

Shellsburg Public Library Policies

Shellsburg, Iowa

Policy Category/Name	Page	Policy Category/Name	Page
Library Mission Statement	2	Other Policies	
		Public Relations	27
Services and Operation		Gifts	28
Borrowers	2	Health Emergencies	28
		Severe Weather and Emergencies	29
Circulation	3	Library Contests	29
Computer Use	4	Sex Offender Policy	30-31
Fines and Fees	5	Appendix A: Library Bill of Rights	32
Laptop with Webcam Computer Use	6-7		
Library Schedule	8		
Phone & Cell Phone Usage	9		
Proctoring Exams Guidelines	10		
Environment and Facilities			
Disruptive Behavior	11		
No Smoking Policy	12		
Vandalism	12		
Displays and Exhibits	12		
Meetings	13		
Library Lock Down Policy	14		
Safe Child Policy	14		
Hostile Work Environment	15		
Workplace Violence	15		
Personnel and Volunteers			
Job Descriptions	16-19		
Additional Personnel Policies	20-21		
Employee Conduct	22		
Staff/Volunteer Email Policy	22		
Volunteer Policy	22		
Personal Calls and Cell Phone Use – Employees	23		
Computer use – Employees	23		
Dress Code - Employees	23		
Nepotism	23		
Political Activities	24		
Collection and Records			
Collection Development	24		
Reference Policy	25		
Internet Policy	25		
Requests for Reconsideration	26		
Confidentiality	26		

Shellsburg Public Library Mission Statement

The mission of the Shellsburg Public Library is to give the public timely access to information through a wide variety of materials, appropriate technology and a well-trained staff. We are committed to delivering services in a professional manner and encouraging public participation in our efforts to enhance the educational and cultural development of our community.

Policy Category – Services and Operation

Policy Name - Borrowers

Based on the funding of the Shellsburg Public Library, free library service is available to all adults and children residing within the city limits of Shellsburg and any residents of Benton County. Persons applying for a library card must verify their name and date of birth by providing a valid drivers' license, state or military ID. Patron must also supply valid proof of current address from a utility bill, bank statement or other piece of mail. Any child or teen under age 18 that is unable to provide a valid drivers' license or permit to verify age must have parental consent to apply for a library card. Temporary residents must present proof of a permanent address and a temporary address to obtain borrowing privileges. Temporary residents holding a library card will be restricted to checking out five items at one time. Any patron who has not checked out any material for three years will be required to apply for a new library card due to the current library software system.

The Shellsburg Public Library participates in the Iowa Open Access program, which means that any resident of Iowa may borrow materials from this library by presenting a library card from their local public library. They will then be issued a Shellsburg Public Library card. Families will be charged a nominal annual fee for borrowing privileges if they reside in a community that does not have a library and does not contract for services with one.

The Shellsburg Public Library Board adopts the Library Bill of Rights from the American Library Association. See Appendix A.

Policy Category – Services and Operations

Policy Name – Circulation

A. Books and Recorded Books

1. Library materials are loaned for a period of two weeks and renewed for an additional two weeks. One renewal is permitted for online requests unless otherwise permitted by the library staff.
2. Per the Atrium system, there is a limit of up to 8 maximum items per person that can be checked out per check-out period, or at the discretion of the library staff.

B. Magazines

1. May be loaned for a period of one week or at the discretion of the library staff.

C. DVD's

1. New release DVD's are loaned out for 3 days; older DVD's will be loaned out for 7 days.
2. Blue Rays may be loaned out for 3 days.
3. DVD's or Blue Rays may not be renewed except at the discretion of the library staff.
4. There is a limit of 3 DVD's/Blue Rays per patron, or 5 per family.

D. Reference Materials

1. Reference materials may not be checked out.
2. Older encyclopedias may be checked out for one week.
3. Newer encyclopedias shall not be checked out.

E. Irreplaceable Materials

1. Items considered irreplaceable based on historic value, age, or other factors do not circulate. 2. Irreplaceable items may be viewed by library patrons in areas designated by collection materials.

