

Policies For Hospers Public Library

[Complete Document Updated 11/2006; 11/2013; 05/2017; 10/2020]

Mission Statement

The Hospers Public Library strives to provide the whole community with physical and digital resources that inspire a creative, informed and balanced life.

Selection of Materials

The responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Hospers Library Board of Trustees.

The criteria for selection of materials are:

- a. Individual merit of each item
- b. Popular appeal/demand
- c. Suitability of material for the clientele
- d. Existing library holdings
- e. Budget

Books offered as gifts must meet the same selection standards as books that are purchased.

Materials are judged on the basis of the work as a whole, not on a part taken out of context. Anyone who disapproves of materials in the library may request a "Statement of Concern" form.

Weeding of Library Materials [Updated 01/2011; 09/2013; 03/2016]

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. The ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Books and materials will be withdrawn if they meet the following criteria:

- Unnecessary items, outdated material, materials damaged beyond repair, duplicate copies no longer in demand, non-fiction books which contain invalid information.
- Materials which do not circulate, are of no interest to the community, or are replaced by newer materials will be considered to be taken out of the collection.

The library reserves the right to dispose of weeded materials in a proper fashion.

Challenged Materials [Updated 01/2011; 09/2013; 03/2016]

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern" form, which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Hospers Public Library Board of Trustees. After

reviewing the material, the board will decide whether or not to remove or restrict the material. A statement summarizing the board's decision will be sent to the patron challenging the material with a copy to be filed in the library.

Circulation Policy

All borrowers must fill out an application form to register for a library card; applicants under 14 years of age must have the signature of a parent or guardian. Children must be at least 5 years of age to receive a card. Borrowers must have a valid library card to borrow any library materials.

Reserves

Reserves may be placed by patrons in person, remote technology, or by phone. Patrons will be notified by telephone or appropriate means when the materials are available.

Fines and Fees

There are no late fees on Library Materials. If a patron is late returning a book or DVD staff will kindly point out that a "Free Will Donation" would gladly be accepted and point out the collection jar.

Replacement cost of lost or damaged Library materials will be found in the circulation system. Patrons are not allowed to check out materials if fines exceed \$5.00. If a patron needs to work out a payment system; please speak to the director.

The cost to copy, print, or fax a document is \$.25 per page.

A scanner is available for scanning documents or pictures for patron use. Materials may be scanned and printed, saved to a disk or e-mailed. Professional pictures may not be scanned. Staff will do scanning for patrons as time allows.

Loan Periods

Books may be checked out for 3 weeks. They may be renewed 1 time if they are not on reserve for another person..

Periodicals, except for current issues, may be checked out for 1 week.

DVDs may be checked out for 1 week. A DVD may be renewed 1 time as long as another patron does not have it on reserve.

Reference books may be checked out for 1 week.

Interlibrary Loan

Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

The Library Board recognizes that the Interlibrary Loan is part of fulfilling the mission of the library, so there will be no charge for a patron to access Interlibrary Loans.

The patron must abide by the same rules of circulation that apply to in-house materials.

Hours and Services

The Hospers Public Library will be open a combination of morning, evening and weekend hours with consideration given to users' and potential users' available time. The Library is closed the following holidays: New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day.

Gifts and Donations [Updated 01/2011; 09/2013; 04/2016]

The library accepts the gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or age, the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of money are also accepted and selection of materials will be based on the interests of the donor and the needs of the library and will include a suitable bookplate.

Volunteers [Updated 01/2011; 09/2013; 04/2016]

Volunteers are unpaid people who will work under the supervision of the library director.

Volunteers under the age of 18 must have signed parental permission.

Volunteers are not covered by Workman's Compensation.

TV/VCR/DVD and Projector

The library's TV, DVD player and Projector will be available for use in the library. When special events happen in the Community Building the projector may be used with the approval of the director and/ or board. There is a form that needs to be filled out and a deposit paid when the projector is used outside of Library programs.

Patron Behavior

Every patron has a personal responsibility to ensure that the Hospers Public Library is a welcoming environment for all. Patrons are expected to:

- Understand that the library is a public place shared by many.
- Avoid disruptive behaviors that may hinder other library patrons.
- Be courteous and respect other library patrons and staff.
- Conduct themselves in a safe and orderly way; allowing others to do the same.

