

**LIBRARY ADVISORY BOARD
AGENDA
BOARD OF DIRECTORS - REGULAR MEETING
June 11, 2012
LIBRARY BUILDING, 316 W THIRD ST
REGULAR SESSION - 4:30 PM**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES OF PREVIOUS MEETING

- A. Consider approval of minutes for previous meeting

IV. VISITOR/CITIZENS FORUM

At this time, any person with business before the Library Advisory Board may speak to the board. All comments must be directed towards the Chair, rather than individual commissioners or staff. All speakers must limit their comments to subject matter relating to the board. No formal action can be taken on these items.

V. REGULAR ITEMS

- A. Review and sign Computer Use Policy
- B. Review and revise Interlibrary Loan Policy

VI. REPORTS/ANNOUNCEMENTS

- A. Update board on current consortium memberships

VII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, the City of Kennedale will provide for reasonable accommodations for persons attending City Council meetings. This building is wheelchair accessible, and parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meetings. Please contact Amethyst Cirno, City Secretary, at 817.985.2104 or (TDD) 1.800.735.2989

CERTIFICATION

I certify that a copy of the June 11, 2012, Library Advisory Board agenda was posted on the City Hall bulletin board next to the main entrance of the City Hall building, 405 Municipal Drive, of the City of Kennedale, Texas, in a place convenient and readily accessible to the general public at all times and said agenda was posted at least 72 hours preceding the schedule time of said meeting, in accordance with Chapter 551 of the Texas Government Code.

Gwen Bevill, Library Director



Date: June 11, 2012

Agenda Item No: MINUTES OF PREVIOUS MEETING - A.

I. Subject:

Consider approval of minutes for previous meeting

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

Please see the attached minutes

IV. Recommendation:

Approve

V. Attachments:

1.	11.14.2011 LAB Minutes	BoardMinutesNov2011.doc
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Kennedale Public Library

Library Board Meeting Minutes

November 14, 2011

Members Present: Rebecca Clark, chairman, Don Rawe, Elaine Brower, Shirley Jackson and Gwen Bevill, library director

Members Absent: NONE

The Board met in the library and was called to order at 4:35 by Chairman Rebecca Clark.

The minutes from the September meeting were tabled as Gwen did not get them typed.

Old Business:

All of the Board reviewed the Children in the Library Policy. No additional revisions were considered necessary after the review during the September meeting, so Chairman Rebecca Clark signed them. This revised policy will be retained in the Library's Policy Book and eventually posted on the library's webpage.

New Business:

The Computer Use Policy was reviewed and suggested changes were noted. Gwen will type the changes and the Board will review at the next meeting before being signed by Rebecca and Gwen.

Additional new business – a discussion was conducted about the number of policies that should be reviewed at the Board meetings. All of the Board members thought that they would like to keep the meetings short and therefore would only review one policy per meeting, as each policy could require several changes.

Other new business was noted as to the location of the Board meeting. All of the members remarked that they liked meeting in the actual library spaces and requested that all future meetings be held in the library. As this was a unanimous decision, no motions or votes were taken on the meeting site.

Next meeting:

Due to the holidays and the fact that the Board does not have anything that is urgent, the next meeting was set for the second Monday afternoon in January – January 9 at 4:30 pm.

The Board was adjourned at 5:30 by the chairman.



Date: June 11, 2012

Agenda Item No: REGULAR ITEMS - A.

I. Subject:

Review and sign Computer Use Policy

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

This policy was reviewed and revised at the last meeting.

IV. Recommendation:

Approve

V. Attachments:

1.	Computer Use Policy	Computer Use Policy.doc
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Kennedale Public Library

Computer Use Policy

I. Purpose

In response to advances in technology and the changing needs of the community, the Kennedale Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the City of Kennedale. The Kennedale Public Library provides access to a broad range of information, including resources available through the Internet.

This document contains a Library-wide policy for the management of computer data networks and resources made available by the Kennedale Public Library. In addition, this document reflects the privileges and responsibilities of Kennedale Public Library patrons.

II. Confidentiality

The Kennedale Public Library will consider information stored on its computer network that identifies or serves to identify a person who requested, obtained, or used a Library material or service, including the Internet, as confidential, unless the information is exempted from confidentiality under the Texas Public Information Act.

