



LIVINGSTON
COUNTY LIBRARY
GROW.
LEARN.
CONNECT.

Library Policies
Revised 2/14, updated 2025

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LIVINGSTON COUNTY LIBRARY POLICIES

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Mission and Goals

A. The **mission** of the Livingston County Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and comfortable.

B. The **general library goals** of the Livingston County Library are:

1. To serve all residents of Livingston County and the surrounding region.
2. To acquire and make available to all residents of the above area such books, periodicals, e-Resources and other Board approved services that will address their needs to a) become well informed, b) locate answers to questions, c) cultivate imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
3. To provide the most frequently requested materials either through purchase or interlibrary loan.
4. To continue to train staff on new methods of service delivery and standard library practices.
5. To review regularly these goals of the Livingston County Library and, as necessary, revise them in light of new developments.

C. Lending Policies

The Livingston County Library recognizes its role in maintaining an informed citizenry and makes the entire collection accessible to all persons. Any visitor may access materials or services not requiring a library card. Persons with a Livingston County Library card receive the full benefit of the collection and services offered. See Appendix A for the complete Lending Policy.

D. Patron Behavior

The Library attracts persons of all ages and backgrounds who choose to utilize it in a variety of ways. If a patron disrupts library activities or disturbs other patrons, employees of the Livingston County Library may request that the patron leave. See Appendix B for the complete Patron Conduct Policy.

E. Collection Development Policies *(updated 11/2023)***Responsibility for Selection**

The Library Board of Trustees delegates administrative authority for the selection of resources and the development of library collections to the Library Director, operating within the framework of policies determined by the Library Board. The Library Director delegates the actual selection and weeding of material to qualified library staff, who are referred to as selectors. The collection development work done by selectors is overseen by Adult Service Coordinator and Youth Services Coordinator, who report to the Library Director.

The Livingston County Library does not promote particular beliefs or views, neither does it endorse any particular item contained in its collection. Resources are provided so that an individual may examine issues freely and make his or her own decisions and the library makes no judgment as to the suitability of the materials, information or services for any of its patrons. Access is provided to all materials and services with the expectation that individuals or parents are the best judge of suitability for themselves or their children.

The library will provide, as far as possible, materials on all sides of controversial issues, materials that give evidence of a sincere desire to be factual, and that show results of careful study. Materials which serve the purposes of the library, meet required standards of quality, and relate to an existing need or interest, will not be removed from the collection because of pressure by groups or individuals.

The necessity for careful evaluation and selection of materials is keenly recognized. Those responsible for selection shall maintain an adequate balance between basic, permanent value materials, timely materials presenting varied points of view on current issues and problems, and purely recreational materials.

General Selection Criteria

The Livingston County Library uses the following criteria for the selection of materials, information or services, without regard to format:

- The community
- The merit of the material - its format, educational significance and the quality of writing
- The physical limitations of the facilities
- The need for additional material on a subject
- The author's reputation and significance as a writer
- The scarcity of material on the subject
- The timeliness or permanence of the book
- The appearance of the title in special bibliographies or indexes
- The authoritativeness and/or intent of the author
- Readability and popular appeal
- Budgetary considerations
- Support of the library's mission statement
- Availability of materials in nearby and consortia libraries

Materials need not meet all criteria to be added to the library collection.

Items regarded as special materials, which are not intended for the general public, are not purchased. These items include textbooks, professional support materials or technical manuals.

E-Resources are an important component of the materials we provide to our patrons. E-Resources are selected based on the same criteria as print resources. In some cases, though, because of inclusion in consortia agreements for e-Resources, local control of selection is not an option.

The Livingston County Library participates in regional and national resource sharing collaborations that expand access to other library collections by mutual interlibrary lending agreements. Resources made available through these collaborations are subject to the resource selection and collection development policies of the respective institutions and consortia.

Selection Sources

The Livingston County Library selectors may consult reviews and recommendations before purchasing materials. These reviews and recommendations may be found in

- Professional journals
- Vendor and publisher catalogs
- Popular and news magazines
- Best seller lists
- Award lists
- Newspapers
- Various online sources such as Amazon, Goodreads, and Internet Movie Database

Age Designation of Materials

All physical library materials are given an age designation of Juvenile, Middle Grade, Young Adult, or Adult to aid patrons in determining appropriate reading level and content of materials. These age designations are a recommendation only. The Juvenile collection is recommended for ages 0 -11, Middle Grade for ages 10 - 14, Young Adult for ages 14 -17, and Adult for ages 18 years and older, with each collection physically separated among the shelves in all libraries. Age designation of individual materials can also be found in the online public access catalog (OPAC) by Shelving Location or by Call Number. The age designation of materials is determined by Livingston County Library selectors using information from selection sources, reviews, and professional knowledge.

All adult patrons are ultimately responsible for determining what materials are appropriate to access for themselves. For all minor patrons (under the age of 18), responsibility for what is appropriate to access lies with their parent or legal guardian. While separate collections are designated as Juvenile, Middle Grade, Young Adult, or Adult, it is not the responsibility of Livingston County Library, its Board of Trustees, staff, or volunteers to determine which collections any patron should access or what materials in a collection are suitable for any patron.

Adult materials are selected for the mature reader. Adult fiction is selected for its appeal to members of the community and for its quality as literature. The library

attempts to provide a wide selection of standard fiction titles as defined in recognized bibliographies as well as the best current titles. Nonfiction items are selected in an attempt to educate and inform readers, some of these titles are also appropriate for younger readers, in particular young adults doing research for school projects. Items of lasting interest are preferred, but it is recognized that titles of current interest are also appropriate purchases.

Young adult materials are selected to contribute to the development of well-rounded citizens; alert to the problems of the community, the country, and the world. Titles written specifically for young adults are naturally included. Since teenage readers vary widely in ability and background, the books selected for titles are purchased in the hope that they will lead to continued reading in adult fields on as high a level as possible for each individual.

Middle Grade materials are selected for middle school age children reaching pivotal points in their growth and reading levels. This section serves as a crossover which includes upper elementary, middle grade, and young adult titles to help in their discoverability.

Juvenile materials are selected to include the best available titles of fiction and non-fiction for ages birth through sixth grade. Works will be chosen which enhance intellectual, cultural, social and ethical development and growth of the individual child. Materials should reflect the pluralistic character and culture of American society. Such a collection should provide a background for the development of critical reading and thinking in addition to recreational reading.

Special Collections

The Livingston County Library maintains three (3) collections of historical value. The Livingston County History and Genealogy Collection is intended to preserve materials on the history and genealogy of the county. Efforts will be made to collect all items of significant value, with priority given to published items. The Missouri History and Genealogy Collection which is housed in the Genealogy Room is intended to preserve materials pertinent to the history and genealogy of Missouri. Priority goes to materials in the following order: 1) histories of families within Livingston County; 2) materials from counties or areas within counties contiguous to Livingston County; 3) regional materials; and 4) materials which cover the entire state. The secondary purpose of this collection is to preserve materials pertinent to the history and genealogy of Missouri counties other than Livingston County and contiguous counties; and states other than Missouri. Priority goes to materials covering Missouri, followed by materials about other states. The Archives is intended to preserve the following: 1) financial and other records of the Livingston County Library; 2) unique items about Livingston County people, places or events or significant publications of Livingston County residents; and 3) documents of Livingston County clubs or organizations. The size, type and amount of these documents will be determined by the amount of space available.

Due to space limitations, the Livingston County Library can no longer serve as a repository for materials from clubs and organizations within Livingston County. No such material will be accepted at this time.

Self-Published Materials

Livingston County Library occasionally receives requests to include materials in the collection that are self-published or published independently through a vanity press. Due to the nature of self-published and vanity press materials, The Livingston County Library requires additional criteria called Indicators of Quality for those materials to be added to the collection. Not all criteria must be met, but self-published and vanity press materials will be evaluated holistically using the General Selection Criteria and the following Indicators of Quality:

- One or more positive reviews in a library review journal, including those that specialize in independently published materials such as Foreward, Small Press Review, or Independent Publisher
- Evidence that the material was professionally edited
- Review by Livingston County Library selectors for quality of writing, editing, and content

Local Authors and Local Interest

Livingston County Library considers local authors to be those who reside in Livingston County or the wider North Central Missouri regional area. Local interest materials are those pertaining to the life, culture, history, etc. of those same areas, whether or not they were written by local authors.

The library collects materials written by local authors if they fit the General Selection Criteria and will appeal to a wide audience. If the material is self-published or from a vanity press, Indicators of Quality will also be evaluated. Donated copies of works by local authors, or those of local interest, will be given special consideration to be included in the collection. Livingston County Library cannot accept donations of eBooks or eAudiobooks.

