

Miscellaneous

Bookmobile/Outreach Services

All patrons are required to be a registered user in good standing in order to check out material.

Should weather conditions or mechanical failure force cancellation of any stops, all materials will be due the next regularly scheduled trip.

If schools are cancelled due to bad weather, the Bookmobile stops are automatically cancelled.

Other weather issues may cause the library to close early or the Bookmobile to not run. The decision to not run the Bookmobile will be up to Management.

The Bookmobile is intended for organization and community stops. Individuals who are unable to access the library's physical collection can receive items through the Books by Mail Program.

Bookmobile and Books by Mail patrons have longer loan periods, but are still required to return library material in a timely manner.

Created 01/22/09

Updated 2/16/22

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Interlibrary Loan

Borrowing and sharing resources with other libraries, Interlibrary Loan (ILL), is one of the services provided by the MCPLS. When the MCPLS does not have a book or other item that a person desires, it may be requested from another library through the ILL department. The patron must have a current library card and be a user in good standing. A patron may request up to five items at one time. The library reserves the right to limit the number of items requested in any time period.

The MCPLS does not charge a fee for ILL service, but reserves the right to pass lending charges made by the lending library to the patron making the request. Loan periods and renewal policies are set by the lending institution.

Library material borrowed from other libraries should be picked up in a timely manner. If the patron fails to pick up the material, the library reserves the right to suspend this service to that patron.

The MCPLS provides library materials to libraries participating in the OCLC, ALA, and KDLA sponsored library lending programs. Fees for materials not returned will be passed on to the borrowing library. The MCPLS will not lend genealogical and/or reference material unless special permission has been received by the Branch Manager or Library Director.

*Created 01/22/09
Updated 12/16/20*

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Open Records Policy

Open Records Requests and Records Retention

The Marshall County Public Library is subject to the Kentucky Open Records Act (KRS 61.870-61.884) and certain requirements with regard to records retention.

Retained records

The Marshall County Public Library will maintain and retain its records in accordance with applicable laws and regulations. Unless otherwise provided by law, records may be retained or discarded according to the Records Retention Schedules as adopted by the State Archives and Records Commission.

Public records

Not all records of the Marshall County Public Library will necessarily be "public records" under the Open Records Act, and even some public records are exempt from operation of the Act. "Public record" generally means all books, papers, maps, photographs, cards, tapes, discs, diskettes, records, or other documentary materials prepared, owned, used, in the possession of, or retained by the Library. It does not include any records owned by a private person or corporation that are in the possession of the Library or one of its employees.

Requests for records

The Marshall County Public Library Director (or designee) acts as Custodian for all of the Library's public records. Any Kentucky resident may request to inspect or receive copies of the Library's non-exempt public records. All requests to view or copy the Library's public records pursuant to the Kentucky Open Records Act must be made in writing and must contain the requester's name and a statement that the person making the request is a Kentucky resident. Requesters may use the *Request to Inspect Public Records* form, but are not required to do so. All Open Records Requests must be submitted via U.S. Mail, facsimile transmission, email, or hand delivery. Open Records Requests should be directed to the attention of the Library's Records Custodian. If a requester is requesting to be provided with copies of non-exempt public records, they must provide a sufficiently precise description of the documents they are seeking so as to allow the Records Custodian to readily identify them.

Response

The Marshall County Public Library has five business days in which to respond to an Open Records Request. This time begins to run the next business day after the request is received.

The response to an Open Record Request may: (1) grant the request, (2) deny the request, (3) explain that there will be a delay in responding to the request; or any combination thereof. To the extent a request is granted, the response will provide a timeframe when the requested non-exempt public documents may be inspected in person, or will inform the requester of the applicable copying charge and postage fee required to be paid before copies of the non-exempt public documents may be provided. To the extent a request is denied, the response will provide the legal cause for the denial. To the extent the full response to a request is delayed, the initial response will give a detailed explanation of the cause for any delay and an estimate of when a complete response may be expected.

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Copies

To the extent a request is granted, copies of the responsive non-exempt public records requested may be provided at a cost of \$0.10 per page, along with any applicable postage costs, all of which must be pre-paid by the requester. Requests for specialized or non-standard copies (e.g. color or oversized copies) will be provided at the cost incurred by the Library to produce them. The Marshall County Public Library may also recover costs associated with staff time expended in responding to a request made for a commercial purpose. Non-public or exempt information may be redacted as appropriate from copies of otherwise non-exempt public records provided.

On site examination of records

To the extent a request is granted, individuals requesting to review records will be allowed to schedule a time to conduct on-site inspection of non-exempt public records during the regular hours of the Marshall County Public Library. An on-site inspection may be required by the Library if the request is not precise in nature. Public records must be inspected in the location set by the Library. During their inspection, a requester may copy non-exempt public records (at their own cost), but may not remove, alter or add to documents provided for review. The Library is responsible for protecting the security of public records in its custody, and may require that a staff member be present during any inspection or copying of its public records.

