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A copy of the library policies can be downloaded [here](#). You need to have the latest version of [Adobe Acrobat Reader](#) installed on your computer.

MISSION STATEMENT

The mission of the Grundy County-Jewett Norris Library is to provide for the educational, informational, recreational and cultural needs of the residents of Grundy County by offering a professionally selected and well-organized collection of print and non-print materials as well as other library services.

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GOALS:

1. Foster an atmosphere of free inquiry
2. Promote an enlightened citizenship
3. Enrich personal lives
4. Seek to identify and promote community needs
5. Serve the community as a center of information without bias or discrimination

6. Cooperate with other agencies and institutions in an effort to enhance and expand public awareness and access to information
7. Develop public understanding and support of the library and its role in Grundy County

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SELECTION POLICY:

The public library is the institution in our society that attempts to provide a diversity of viewpoints on a wide range of topics of interest, including political, social and religious ones—no matter how controversial or objectionable those ideas may be to some people.

Because of this, the Grundy County Library chooses material representing different points of view, limited only by our selection criteria, budget, and the space in our facilities. Selection of a work does not constitute or imply agreement with or approval of the content.

The selection and acquisition of print and non-print materials are based on the following factors:

1. The community needs
2. Reviews from professional journals, popular magazines and newspapers
3. Scope and depth of present collection or the availability at other libraries in the area
4. The quality, accuracy or authenticity of materials
5. The timeliness or permanence of the material
6. The scarcity of the subject material
7. The reputation or authority of author or publisher
8. The readability and popular appeal
9. The inclusion of the title in special bibliographies or indexes
10. The format and price of material as well as the space available to house it

No single criterion is used to justify a purchase. All the criteria are given consideration by

the selectors in purchasing any type of material.

Adult materials are selected for the mature reader alone, being judged in no way on their suitability for children or young people. 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. Items of lasting interest are preferred, but it is recognized that stimulating titles of current interest are 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. To this end, readable adult titles are selected that are keyed to the young adult's needs and interests, as well as books that will tend to open up new interests to the young person. 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.

Children's 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. We support the Library Bill of Rights and the Freedom to Read Statement* in providing free and open access to our materials for all age groups. Children are not restricted to particular areas of the Library. Our staff does not monitor the materials that children choose. The responsibility for the reading or viewing choices of children rests entirely with parents or legal guardians.

In response to advances in technology and the changing needs of the community, the Grundy County Library offers access to the Internet. The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.

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.

The Grundy County Library maintains a Genealogy Collection for the preservation of materials on the history and genealogy of the county. The Genealogy Collection is intended to preserve materials pertinent to the history and genealogy of Missouri. Priority goes to materials that cover the state; regional materials; materials from counties or areas within counties contiguous to Grundy County; and histories of families within Grundy County or other areas in Missouri. The secondary purpose of this collection is to preserve materials pertinent to the history and genealogy of Missouri counties other than Grundy

County and contiguous counties; and states other than Missouri.

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GIFT POLICY:

Gifts of books, magazines and other materials and /or monetary gifts are gratefully and willingly accepted as long as no restriction is placed upon their use. The policies that apply to selection of purchased materials also apply to donated material. Once an item has been donated, the material then becomes the property of the library to be added to the collection or discarded. Each person donating material must sign a release agreeing to the policy. Formal appraisals of gifts for income tax or other purposes will not be made by the Library.

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WEEDING POLICY:

Weeding is a continuous and necessary part of an effective collection development process. It is the 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 mediocre. This process keeps the collection fresh, alive and current as well as utilizing the library space in the best and most economical way. The weeding process will be under the direction of the director. Withdrawn items as well as those items donated but not added to the collection may be used for the annual book sale with proceeds to go to the book fund.

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CIRCULATION POLICY:

1. An application card must be filled out to obtain a library card
2. There is no charge for a library card if living in Grundy County or if a person pays

taxes within the county. There will be a \$2 replacement fee for a lost card or \$2 fee for cards that can no longer be read by the scanner.