Selection Requests from Patrons

Livingston County Library welcomes suggestions of specific titles to be purchased. Patron suggestions can alert library staff to new trends or developing issues or interests in the community. Patron requests will be given high priority for selection while still being evaluated using the General Selection Criteria. For nonfiction material cost, general interest, and scholarly level are factors given high consideration in the decision to purchase. If requested materials are not purchased, the patron will be contacted by the selector and offered interlibrary loan service if possible.

F. Challenged Materials

The Livingston County Library welcomes public comments on resources selected or not selected for inclusion in library collections. Any library cardholder in good standing may formally request the reconsideration of library resources by completing in full and signing a "Request for Review of Library Materials" form. The Library Director in consultation with the selectors and/or library staff will examine the resource in question, check reviews, and determine whether it conforms to the priorities and criteria of the library selection and collection development policy. This process takes time and the patron is requested to allow Library staff four to six weeks to respond. The Library

Director shall determine if it should remain in the collection. If the complainant does not agree with the decision of the Director, a formal complaint may be filed with and reviewed by the Board, whose decision is final. (See Appendix C - Request for Review of Library Materials).

The Library Board of Trustees will be kept informed of the Library Director consideration of the material in question. The final decision on the challenge of a material, program, event, or display shall remain in effect for three years, upon which said item may be challenged again. All challenge forms or appeals decisions brought to the Board of Trustees are public records, and both the request and the Board's decision regarding it will be included in Library Board minutes and posted on the library's website. In accordance with library policy, patron privacy will be protected and patron information on the challenge form will be redacted from the public record.

G. Gifts and Donations

The policies which apply to selection of materials for purchasing also apply to materials which are donated to the library. Once an item has been donated, the Library Director shall determine whether it will be added to the collection or be discarded. Items not added to the collection may be donated to the Friends of the Library or other local organizations.

H. Weeding Policy

Weeding is a continuous process by which materials no longer useful are removed from the collection. The most obvious candidates for weeding are those materials which are irreparably damaged, outdated or no longer circulating. This process is necessary if the collection is to be kept fresh and current. This also ensures that library space is utilized in the best and most economical way. Items which have been withdrawn from the collection may be donated to the Friends of the Library or other local organizations.

I. Meeting Rooms & Equipment Use – revised 6/15/2023

The Livingston County Library provides meeting rooms during library hours to persons or groups which are not-for-profit. All meetings must be open to the general public. For compliance with the Secretary of State's Rule #15 CSR 30-200.015 effective May 30, 2023, "No event or presentation shall be held at the library without an age appropriate designation affixed to any publication, website, or advertisement for such event or presentation" when using the library spaces. (See Appendix E for guidelines.)

The Library also has a multimedia projector and projection screen that is available for use. (See Appendix F for guidelines).

J. Electronic Device Lending Program Policy (See Appendix J for Patron Agreement form) - Approved January 19, 2023 revised 6/15/2023

The Livingston County Library is pleased to loan laptops and tablets to patrons to increase their access to the Internet and the library's many digital resources. Electronic

devices are to be use for distance learning opportunities, telehealth strategies, and internet connectivity.

- Laptops have Window 10 Operating Systems with Microsoft Edge for internet connection and apps such as Microsoft Office including Microsoft Publisher, Word, Power Point, and Excel as some of its features. Windows laptops are wireless enabled however do not have a data plan.
- The Mobile Beacon tablets have unlimited data plans for patron use.

ELIGIBILITY AND LOAN PERIOD

- The Livingston County Library lends electronic devices to patrons ages eighteen (18) and older with library cards in good standing (no fines, fees, or unreturned items on account for the household).
- Parents and/or caregivers can check out electronic devices for their children's use for educational purposes with the understanding the devices are CIPA (Children's Internet Protection Act) compliant.
- Electronic devices are available on a first-come, first-served basis and the loan limit is one (1) electronic device per household at any given time.
- The lending period is 2 (two) weeks.
- The electronic devices can be reserved or placed on hold.
- The electronic devices will not loan or be sent in delivery to other Missouri Evergreen libraries.
- The Livingston County Library reserves the right to refuse rental to anyone.

CHECKOUT, RETURNS AND LOST/DAMAGE FINES

- To borrow an electronic device, a patron must present their library card to the Circulation Staff and complete a loan agreement form. Once an electronic device is checked out to a patron, it becomes the responsibility of that patron.
- Any changes in condition or content while in the patron's care will be the patron's responsibility.
- The patron is responsible for damage, loss, theft and/or International Roaming charges accrued due to data usage outside of the United States.
- If any technical problems are encountered, patrons should return the electronic device immediately to the Circulation Staff.
- Device will become deactivated after it becomes overdue.
- Electronic devices MUST be returned to a staff member at the Livingston County Library Circulation Desk and may not be returned in the book drop or at another library system.
- An overdue charge of \$5.00 per day up to the full replacement cost (detailed below) will be charged for an electronic device that is not returned. Overdue electronic devices will have Internet access deactivated within 48 hours beyond their due date and cannot be reactivated by the patron.

- Patrons are responsible for replacement costs if the electronic device or any parts are lost, stolen, damaged or not returned:

Item Replacement Cost

Windows Laptop \$500.00

Mobile Beacon Tablet \$150.00

USB Type-C Charging Cable & AC Adapter \$15.00

Carrying Case \$25.00

Computer mouse & USB \$15.00

- Regarding unresolved fees or fines, the Livingston County Library will send a letter to the patron/household responsible for the fees or fines and carbon copy the letter to the Prosecuting Attorney.

INTERNET, DEVICE AND INFORMATION USE/MISUSE

While using the library's electronic devices patrons are governed by the same rules as the Library's Internet Policy. Patrons are responsible for the Internet use of any minors while using the electronic device.

The Livingston County Library is not responsible for any liability, damages or expense resulting from the use or misuse of the electronic device, connection of the device to other electronic devices, or data loss resulting from the use of device and/or connection to the Internet. Wireless security is not implied. The user acknowledges and accepts all risks associated with the use of the wireless data device. There is no warranty, express or otherwise.

The Livingston County Library is not responsible for any information a user accesses and encounters using an electronic device or any actions a user takes while online. Using the electronic device to access any online content determined to be illegal or obscene according to federal, state or municipal law will result in the revocation of electronic device borrowing privileges and potentially criminal prosecution. The user will not tamper with the electronic device (hardware and software), or attempt to open, repair or modify the electronic device in any way.

PRIVACY TERMS

User Internet usage is not tracked by the Library or the Internet service provider. The Library does not have access to or collect specific usage data. The Library does not provide patron information to the service provider. The only data the Library collects about the electronic devices are the following:

- Total amount of data transmitted and received by each device during a billing cycle, and
- Anonymous circulation data related to the number of checkouts of each device.

The Library and the Internet service provider do not monitor or track the websites that a user visits or the information that a user enters and/or submits online (i.e., user names, passwords, credit card information, etc.).

K. Mobile WiFi Hotspot Lending Program Policy (See Appendix I for Patron Agreement form) - *Adopted September 16, 2021, revised 6-15-2023*

The Livingston County Library is pleased to loan free *Mobile WiFi Hotspot Kits* (hotspots) to patrons to increase their access to the Internet and the library's many digital resources. A mobile WiFi Hotspot is a small device you can use to connect a wireless enabled device, such as a laptop, smartphone or tablet to the Internet. Hotspots are portable, so you can connect up to twelve (12) devices to the Internet anywhere service is covered by the Sprint/T-Mobile/Beacon network within the United States.

ELIGIBILITY AND LOAN PERIOD

- The Livingston County Library lends hotspots to patrons ages eighteen (18) and older with library cards in good standing (no fines, fees, or unreturned items on their account for the household).
- Parents and/or caregivers can check out hotspots for their children's use for educational purposes with the understanding the devices are CIPA (Children's Internet Protection Act) compliant.
- Patron(s) must establish a good lending relationship with the library before they are allowed to check out the library's technology. Patron(s) new to the library will be placed on a 45-day probationary period before technology can be checked out. During this probationary period, the patron must perform a minimum of five (5) successful checkout/returns of library materials, and can include use of the in-house technology.
- Hotspots are available on a first-come, first-served basis and the loan limit is one (1) hotspot device per household at any given time.
- The lending period is 2 (two) weeks.
- The hotspot can be reserved or placed on hold.
- The hotspots will not loan or be sent in delivery to other Missouri Evergreen libraries.

CHECKOUT, RETURNS AND LOST/DAMAGE FINES

- To borrow a hotspot, a patron must present their library card to the Circulation Staff and complete a loan agreement form. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron.
- Any changes in condition or content while in the patron's care will be the patron's responsibility.
- The patron is responsible for damage, loss, theft and/or International Roaming charges accrued due to data usage outside of the United States.
- If any technical problems are encountered, patrons should return the device immediately to the Circulation Staff.
- Device will become deactivated after it becomes overdue.