III. Copyright

U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials except as permitted by the principles of “fair use”. Users may not copy or distribute electronic materials, including electronic mail, text, images, programs, or data without the explicit permission of the copyright holder. Any responsibility for any consequences or copyright infringement lies with the user. The Kennedale Public Library expressly disclaims any liability or responsibility from such use.

IV. Disclaimer

In consideration for the privilege of using the Library and for having access to the information contained in it, and information accessed through the Internet, you hereby release and hold harmless the City of Kennedale, its officers, agents, servants, employees, volunteers, representatives and advisors, from any and all claims, liability, or responsibility for damages or injury arising

either directly or indirectly from the use of the Library, information and computer access, including, but not limited to the Internet, whether or not caused, in whole or in part, by alleged negligence of the City of Kennedale, its officers, agents, servants, employees, volunteers, representatives, or advisors.

- A. Users are responsible for the access points they reach. **Parents are responsible for monitoring the Internet and computer activity of their children.**
- B. As with printed information, not all sources on the Internet provide accurate or complete information.
- C. As a user of the Internet, you should be aware that the display of pornographic material in a public place is a criminal offense (see Texas Penal Code, Sections 43.21, 43.22 and 43.24). Computer users will be asked to remove such material from a computer screen. Failure to remove such material from the computer screen will result in the police being called and the [\(add the word “computer”\)](#) user being prosecuted to the fullest extent of the law.

V. General Use Requirements

- A. Internet access computers are available on a first-come, first-served basis, subject to maintenance, during established operating hours at the Kennedale Public Library.
- B. Prior to using the Library’s computers, Library patrons must:
 - read the Computer Use Policy carefully; and
 - fill out and sign the Computer Use Agreement.
- C. Patrons are required to have a current Kennedale Public Library card or a current card from one of our NTLC (North Texas Library Consortium) libraries.
- D. Visiting Patrons over the age of 18 may request a temporary guest pass from the library staff and will be expected to abide by all other policy restrictions.
- E. Patrons under the age of 18 must have their Computer Use Agreement signed by a parent or legal guardian before they will be allowed access to the public computers. The parent or guardian must sign the Computer Use Agreement at the Library with proper identification.
- F. Patrons may use the Library computers for 1 hour. Time may be extended if no one is waiting. Patrons must relinquish the computer immediately when asked by a Library staff member.

- G. All patrons are asked to cease use of the computers 15 minutes prior to closing time.

VI. Assistance From Staff

- A. The Library staff will be glad to assist you in accessing the Internet and other programs but cannot provide in-depth training.
- B. Due to Library scheduling, computer trained staff may not always be available to assist you.
- C. Users should notify the Library staff immediately if they encounter any problems with the computer or programs.

VII. Rules For Use

- A. Email accounts are not provided by the Library.
- B. No more than two patrons will be allowed at each computer at one time.

VIII. Printing

- A. Printing of documents is allowed for a fee.
- B. Patrons will be responsible for all printouts made intentionally or otherwise.

IX. Warning Regarding Virus

Although a virus-checker is used on the Internet access computers, this will not completely protect the storage device you use for downloading from the chance of being infected with a virus. Software downloads from the Internet may contain a virus and you need to have virus-checking software on your personal or work computer.

The KENNEDALE PUBLIC LIBRARY is not responsible for damage to a patron's storage device or personal/work computer; or for any loss of data or damage or liability that may occur from patron use of the Library's computers. (See Disclaimer on page 1-2.)

X. You WILL lose your computer privileges if you engage in any of the following actions:

- A. Gain unauthorized access to any network or computer system, including the Library network or computer system.
- B. Engage in illegal or criminal activity, including slander, libel and the transmission/display of pornography. According to the Texas Penal Code, Sec. 43.24(b) a person commits an offense if he displays harmful material and is reckless about whether a minor is present who may be offended or alarmed by the display.
- C. Willfully attempt to damage or misuse any computer hardware and/or software, or to alter software configurations.
- D. Violate copyright laws and software licensing agreements by the unauthorized reproduction or distribution of copyrighted or licensed materials.
- E. Obstruct other people's work by using the system unreasonably or by deliberately crashing or disrupting any computer systems.
- F. Engage in any activity prohibited by federal or state law or local ordinance.
- G. Violate any rules established herein.