- Attend children in their care, keep them safe, and pick them up before the library closes.
- Respect library property.
- There is NO SMOKING or alcohol permitted in the Library.
- No soliciting is permitted.
- No pets are allowed; service animals are allowed if patron shows the staff their permit and the animal is wearing a service vest or harness.
- Comply with all federal, state, and local laws.
- Follow Hospers Public Library policies, including the Internet Public Use Policy.

Abuse of library privileges will result in suspension of all or some privileges at the discretion of the director. A patron who feels he/she has been unfairly suspended may file an appeal in writing with the Library Board. Appeals will be considered at the next regular board meeting.

Unattended Children [Updated 01/2011; 09/2013; 04/2016]

Children of all ages are encouraged to use the library for homework, recreational reading, and research. Children with or without parents present, who are being continually disruptive will be given a warning to be quiet. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library.

If a child is in the library and is under 14 years old and not accompanied by an adult, the staff will ask the child to leave and an attempt will be made to inform parents or guardians of action(s) taken. More than one such occurrence may result in suspension of library privileges of the child or the parent(s) of the child at the discretion of the library director.

Bad Weather [Updated 09/2019]

The Hospers Public Library recognizes the fact that inclement weather and other emergencies can affect the library's ability to open for business and an employee's ability to get to work. The safety of our employees is paramount in any emergency.

LIBRARY CLOSURE

The Hospers Library Director will take the following into consideration when determining whether to close for inclement weather:

- The safety of our patrons and staff
- MOC-FV Schools close for weather related issues
- Current and future road conditions
- Potential damage from an impending storm
- In-town employee is available to work

THE LIBRARY WILL CLOSE IF THE FOLLOWING OCCUR:

- The electricity in the library is out.
- Heat in the winter or air conditioning in the summer is not available.
- Flooding affects transportation or the structural integrity of the Library building.
- The governor declares a weather emergency and asks people to stay off the roads.

We will keep the Library closed for the briefest period of time possible.

*Notification...*The Library director will make every effort to notify employees and the library board president by phone of the closure. The closing will be announced by local radio and television stations, and the closing will be posted on the library's website and Facebook page.

Reference Services [Updated 01/2011; 09/2013; 06/2017]

The Hospers Public Library will assist all individuals regardless of age, gender, background or views in obtaining the information they request. The library will regard each request for information as confidential. Priority will be given to requests made in person followed by telephone requests and e-mail requests. Requests that cannot be filled from the library collection will be forwarded to other resources (Regional Library, IowaLib, etc). Requests that require extensive research will be answered as time allows. Assistance with homework will be given as time allows and will be limited to finding appropriate resources. Patrons needing assistance finding information online will be shown how to use general search engines as time allows.

Internet / WiFi Use Policy

Internet / WiFi use is available to all patrons as a means to enhance the information and learning opportunities for the public. The Hospers Public Library does not monitor or censor the information accessed through the Internet. It is the users responsibility to use this resource wisely. Parents of minor children, not the Library or its staff, must assume responsibility for their children's use of the Internet / WiFi and are required to sign the Internet / WiFi Use Policy to grant their children access to the computers and WiFi. Users must not view or print sexually explicit materials inappropriate for use in a public setting. If a patron is using the WiFi to pirate copyrighted materials the patron will be charged according to the law. The Hospers Public Library assumes no liability for loss or damage to the user's data or for problems arising from invasion of the user's privacy. Internet / WiFi access will be denied to anyone breaching this policy.

Computer & Laptop Use [updated 05/2021]

- Patrons must sign-up to use computers by asking the staff if there is a computer available. Staff will ask the first name and note it on the sign-up sheet at the front desk.
- If all 3 Desktop computers are being used and the patron is doing "Life Skills" work the staff may offer the use of a laptop.
- For a patron to use a Library owned laptop they **MUST** do the following:
 - 1) Checkout the laptop from the Front Desk
 - 2) Patron will sit at 1 of the 3 Library tables and the laptop will stay on that table until the patron is finished with their session
 - 3) Patron will shut down the Laptop or ask the staff to come shut it down
 - 4) Patrons will **NOT** leave the Library until the staff has checked in the laptop.
- Patrons will have **30 minutes per day** to use the computer. Staff have the option to extend this time limit IF the patron is working on "Life Skills" and there are no other patrons waiting for a computer.
- Priority will be given to patrons who have not had a turn or who are using the computers for "Life Skills."
- Users are not permitted to install, delete or modify library hardware, software or settings.
- Users must not view or print sexually explicit materials inappropriate for use in a public setting. Violators will lose all computer privileges.
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.
- Users agree not to incur any costs for the library through their use of the Internet / WiFi service.