- Hotspots **MUST** be returned to a staff member at the Livingston County Library Circulation Desk and may not be returned in the book drop or at another library system.
- An overdue charge of \$5.00 per day up to the full replacement cost of \$105.00 will be charged for a hotspot that is not returned. Overdue hotspots will have Internet access deactivated within 48 hours beyond their due date and cannot be reactivated by the patron.
- Repeated attempts by library staff to secure the return of device(s) and/or components will result in the suspension of privileges for technology.
- Patrons are responsible for replacement costs if the hotspot or any parts are lost, stolen, damaged or not returned:

Item Replacement Cost

Mobile Beacon Mobile Hotspot Device \$75.00

USB Type-C Charging Cable & AC Adapter \$15.00

Carrying Case \$15.00

Mobile WiFi Hotspot Kit \$105.00

- Regarding unresolved fees or fines, the Livingston County Library will send a letter to the patron/household responsible for the fees or fines and carbon copy the letter to the Prosecuting Attorney.

INTERNET, DEVICE AND INFORMATION USE/MISUSE

While using the library's hotspot patrons are governed by the same rules as the Library's Internet Policy. Patrons are responsible for the Internet use of any minors while using the hotspot.

The Livingston County Library is not responsible for any liability, damages or expense resulting from the use or misuse of the hotspot device, connection of the device to other electronic devices, or data loss resulting from the use of device and/or connection to the Internet. Wireless security is not implied. The user acknowledges and accepts all risks associated with the use of the wireless data device. There is no warranty, express or otherwise.

The Livingston County Library is not responsible for any information a user accesses and encounters using a hotspot or any actions a user takes while online. Using the hotspot to access any online content determined to be illegal or obscene according to federal, state or municipal law will result in the revocation of hotspot borrowing privileges and potentially criminal prosecution. The user will not tamper with the hotspot (hardware and software), or attempt to open, repair or modify the hotspot in any way.

PRIVACY TERMS

User Internet usage is not tracked by the Library or the Internet service provider. The Library does not have access to or collect specific usage data. The Library does not provide patron information to the service provider. The only data the Library collects about the hotspots are the following:

- Total amount of data transmitted and received by each device during a billing cycle, and
- Anonymous circulation data related to the number of checkouts of each device.

The Library and the Internet service provider do not monitor or track the websites that a user visits or the information that a user enters and/or submits online (i.e., user names, passwords, credit card information, etc.).

L. Confidentiality of Library Records

Agreeing in spirit with the U.S. Privacy Act of 1974 and the "Policy on the Confidentiality of Library Records" adopted by the Council of the American Library Association, the Livingston County Library recognizes that its circulation records and other records identifying the names of library users with specific materials, equipment or rooms are confidential in nature. No such records shall be made available to any agency or individual except as a response to an order or subpoena from a law enforcement body, its agent or a legislative investigator. Upon receipt of such process, order or subpoena, the director shall consult with the Board of Trustees and a legal counsel to determine if the process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance in a court of competent jurisdiction. If the process, order, or subpoena is not in proper form or if good cause has not been shown, the library will insist that such defects be remedied. The exception to this policy concerns a parent or legal guardian's rights to view items checked out on their child's card in order to assist in the retrieval of overdue items. The following policy was adopted by the Board to deal with this particular situation:

The Library tries to protect the confidentiality of all its patrons. With children, though, the Library recognizes the importance of parents knowing what their children have checked out to assist in getting items returned. The Board approved (8/28/08) allowing the staff to provide a list of items checked out on a child's card to the parent or guardian of a child who is under 16. For a child between the ages of 16 and 18, a parent is given a list of items on the child's card if the child has overdue items. Otherwise, permission from the child is needed to release information regarding his or her account.

M. American Library Association Statements

The Freedom to Read and the Library Bill of Rights statements (see Appendix G) issued by the American Library Association are endorsed by the Livingston County Library and its Board of Trustees. It is recognized that these statements are compatible with the goals and objectives of the Livingston County Library and that they serve as an added guidance in the use and development of the collection and other resources.

N. Sale of Surplus Property Policy, *Adopted November 29, 2021*

The Livingston County Library District shall dispose of surplus property according to the following guidelines:

1. No employee or board member may purchase any surplus item prior to it being made available to the general public.
2. The Library Director shall be responsible for determining if an item is saleable. The Library Director may properly dispose of non-saleable and or unusable items. The Library Director shall report all sales or disposal of surplus items to the Library Board and reflect on the library's listing of permanent inventory and fixtures.
3. Surplus property shall first be made available for use within the library district's primary supporters (Friends of the Livingston County Library Group, The Livingston County Library Charitable Trust). If property is not of use to any supporting organization it shall be made available for sale according to the following:

Per item Anticipated Value	Required Notification	Required Approval	Type of Sale
Under \$250	Public notice in library	Library Director	Priced to sell
Over \$250 - \$999	Public notice in the main library, library web page, internet or local newspaper	Library Director	Open or closed bidding
Over \$1,000	Public notice in the main library, library web page, internet or local newspaper	Library Board of Trustees	Open or closed bidding

4. The library district may, from time to time, hold mass sales of surplus items at a central location. Public notice shall be placed in the library, or on the library's web page, or on the internet through the library's social media and/or in local papers as deemed appropriate.
5. Withdrawn supplies and unneeded materials may be sold by the library and offered to the Friends of the Livingston County Library or other supporting group. Materials not wanted by the Friends of the Livingston County Library or Livingston County Library Charitable Trust may be disposed of with the Director's approval.
6. This policy does not apply to sale or disposal of books and other library materials.
7. Disposal of computers or computer related hardware or software surplus items must be approved by the Director.
8. Revenue from the sale will be deposited into the general fund.
9. The value of items to be sold will be established by open market comparison (such as eBay, NADA, Craigslist, etc.) of similar or like items.
10. The Library Director will provide the Library Board of Trustees a once a year recap of all surplus items sold.

O. Lillian DesMarias Youth Library Gaming Policy (See Appendix K for User Agreement form) - *Approved: April 21, 2022*

The Livingston County Library welcomes teen patrons to use the gaming system installed at the library at the Lillian DesMarias Youth Library. Teens, ages 12-18, must obtain permission from a parent or guardian to utilize these services.

Purpose: Gaming is offered to make the library enticing to the teen service population, to encourage them to visit the library, to develop a love of books and reading, and to expose them to services available at the library.

Accessing the System: Anyone using the gaming system must read and agree to the Gaming Policy before using it. The rules in the policy are set up to ensure proper use of the equipment, facility, and allow fair access to our teen patrons. Failure to follow these rules of conduct will result in loss of gaming privileges. Any damages or theft that occur to the library's space, equipment, and to the gaming equipment will be the responsibility of the patron or patrons using the area at the time the damage occurs. A manual invoice may be generated to pay for damages. A letter explain the damage charges will be sent to the patron's home address. This will be handled on a case by case basis.

User Agreements and Policy:

1. Teens do not need to be a library member to use the room and equipment. However, they must have a current permission application on file (to be up-dated once a year) with guardian agreements and guardian's current address/phone number to be provided.
2. Each patron is limited to a maximum of one hour of gaming at a time, with extension at library staff discretion.
3. Patrons must sign up to use the gaming system at the front desk. Any backpacks must be left in the designated area. At the time of sign up, the patron will be given the controllers and/or other accessories that are needed to play. After play period is up, the patron must check the items back in to a staff member and sign out.
4. No more than 4 people may be in the gaming area at a time unless a special event is being held.
5. Each person will be allowed to check out one controller. One game at a time is allowed for checkout.
6. Users may only use the gaming equipment and games available at the library.
7. Patrons using the gaming area are asked to respect others using the library and keep volume and noise level low. Headphones may be required. If noise level adherence does not happen, users will be asked to end the session and try again another day.
8. Users are asked to treat the equipment, furniture, and room gently. Those users that do not treat the equipment gently or are too loud and disruptive will be asked by the staff to stop for the day. Users who repeatedly abuse the equipment or noise level will have his/her gaming privileges revoked at the discretion of the Coordinators and Director.
9. Hours will be posted for the gaming room. Users must quit and have equipment back in to the staff by the time given for the room to close.

10. The gaming system is limited to use during specified gaming hours or events. Library programs or use take precedence over individual gaming.

11. Inventory of gaming accessories will be monitored daily by the staff.

Awareness: This policy will be posted in the gaming area. A copy of the signed Gaming Policy will be kept on file by the library. Parents and teens will be given a copy of the policy upon signing of user agreement. Parents wishing to obtain a copy of the rules may obtain one from the service desk of the youth building.