Effective Date _____ (adopted 11/14/11)

Approvals:

Library Director

Library Advisory Board Representative

Kennedale Public Library

Computer Use Agreement

I have read the COMPUTER USE POLICY document carefully. As a patron of the Library's computer system, I hereby agree to comply with the guidelines and procedures as stated in the Computer Use Policy. I further understand that failure to use the Internet connection appropriately and responsibly in accordance with the Computer Use Policy will result in revocation of computer use privileges.

I agree to the Disclaimer section on page 1 of the Kennedale Public Library's Computer Use Policy, and I accept full responsibility for my use of the public access computers.

Patron's Name (please print)

Library Card #

Patron's Signature

Street Address

City, State, Zip

Home Phone

Work Phone

If my child is under the age of 18, my signature on this Computer Use Agreement will indicate that I have discussed this policy with my child and my child will comply with all guidelines and procedures contained herein.

Parent/Guardian's Name (if user is under age of 18) (please print)

Parent/Guardian's Signature

Witness (Library Employee)

Date



Date: June 11, 2012

Agenda Item No: REGULAR ITEMS - B.

I. Subject:

Review and revise Interlibrary Loan Policy

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

Review and revise existing policy

IV. Recommendation:

Approve

V. Attachments:

1.	InterLibrary Loan Policy	Interlibrary Loan.doc
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Kennedale Public Library Interlibrary Loan Policy

Interlibrary Borrowing:

Users

All Kennedale Public Library cardholders may request interlibrary loans after six successful in-library transactions. A responsible check-out history must be developed. Failure to pick up requested interlibrary loan materials may result in the loss of interlibrary loan privileges.

How to submit a request:

Patrons must submit an interlibrary loan request in person.

What can be borrowed:

Books, audios, videos, articles and photocopies from materials may be requested. Some requests may not be filled due to high demand, inability to locate or rarity of item. A patron may order no more than three books at any one time from interlibrary loan.

Loan period:

The loan period is designated by the lending library.

Fees:

There is no fee for a typical interlibrary loan. If the lending library charges a fee for a certain item, the patron requesting the item will be notified prior to filling the request.

Lost and overdue charges:

Lost, damaged, or stolen interlibrary loans are subject to the lending library's rules and regulations. Upon notice that an interlibrary loan cannot be retrieved, the person in charge of interlibrary loans will contact the lending library as to the charge of said material. Charges for lost or damaged materials, as well as overdue charges for interlibrary loan, are the responsibility of the borrower.

Renewals:

Patrons must give one week's notice if wishing to renew their loan. No renewals can be made unless the library has been given proper notice. No renewals can be made on Fort Worth Library materials and certain other designated interlibrary loan materials.

Interlibrary Lending:

Users

The Kennedale Public Library will loan materials to all Texas libraries. All individuals wishing to borrow an item from our collection must initiate their request through their home library.

How to submit a request:

Texas libraries may submit requests by mail, fax or e-mail.

What can be borrowed:

The library endeavors to make available the broadest range of materials for interlibrary loan, with the following exceptions: Reference materials and newspapers. The library also reserves the right to refuse to lend materials (such as local histories, rare materials or

other items as determined by the librarian) or to ask a borrowing library to restrict use of materials lent.

Loan Period:

Items will be checked out for four weeks. This allows for two weeks transit time and for a two week check out to the patron. If an item is not on reserve for another person, the item may be renewed for two additional weeks. There is a limit of two renewals.

Fees:

The Kennedale Public Library does not charge for lending materials.

Lost interlibrary loan materials:

The Kennedale Public Library will assess a fee on a lost item equal to the replacement cost of the item, plus a \$5.00 processing fee. The borrowing library is responsible for the payment of this fee.

Photocopies:

Up to 5 pages will be provided, with copyright limits. Charges for photocopies are set by City Council. Materials will be photocopied from the hard copy or microfilm.

Effective Date _____

Approvals:

Library Director

Library Advisory Board Representative



Date: June 11, 2012

Agenda Item No: REPORTS/ANNOUNCEMENTS - A.

I. Subject:

Update board on current consortium memberships

II. Originated by:

Gwen Bevill, Library Director

III. Summary:

Current changes to North Texas Library Consortium and current situation with Digital Consortium.

IV. Recommendation:

None

V. Attachments: