

Walker River Paiute Tribe

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RESOLUTION OF THE GOVERNING BODY OF THE WALKER RIVER PAIUTE TRIBE

RESOLUTION NO. WR-47-2025

BE IT RESOLVED BY THE TRIBAL COUNCIL OF THE WALKER RIVER PAIUTE TRIBE THAT:

WHEREAS, the governing body of the Walker River Paiute Tribe of Nevada is organized under the provisions of the Indian Reorganization Act of June 1934 (48 Stat. 984) as amended; and

WHEREAS, the Walker River Tribal Council (“Tribal Council”) is the governing body of the Tribe and is responsible for safeguarding and promoting the peace, safety, morals and general welfare of Tribal members and the residents of the Walker River Indian Reservation (“Reservation”); and

WHEREAS, the Tribal Council believes it is therefore vitally important to establish policies, guidelines, and procedures for the relationship between the Tribal Council, Tribal Administration, and Tribal Employees that are fair and equitable for all concerned;

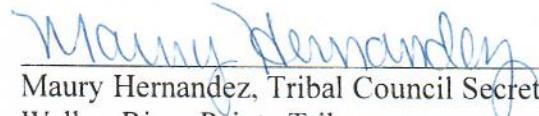
WHEREAS, the Tribal Council also oversees the operations of the Technology Center, which houses the Tribal Library and serves as a vital resource for the community by providing access to educational materials, technology, and public programming; and

WHEREAS, the Library within the Technology Center is intended for the benefit of Tribal members and the general public, supporting lifelong learning, cultural enrichment, and equitable access to information for all community members;

NOW THEREFORE BE IT RESOLVED, that the Walker River Tribal Library Policies and Procedures are hereby approved with updated verbiage and processes as guiding operations, ensuring equitable access to resources and services, promoting a safe and positive environment, and clarifying the library's mission and values to both staff and the public.

CERTIFICATION

It is hereby certified that the foregoing Resolution of the Walker River Paiute Tribal Council, composed of seven members of whom 5 constituting a quorum were present at a meeting held on the 12th day of June, 2025, and that the foregoing resolution was adopted by the affirmative vote of 5 FOR, 0 AGAINST, and 0 ABSTENTIONS pursuant to the authority contained in the Constitution and By-Laws of the Walker River Paiute Tribe of Nevada, approved on March 26, 1937.



Maury Hernandez, Tribal Council Secretary
Walker River Paiute Tribe

POLICIES AND PROCEDURES
WALKER RIVER TRIBAL LIBRARY
SCHURZ, NEVADA

All library policies and procedures support the Walker River Tribal Library's mission statement and are approved by the Board of Education, which is appointed by the Tribal Council of the Walker River Paiute Tribe.

6-12-25

Date:



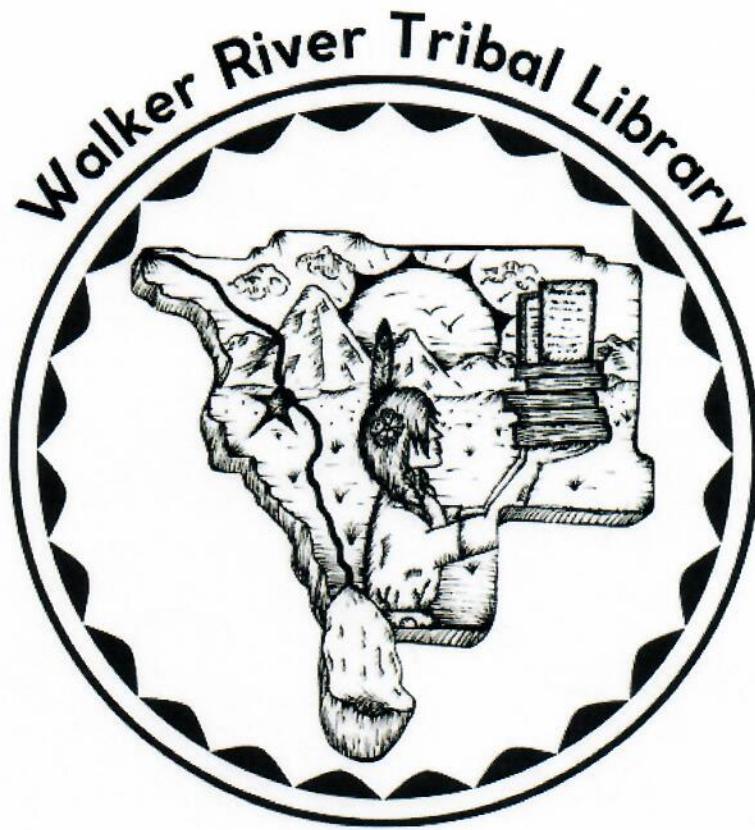
Lance West, Chairman
Board of Education

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I. MISSION STATEMENT:

Welcome to the Walker River Tribal Library, where we are dedicated to enriching our community and nurturing the potential of every individual, especially our adolescents and youth. Our mission is to provide informational competence in essential areas that matter most to you. Here, you will discover a treasured trove of resources focused on academic and career exploration, life-readiness skills, and pathways to success. We believe in the power of community engagement and are dedicated to fostering connections that strengthen our collective spirit. At the heart of our library lies a commitment to preserving and celebrating our cultural heritage. We integrate community-based and cultural knowledge into our programs, reinforcing the sovereignty of our tribal learning traditions. Our vision encompasses holistic learning for everyone, ensuring a bright future for all members of our community. Join us on this journey of growth and discovery!

II. POLICY STATEMENT

The Walker River Tribal Library Policy Manual ensures that the library operates according to the professional standards outlined in the American Library Association's Bill of Rights and Code of Ethics. This policy grants the library staff and the Education Director the authority to implement any necessary changes to maintain compliance with all relevant laws, regulations, and guidelines set by governing bodies that impact the operation of the Walker River Tribal Library. Any changes made will be presented to the Board of Education for approval or rejection during regular meetings.

The Walker River Tribal Library shall hereby provide the following:

- A. Provide essential direct and indirect support to library patrons, including students, staff, and community members of all ages.
- B. Provide input and to be responsible, at varying levels, for implementing and applying library programs and services.
- C. Address issues related to the full range of informational needs and concerns of the library patrons.
- D. Work with fellow department staff of the Walker River Paiute Tribe to develop instructional programs and services that thrive on informational competence.

III. DRUG AND ALCOHOL-FREE STATEMENT

In compliance with section 7.4 Substance Abuse Policy and Procedures of the Walker River Paiute Tribe Human Resources Policies and Procedures, *“due to the adverse effects on personal health and the increased probability of accidents in the workplace, the Walker River Paiute Tribe has established that all sites of Tribal operations shall be a drug and alcohol-free workplace.”*

The Walker River Tribal Library is dedicated to ensuring a safe, high-quality, and productive environment for all its patrons. The misuse of alcohol and drugs poses a significant threat to the health and safety of both library staff and patrons, as well as to the security of the library's equipment and facilities. Therefore, the Walker River Tribal Library is dedicated to preventing the use and misuse of drugs and alcohol by prohibiting them in all library spaces and at any events hosted through its programs.

IV. SCOPE

The Walker River Paiute Tribe's library policies and procedures apply to all users, whether in person or online, and to everyone who works in the library, whether paid or volunteer.

V. LIBRARY STAFF

The Walker River Tribal Library is managed by the Communal Library Specialist, who operates under the guidance and supervision of the Education Director of the Walker River Paiute Tribe. The Education Department is responsible for overseeing the Walker River Tribal Library program. This program will adhere to the established chain of command as outlined in the Walker River Paiute Tribe's Human Resources Policies and Procedures, effective December 14, 2017, along with any subsequent amendments.

VI. CONFIDENTIALITY

The Walker River Tribal Library protects the privacy of library patrons, staff members, and volunteers. The library will maintain the confidentiality of personal information such as addresses and phone numbers and any information that would associate any library patron's name with any specific materials inquired about or used, including print, electronic, or other media. The library will not give this information to individuals or any public or private agency unless required to do so by law.

VII. CONDUCT IN THE LIBRARY

All library patrons and staff are expected to conduct themselves in a safe, legal, and respectful manner, including with respect to property and materials belonging to the library and noise levels in the library. Children under 18 years of age are expected to comply with the policy on conduct. Those who do not comply may be asked to leave the library and may have their privileges revoked.

VIII. RESPONSIBILITY

The responsibilities for implementing the Walker River Tribal Library Policies and Procedures are delegated to the library and Education Department staff members who are under the supervision of the Education Director of the Walker River Paiute Tribe.

IX. NEW LIBRARY PATRONS

To maintain accurate recordkeeping and tracking usage of the Walker River Tribal Library, new library patrons must complete a registration form. Signature and attestation verify the new library patron has read and understood the Walker River Tribal Policy Manual. Patrons under the age of 18 must complete the information regarding a parent (or guardian) at the bottom of the form, and a parent or guardian must sign the form.