3. Persons who are not residents of Grundy County may purchase a library card for \$20 . If persons reside in a county with which we have a reciprocal agreement, there is no fee. NCMC College students may apply for a library card without fee upon showing their college ID card.
4. Persons applying for a library card must be at least six years old. If under the age of 14, a parent or guardian must sign the card and assume responsibility for checked out materials.
5. Patrons are responsible for all materials checked out on their library cards.
6. Library material is checked out for a two week period and renewed one time. No renewal will be allowed if the item is on a waiting list.

EXCEPTIONS:

- a. Reference material is checked out for two days.
 - b. Most current issue of magazines is checked out for overnight.
 - c. Video cassettes are checked out for one week.
 - d. Audio-visual equipment can be checked for two days.
7. There are no overdue charges on material returned late. If a patron loses library material(s), the library must be reimbursed at a replacement value set by the library.
 8. The library will attempt to notify a patron when an item is overdue, however it is the patron's responsibility to return items on time.
 9. Overdue notices will be run weekly and patrons called once. After a two week period if the material is not returned, a card will be sent to remind the patron.
 10. If the material is two months overdue, library privileges will be suspended until the material is returned or replaced.
 11. The library does have the right to limit the number of items checked out to one patron.
 12. The library assumes no responsibility for damage resulting from the use of library materials or equipment.

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PATRON BEHAVIOR:

A patron may be requested to leave the library if the behavior is causing disruption to library activities or other patrons.

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CONFIDENTIALITY OF LIBRARY RECORDS:

In accordance 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 Grundy 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. Therefore 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.

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CHALLENGED MATERIALS:

It is recognized that there are times when an individual or organization may be concerned about material that has been selected for the library. After an interview and review of the selection policies with the individual or organization making the complaint, a request to fill out a “Reconsideration of Library Materials” form will be made. The form should be completely filled out and returned to the library for consideration by the Library Board.

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COPY POLICY

GCJNL will provide Inter-Library copies of non-loaned materials (printed) at a fee to be determined yearly by the Board of Trustees. Requests for copies can be made through

any means and will be acted upon in a timely manner. An invoice will be included with the copies. No fee for up to 30 pages of copy will be charged to LVIS and MIGI members as per agreement. Others will be charged per page.

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INTER-LIBRARY LOAN POLICY

If the library does not own a particular material requested by a patron, GCJNL will make every attempt to find it at another institution. There will be a per book fee for return postage. This fee will be set by Board Policy and reviewed yearly. Inter-Library loans can be requested in person or over the phone, and will be handled as quickly as possible.

The loaning of materials owned by GCJNL to other institutions will be handled as follows:

Genealogy, Reference, and Periodical materials will not be loaned. Any decision to loan material will be made at the discretion of the library staff. We will not loan books in current (last 3 months) and/or recurring demand.

The loan period will be for one month with no renewal.

Materials may be requested by any method (FAX, mail, telephone, ALA, OCLC, or e-mail).

No loan fee for LVIS and MIGI will be charged as per agreement.

A fee will be charged other institutions unless they waive charges for our requests.

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INTERNET POLICY

ACCESS TO INTERNET RESOURCES

In response to advances in technology and the changing needs of the community, the Grundy County Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of our community. It is within this context that the Grundy County Jewett Norris Library offers access to the Internet to all library users.

RESPONSIBILITIES OF THE LIBRARY

The Internet offers open access to information, ideas and commentary from around the world and a vast array of tools and resources for different age levels and points of view. However, not all sources on the Internet provide information that is accurate, complete, current or legal. The Grundy County Jewett Norris Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet and cannot be held responsible for its content. Most definitely, some resources and destinations contain material that some customers will find personally offensive or inappropriate for children.

INTELLECTUAL FREEDOM/RIGHT TO PRIVACY

The same standards of intellectual freedom, privacy and confidentiality endorsed by the Grundy County Jewett Norris Library for traditional resources and services also apply to electronic media, including usage of the Internet.

ACCESS

The library has a policy of open access to all parts of its collection, including access to the Internet. Usage is not restricted by age; however, it is library policy that a parent/guardian must provide written approval for children under age seventeen (17) to access the Internet. Age ten (10) and under must be accompanied by a parent/guardian. Use is not prioritized by information need, and it is not restricted by residency.

RESPONSIBILITIES OF USERS

Access, use, or dissemination of information via the Internet in the library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent/guardian.

