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

### **Routine Contacts**

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

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

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

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

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

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

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

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

## Wichita Public Library Policy Manual

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

### **Definition/Use of a Qualified Interpreter**

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

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

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

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

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

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

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

Last Review: March 2025



# Wichita Public Library Policy Manual

## **CUS-008      Teen Spaces**

The Wichita Public Library is committed to providing an inviting and safe space for teens to engage in individual and group activities. We recognize that the social nature and unique characteristics of this age group may require a separate space designed for their needs.

Teen spaces are specifically designed for use by patrons ages 12 to 18. The teen spaces are open during all regular hours.

All activities and programs in the teen spaces are designed solely for this age group.

Adults wishing to browse and checkout items displayed in the space are welcome to do so, but the space and equipment is reserved exclusively for teen use. Customers outside of the intended age group are allowed in the teen space if accompanied by a teen or when browsing material. Adults over the age of 18 not accompanying a teen may be asked to leave the teen space at any time.

Last Review: March 2025

# Wichita Public Library Policy Manual

## **EME-001      Disaster and Contingency Plan**

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

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

### **Related Documents**

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

Continuity of Operations Plan

WPL Employee Handbook

Last Review: March 2025

# Wichita Public Library Policy Manual

## **EME-002      Library Service during Emergencies**

### **Tornado Warnings**

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

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

### **Other Inclement Weather**

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

### **Loss of Essential Services**

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

### **Communication of Unscheduled Closings**

KFDI will be the primary media outlet for communication of any unscheduled closing with the public and staff. Information will also be shared with other local broadcast media outlets, posted on the website and on social media channels of the Library and the City of Wichita.

### **Related Document**

Continuity of Operations Plan  
WPL Employee Handbook

Last Review: March 2025

# Wichita Public Library Policy Manual

## **PER-001      Personnel Policy Statements**

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

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

### **Related Policy**

City of Wichita Human Relations Policy Manual  
WPL Employee Handbook

Last Review: March 2025

# Wichita Public Library Policy Manual

## **PER-002      Building Opening and Closing**

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

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

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

### **Related Forms**

None

Last Review: August 2022

# Wichita Public Library Policy Manual

## **PER-003      Breaks**

Employees are permitted a 15-minute break for every continuous four hours worked. For employees who work eight hours, a break may be taken during each four-hour shift.

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

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

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

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

### **Related Policy**

City of Wichita Human Relations Policy Manual

Last Review: August 2022

# Wichita Public Library Policy Manual

## **PER-004      Flex Time**

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

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

### **Related Policy**

City of Wichita Human Relations Policy Manual

Last Review: August 2022

# Wichita Public Library Policy Manual

## **PER-005      Holidays**

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

### **Related Policy**

City of Wichita Human Relations Policy Manual

### **Related Forms**

None

Last Review: August 2022



# Wichita Public Library Policy Manual

## **PER-006      Public Policy and Participation by Staff**

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

### **Public Issues**

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

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

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

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

### **Media Relations**

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

Comments made by library employees to the media should be limited to a statement of policy. Requests for additional information should be referred to the Director of Libraries, the Library's Communication Specialist, or the Librarian-in-Charge. All requests for comment on behalf of the Board of Directors should be referred to the Board President.

### **Related Policies**

City of Wichita Council Policy #20

Last Review: August 2022

# Wichita Public Library Policy Manual

## **PER-007 Volunteer Program**

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

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

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

### **Definition of Volunteer**

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

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

# Wichita Public Library Policy Manual

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

## **Criminal Records Check**

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

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

## **Employees and Employee Family Members as Volunteers**

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

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

## **Conflict of Interest**

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

## **Confidentiality**

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

## **Service at the Discretion of the Library**

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

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

Updated: Septe 2022

# Wichita Public Library Policy Manual

## **COL-001      Purpose**

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

Last Review: May 2021

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

# Wichita Public Library Policy Manual

## **COL-002      Materials Selection Policy**

The Library's core resource is its collection, which supports the mission and vision of the Library as approved by the Board of Directors and in accordance with city, state and federal laws. The Library provides materials in a variety of formats for a wide range of ages, interests, cultural and educational backgrounds and reading skills. New formats are considered when demand and viability warrant. Final responsibility for selection decisions rests with the Director of Libraries and the Library Board of Directors.

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

Last Review: May 2021

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

# Wichita Public Library Policy Manual

## **COL-002.1 Selection Criteria**

Selection of materials is based on each item's excellence and the audience for whom it is intended. No single standard is applied in all cases. Some materials are judged primarily for artistic merit, scholarship or value to humanity, while others are selected to satisfy the informational, recreational or educational interests of the City's diverse population. The Library collects material reflecting a variety of viewpoints on controversial issues, including those that reflect potentially controversial opinions of the author or creator. The Library labels materials only to aid in circulation and directional aides for how to organize the collections and major categorizations of genres or collections.

When selecting materials, the following criteria will be considered. An item need not meet all of these criteria to be selected.

- Subject matter relevance, importance, and interest to City of Wichita residents.
- Relative importance in comparison with other materials on a subject.
- The relation of the work to existing collections.
- Public demand for the author or producer, title or subject.
- The author, creator, or publisher's local connections, local or national prominence, authority, and/or literary or artistic merit, without regard to political, religious, or other affiliations.
- Positive professional reviews or awards recognition.
- Ownership and demand at other library systems of similar size or scope.
- Clarity and accuracy of presentation appropriate to the skills of the intended users.
- Suitability of format to the content and the intended audience.
- Value for the cost of the item (the library has a finite budget and cannot acquire all materials on every subject).

Items generally excluded from selection include:

- Textbooks, workbooks, and curriculum-related work, unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources.
- Academic, scholarly, or technical materials that are traditionally carried by academic or special libraries.
- Self-published materials, unless they meet the selection criteria set out above.

AI-generated materials, unless they meet the selection criteria set out above. AI-generated includes, but is not limited to, human guided and edited AI creations as well as AI-narrated works. Local connections of the creator will not be considered for AI-generated works.

Last Review: March 2025

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

# Wichita Public Library Policy Manual

## **COL-003      Evaluation and Withdrawal of Materials**

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

Last Review: May 2021

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

# Wichita Public Library Policy Manual

## **COL-004      Kansas Creators**

The Library accepts donated artistic works by Kansas creators (authors, musicians, filmmakers) in both physical and digital formats.

Physical formats accepted include: print books, music CDs, DVDs, and blu-rays. Physical materials donated to the Library by Kansas creators may either be added to circulating collections or may be permanently retained in the Edward & Elizabeth Burns Historical Research Pavilion at the Advanced Learning Library, at Selection staff's discretion.

The Library also accepts donated e-books by Kansas authors. The submitter of the work must own the copyright to the work and have the authority to authorize the Library to lend the work through Wichita E-Reads, the Library's e-book platform.

All donated content is subject to the Collection Management Policy.

Related Form:  
Kansas Creators Donation Form

Last Review: May 2021



# Wichita Public Library Policy Manual

## **COL-005      Gifts and Donations**

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

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

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

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

### **Gifts of Books and Other Materials**

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

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

Last Review: May 2021

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

# Wichita Public Library Policy Manual

## **COL-006      Reconsideration of Materials**

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

### **Related Form**

Request for Reconsideration of a Library Resource

Last Review: May 2021

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