

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 Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern" form, which is available in the library.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.

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 Use [Updated 08/2019]

- 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.
- Patrons will have one hour per day to use the computer.
- Patrons doing research or homework may be given extensions of time at staff discretion.
- Priority will be given to patrons who have not had a turn or who are using the computers for research or homework.
- 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.
- 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 15 minutes before closing.

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

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.

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 equable basis, regardless of the beliefs or affiliations of individuals requesting their use.