- No food or drink of any kind is allowed in the computer area.
- There will be NO gathering around an occupied computer or Laptop by other individuals not using that computer.
- Individuals that are being rowdy or noisy will be given ONE warning by staff to quiet and settle down. If the individual does not settle and quiet down or chooses to not show the staff respect; they will be asked to leave the Library and will lose the privilege of using a Library computer or Laptop for a week.
- Internet / WiFi access will be denied to anyone breaching this policy.
- The computers will be shut down 10 minutes before the Library closes. Patrons will be asked to finish what they are doing starting 15 minutes before the Library closes.
- No new patrons will be allowed on the computers or laptop 15 minutes before closing.

Internet access / WiFi usage will be denied to anyone breaching this policy.

Petty Cash Policy [Updated 01/2011; 09/2013; 09/2017; 01/2020]

It is necessary for the librarian to make small expenditures for things such as office supplies, postage, programming supplies, etc. The amount of cash in the fund is fixed by the Board of Trustees. As disbursements are made, receipts are obtained from the individual to whom cash is paid. These receipts serve as evidence of the disbursement from the fund.

At the end of the month, or sooner if cash runs low, the Librarian presents a request for reimbursement supported by the petty cash receipts obtained for all disbursements and receives a check drawn to "Petty Cash" to replenish the fund.

Confidentiality [Updated 01/2011; 09/2013]

The circulation records of this library are confidential in nature and shall not be made available to anyone, including any federal, state, or local government agency except in the case of any process, order, or subpoena which shows good cause in a court of jurisdiction. Upon the receipt of such process, order or subpoena, the Library will consult with legal counsel to determine if it is in proper form and will resist issuance until the showing of good cause.

Bulletin Board [Updated 01/2011; 09/2013]

Posters, notices, and materials for display should be submitted to the Library staff. Nothing may be posted or removed from posting except by Library staff. Items will be posted subject to space limitations and policy.

Posters and notices will be accepted for posting of community meeting announcements and cultural events only. Informational materials that advocate a position on issues such as candidates for public office, advocating an affirmative or negative vote on any proposition, or advocating one belief over another will not be accepted.

No organization or individual will be permitted to display material which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise, unless the Library benefits directly from such sales.

Posters announcing events or programs sponsored by any local educational, cultural, religious, or fraternal association may be displayed provided there is room for such displays and they are of reasonable size. Announcements of courses offered by educational institutions or sponsored by recognized community groups may be submitted.

No commercial notices, garage or other sale signs or services such as baby-sitting for which fees are charged will be posted.

The library shall remove all outdated signs, or any signs found to be posted in violation of library policy.

The posting of bulletin board materials does not imply endorsement by the Library, the Library Board, or the Library staff.

Personnel Policies [Updated 01/2011; 10/2013]

The Hospers Public Library shall recruit the person they feel most qualified to fill the needs of any position. There shall be open competition and equal opportunity. Discrimination on the basis of race, religion, sex, age, handicaps, or other factors is prohibited.

Scheduling of hours shall be done to meet the needs of the public. This shall be done at the discretion of the Director and the Library Board.

Each new employee shall have a trial period of sixty working days. They shall be observed to see if they are able to perform assigned duties and meet required standards.

Evaluations of personnel on their skills, ability and competence shall be an ongoing process. Formal evaluations of all library employees shall be completed annually before June 1 of each calendar year.

The Board of Trustees shall be responsible for the evaluation of the Director. The Director shall evaluate other Library staff and report to the Board of Trustees. The formal evaluation shall provide an opportunity for the evaluator and the employee to discuss the past year's performance and future areas of professional growth. The evaluation shall be completed by the evaluator, signed by the employee and filed in the employee's personal file.

The Board of Trustees shall determine salaries and hourly rates of pay by resolution. Salaries shall be reviewed annually. Employees shall be paid on the pay schedule as arranged through the City Clerk.