F. New Patron Policy

1. New cardholders will have a three-month probationary period, with a limit of 2 movies and 3 books checked out during the loan period.

G. Collection of Materials/Damaged Materials

1. The Director or library staff will follow up with any patron that may have overdue materials within the first week that they are considered to be overdue with a reminder phone call.
2. A courtesy letter will be sent the following week if the material still has not been returned.
3. If the material is not returned within 2 weeks of the first letter being sent, a second letter will be sent with an invoice for the replacement cost of the book and process charges.
4. If material is not returned within one month after the second letter is sent, another letter will be sent via certified mail to the patron. The letter will request return of the material or payment of the invoice within ten days of the certified letter being received by the patron. The letter will advise that failure to make amends within ten days will result in the matter being turned over to local law enforcement as theft per Iowa Code Section 714.5.
5. If any material is returned to library damaged the library will charge the patron for the retail replacement cost of the damaged item, as well as reimbursement for any processing and mailing costs involved in collecting the damaged item.

Policy Category – Services and Operations

Policy Name – Computer Use

1. Patron computers will be for the public to use, unless a staff member is using them. One person is to use the computer at a time, unless a parent is working with their child.
2. Patrons may sign up for (1) 30 minute block of computer use; a patron may sign up for a second 30 minute block at the library staff's discretion. There is a maximum of 1 hour of computer usage per patron per day; however, this may be changed at the sole discretion of the library staff.
3. Someone using the computer for school or business will have priority.
 - a. One computer will be designated as an adult computer; anyone high school age or older will have first priority in using this computer. If this computer is not being used by an adult, the library staff may let non-adult patrons use the computer. The non-adult patron will be asked to relinquish their spot if an adult needs to use the computer.
4. There is a charge of \$.25 per page for printing black and white and \$.50 per page for color print.
5. Children must be age 9 or above to use the computer without an adult present. Anyone 17 and under must have a parental permission slip to use the Internet.
6. Violations of this computer use policy may result in loss of your computer privileges and may lead to financial responsibility. Illegal acts involving library computers may also be subject to prosecution by local, state or federal authorities. It is against Iowa law to download or provide child pornography, or to display pornography where it may be seen by children. (Iowa Code, Chapter 728.2)
7. Material may include explicit and/or otherwise offensive material, and the patron assumes the entire risk as to the appropriateness, accuracy and/or validity of the information found.
8. Anyone who wishes to use a computer in the library is required to sign and date the following statement:

I, the undersigned, agree that the Shellsburg Public Library, its staff and the Board of Trustees assume no liability for any loss or damage to the user's data. I agree to hold the City of Shellsburg, Shellsburg Public Library, the employees and the Library Board of Trustees harmless from any and all claims, causes of action which I have now or which may arise in the future out of or as a result of my use of or access to the computers or the network. By signing this agreement, I acknowledge that I have read, understood and agree to abide by the Computer Usage Rules of the Shellsburg Public Library and the Internet Policy.

Policy Category – Services and Operations

Policy Name – Fines and Fees

Once a patron has incurred unpaid fines of \$3.00 or more, materials will not be checked out to them until the fines are paid. The following fees apply:

A. Fines

1. Fines are \$.25 per library day for each overdue book or magazine.
2. Fines are \$.25 per library day for each overdue DVD/Blue Ray.
3. Maximum overdue fine for any lost, damaged, or inter-library loan item is it's retail replacement cost. Maximum overdue fine for an item owned by the library, returned in good condition, and not yet repurchased is \$5.00 plus postage for late notices.
4. Failure to return library material in a timely manner will result in an invoice for replacement cost and processing cost being sent to the patron. Failure to return the material or pay the invoice will result in the matter being turned over to local law enforcement.
5. Library materials returned after library hours on the due date will not be fined.

B. Computers

1. There is a \$.25 charge per page for black and white print.
2. There is a \$.50 charge per page for color printing.

C. Photocopies

1. Standard Photocopies \$.25per page
2. Legal size copies \$.25 per page
3. 11" x 17" copies \$.25 per page
4. Back side of page \$.05 per page
5. Color copies \$.50 per page

D. Laminating

1. There is a \$1.00 per page charge for laminating services.

E. Fax Machine

1. There is a charge for each outgoing Fax of \$1.00 for the first page and \$.25 for each additional page.
2. There is a charge of \$.25 per page for each incoming Fax.

