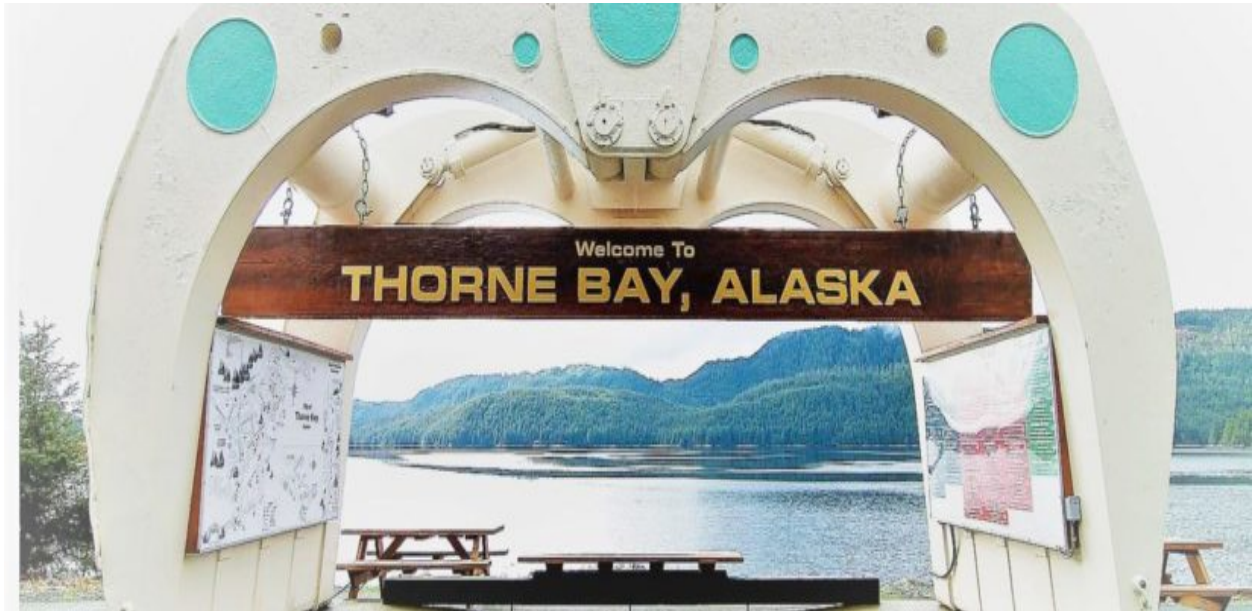


2019



# TITLE 19

# PUBLIC LIBRARY

THORNE BAY MUNICIPAL CODE  
CODIFIED MARCH 2019

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## TITLE 19 - PUBLIC LIBRARY

### CHAPTER 19.04 - ESTABLISHMENT

#### 19.04.010 DESIGNATION AND ESTABLISHMENT OF PUBLIC LIBRARY.

The city public library shall be established as a separate department within the municipal code, funded by ordinance as part of the municipal budget.

(Ord. 02-02-07-02 § 3(part), 2002)

#### 19.04.020 USE AND CHECK OUT PROCEDURE.

The municipal library shall be made available to the public at large. All materials designated for public use, except for those designated as reference, shall be available to be signed out to residents of the city and neighboring communities for duration of six weeks. Extensions of six weeks shall be allowed, provided another person has not placed a request for said material, in which case the signed-out material must be returned at the original due date. It shall be the responsibility of the person signing out such materials to return them on time, not the librarian or staff to contact such person. No further materials shall be allowed to be signed out until all late materials are returned, or, in the case of lost or damaged materials, the cost of replacement is paid. The librarian or staff on duty has the right to limit what or the quantity of materials signed out if the quantity of material is excessive, or the items signed out would pose too great an infringement on the available resources of the library.

(Ord. 02-02-07-02 § 3(part), 2002)

**19.04.025 LIBRARY OPERATIONS & PROCEDURES.**

A. Chain of command.

There shall be a “chain of command”.

The librarian is the highest level of authority within the library department, and as such, volunteers are required to process all requests or notices to the librarian, included but not limited to:

- Purchase requests (requests for materials or supplies)
- Damages (request for work order)
- Un-scheduled library closures

B. Library schedule:

It is the duty of the librarian to produce a monthly schedule of library operation hours and volunteers shifts.

C. Daily reconciliations:

Library volunteers shall be held accountable for all funds received during their shift. Each volunteer is required to keep a journal that includes the following information:

• Weekday	• Date
• Volunteer name	• Patron name
• Non-resident deposit	• Copies
• Overdue fines	• Lost or damaged materials
• Donations	• Shift totals

At the end of their shift, the volunteer will seal the funds collected into an envelope, seal it, sign and date it. The envelop will then be deposited into a safety deposit box that will be delivered to city hall on Friday each week.

(Ordinance 19-03-05-01; added Section 19.04.025 (a,b,c))

## CHAPTER 19.08 PENALTIES

### 19.08.010 FINE SCHEDULE.

At the discretion of the city clerk a fine of fifty cents per item per week shall be incurred on all materials not returned on time. This shall not exceed the replacement cost of the materials. All fines collected shall be receipted in at City Hall and will be placed in the Library General Fund to offset expenses. (Ord. 02-02-07-02 § 3(part), 2002)

### 19.08.020 DISRUPTIVE AND INAPPROPRIATE BEHAVIOR.

No behavior that infringes on the rights or peaceful use of the facility by others shall be tolerated. The librarian or staff, paid or volunteer, shall at their sole discretion determine the appropriateness of behavior, and may exercise the removal of person or persons by legal means if that person continues or refuses to conform their behavior. All statutes and laws pertinent to the city and the State of Alaska shall be subject to enforcement. The chief executive officer of the city, may, at his or her discretion, bar those individuals who repeatedly violate these rules of use and conduct. (Ord. 02-02-07-02 § 3(part), 2002)