Library Staff Job Descriptions

Director:

The Director shall have administrative charge of the Hospers Public Library, subject to the policies established by the Board of Trustees. The Director must have the ability to plan, direct, and coordinate

all library services and maintenance activities. The Director must also be able to supervise and coordinate the work of any subordinates or volunteers. The ability to deal with the public and maintain good public relations are vitally important.

To meet the Iowa Library Association standards, the Library Director must meet or exceed the following level:

Level 1 – High School diploma or GED; and completion of Public Library Management I and II.

The Library Director shall report to the Board of Trustees and enforce policies that have been established, interview and make recommendations regarding hiring of employees, and supervise and annually evaluate all Library personnel. In addition, the Library Director shall have the responsibility for collection development for all materials in the Library, including selection, ordering, weeding, and inventory of collection. The Director will prepare a budget for the Board, and supervise spending of the budget, receive and handle complaints, develop, plan, and promote public relations, develop new and existing Library services, conduct staff meetings and other staff training, attend professional meetings and activities, arrange for and supervise ordinary maintenance, ready bills for payment, and any other duties assigned by the Board.

The Director and Youth Librarian will plan and implement the Summer Library Program.

Youth Librarian: [Updated 11/2020]

The Youth Librarian will carry out the Library Policies. All programming will be ok'ed by the director before carried out. The Youth Librarian has the following responsibilities:

1. Plans and conducts Bi-weekly Preschool Storytime programs (Stories, songs, fingerplays & crafts)
2. Plans and implements Early Out, Holiday and Special Occasions programs.
3. Composes, prepares and posts upcoming event flyers for the schools, businesses & library display.
4. Assists with Weekly Library News for the newspaper. Will send photos of programs that have happened at the Library.
5. Decorates walls, Bulletin Boards and sets up book displays.
6. Assists with Facebook Posts and Instagram posts of various library activities.
7. Plans and orders craft supplies and other items needed for children's programs.
8. Provides extra library activities: Weekly Scavenger Hunts, monthly games, Activity Fun Sheets, Make and Take crafts, etc.
9. Plans and conducts Summer Library Program for children ages 1-18 Years (Hires and schedules all special performers for Summer Program)
10. Makes suggestions for youth books & DVD's to purchase.
11. Attends workshops related to youth services.
12. Works at Circulation Desk: check in and out library materials, shelves library material, assist library patrons in finding materials & answering reference questions plus any other related duties as required, SILO- Interlibrary Loans.

Library Assistant:

The Library assistant will carry out Library policies and be responsible for day-to-day Library services. The Assistant will perform tasks as assigned by the Director. The Assistant must be a high school graduate, be able to meet the public well, and carry out Library policies.

Continuing Education [Updated 01/2011; 09/2013; 07/2018]

The Hospers Public Library Board of Trustees, recognizing the importance of continuing education, encourages and expects staff to attend workshops and meetings for professional growth. The Hospers Public Library will pay for registration and CEU fees, as well as meals and mileage for staff attending workshops. Registration, meals and lodging will be paid by the Library for the Director's expenses at such meetings or conferences longer than one day, with prior Board approval.

Dues for the Iowa Library Association membership for the Library Director shall be paid on an annual basis.

Employee Separation

Voluntary separation:

The employee, in writing to the Board of Trustees President, terminates his or her employment with the Hospers Public Library.

Dismissal:

An employee is subject to dismissal for any of the following reasons:

- Unsatisfactory evaluation of job performance
- Breach of confidentiality
- Failure to perform assigned duties
- Dishonesty
- Negligence
- Theft of city property
- Possession of alcohol or controlled substances while on duty or inability to perform job duties due to the use of alcohol or controlled substances.
- Repeated tardiness or absenteeism
- Gross neglect of duty
- Inability to maintain good public relations
- Falsifying job application
- Conviction of a felony

Notice of such dismissal shall be made in writing and the reasons shall be set forth and provided to the employee. The employee may appeal such dismissal by the grievance procedure.

Grievance Procedure:

Director:

Step 1: Submit your concern or response in writing to the Board of Trustees.

Step 2: Meet with the Board of Trustees for investigation and discussion. The Board will respond to the grievance within a reasonable length of time.