(form, see New Library Patron Registration at the end of Policy Manual)

X. RIGHT TO REFUSE SERVICE

The library is committed to providing a positive environment for all its patrons and must, therefore, manage disruptive behavior in a professional and timely manner. Consequently, the Walker River Tribal Library reserves the right to refuse service to any user who disrupts the library's use, misuses machines or equipment, or shows disrespect to library staff or other patrons.

Irresponsible behavior includes but is not limited to the following:

- Rudeness, including loud and offensive language
- Unreasonable demands for service
- Being under the influence of controlled substances or alcohol
- Threatening or erratic behavior

Any library staff member can exercise the right to refuse service when confronted by a library patron acting irresponsibly. If necessary, the Walker River Police Department will assist by sending deputies to have the problem patron escorted from the library, in which case an incident report must be filed. Individuals who continue to abuse library staff and services may require additional corrective action, including being banned from library facilities or events hosted through library programs. The Education Director may ban a patron temporarily or permanently from the library facilities if a police report must be filed because of the patron's inappropriate behavior.

(form, see Refusal of Service at the end of Policy Manual)

XI. UNATTENDED CHILDREN 12 AND UNDER

No child aged 12 or under may be left in the library unattended or without appropriate supervision. Exceptions may be made in individual instances. The library staff members do not have custodial responsibility for unattended children. The library staff assumes no liability for unattended children. If a child is left in the library for more than one hour, or if a minor is left at the library at closing, the staff can try to reach the child's known parent/guardian. If the staff cannot locate the parent/guardian, the Walker River Tribal Police Department will be contacted. When a child is left at the library and the police are contacted, that department may take the child into protective custody.

XII. FOOD

Eating or drinking is NOT permitted in the Walker River Tribal Library; however, a capped water bottle may be carried and consumed. NO food or drinks are allowed at any of the public computer stations.

XIII. ANIMALS

No animals are allowed in the Walker River Tribal Library except for service animals trained to assist those with a disability. Animals should not be left unattended on library grounds. Staff may ask a person to remove from the library any service animal when that animal's behavior poses a direct threat to the health or safety of others.

XIV. USE OF LIBRARY – PROGRAMS/ACTIVITIES/SERVICES

The Walker River Tribal Library educational programs and activities, including workshops/trainings, will be open to the public and free of charge. The Education Department operates and manages the library program through existing budgets and shall only charge monetarily for the following public services:

Copier/Faxing/Laminating Services:

Black and White copies: \$.10 per page

Color copies: \$.25 per page

Faxing: \$.10 per page

Laminating: \$1.00 per copy with a 5-page limit per person

XV. COMPUTER USE

The Walker River Tribal Library is pleased to make computers available to their patrons free of charge. To ensure that the service operates smoothly, your cooperation is needed with the following rules:

1. Public use of the library's computers and copying/faxing/laminating services is designated during the following schedule:

Monday – Friday: 8:30 a.m. – 2:00 p.m.

Only the library and Education Department staff members possess keys to the computer space. In the event that these individuals are unavailable, an official notice will be displayed on the main doors in advance.

2. To use the library's computers, you must possess the necessary skills and training to do so. Staff members may not be available to provide training or in-depth assistance.
3. All computer usage is on a first-come, first-served basis. We do accept scheduled appointments which will be made solely for individual online testing, extensive information research, business research, or virtual meetings.
4. The library provides commercial software for use only in the library. Patrons must bring their own data storage devices to save their files. The library is not responsible for storage devices or data damage caused by using the library's equipment.
5. A maximum of two (2) people may be at any one computer station at one time.
6. Copying/Faxing/Laminating rates are final, with no exceptions. Library patrons must verify the printer's properties prior to initiating any printing activities. To avoid unwanted printouts, go to "Print Preview" and select the pages, or highlight the print area and print "Selection."
7. The library and/or Education staff have the right to refuse, interrupt, or cancel access to the computer at any time to those who do not abide by these rules.