P. Photography and Filming Policy, *Adopted October 20, 2022*

The Board of Trustees hereby authorizes filming and photography in the Livingston County Library Main Branch and the Lillian DesMarias Youth Library (denoted as the Library herein) with the following guidelines:

Public libraries are classified as “limited public forums,” which essentially recognizes that libraries have the ability to place “time, place, and manner” restrictions on speech and speech-related activities occurring on their property as long as the restrictions are both reasonable in nature and viewpoint neutral.

Filming and Photography Policy

Classes or events sponsored by the Livingston County Library Main Branch and the Lillian DesMarias Youth Library may be photographed or video recorded by library staff. Attendance at a Livingston County Library Main Branch and the Lillian DesMarias Youth Library sponsored class or event constitutes the consent of all attendees, and the consent of the parents or legal guardians of any minor children in attendance, to the future broadcast, publication, or other use of photographs or videos at the sole discretion of the Livingston County Library Main Branch and the Lillian DesMarias Youth Library.

The Library may utilize photos and videos from public programs and events within the Livingston County Library Main Branch and the Lillian DesMarias Youth Library, on the library’s website or social media, and in library publications. Photos, images, and videos submitted to the library by users for online galleries or contests may also be used by the library for promotional purposes. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information.

Filming and/or photography by others is 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 Library Behavior Policy.

Persons filming or photographing on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed or photographed and the consent of the parents or legal guardians of any minor children. The Library undertakes no responsibility for obtaining these releases. Presence in the Library is not consent on behalf of patrons for use of their image or likeness by any third party.

Failure to obtain releases and permissions from persons being filmed or photographed will be deemed unacceptable behavior for purposes of enforcing the Library's Behavior Policy.

Library staff shall terminate any photo session that violates Library policies or appears to compromise public safety, patron confidentiality, or security. Termination may occur at any time that the activities become basically incompatible with the normal activity of the Library's use, safety, and function.

Any consent granted pursuant to this policy to permit photography or filming may be revoked at any time upon failure to comply with terms of the policy or other rules and regulations of the Livingston County Library Main Branch and the Lillian DesMarias Youth Library.

News Media Filming and Photography

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 Director or Adult Services Coordinator or Youth Services Coordinator.

The Library does not grant permission for news media to use its facilities for stories or projects that do not relate to the Library itself. The Library disallows using Library facilities as interview venues for unrelated stories and disallows access to Library patrons for opinion polls or interviews within its facilities.

Documentary-Type Filming and Photography for Publication or Broadcast

The Library permits photography and filming of its premises and activities when the use of such involves the Library directly, i.e. books, articles, or videos about the Library itself, the Library's position as a learning destination, or as part of a piece used to describe Livingston County. Authorization must be obtained in advance from the Library Director. For commercial or media requests, please call 660-646-0547 or email director@livcolib.org.

Research Photography

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. For genealogical related materials housed in the Genealogy and/or Archives Room of the Main Library, authorization must be obtained in advance from the Library Director or Adult Services Coordinator by calling call 660-646-0547 or email director@livingstoncountylibrary.org.

Amateur Filming and Photography

Casual amateur photography and videotaping is permitted for patrons 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.

Photography 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 without advance authorization of the Library Director.

As part of its information mission and as a public service, the Library may allow for distribution of free handouts, flyers or publications provided such distribution does not negatively impact the appearance of the Library's public areas.

Q. Photograph Permission Use

Part of the Livingston County Library Archive Collection consists of photographs available for public use upon request and approval. Copyright and other information about each picture may not be clear or possible to determine. The Library provides copyright information as a service when feasible; it is still the patron's responsibility to determine and satisfy copyright and other use restrictions for materials from the Library's collections. Credit in the form of citation or acknowledgement may be required.

Photograph(s) may not be reproduced for sale or profit unless requests are approved by Library Board action. *(updated and approved 7/18/2024)*

Date: _____

Requested by: _____

Address: _____

Phone: _____

Email: _____

Photograph(s) requested: _____

Use: _____ Film _____ Video _____ Printed Publication _____ Public Display
_____ Personal Use _____ Other

Explanation: _____

Signed: _____ Date: _____

Printed name: _____

Approved by: _____

R. Suspension of Privileges for Health and Safety Reasons *Updated policy approved by the Livingston County Library Board of Trustees on 10/22/2024 Original policy approved January 2019*

It is the responsibility of the Livingston County Library and the Lillian DesMarias Youth Library (LCL) to maintain a healthy and clean environment for all library users and to protect taxpayers' investment in library collections, equipment, and property. In order to fulfill this responsibility LCL may restrict a patron's ability to borrow physical materials and/or visit library facilities when such use may jeopardize the health and safety of library facilities, collections, and patrons.

An example of a situation where borrowing of physical materials may be suspended includes, but is not limited to:

- Evidence that items on loan to a patron may have been returned with insects that are known to be damaging to library materials, or that can result in pest infestations in library facilities, i.e. roaches, silverfish, and some types of beetles.
- Evidence that items on loan to a patron may have been returned with animal urine or other noxious smells.

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

- Patrons or patron possessions with fleas, lice, or bed bugs.
- Patrons with clothing stained with urine or feces.

If library staff note a potential insect issue they will flag the patron's account to check returned material for damage upon the next visit of the patron.

After confirmation of an insect issue is noted:

- Library Director, and/or Adult Services Coordinator, and/or Youth Service Coordinator (Administration) or their designee will notify the patron of what was found and put a note on the patron record and follow the *Infestation Prevention and Response Procedures*.
- Patrons will be shown the evidence whenever possible.
- The library materials will be discarded at the discretion of the Administration.
- Patrons will be limited to checking out two items at a time for 3 months and given a Ziploc bag. They must return their items in a Ziploc bag during the 3-month period.
- The Administration or their designee will provide a handout to the patron about ways to address the issue (keep materials in closed containers or Ziploc bags when not being used, inspect them before being returned, talk with landlord or pest control company.)
- The Administration or their designee will notify patrons that if additional materials are returned with evidence of a bug infestation, library privileges will be suspended for six months.
- The patron will not be billed for damaged items the first-time evidence is noted.

The second time there is confirmed evidence of an insect issue noted:

- Administration or their designee will notify a patron of what was found and put a note on the patron record and follow the *Infestation Prevention and Response Procedures*.

- Borrowing privileges of the patron for physical materials will be suspended for six months. If the patron can provide evidence that the pest issue is resolved, the suspension will be lifted prior to the six-month period.
- Patrons will be shown the evidence whenever possible.
- The library materials will be discarded at the discretion of the Administration.
- The Administration will determine if the patron will be billed for the damaged items.

Any patron who has privileges suspended under the terms of this policy may request to have privileges reinstated when 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 residence. In some instances, proof of a change of residential address may also be accepted.

S. Cyber Security Policy *Adopted: February 24, 2025*

As a state funded and locally tax supported government agency, the Livingston County Library (LCL) is entrusted with the duty of collecting sensitive and personal information about library staff and patrons. The Library will protect information contained within its systems and services from unauthorized disclosure, modification or destruction, whether accidental or intentional. The Library will comply with Federal and State regulations regarding the duties of state and local agencies maintaining personal information systems and Federal grant awards (CFR 200.303). Additionally, because credit cards are accepted for the payment of fees, LCL will comply with the Payment Card Industry Data Security Standard (PCI-DSS).

As a member of the Missouri Evergreen Consortium (MEC), whose libraries constitute an interconnected or combined system in order to enable collaboration, the Library supports and abides by the Missouri Evergreen Policy on Personally Identifiable Information. The Library's Information Security Policy is to be used concurrently with the Missouri Evergreen Policy on Personally Identifiable Information.

➤ **Administrative Procedure**

This policy applies to all employees, full-time and part-time, temporary and permanent, and contractors and consultants who are on site. Volunteers will not be given access to patron or staff personal information.

All handling of patron records and card processing activities and related technologies will comply with this policy. Additionally, patron records are defined as personally identifiable information about an individual who has used any library service or borrowed any library materials.

The Library Director, Adult Services Coordinator and/or Youth Services Coordinator are designated to oversee the Library's Information Security Policy. They will address potential internal and external

security risks to the security, confidentiality, and integrity of personal information that could result in a compromise as follows.

➤ **Internal Risks:**

[Personal information deliberately or inadvertently given to someone via Library staff](#)

Risk is addressed through employee training and Library management. The Library Director, Adult Services Coordinator and/or Youth Services Coordinator (Managers) are responsible for ensuring that this policy and the responsibilities of their direct reports are communicated to Library staff and that the Library staff comply with this policy in the course of their staff duties.