The library seeks to protect the First Amendment rights of its patrons and their individual right to privacy. However, Internet users must be sensitive to the fact that workstations are in public areas and, therefore, images on the screen are subject to view by a wide audience.

The workstations owned and operated by the Grundy County Jewett Norris Library will be used for educational, informational and recreational purposes only. They may not be used for unauthorized, illegal or unethical purposes. Patrons may not send, receive or display text or graphics that may be construed as obscene under the current law (Missouri Revised Statutes 573.010, Section 573.060).

Approved by the Board 11/01/01

RULES FOR INTERNET USAGE

In order to make Internet resources available to as many users as possible and to ensure that this resource is used in a manner consistent with library policy and community standards, the following rules apply:

1. You need a valid Grundy County library card and a signed Internet Agreement on file. There is a guest library card for a one-time use only situation. A terminal will be checked out for a one hour session which may be extended if no other patron is waiting to use the terminal.
2. Children under age eighteen (18) must have a parent or guardian's written approval. Children ten (10) and younger must be accompanied by a parent or guardian.
3. Reservations for the Internet access computers are on a first-come, first-served basis. You may reserve more than one session per day, but they may not be in consecutive periods. If you are late and another person has the computer reserved you may not extend your session unless the reservation is forfeited. Reservations are forfeited if the person is more than 10 minutes late.
4. Misuse of the computer will result in the loss of computer privileges, potential loss of library privileges and possible prosecution. Such misuse includes, but is not limited to, using the computer for illegal activities; hacking into the library computer system or any other computer system; damaging or attempting to damage computer equipment or software; interfering with systems operations, integrity or security; gaining unauthorized access to another person's files; sending harassing message to other computer users; altering or attempting to alter the library computers' settings; and violating copyright laws and software licensing agreements.
5. Under no circumstances may patrons use their personal software or equipment on the library's workstations or network.
6. Patrons may download information from the Internet to their own disk or to their own e-mail accounts. Disks may be purchased at the circulation desk.
7. There will be a per page fee for printing.
8. The library's computers are set up for optimal usage by a single individual. In some cases, such as parent/guardian with children, it may be important for two or more people to work together at a computer. Otherwise, because of limited space, a maximum of two people may sit/work together at any one computer.
9. All users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing.

WARNING:

Although we use a virus blocker, this will not completely protect you from the chance of getting a virus. Software downloaded from the Internet may contain a virus and you need to have a virus checking software installed on your home computer. The Grundy County Library is not responsible for damage to a patron's disk, computer or for any loss of data or damage.

Approved 2/29/03

AMERICAN LIBRARY ASSOCIATION STATEMENTS

The following statements issued by the American Library Association are endorsed by the Grundy County Library and its Board of Trustees. It is recognized that these statements are compatible with the goals and objectives of the Grundy County Library and that they serve 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 or 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 book men can demonstrate that the

answer to a bad book is a good one, the answer to bad idea is a good one.

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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.

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By-Laws of Grundy County Jewett Norris Library Board of Trustees

ARTICLE I. NAME

The organization shall be known as the Board of Trustees of the Grundy County-Jewett Norris Library.

The Board of Trustees exists by the virtue of the provisions of Chapter 182 of the Laws of the State of Missouri, and is authorized to exercise the powers and assume the responsibilities delegated to it under the said statute.

ARTICLE II. PURPOSES AND POWERS

The Library Board of Trustees is the legislative, or policy determining body for the library. Its primary concern is to guarantee that all residents of the library district have access to public library services.

ARTICLE III. BOARD MEMBERSHIP

Section 1. Number and qualification: The Board of Trustees shall consist of five members who are residents of Grundy County.

Section 2. Appointment and term of office: It shall be the duty of the Board to suggest to the appointive body a list of eligible individuals from that district to fill the vacancies of the board. Board members are appointed to terms of four years and may serve two consecutive four-year terms.

Section 3. Vote: Each member of the Board of Trustees shall be entitled to one vote and any acts of a majority of the directors present and voting at a meeting shall constitute the action of the Board.

Section 4. Vacancies: Vacancies shall be filled in the same manner as original appointments.