F. Staff & Board Members

1. Board members will be charged normal patron rates for any personal faxing or copying services used at the library.
2. Staff will pay for any copies over the quantity of 10.
3. Staff can send faxes to local numbers only without any charge.

G. Inter Library Loan

1. There is a \$3.00 charge for each book checked out through the Inter Library Loan program to cover the cost of return postage. The fee will be the maximum allowed by open access and is due upon check out of the book.

Policy Category – Services and Operations

Policy Name – Laptop with Webcam Computer Use

Shellsburg Library Laptop Loan Policy

Patron must be 18 years of age or older and provide a photo ID, must have a valid borrowers card at least 60 days old and in good standing. Patron must sign a laptop loan agreement. Laptop loans are available in the Shellsburg Library only and cannot be removed from the library.

Laptops may be checked out for a period of one hour and usage may be extended depending on demand. Laptops cannot be reserved. Users must recognize that technology is imperfect and that it is therefore not possible to block everything that might be considered objectionable. Under no circumstances should a laptop be left unattended in the library. This is the sole responsibility of the patron who has checked out the laptop.

Laptops must be returned to a library staff member and checked in before the patron leaves the library; if a laptop is left on the counter and not checked in by staff, the patron responsible for the laptop will be subject to a \$10.00 fine and laptop checkout privileges will be revoked. If a laptop is left without being checked in to a staff member and the laptop is stolen, the patron is responsible for the replacement cost of the laptop (\$1,500.00).

The patron to whom the laptop is signed out will be responsible for any loss or damage that occurs before it is returned to the library staff. The patron will be liable for an amount up to the full replacement cost (\$1,500.00) if the laptop is damaged or stolen. The Shellsburg Public Library is not responsible for loss or damage to the patron's data or media due to hardware, software, electrical surge or failure, or any other cause while the patron is using library computer equipment. Patrons should be aware that wireless connections in the library are not secure, and should take precautions with personal information while using library computers.

No data may be permanently saved to the hard drive of any library laptop, therefore it is the responsibility of the user to bring a data storage device compatible with the computers. We recommend the use of a USB flash drive. Laptops are equipped with software that restores the computer to its initial state when rebooted. The laptops are unable to connect to the library's printers. Printing can only be done at one of the public PC stations. If you don't like the touch pad, you may ask at the desk for a mouse. The laptop batteries hold a charge of about three hours, but the library cannot guarantee that the laptop loaned out will be usable for that full amount of time. It is the user's responsibility to save data in case of a battery failure.

Software available on the laptop includes Internet Explorer and the Microsoft Suite: Word, Access, Excel, Power Point, Publisher, Info Path, Communicator, Office 2007, and Microsoft Outlook. The staff will assist with basic computer usage questions, but are not available on a regular basis for extensive training of users. Users are expected to have working knowledge of the computers and programs.

Laptops cannot be used in an area where food and drink are permitted. The library reserves the right to restrict or terminate computer use privileges of any patron who is misusing or abusing library equipment or not acting in accordance to library policy. The library reserves the right to update and change this policy at any time without notice. It is the responsibility of the user to read and accept the current version of the policy. Violation of the laptop loan policy will result in termination of laptop privileges permanently.

Laptop Loan Agreement

1. I understand that by borrowing a laptop computer from the Shellsburg Public Library that I am responsible for the computer and all accessories. I will reimburse the library for any damages if the laptop or any software installed thereon is damaged, lost or stolen while checked out to me.
2. I agree to go to the service desk immediately if the laptop or any of its components are damaged, missing or malfunctioning.
3. I understand that laptop loans are for in-facility use only, and cannot be removed from the library.
4. I understand that the loan period for borrowing a laptop is one hour. I also understand that laptops must be returned to library staff at least 30 minutes prior to library closing, even if this does not allow me to use the laptop for the entire one hour period.
5. I understand that when the loan period has elapsed, I must return the laptop to a staff member at the circulation desk. Until the laptop has been placed in the hands of a library staff member and checked in, it is my responsibility. Otherwise, I will be subject to a \$10.00 fine and my laptop privileges will be revoked.
6. I understand that the library will not be held responsible for any damage or loss of data or media due to any cause while using a library computer.
7. I understand that library wireless connections are not secure, and will take appropriate caution with personal information while using library computers.
8. Jump drives may be purchased from the Librarian for \$15.00.