Denial of request

Certain public records are exempt from inspection under the Open Records Act. Circulation and Library use records for individual patrons are exempt from inspection, and requests to inspect or receive copies of these records will be denied, as will a request to inspect or receive copies of any other records which either are not public or which are exempt under the Act. Under certain circumstances, the Library may find that a request would create an unreasonable burden to comply with, and may deny such a request for that reason. Requests that the Library believes are intended to disrupt its essential functions will also be denied. Reasons that a request may be deemed unduly burdensome for compliance, or which may be disruptive to the Library may include time and expense involved in retrieving and duplicating the records, or in the type and nature of the request. To the extent a request is denied, the Library will provide the legal basis for the denial to the requester.

Created 08/28/12

Revised 07/22/21

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Pest Control Policy

Marshall County Public Library actively works to prevent and contain pests, including rodents and insects of all kinds, in the Library and library materials. Staff members are trained on bug prevention, containment, and elimination procedures and act quickly to eliminate any known issues in the Library.

Prevention

Marshall County Public Library is inspected and treated by a professional pest control company to prevent general pest problems on a bi-annual basis. An inspection or treatment may be ordered at any time deemed necessary by the Library Director.

All materials are inspected when returned to the Library. Any item exhibiting signs of bugs of any type, including bed bugs or roaches, is immediately treated or discarded (see attached "Procedure for Treating Infested Items").

Pests in Library Materials

In order to keep the Library a safe place for all patrons to borrow materials, patrons who return items with obvious signs of bugs may have in-house borrowing privileges suspended. Please note that material returned by someone other than the borrower will have the same privilege suspension on their account as the borrower.

The following procedures will be followed for all Library users:

First Occurrence for all pests except bed bugs:

The first time a borrower returns materials that show evidence of any pests except bed bugs, staff will:

- Speak with the patron about what was found in the materials in a non-confrontational and confidential manner.
- Show them the materials and evidence of pests whenever possible.
- Suggest ways the patron can address the issue (keeping materials in closed containers at all times when not being used, inspect them before return, talk with landlord or management if they live in a congregate living facility, etc.)
- Explain that all patrons at that address will have their card changed to "temporary resident." This will limit checkouts to three items per individual. The limit remains until no signs of pest infestation are found in the returned materials for a period of three months or the patron provides to the Library Director proof of treatment, such as a bill from an exterminator or a notice of treatment from a landlord. After these conditions are met, the Library Director, upon request by the patron(s), may reinstate full borrowing privileges. Further sightings at any time will be considered a second occurrence, even if privileges have been reinstated.
- Explain that if bugs or signs of bugs are found in returned materials again, borrowing privileges for the patron's account and all connected accounts may be suspended until the patron can demonstrate that their home has been treated by a professional.
- Complete an incident report to be filed.
- Note the problem on the patron record.

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First Occurrence of Bed Bugs or Second Occurrence of other pests:

The first time a borrower returns material with signs of bed bugs or the second time a borrower returns materials with signs of pest infestation, staff will:

- Speak with the patron about what was found in the materials in a non-confrontational and confidential manner.
- Show them the materials and evidence of infestation whenever possible.
- Suspend all in-house library privileges by restricting the patron's account as well as each patron who lives at the same address.
- Explain that in-house library privileges have been suspended until the patron provides to the Library Director proof of treatment such as a bill from an exterminator or a notice of treatment from a landlord or if the individual(s) provide proof (mailed utility bill in that patron's name) that they no longer live at the infected address. Further sightings at any time in the future will be considered a second occurrence, even if privileges have been reinstated.
- Complete an incident report to be filed.
- Note the problem on the patron record.

Damaged and discarded items are charged to the borrower at replacement value. Items deemed to be in good condition are treated, cleaned, and returned to circulation.

Procedure for Treating Pest Infested Items

Marshall County Public Library actively works to prevent and contain pests, including rodents and insects of all kinds, in the Library and library materials. Staff members are trained on bug prevention, containment, and elimination procedures and act quickly to eliminate any known issues in the Library.

All items returned to the library must be inspected for signs of pest infestation. Items showing signs of infestation must be treated or discarded according to the following:

Treatment:

Items to be treated are placed in a plastic bag or container and sealed. The items are then placed in a special heater designed for bug treatment and heated to a recommended high temperature for a time long enough to kill the pests. After treatment, staff will inspect the items to determine if they can be saved or must be discarded.

The Marshall County Health Department may be contacted for confirmation assistance.

Discarding:

Items containing bug stains of any kind, especially blood or fecal matter, are not salvageable and must be discarded.

Patron Fines:

Damaged and discarded items are charged to the borrower at replacement value. Items deemed to be in good condition are cleaned and returned to circulation.

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Known Rental Addresses:

If an address is commonly known as a rental home, the library will strive to inform new renters of any previous incident which occurred at that address.

*Created 05/15/18
Updated: 11/16/22*