The Board of Trustees shall have the power to:

- a. Determine and adopt written policies necessary for the governance and operation of the library
- b. Control, manage and care for all real and personal property of the library
- c. Determine the amount and sources of funds necessary to operate the library and its programs
- d. Disburse funds in accordance with the approved budget and any other legal authorization
- e. Employ a competent and qualified library director
- f. Contract with other public or governmental libraries or other public bodies when it is determined that library service can best be provided by contracting with another entity

Section 6. Conflict of Interest: A conflict of interest exists with respect to a given matter

if a member of the Board of Trustees or any committee has a financial or fiduciary interest in an organization or person that would be affected by the action of the Board of Trustees. No member shall act upon or decide any matter with respect to which he or she has a conflict of interest. Anyone who believes that he or she has a conflict of interest on any matter should announce to the Board of Trustees the existence of the conflict of interest prior to entering into any discussion of the matter and should abstain from voting on the matter.

ARTICLE IV. MEETINGS

The meetings of the board of Trustees are governed by the laws pertaining to open meetings as provided under Chapter 610 of the Revised Statutes of the State of Missouri.

Section 1. Types of Meetings. There shall be two types of meetings of the Board of Trustees: regular and special. The Board of Trustees shall schedule a regular meeting each month at the Library at a time convenient for the public, Board members and library staff. A special meeting may be called by the President.

Section 2. Quorum. At all meetings of the Board of Trustees, the presence in person of a simple majority of the total appointed Board shall constitute a quorum for the transaction of business. If a meeting cannot be organized because a quorum has not been formed, those present may adjourn the meeting to such other time and place as they may determine.

Section 3. Parliamentary Rules. Except as otherwise provided by statute or the bylaws, all proceedings of the Board of Trustees shall be governed by the latest edition of Roberts Rules of Order.

ARTICLE V. OFFICERS

Section 1. The officers of the Board shall be a President, Vice- President, Secretary and Treasurer.

Section 2. Manner of Election and Term of Office. Officers shall be elected annually by the members at the January meeting and hold office for a period of one year.

Section 3. Vacancies shall be filled at any regular or special meeting.

Section 4. President. The President shall preside at all meetings, authorize calls for any special meetings, appoint committees, execute all documents authorized by the board, and generally perform all duties associated with that office.

Section 5. Vice-President. The Vice-President shall assist the president and shall in absence of the president, perform the duties and exercise the powers of the president.

Section 6. Secretary. The Secretary shall be responsible to keep or cause to be kept a full

and complete record of the proceedings of meeting of the Board of Trustees.

Section 7. Treasurer. The treasurer shall have general supervision over the care and custody of all monies of the Library, received and disbursed . The treasurer may delegate the record keeping to appropriate staff members of the Library.

Section 8. Resignation and Removal. Any officer may resign at any time by giving notice in writing to the Board of Trustees. Such resignation shall take effect at the time specified therein and, unless other wise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

ARTICLE VI. COMMITTEES

The President shall appoint such standing or temporary committees as he or she may deem advisable.

ARTICLE VII. FINANCES

The fiscal year of the Grundy County-Jewett Norris Library shall begin on January 1 and extend through December 31 of the same year.

All officers may be authorized to sign checks in payment of debts of the Library. Two signatures are required for all disbursements of general funds and one signature may be required for other funds.

The board is authorized to receive gifts, bequests and donations of money, both for current and capital expenditures of the Library.

ARTICLE VIII. LIBRARY DIRECTOR

The Board shall employ a competent and qualified Director in accordance with the Missouri State Public Library Standards. The Director shall be considered the executive officer of the Board and shall have sole charge of the administration for the Library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director shall attend all board meetings, but may be excused during discussions of his/her employment.

Article IX. AMENDMENTS

The bylaws may be amended at any regular or special meeting of the Board by the affirmative vote of a majority of the members of the Board. The proposed amendment should be read at one meeting and voted on the following meeting.