By signing this document, I verify I have read and understand the Laptop Loan Agreement and Laptop Loan Policy of the Shellsburg Public Library.

Name _____

Printed Name _____

Date _____

Policy Category – Services and Operations

Policy Name – Library Schedule

A. Library Hours:

Mon.	10:00 - 12:00 a.m. 2:00 - 6:00 p.m.
Tue.	2:00 - 6:00 p.m.
Wed.	10:00 - 12:00 a.m. 2:00 - 6:00 p.m.
Thurs.	2:00 - 6:00 p.m.
Fri.	2:00 - 6:00 p.m.
Sat.	10:00 - 12:00 a.m.

All hours are subject to change by the Board.

B. Holidays observed:

1. New Year's Day
2. President's Day
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Eve
11. Christmas Day
12. New Year's Eve (1/2 day)

C. The library may be closed with approval of Board president or other member. In case of medical or family emergency, the staff member on duty can close the library as needed after notifying the Director or a Board member.

D. Library programs will be cancelled if school is cancelled or has late start or early dismissal due to weather.

Policy Category – Services and Operations
Policy Name – Phone & Cell Phone Usage

- A. The library telephone is for library business use. If need arises for use by patrons, the following rules will apply:
1. The phone must be used at the Director's desk.
 2. It may be used by a child to call a parent or guardian for pickup.
 3. Incoming calls may be received from a parent or guardian for a message.
 4. No long distance calls.
 5. Messages from a child to another will not be taken.
 6. Use will be restricted to 2 minutes maximum, at the discretion of the director.
- B. Cell phones must remain on vibrate or silent while in the library in order to ensure that other patrons are not disturbed by ring tones.
1. Calls may be taken or made on cell phones while in the library if necessary.
 2. Call volume must be kept at a minimum so as not to disturb other patrons using the library.
 3. The Director or library staff has the right to ask patron's to take their phone calls outside if they are too noisy or are disturbing other's. See section on disruptive behavior for more information.

Policy Category – Services and Operations

Policy Name – Proctoring Exams Guidelines

If the Shellsburg Public Library staff is asked to proctor examinations, the following guidelines shall apply:

- A log will be kept at the circulation desk to record receipt and administration of all exams.
- The student must call the library to see if the test, either in paper or electronic version, has arrived and must schedule the examination with library staff.
- When the exam is administered, the proctor will be the librarian on duty. The library cannot arrange for a specific librarian to proctor an exam.
- The library will adhere to the test-taking guidelines set forth by the institution if able. The proctor cannot guarantee constant watch of the student taking the exam. Proctoring at the library will include: issuing the exam, typing in passwords to online exams, filling out forms, noting when the student begins and ends the exam, and mailing the completed exam if necessary.
- The student is responsible for making arrangements to reserve any special equipment required to take the exam. In the event the exam is taken via the Internet, the student may need to use the library's public Internet computers. There may be a waiting queue if all computers are in use. If needed, a library laptop may be available if requested in advance.
- Library staff cannot make any changes to the public computer settings.
- All computer tests are taken at a computer near the circulation desk.
- If the exam needs to be returned by mail and does not arrive with a postage-paid-envelope, the student must provide both stamps and an envelope or pay for the library to supply them. The exam will be handled as all other library mail. No special trips to the mailbox or post office will be made. Special mailings such as pre-paid Federal Express can be used if the exam is picked up at the library by the courier service.
- Any exam not taken within three months of their arrival date will be returned to the institution, if postage is provided, or shredded.