Youth Librarian and Assistant:

Step 1: Discuss the particular concern with the Director. Submit concern in writing. The Director will investigate and respond within a reasonable time period.

Step 2: If the Director is unable to resolve the problem satisfactorily, the employee may request a further investigation by the Board of Trustees. They will respond to the grievance in a reasonable time period.

A complete written summary of the complaint, the information accumulated, and the action taken should be recorded and filed.

AIDS/Acquired Immune Deficiency Syndrome

Epidemiological studies show that AIDS is a viral infection transmitted via blood-to-blood contact or intimate sexual contact. There is no evidence of casual transmission by sitting near, living in the same household, or working together with an individual with AIDS. The following guidelines will apply.

Routine screening of employees for AIDS associated virus is not recommended. Screening is not a requirement for employment.

Employees diagnosed as having AIDS and receiving medical attention are able to attend work without restrictions.

An appropriate alternative work plan which may include a more restricted environment should be provided for an employee diagnosed as having AIDS or evidence of infection with HIV virus if: 1. Skin eruptions or weeping lesions that cannot be covered are present. 2. Inappropriate behavior which increases the likelihood of transmission is exhibited. 3. The employee is too sick to work.

Decisions as to the employee management should be shared utilizing the expertise of the physician, employee, public health personnel and those associated with the city of Hospers. Notification should provide patient confidentiality as much as possible.

Blood or any other body fluids including vomit, fecal or urinary incontinence of any employee or any member of the public should be treated appropriately. Gloves should be worn when cleaning up any body fluids.

Spills should be cleaned up, the affected area washed with soap and water and disinfected with bleach, or another disinfectant.

All disposable materials, including gloves and diapers, should be discarded in a plastic bag before discarding in a conventional trash system.

Work supplies should be cleaned with soap and water followed by disinfected with bleach solution.

Health Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured person comfortable and protected until medical help can be obtained.

Rescue or police (911) should be called immediately.

No medication, including aspirin, should ever be dispensed to the public.

General Library Rules

1. No roller blades allowed in the library.
2. No food or drink allowed in the library.
3. Bikes must be placed in bike racks, not on sidewalks.
4. No one is allowed into the community building unless given special permission.
5. No one is allowed downstairs unless given special permission or the museum is open to the public.
6. The library phone may be used by patrons only in the case of an emergency.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic principles should guide their services:

Books and other library materials 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.

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.

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

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

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

Libraries which 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 requesting their use.

American Library Council
1996

Library Board Members
(July 2020)

	<u>phone #</u>	<u>term expires</u>
Nancy Penning (President)	712-752-8010	2022
Mary Hatfield	712-230-1697	2023
John Karr	712-230-2277	2022
Emily Johnson	712-752-8111	2021
Alyssa Utecht	402-960-7838	2023

Museum Contacts

Anyone who wishes to see the museum will be instructed to call one of the following members of the Historical Society to set up an appointment:

Dorothy Vander Wilt	712-752-8628
Jeanne Den Hartog	712-230-1124

Policy Forms

Internet / WiFi Use Agreement

I understand and will abide by the Hospers Public Library's Internet Use Policy. I further understand that any violation of the regulations will result in privileges being revoked.

Signature _____ (Parent/Guardian signature if under 18)

Date _____

Petty Cash Worksheet

Reimbursed Money \$ _____

Balance on hand \$ _____

Expenditures for postage \$ _____

Other expenditures: \$ _____

1.

2.

3.

Total expenditures \$ _____

Balance of Petty Cash fund \$ _____

Date & Signature _____

Statement of Concern About Library Resources

Individuals who have serious objections to materials included in the library collection may fill out this form and return it to the Library Director. The Director will then inform the Board of Trustees of the complaint at the next board meeting where it will be reviewed. This process is important in order to evaluate criticism in a fair and judicious manner and to avoid the possibility of biased or prejudicial complaints.

Statement of Concern

Title _____

Author _____

Book ___ Periodical ___ Video ___ Other ___ (please check one)

To what do you object? (Please be specific) _____

Did you read/view/listen to the entire work? _____ If not, what parts? _____

What do you feel the effect of the material might be? _____

Signature _____ Date _____

Footnote: As noted at the beginning; the complete document was reviewed and updated by the Hospers Library Board on the noted dates. If there is a date noted by an individual section then the section had additional reviewing done.