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UNATTENDED CHILDREN

The library is a public building available for use by everyone. Because it is a place where children gather, it may attract people whose interest in children is not entirely wholesome. The safety and security of children left on their own without supervision in a library building is of serious concern to the Grundy County Jewett Norris Library Board of Trustees, administration and staff. For the protection and well-being of children who visit the library, the following policy has been established:

The responsibility to supervise a child using the library rests at all times with that child's parent or legal guardian, or a caregiver designated by the parent or legal guardian. Library staff has other necessary duties that prevent them from providing that level of individual supervision for children using the library. Library staff also lacks legal standing to provide such supervision since they may not act *in loco parentis* or 'for the parent'.

Because the supervision library staff can provide is limited, we strongly recommend that children of all ages should be accompanied to the library by their parent or legal guardian or a caregiver designated by the parent or legal guardian.

When children attend activity programs sponsored by the library they are supervised by library staff only during the scheduled time of the program and only in the room or area where the program is presented.

For their own safety and security, children 6 years old and younger must be continually attended by a parent or legal guardian, or a caregiver (over the age of 16) designated by the parent or legal guardian, at all times while in the library. A parent or legal guardian or a caregiver (over the age of 16) must accompany children between the ages of 7 and 10 but does not need to continually attend them so long as the parent or legal guardian or designated caregiver is present and available in the building.

Children age 11 and older who are left on their own at the library should have with them a phone number where a parent or legal guardian or designated caregiver may be reached as needed. Parents and legal guardians or designated caregivers must understand that they are still responsible for the behavior of their children while the children are using the library. Children who misbehave, refuse to follow directions of library staff, disrupt the orderly conduct of the library, interfere with staff carrying out their duties, or prevent other patrons from using the library, may not remain in the library. Library staff will notify their parent or legal guardian or designated caregiver to remove the child(ren) from library premises.

If the child refuses to give library staff a phone number where the parent or legal guardian or designated caregiver can be reached, or if the parent or legal guardian or designated caregiver cannot be reached, or when reached, is unable or unwilling to

remove the child(ren) from the library in a timely manner, library staff may require the child(ren) to remain seated under the direct supervision of a library staff member until the parent or legal guardian or designated caregiver arrives. The library staff may at that time give the parent or legal guardian or designated caregiver written notice that the child(ren) has been suspended from using the library for a period of time appropriate to the disruption caused.

If the parent or legal guardian or designated caregiver is unable or unwilling to remove the child(ren) from the library in a timely manner, and the child(ren) continue to disrupt the orderly conduct of the library, the library staff may invoke the provisions of this policy that apply to minors abandoned at the library (see below).

ABANDONED MINORS

For purposes of this policy, minors shall be defined as library patrons under the age of sixteen.

The Grundy County Jewett Norris Library Board of Trustees states that the fundamental responsibility for a minor's physical well being remains with the parent or legal guardian of that minor. This policy is enacted in order to avoid incidents involving minors left at library facilities after the announced closing time.

Parents and legal guardians, and caregivers designated by parents and legal guardians should be familiar with the library's hours of operation and should not leave minors on their own and unsupervised before the library opens or after it closes. Also, parents, legal guardians and caregivers should be aware that the library may be closed or close early due to scheduled holidays, or unscheduled occurrences such as severe weather or other emergencies. Prior arrangements and contingency plans for IMMEDIATE pick-up in such instances should be discussed with the minor in advance.

The library can assume no responsibility for minors on library property, who are not physically within the library building at closing time, nor can the District assume responsibility for minors on library property outside the library building before the library's opening time.

If minors are in a building at the time of closing and have no means of transportation, the library staff will obtain their names and addresses, their phone numbers, and the names of their parents or legal guardians or caregivers designated by the parents or legal guardians. Library staff will telephone the parents or guardians or caregivers and request the immediate pick-up the minor(s). Library staff will follow up with letters to the parents or guardians explaining closing hours, library responsibility for the minor(s) safety, and other specifics delineated in this policy. Two staff members should stay with the minor until the situation is resolved.

If the minors are not picked up within twenty (20) minutes after the parent, guardian or designated caregiver has been contacted, the library staff will contact the municipal

police department where the library is located and report abandoned minor(s), and request that the police take custody of the minor(s) Library staff will leave a note prominently displayed on an exterior door to inform the parent or guardian or designated caregiver that the minor(s) have been turned over to the custody of the police or sheriff's department, and should contact that agency.