Adopted March, 2014

Policy Category – Environment and Facilities

Policy Name – Disruptive Behavior

Part of the staff's responsibility is to keep the library a pleasant and safe environment for all. Patrons are expected to observe the rights of others. Types of behavior that will not be allowed in the library include: actions that endanger safety; destructive use of materials; behaviors that violate any laws; loud or abusive language, or swearing; cell phone use; willfully annoying, harassing, or threatening another patron; or other actions deemed inappropriate by the director. In addition to those listed above, the following behaviors and actions will fall with the definition of disruptive behavior and be enforced under this policy:

- Loitering inside or outside the building
- Using restrooms inappropriately for bathing, shaving, laundering, or eating
- Failure to follow the dress code – patrons must be fully clothed, including shirt and shoes and not be in a state of undress while on library premises
- Consuming or possessing alcoholic beverages or use of controlled substances on library property or enter library while under the influence of alcohol
- Lacking poor hygiene – a patron may be asked to leave the library if his/her personal hygiene is so offensive that it creates a nuisance for other patrons

At the discretion of the director, the unruly or disruptive patron may be asked to leave the premises for a specified period of time or they may lose certain library privileges.

1st Offense: 1 week suspension from library

2nd Offense: 2 weeks suspension from library

3rd Offense: 1 month suspension from library

4th Offense: 1 year suspension from library

Subsequent offenses, including after return from suspension, may result in longer or permanent revocation of library privileges. The library may choose to implement immediate banishment from the premises at any time depending on the seriousness of the violation.

Any act of vandalism, inside or outside of the library, will result in an automatic banishment from the library for a period of time as determined by the librarian, staff or board of trustees. A letter to the patron or patron's parents will be sent as notice of the banishment. Failure to adhere to the banishment will result in a criminal trespass charge being filed with the local law enforcement.

If the patron is a minor, a parent may be notified of the disciplinary action. Parents are responsible for their children's behavior while in the library. The library does not provide baby-sitting service. Parents may not leave children under the age of seven unattended in the library. Disruptive children will be asked to leave after receiving one warning.

Policy Category – Environment and Facilities

Policy Name – No Smoking

In accordance with state law, it is the policy of the Shellsburg Public Library Board of Trustees to prohibit smoking and the use of tobacco products in the library. Tobacco products are defined as cigars, cigarettes, snuff, smokeless tobacco and pipes.

Policy Category – Environment and Facilities

Policy Name – Vandalism

The Shellsburg Public Library has an obligation to ensure that its building, grounds, furnishings and materials are protected against deliberate malicious damage or destruction. The library director or the supervisor-in-charge will take the following action if someone is caught in the act of destroying property.

A. Library Facilities, Grounds and Furnishings

1. The police will be notified and a complaint filed if the damage requires professional cleaning, repair or replacement.
2. If the damage is superficial and can be removed by cleaning, the person responsible will be asked to clean the area. If the individual refuses, the cost of cleaning will be added to that individual's library account. If an established account does not exist, the police will be summoned and a complaint filed.
3. If a disturbance results in the damage of library property, those involved will be required to make restitution to the library.

B. Library Materials

If someone is caught in the act of damaging or destroying library materials, the replacement cost, plus a processing charge, will be added to that individual's library account. If an established account does not exist and the person refuses to pay for the damaged material, the police will be called and a complaint filed.

Policy Category – Environment and Facilities

Policy Name – Displays and Exhibits

The use, by individuals or organizations, of the library's facilities for displays and/or exhibits, other than those, which pertain to the library, is not a right but a privilege, which is subject to review by the Board of Trustees. The library director may grant the privilege of placing exhibits and displays in the library, subject to these conditions:

1. No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the library for distribution without permission from the library director.
2. No outside organization or individual shall be permitted to display or exhibit any materials which advocate the election or defeat of a candidate for public office, or which advocate a vote for or against any proposition, whether political or otherwise.
3. Posters announcing bazaars or programs promoting non-profit projects may be displayed provided there is room for such displays and they are of reasonable size. Such displays shall be on a "first-come, first-served" basis.
4. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk.
5. The set up, maintenance/upkeep, and removal of all displays are the sole responsibility of the owner, not of the library staff.