Upon employment with the Livingston County Library, the appropriate manager will train all newly hired employees on information security policies and procedures with refresher training offered periodically during staff development sessions.

Patron records, and paper versions of library card applications will be stored securely and destroyed in upon purging record from MEC.

Cardholder records require the cardholder's legal name, current address, and a current phone number and/or email address to communicate account information to the patron. Library cardholders are assigned a unique four-digit Personal Information Number to access their cardholder account online; library staff do not have access to this number but can send a reset link.

In accordance with the Library's Cardholder Policy, cardholders are responsible for ensuring that their account information is accurate and up to date. The Library will provide information about a minor child to her/his parent, guardian or custodian.

All candidates for employment with the Livingston County Library are hired on a successful reference and/or background check. Volunteers ages 18 and older are also subject to reference and/or background checks.

Applications for employment and background check information are securely stored and subsequently destroyed after 12 months. While not considered patron or cardholder records, applications for employment for those who are not hired by the Library are also stored and destroyed according to the same policy.

Disciplinary action up to and including termination may be applied when a breach of confidentiality in regard to personal information is discovered.

[Access to personal information via a staff computer](#)

Risk is addressed with staff training and management. Only authorized users of Library equipment will have access to workstations and software where confidential information is stored. Authorized users include Library staff members and contract employees.

The Library requires unique logins for staff members on staff terminals and password protection on staff terminals.

Patrons will not be permitted access to staff terminals under any circumstances.

Volunteers will be provided access to terminals only when those terminals do not contain, or provide access to, patron confidential information.

Authorized users must notify their direct supervisor immediately if secure information, including passwords and confidential information is lost, stolen, or shared (inadvertently or otherwise) or suspected of being lost, stolen, or shared.

Authorized users will lock all computers, laptops, and mobile devices with passwords when not in use or when devices are located at unattended terminals. Users will keep secure all mobile devices in locked staff areas when not in use.

Before any equipment that stores confidential information is discarded, sold or returned, the Library will make certain that hard drives are secured or completely erased.

➤ **External Risks**

[Access to personal/patron information via an outside computer or other outside source](#)

Risk is addressed for the Missouri Evergreen Consortium (MEC) via third party vendors which are configured to protect cardholder data. The Library will also maintain a local firewall to protect against external intrusion. Unique logins and passwords are required for access to patron information.

The Library will ensure that antivirus software is maintained and regularly updated, and that regular security system checks are run.

The Library will contract only with outside service providers who are capable of maintaining appropriate safeguards to patron information. Vendor-supplied defaults for system passwords and other security parameters will not be used.

All third-party providers and vendors are required to uphold the Library's Information Security Policy.

➤ **Breach of Security**

While the Library has put into place physical, electronic, and managerial procedures in an effort to safeguard and secure the information collected to prevent unauthorized access; to maintain data security; and to ensure the correct use of information, it cannot guarantee that information collected would never be accessed by unauthorized users.

Any security breach or suspected security breach of confidential information must be reported immediately to the Library Director and contract IT service. They will investigate and respond to any suspected intrusion or firewall failure, and will notify staff of the situation.

The Library Director will take disciplinary action where appropriate, when and if error on the part of specific Library staff members are involved in the breach.

The Library Director will communicate with any impacted patrons and/or members of their staff. This will include notification of the breach and what steps, if any, the library will take to remedy the situation for the patron or staff member.

T. Digital Video Surveillance Policy *Adopted March 19, 2025*

The purpose of this policy is to establish guidelines for the placement and use of digital video cameras ("Cameras"), as well as the access and retrieval of recorded digital video images ("Video Records") at the Livingston County Library and the Lillian DesMarias Youth Library. Security cameras will be used where needed to discourage violations of the Library's code of conduct, to assist Library staff in preventing the recurrence of any violations and, for the safety and security of Library staff, patrons, and their property.

Cameras may be installed in locations where staff and patrons would not have an expectation of privacy. Examples include common areas of the Library such as entrances, near book and media collections, public seating, delivering areas and parking lots.

Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as restrooms.

Operational Guidelines

- Cameras are installed in selected indoor and outdoor locations around the building.
- A sign is posted at the Library entrance informing the public that Cameras are in use.
- Staff and patron safety are the first priorities in any threatening situation. The protection of Library property from vandalism or theft is of secondary importance. Cameras will not be installed for the express purpose of monitoring staff performance.
- Selected staff will have access to the real-time monitors, although activity may be randomly monitored.
- Video Records are stored on the Surveillance back-up drives for a minimum of 30 days.
- No Video Records will be manually deleted.

- Selected Video Records may be saved indefinitely on media separate from the Surveillance DVR.

Access to Video Records

- Only the Library Director and/or Adult Services Coordinator and/or Youth Services Coordinator or their designees(s) will have access to Video Records, which are maintained as digital video recordings on external storage hardware (the "Surveillance DVR").
- The Library Director and/or Adult Services Coordinator and/or Youth Services Coordinator or their designee may produce a copy of Video Records at the request of law enforcement or if directed to do so by a court order or subpoena.
- Library staff shall refer all inquiries to the Library Director and/or Adult Services Coordinator and/or Youth Services Coordinator or their designee.
- Staff shall make no comments as to Video Records.
- All stored images and data Video Records are considered Library Records. Any request to view images and data are immediately acted upon by the Library Director, and/or Adult Services Coordinator and/or Youth Services Coordinator or their designee as outlined in RSMo Section 182.817 (2).

U. DEBIT/CREDIT CARD ACCEPTANCE POLICY *ADOPTED: MARCH 19, 2025*

The Livingston County Library ("Library") will accept a credit or debit card as a form of payment for **transactions of \$5.00 or more** at the Library. Payment via credit/debit card can be made in person at the Circulation Desks at the Main Library location or the Lillian DesMarias Youth Library location. The third-party provider (Square, Inc.) is utilized to process the cash, checks, money order, traveler's checks, and debit/credit card transactions completed in the Library. The Library requires full payment of the transaction when a patron uses credit/debit for payment.

Debit and credit cards may be used to pay for most library fees. Examples of eligible transactions include, but are not limited to, payments for lost or damaged materials, library fee cards, photocopying, printing, donations, and other transactions. Debit and credit cards will not be accepted if the total amount due is less than five dollars (\$5.00).

The Library accepts Visa, MasterCard, American Express, and Discover.

Security

The Library reserves the right to refuse service or cancel transactions at any time if fraud or an unauthorized or illegal transaction is suspected. **The Library reserves the right to request government issued photo identification to verify the cardholder.** Completion of a payment transaction is contingent upon both the authorization of payment by the applicable debit/credit card company or financial institution and acceptance of payment by the Library. In the event that a debit/credit card payment is unable to be processed, the Library may hold the patron responsible to provide payment via cash or check for the full amount due plus any fees incurred by the Library.

Prohibited Activities**The Library will not:**

- **Accept payment cards for cash advances or cash back**
- **Discount fines or fees based on the method of payment**
- **Refund in excess of original amount**
- **Accept payments over the phone or via email**
- **Accept split-tender transactions (using two or more forms of payment)**
- **Accept debit/credit cards for Friends of the Library memberships, bad check fees, or interlibrary loan invoices from other libraries.**

Payment Receipt

The patron will receive a paperless receipt by entering a valid email address or mobile phone number during the transaction. A paper receipt will be provided by Library staff only upon request.

Refunds

When a fine or fee has been paid using a debit/credit card and a refund is necessary, the refund must be credited to the account that was originally charged. **Debit/Credit card refunds cannot be made more than 60 days after the transaction. Refunds may take up to 14 days to process as per Square, Inc.** If a refund is deemed necessary after the 60 days, a refund may be made via check issued by the Library. The Library Director and/or Office Manager/Bookkeeper and/or Adult Services Coordinator and/or Youth Services Coordinator are authorized to make refunds.

Chargebacks/Disputes

In the event that the Library is notified of a dispute, the Director and Office Manager/Book-keeper will investigate the transaction and respond as necessary. In the event of a refund, it may take up to 14 days to process, as per Square, Inc.

Privacy Statement

The Library respects the cardholder's privacy. Debit/credit card transaction details collected are encrypted at point of swipe. Square, Inc. complies with all required Payment Card Industry Data Security Standards (PCI-DSS). For more information, visit <http://squareup.com/security>. The Library will have access only to the last four digits of the debit/credit card number used in the transaction. The Library does not retain payment card data on the mobile device or within the application. This information will be used only for transaction retrieval, is kept private and is not used for any other purpose. Transaction information is available until the Library terminates its account with Square, Inc. For information regarding how Square, Inc. uses the cardholder's information, refer to the Square privacy policy at <https://squareup.com/legal/privacy>.