XVI. COMPUTER USE PROHIBITIONS

Your computer privileges will be revoked if you ignore any of the following rules:

1. It is prohibited to display, create, transmit, print, or otherwise distribute pornographic, obscene, or sexually explicit materials.
2. It is prohibited to download or copy any computer systems and/or computer software licensed for use on library computers to a data storage device.
3. It is prohibited to connect personal computer equipment, such as laptops, to library equipment.
4. It is prohibited to load programs onto the hard drives of the library's computers, store data on them, or change their contents.
5. It is prohibited to use the library's Internet connection for political lobbying or campaigning, solicitation, advertisement, illegal activity, or for any other commercial purposes.
6. Bookmarking Internet sites or changing the setup or configuration of the library's software or hardware is prohibited.

Again, failure to comply with these rules will result in loss of computer privileges!

XVII. WIRELESS INTERNET

The library offers free wireless Internet access to people with personal devices. The same rules apply to users of both the wired and the wireless networks.

XVIII. INTERNET SAFETY POLICY

It is the policy of Walker River Tribal Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or minimized for minors only for bona fide research or other lawful purposes.

To this extent, practical steps should be taken to promote the safety and security of users of the Walker River Tribal Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes (a) unauthorized access, including so-called 'hacking' and other unlawful activities, and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. No Internet filter is 100% effective, and library staff cannot act *In Loco Parentis*. Ultimately, the parents/guardians are responsible for their minor children's Internet behavior.

This library recommends that parents view the NetSmartz Internet site from the National Center for Missing and Exploited Children for information on keeping children safe online.
<https://www.missingkids.org/netsmartz/home>

XIX. COLLECTION DEVELOPMENT

The selection of materials will support the mission of the Walker River Tribal Library. The library's primary objective is to foster a love for reading, promote literacy and learning among individuals of all ages, and fulfill the community's need for information. Furthermore, the library aims to enhance cultural competence within its population.

XX. POLICY AMENDMENTS

Any library policy or portion thereof may be modified at a regularly scheduled or special meeting of the Board by a simple majority vote of the members, providing that the language of the amendment has been provided in writing to the members at least three days in advance and is part of the notice and agenda for the meeting.

XXI. AMERICAN LIBRARY ASSOCIATION “LIBRARY BILL OF RIGHTS”

The Walker River Tribal Library is a proud member of the American Library Association (ALA), as well as the American Indian Library Association (AILA). An affiliate of the ALA, the AILA is a membership action group that addresses the library-related needs of American Indians and Alaska Natives. Members are individuals and institutions interested in developing programs to improve Indian library, cultural, and informational services in school, public, and research libraries on reservations. The ALA affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

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

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of “age” reaffirmed on January 23, 1996,
by the ALA Council.

**WALKER RIVER TRIBAL LIBRARY
REFUSAL OF SERVICE**

Patron Name: _____ Date: _____

The above patron is **not allowed to visit** the Walker River Tribal Library for the following reason(s):

Staff member signature

Patron signature (*if patron refuses to sign, write "refused"*)

REFUSAL OF SERVICE

Patron Name: _____ Date: _____

The above patron is **not allowed to borrow materials** at the Walker River Tribal Library.

Reason(s): Repeated overdue materials Repeated lost materials
 Repeated damaged materials Other: _____

The above patron is **not allowed to use computers** at the Walker River Tribal Library.

Reason: Violation of computer policy
 Other: _____

Privileges revoked Permanently Temporarily until: _____

Staff member signature

Patron signature (*if patron refuses to sign, write "refused"*)

**NEW LIBRARY PATRON REGISTRATION
WALKER RIVER TRIBAL LIBRARY**

(Please print)

Name: _____
First _____ Middle Initial _____ Last _____

Date of Birth: _____

PO Box: _____ Street Address: _____

City: _____ State _____ Zip Code: _____

Contact Phone: _____

E-mail address: _____

Employer Name and Work Phone: _____

Local acquaintance (NOT living in the same household):

Print Name _____

Phone _____

I have read the Walker River Tribal Library Policy Manual and will abide by all policies and procedures as a library patron.

New Library Patron Signature _____

Date _____

Please call (775) 773-2306 ext. 2160 if you have any questions.

If the patron is under the age of 18:

Print Name of Parent or Guardian: _____ Parent Guardian

Contact number _____

BY SIGNING THIS FORM, I ACCEPT THAT RESPONSIBILITY FOR MY CHILD/REN'S BEHAVIOR IN THE LIBRARY AND USE OF THE COMPUTER/INTERNET LIES SOLELY WITH ME. THE LIBRARY/EDUCATION STAFF IS NOT RESPONSIBLE FOR EITHER ALLOWING OR POLICING MY CHILD'S INTERNET USE.

Signature of Parent or Guardian _____ Date _____