Disclaimer

By processing, the cardholder agrees to accept and assume all risks and responsibilities for any losses or damages that may arise from the use of this payment service and releases the Livingston County Library and the Lillian DesMarias Youth Library from all liability.

Appendix A Lending Policy

Presenting a library card when checking out is the preferred method for circulating items. If a Library card is not available and a patron is not immediately recognized, verification of patron by presenting driver's license, confirming birthday or address is acceptable.

1. To obtain a library card at no charge, a person must live in or own property in Livingston County. Proof of identity and residency is required.

2. Persons who are not Livingston County residents may purchase a library card at a cost of \$40 per year or \$12 for 12 weeks. Proof of identity and address is required. All residents at that household who are eligible are covered.

3. Non-residents owning property in Livingston County may present a current property tax receipt.

4. Patrons must notify the library immediately of any changes in name, address or phone.

5. Patrons are responsible for all materials checked out on their library cards and any fees or replacement charges. Lending a library card to another person is discouraged. Exceptions may be made if it can be verified that a visiting relative or caregiver has the permission of the cardholder and will be using the card for a limited time.

6. The owner of a business in Livingston County which pays property tax may obtain a library card. The application must be signed by the chief executive officer and the business will be financially responsible for any fees or replacement charges associated with that card. The business shall provide and maintain a list of employees eligible to use the card. This list is updated every year.

7. An organization in Livingston County which does not pay property tax may obtain a library card. The application must be signed by the chief executive officer and the organization will be financially responsible for any fees or replacement charges associated with that card. The organization shall provide and maintain a list of employees eligible to use the card. This list is updated every year.

8. A school in Livingston County may obtain a library card. The application may be signed by the school's administrator and the school will be financially responsible for any fees or replacement charges associated with that card. The school shall provide and maintain a list of staff members eligible to use the card. This list is updated every year.

9. A school outside of Livingston County may obtain a library card at a cost of \$40 per year or \$12 for 12 weeks. The application must be signed by the school's administrator and the school is financially responsible for any fees or replacement charges associated with the card. The school shall provide and maintain a list of staff members eligible to use the card. This list is updated every year.

10. If a library card is lost, the library should be notified immediately. Once the library has been notified, the card will be immediately invalidated. Only one free replacement card is permitted per year, after that a fee of \$2.00 is assessed to replace a library card.

11. Patrons are encouraged to return items check out on or before the due date. Items are checked out for 21 days. A short grace period is given before restrictions are placed on the record of a patron with overdue materials. Patrons with overdue materials, beyond this grace period, are required to return them before additional items may be obtained. An attempt will be made to notify a patron when an item is overdue, but it is the patron's responsibility to return items on time.

12. A patron who loses library material(s) is required to reimburse the library for the replacement value of the item(s).

13. The Library assumes no responsibility for damage resulting from the use of library materials or

equipment.

14. The Director may consult with the proper legal authority in regard to the prosecution of a patron with overdue materials pursuant to RSMo 570.200 to 570.215.

15. Should an individual repeatedly fail to return materials on a timely basis, the Director may limit the number or value of items checked out by that person.

16. Failure to comply with these policies or attempts to circumvent the policies will result in the loss or denial of library privileges.

Appendix B Patron Conduct Policy

The Livingston County Library's purpose is to serve patrons who wish to use the Library's services and premises. Library patrons have the right to use library materials and facilities without being disturbed or impeded by others. Library staff members have the right and obligation to perform their job duties efficiently and without interference from others. Patrons and staff have the right to safety and comfort in the Library and on Library property.

The following code of conduct was created to ensure that services are provided in a safe and pleasant environment. The Library Board and Director are responsible for determining rules of behavior necessary to protect the rights, safety and comfort of library patrons and staff. Library staff members are authorized to courteously, but firmly, enforce these rules. The Code of Conduct applies to all persons using the Library; children, young adults and adults. It also applies to activities in the Library and on Library property. The Livingston County Library will uphold all state laws and local ordinances in regard to public behavior.

Livingston County Library Code of Conduct:

In general, behavior that violates the law, interferes with the use and enjoyment of the Library by others and behavior that interferes with Library employees in the performance of their duties, is prohibited.

Parents/guardians or designated chaperones are responsible for the behavior and safety and well-being of children while at the Library. Children must be able to function independently to be at the Library unattended. The Library should never be used for "babysitting" purposes.

Eating is prohibited in the Library, except in the meeting rooms, and drinking is allowed if beverage is in lidded or covered container.

Smoking, electronic cigarettes and other tobacco products are prohibited in all areas of the Library. Smoking is also prohibited within 20 feet of the doors outside of the Library as defined by City Ordinance

The use of alcohol and drugs is prohibited on Library property.

No weapons of any kind may be brought into the Library except by law enforcement.

Library users must wear footwear, shirts and other proper attire. Clothing containing offensive images or language is prohibited in the library.

Loitering not allowed.

No one may threaten, harm, endanger or harass staff and other patrons. Harassment, includes but is not limited too inappropriate touching or comments, or other behavior of a personal nature that may be deemed offensive.

Running, fighting, roughhousing or other disruptive behavior is not permitted.

Loud, offensive, threatening or abusive and profane language is not permitted.

Defacing, damaging or destroying library property, including but not limited to furniture, books and materials and equipment, is prohibited.

Disruptive use of cell phones and other electronic equipment shall not be permitted.

Solicitation by outside parties is prohibited.

Lack of personal hygiene so offensive as to disrupt the use of the Library by other patrons shall not be permitted.

Prolonged or chronic sleeping is not permitted in the Library.

Patron concerns should be brought to the attention of the Library Director.

Depending on the seriousness of the infraction, any patron who violates any of these Rules of Conduct may be banned from the Library for a period of up to one year.

Suspension of Library Privileges

The staff may suspend the Library privileges of a patron, including access to activities, services, or facilities, without prior approval of the director if the situation is a serious offense and constitutes a violation of the Livingston County Library policies. Examples of serious offenses include but are not limited to: verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct, or any behaviors that threaten the safety and security of staff and/or patrons. The staff member shall call the Police Department rather than place themselves, other staff members, or patrons in a threatening situation.

- The staff member may issue an immediate suspension order by requesting that the offending person leave the Library immediately. If the person refuses to leave Library premises, the Police Department should be called at the non-emergency number 646-2121. Call 911 if situation becomes threatening.
- For offenses that do not require immediate suspension of privileges, the offending patron will be issued a warning. Staff shall verbally notify the patron of the action and request that he or she leave the Library premises. If the patron is banned 3 consecutive days he/she will be suspended.

- Initial suspension of privileges is left to the discretion of the director, but should not exceed 3 months. If behavior continues after suspension has been served, the director will consult with the board and determine if a longer suspension or permanent ban should be implemented.
- An Incident Report shall be written immediately and given to the Library Director for logging and review. Incident Reports shall be written for all suspension orders and verbal actions.

Right of Appeal

A patron with suspended privileges may appeal a suspension in writing to the Library Director within 14 days of the date of the suspension. The patron must state clearly why he/she believes that his/her privileges should be restored.

The Library Director will respond to the appeal in writing within 14 days of the date the appeal was received.

The decision of the Library Director is final.

Appendix C Request For Review of Library Materials

Author_____

Title_____

Publisher & Copyright Date_____

Request Initiated By_____

Address_____

Phone_____

Do you represent yourself_____An organization (specify)_____

To what in the work do you object_____

Did you read the entire work?_____ If not, what parts?_____

What do you feel might be the result of reading this work?_____

For what age group would you recommend this work?_____

What do you believe is the theme of this work?_____

Are you aware of any evaluation of the material by reviewers or critics?_____

In its place, what material would you recommend?_____

(Signature)

(Date)

Appendix D Internet Policies and Guidelines

Livingston County Library

Approved February 20, 2014

1.0 Overview

In adopting the Patron Acceptable Use Policy, the Board of Directors of Livingston County Library is trying to protect its, employees, patrons, partners and the Library from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts, web browsing, and FTP, are the property of Livingston County Library. These systems are to be used in serving the interests of the Library, and of our patrons in the course of normal operations. Please review the Library Policies for further details.

In addition to these policies, Livingston County Library has accepted and approved the Acceptable Use Policy of MORENet (www.more.net/about/policies/aup.html) which may further define the responsibilities and limitations of the use of the library network and computers.

Effective security is a team effort involving the participation and support of every Livingston County Library employee and any patron who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

2.0 Scope

Patrons who use the computers or network of Livingston County Library agree that by using these facilities they will comply with, be subject to and grant the Library the right to implement this policy and conditions of use.

This policy applies to all patrons or visitors who use the computers or network and includes all equipment owned or leased by the Livingston County Library.

3.0 Security

1. The Library expects that all use of electronic information resources such as the Internet will be responsible, ethical and consistent with the purpose for which these resources are provided. This includes:
 - a. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
 - b. Respecting the privacy of others using the public computers and network by not interfering with their use.
 - c. Making only authorized copies of copyrighted or licensed software or data.
 - d. Not making unauthorized changes to the setup or configuration of the software or hardware.
2. For security and network maintenance purposes, authorized individuals within the Livingston County Library may monitor equipment, systems and network traffic at any time.
3. Users should not expect total privacy of electronic mail or anything transmitted across the Internet. System administrators may see the contents of e-mail due to addressing errors or as a result of maintaining the network.
4. Users should not expect complete privacy of items that they print. Staff and other patrons can, at times, view what others print.
5. All web activity can be, and in some cases is, logged. The Library reserves the right to view such logs. Such logs are usually kept for 7 to 10 days.

6. It is also the policy of the Library to limit or deny the downloading of Internet scripts and or controls (Java, ActiveX, etc.).
7. For security reasons attaching electronic devices to the Library's internal network, or phone system is prohibited.

4.0 Patron Use

1. The Library provides "Public" computers and a network for access to the Internet as an informational, educational and recreational resource.
2. Reservations for the "Public" computers are on a first-come, first-served basis.
3. A valid Livingston County Library card and a signed consent form (for patrons under 18) are required to use a library computer.
4. "Public" computers may be reserved for a session of 1 hour per day. Reservations are canceled if the computer is not checked out within 10 minutes of the beginning of the session. Sessions may be extended beyond the reservation period if there is not one waiting to use computer. Special consideration is also given to patrons taking online exams, doing homework or applying for jobs. Patrons should notify staff to request special consideration.
5. Patrons must inform a library staff member that they want to continue their session if they leave a computer prior to the expiration of their reserved time. Computers may be checked out to another patron if it is not in use.
6. A "Reference" computer is available for patrons with or without a valid Livingston County Library card for approximately 15 minutes. The "Reference" computer is generally not available for patrons who have used or made a reservation for the "Public" computers, except to briefly check email.
7. The Library provides wireless access to patrons who wish to bring in their own devices to access the Internet. Patrons using the Library's wireless access must abide by the Wireless Network Access Policy.
8. Patrons may print pages from the computers.
9. Files may be downloaded to a USB thumb drive, CD/DVD or other storage device.
10. An anti-virus program is installed on all computers. However, the software may not prevent the spread of all viruses, worms or other damaging programs.
11. Livingston County Library is not responsible for damage to a patron's disk, computer or other device, or for any loss of data, damage, or liability that may occur from patron use of the library's computers or wireless access.
12. Filtering software is installed on all library computers in accordance with state and federal laws. Patrons who are 18 years of age or older may request that filtering software be disengaged during their reserved time.
13. Patrons agree to observe local, state and federal laws as they apply to individual use of electronic systems and are solely responsible for violations they or their legal dependents commit. Acts contrary to local, state or federal laws may result in disciplinary action or consultation with appropriate legal authority.
14. Patrons are not allowed to view or print material that is pornographic for minors as defined in section 573.010 RSMO.
15. The Livingston County Library assumes no responsibility for the use of the Internet by children. Subject to the above restrictions, it is the responsibility of the user (or the parent/guardian) to determine what is appropriate. Parents are advised to supervise their children's Internet sessions.
16. The Livingston County Library does not vouch for or endorse the viewpoints of electronic information.
17. Library staff is unable to provide in-depth training concerning Internet computer jargon, search strategies or personal computer use.
18. Requests for the purchase and installation of software, services or hardware may be submitted to the Director. Livingston County Library reserves the right to either accept or deny such requests.
19. Users may not add software that requires the administrative account.
20. Violation of these policies, misuse or abuse of Library computers or Internet access may result in restriction or suspension of library privileges.

Wireless Network Access Policy

(Approved February 20, 2014)

The Library offers FREE wireless access (aka "hot spots" & "WiFi") for library patrons to use with their own personal notebooks, laptops and other mobile devices. This access point is unsecured, accessible only during normal library hours and is unfiltered. A patron's use of this service is also governed by the **Patrons' Acceptable Use Policy for Computer Equipment, Internet and Network Access Policy**.

NOTE:

As with most public wireless "hot spots," the library's wireless connection is not secure. There can be untrusted parties between you and anybody with whom you communicate with, and any information being transmitted could potentially be intercepted by another wireless user. Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords and any other sensitive information) while using any wireless "hot spot." Please take appropriate precautions when using this service.

Library staff can provide general information for connecting your device to the wireless network, but cannot troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration. The Library cannot guarantee that your device will work with the Library's wireless access points.

All wireless access users should have up-to-date virus protection on their laptop computers or wireless devices. The library will not be responsible for any information (i.e. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.

All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided.

Use of the Library's wireless network is entirely at the risk of the user. The library disclaims all liability for loss of confidential information or damages resulting from that loss.

Appendix E Meeting Rooms – revised 6/15/2023

RUDDY SMITHSON ROOM - holds up to 12 people. Table and chairs are in this room and may be moved to suit the needs of the group.

FEDERAL COURTROOM - holds 75 to 100 people. Table and chairs are stored in this room and may be set up by the group using the room.

The meeting rooms of the Livingston County Library are made available to adult groups and adult-sponsored youth organizations on a first-come, first-served basis. The Library will not reserve space for more than 4 weeks in advance for any group requiring meeting room space on a weekly basis or more than 6 months for a group requiring meeting room space on a monthly basis. Because the library's meeting facilities are in heavy demand by community organizations and groups, the library's meeting rooms are not available for private functions. These functions include, but are not limited to, parties, family reunions, weddings, or receptions not open to the general public.

For compliance with the Secretary of State's Rule #15 CSR 30-200.015 effective May 30, 2023, "No event or presentation shall be held at the library without an age appropriate designation affixed to any publication, website, or advertisement for such event or presentation" when using the library spaces.

Reservations must be made in advance and are subject to the following conditions:

1. The purpose and objective of the group must be in the public interest and appropriate for the facility as determined by the library director. Further, except at events sponsored by the Livingston County Library or its Friends of the Library organization, no books or other items may be offered for sale to attendees without permission from the Library Board of Trustees.
2. Reservations will not be considered firm until an application has been completed. In the event that a meeting is cancelled, the library must be notified.
3. Smoking or use of tobacco products is not permitted in the building.
4. All meetings must be during regular library hours and must be concluded 15 minutes prior to closing, unless special arrangements are made with the library director. If the library director approved a meeting to extend beyond normal closing time of the library, the staff will lock exterior doors and the person in whose name the room is reserved will be expected to escort all attendees out of the building when the meeting is finished. All lights and electrical appliances should be turned off. Should any damage occur after the library is closed, repair costs will be billed to the person in whose name the room is reserved.
5. The library will not charge fees for the use of the meeting room for residents of Livingston County or agencies, civic groups or school-affiliated groups from Livingston County. Fees for non-residents are \$100 per day.

To qualify for “resident” status, a group must:

1. have an official address in Livingston County
- OR
2. have at least 50% of its attendees residing in Livingston County.

6. A kitchenette with a refrigerator, microwave and sink are available to those wanting to serve food or drinks. Use of food and drink must be approved by the library director prior to the event. No alcoholic beverages shall be served on library premises. Red punch or other staining beverages are prohibited in the meeting rooms. No open flame, hot plates or candles can be used without prior approval from the director.

7. The library makes available the following equipment: chairs, tables, multimedia projector and projection screen. Groups using any of the aforementioned equipment assume full responsibility for any damage. Multimedia projector and screen require separate check out. It is the responsibility of the group to set up tables and chairs to their specifications and also to return the room to the previous set up.

8. Any damage or extra cleaning that is required after an event will be charged at the actual cost of cleaning, repair or replacement.

9. The Board of Trustees of the Livingston County Library shall be the final authority in charging or waiving fees and in granting or refusing permission for the use of the meeting rooms.

Appendix F-Equipment Use**Livingston County Library
Equipment Rental Agreement**

Requirements for checkout:

- 18 years of age or older • Must be registered Library user for at least one month
- Valid library card in good standing • Checkout and return of all items at main desk must be done in person & during library hours

Name: _____ Today's Date _____

Name of Organization: _____ Profit or Not for Profit: _____

Date of Rental (items can not be rented for longer than 2 business days): _____

Due Date: _____

Fee of \$25 for a for Profit organization or purpose

Fee Paid: _____

Late fee = \$5 per day, per item

Library Card Number _____

Telephone Number _____

To give all organizations an opportunity to use the equipment, groups may not reserve equipment on a regular basis for more than 4 weeks.

OFF-SITE EQUIPMENT CHECKOUT: Location of use: _____

- ☐ Multimedia projector ☐ 4 foot projection screen
☐ 5 foot projection screen

IN-LIBRARY EQUIPMENT CHECKOUT:

- ☐ TV with DVD/VCR on cart with attached extension cord
☐ Multimedia projector ☐ Laptop computer
☐ 4 foot projection screen ☐ 5 foot projection screen

I will return the materials in person on the agreed upon date to the Livingston County Library main desk during open hours and agree to wait while library staff assesses the condition of the equipment.

I understand that I am responsible for the use and care of the equipment for the duration of checkout, including late fines as well as the cost of repair or replacement in the event of loss or damage.

Signature: _____

Date: _____

FOR LIBRARY USE:CHECK OUT: ☐ Contents checked DATE: _____ INITIALS OF STAFF: _____CHECK IN: ☐ Contents checked ☐ Condition checked ☐ Fines: \$ _____

Problems reported by patron: _____

Appendix G. American Library Association Statements

The following statements issued by the American Library Association are endorsed by the Livingston County Library and its Board of Trustees. It is recognized that this statement is compatible with the goals and objectives of the Livingston County Library and that it serves as an added guidance in the use and development of the collection and other resources.

Freedom to Read

a. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

b. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.

c. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

d. 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.

e. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

f. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachment upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

g. 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.

Library Bill of Rights

a. 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.

b. 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.

c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

d. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

e. A person's right to use a library should not be denied or abridged because of origin, age, background or views.

f. Libraries which make exhibit spaces and meeting room 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.

Appendix H. Sunshine Law Resolution

WHEREAS, Section 610.023.1, RSMo, provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and

WHEREAS, Section 610.026, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

WHEREAS, Section 610.028.2, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote.

NOW, THEREFORE, BE IT RESOLVED:

1. That the Library Director be and hereby is appointed custodian of the records of the Livingston County Library and that such custodian is located at 450 Locust, Chillicothe, MO.
2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.
3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: 10¢ per page for paper copies.
4. That it is the public policy of the Livingston County Library that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
5. That the Livingston County Library shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

Adopted by the Livingston County Library Board on this day, February 20, 2014.

Appendix I:**Mobile WiFi Hotspot Lending Program Agreement**

WI-FI HOTSPOT #: _____

CHECK IN Due Date: _____

I understand and agree to the Livingston County Library Mobile Wi-Fi Hotspot Lending Policy when borrowing a Mobile Wi-Fi Hotspot Kit. By signing this agreement, I accept the loan policy stating that I am responsible in returning this equipment to the Livingston County Library in good working condition, free of damage and responsible for International Roaming charges accrued due to data usage outside of the United States.

CHECK-OUT -- PATRON (Please fill out the fields below.)

Full Name (Print): _____

Library Card Number: _____

Cell Phone Number: _____

Email: _____

Signature: _____

Date: _____

CHECK-OUT -- STAFF MEMBER (Please fill out the fields below.)

Staff Member: please check off to indicate that all pieces of the Mobile Wi-Fi Hotspot Kit are present at the time of check-out. Initial and date below.

CHECK-OUT DATE: _____

Wi-Fi Hotspot: _____ USB Type-C Charging Cable & AC Adaptor: _____

Instruction Guide: _____ Carrying Case: _____

Livingston County Library Staff Member Initial and Date: _____

CHECK-IN -- STAFF MEMBER (Please fill out the fields below.)

Staff Member: please check off to indicate that all pieces of the Mobile Wi-Fi Hotspot Kit are present at the time of check-in. Initial and date below.

CHECK-IN DATE: _____

Wi-Fi Hotspot: _____ USB Type-C Charging Cable & AC Adaptor: _____

Instruction Guide: _____ Carrying Case: _____

Livingston County Library Staff Member Initial and Date: _____

Appendix J:

Livingston County Library Electronic Device Lending Program Agreement

Electronic Device #: _____

CHECK-OUT DATE: _____

CHECK-IN DATE: _____

I understand and agree to the Livingston County Library Electronic Device Lending Policy when borrowing an Electronic Device Kit. By signing this agreement, I accept the loan policy stating that I am responsible in returning this equipment to the Livingston County Library in good working condition, free of damage and responsible for International Roaming charges accrued due to data usage outside of the United States.

CHECK-OUT -- PATRON (Please fill out the fields below.)

Full Name (Print): _____

Library Card Number: _____

Cell Phone Number: _____

Email: _____

Signature: _____

Date: _____

CHECK-OUT -- STAFF MEMBER (Please fill out the fields below.)

Staff Member: please check off to indicate that all pieces of the Electronic Device Kit are present at the time of check-out. Initial and date below. Note device number, check-out date and check-in date at top of page.

Electronic Device: _____ USB Type-C Charging Cable & AC Adaptor: _____

Mouse & USB: _____ Carrying Case: _____

Livingston County Library Staff Member Initial and Date: _____

CHECK-IN -- STAFF MEMBER (Please fill out the fields below.)

Staff Member: please check off to indicate that all pieces of the Electronic Device Kit are present at the time of check-in. Initial and date below.

Electronic Device: _____ USB Type-C Charging Cable & AC Adaptor: _____

Mouse & USB: _____ Carrying Case: _____

Livingston County Library Staff Member Initial and Date: _____

Appendix K:**Lillian DesMarias Youth Library Gaming Policy User Agreement**

The Livingston County Library welcomes teen patrons to use the gaming system installed at the Lillian DesMarias Youth Library. Teens, ages 12-18, must obtain permission from a parent or guardian to utilize these services.

Purpose: Gaming is offered to make the library enticing to the teen service population, to encourage them to visit the library, to develop a love of books and reading, and to expose them to services available at the library.

Accessing the System: Anyone using the gaming system must read and agree to the Gaming Policy and Rules before using it. The rules in the policy are set up to ensure proper use of the equipment, facility, and allow fair access to our teen patrons. Failure to follow these rules of conduct will result in loss of gaming privileges. Any damages or theft that occur to the library's space, equipment, and to the gaming equipment will be the responsibility of the patron or patrons (and their guardian) using the area at the time the damage occurs. A manual invoice may be generated to pay for damages. A letter explain the damage charges will be sent to the patron's home address. This will be handled on a case-by-case basis.

User Agreements and Policy:

1. Teens do not need to be a library cardholder to use the room and equipment. However, they must have a current permission application on file (to be up-dated once a year) with guardian agreements and guardian's current address/phone number to be provided.
2. Each patron is limited to a maximum of one hour of gaming at a time, with extension at library staff discretion.
3. Patrons must sign up to use the gaming system at the front desk. Any backpacks must be left in the designated area. At the time of sign up, the patron will be given the controllers and/or other accessories that are needed to play. After play period is up, the patron must check the items back in to a staff member and sign out.
4. No more than 4 people may be in the gaming area at a time unless a special event is being held.
5. Each person will be allowed to check out one controller. One game at a time is allowed for checkout.
6. Users may only use the gaming equipment and games available at the library.
7. Patrons using the gaming area are asked to respect others using the library and keep volume and noise level low. Headphones may be required. If noise level adherence does not happen, users will be asked to end the session and try again another day.
8. Users are asked to treat the equipment, furniture, and room gently. Those users that do not treat the equipment gently or are too loud and disruptive will be asked by the staff to stop for the day. Users who repeatedly abuse the equipment or noise level will have his/her gaming privileges revoked at the discretion of the Coordinators and Director.
9. Hours will be posted for the gaming room. Users must quit and have equipment back in to the staff by the time given for the room to close.

10. The gaming system is limited to use during specified gaming hours or events. Library programs or use take precedence over individual gaming.

11. Inventory of gaming accessories will be monitored daily by the staff.

Awareness: This policy will be posted in the gaming area. A copy of the signed Gaming Policy will be kept on file by the library. Parents and teens will be given a copy of the policy upon signing of user agreement. Parents wishing to obtain a copy of the rules may obtain one from the service desk of the youth building.

USER AGREEMENT

I, _____, (User's first and last name) agree to the above policies and will abide by the Gaming Rules as stated above.

I, _____, (Guardian's first and last name) agree that my child will agree to the above policies and will abide by the Gaming Rules as stated above. I am aware my child will have access to the below listed games and that I am financially responsible for damage that may occur while my child is using the gaming equipment and space.

Mailing Address: _____

Guardian Phone Number: _____

Guardian Email:

* * * * *

Teen Phone Number:

Teen

Email: _____

Games Available (Switch Platform):

- MarioKart 8 Deluxe
- Super Smash Bros Ultimate
- Super Mario Maker 2
- Super Mario Party