Policy Category – Environment and Facilities

Policy Name – Meetings

The purpose of the Library's meeting rooms is to provide space for library programs and community events, to fulfill the Library's role as a community center, where the public can attend informational, educational, cultural events and to champion the principle of intellectual freedom by providing a forum for the free exchange of ideas.

- The Library meeting room(s) is available to non-profit groups (defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other tax-exempt sections of the Internal Revenue Code, non-profit citizen's groups (must provide appropriate contact information), and governmental subdivisions (a department/division/bureau of a governmental subdivision). A deposit of \$50.00 will be charged and must be received with completed application at least 24 hours prior to the event. Your deposit will be returned upon confirmation that the room has been returned to the standard set-up it is found in, is in clean condition, has no damage, and the key is returned. If your deposit is not picked up and the key returned within one week after the event or arrangements made at the time of the original booking, it will be considered a donation to the Shellsburg Public Library.

- Food and non-alcoholic beverages may be served. Kitchen facilities (refrigerator, microwave, sink) may be used, but cups, plates, napkins, utensils, coffee, coffee filters, and other articles must be supplied by groups using the meeting room.
- The library reserves the right to reschedule or cancel confirmed meeting room reservations to accommodate library-sponsored programs and events.
- Smoking is prohibited on library premises.
- Reservations can be made by calling the library during regular business hours. Call 436-2112 to make a reservation.
- No lit candles or open flames are allowed.
- Admission fees, sales, solicitation of later sales, order placement, or fundraising in the library meeting room is not allowed.
- The staff will not be available for assistance during non-library hours. In the event of an emergency, call the library director, Julie Kimm at 319-521-9638.
- Under adequate notice and for sufficient reason, the library reserves the right to revoke permission to use the meeting room.
- The Library's Conduct in the Library Policy applies to use of the meeting room.

Policy Category – Environment and Facilities

Policy Name – Shellsburg Public Library Lockdown Policy

In the event of a police emergency, it may become necessary to “Lockdown” the library to protect occupants and minimize the overall exposure to danger. A “Lockdown” is the temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an “Active Shooter” or similar incident. When instructed by the Benton County Sherriff’s Department or City Police Department to initiate a “Lockdown” of the Shellsburg Public Library, the following tiered level policy is to be implemented.

Low Level Lockdown –Implement when alerted that an incident has occurred in the surrounding area. All exterior doors are locked not allowing entry to anyone until the all clear has been sounded. Patrons are advised to move away from windows. Patrons would be allowed to conduct business as usual and to leave at their own risk.

Medium Level Lockdown – Implement when alerted that an incident has occurred in the City of Shellsburg. All exterior doors are locked not allowing entry or exit to anyone until the all clear has been sounded. Patrons are advised to move away from windows. Patrons are not allowed to leave not only for their own safety, but also for the safety of others; including officers who would have to provide attention to their movements.

High Level Lockdown – Implement when an incident occurs on or near the library premises. All exterior doors are locked, lights are eliminated, and persons are gathered into one location. No one is allowed to leave until the all clear has been sounded.

Adopted May, 2013

Policy Category – Environment and Facilities

Policy Name – Safe Child Policy

The Shellsburg Public Library is not responsible for unattended children. Children ten and under must be directly supervised by a parent or responsible caregiver at all times while in the library. Children or groups of children visiting the library from any preschool, child care or babysitting facility must be directly supervised at all times by caregivers to ensure safety and to monitor behavior. Caregivers must maintain direct visual supervision. Any child (or children) left habitually unattended is (are) deemed to be at risk:

- If a parent or guardian of an unattended child age ten and under cannot be contacted or located within one hour of the discovery that child is unattended, local law enforcement will be notified to take custody of the child.

Adopted August, 2014

Policy Category – Environment and Facilities

Policy Name – Hostile Work Environment

Positive working relationships are vital to the teamwork necessary to perform services and ensure the well-being of all employees. Employees are expected to conduct themselves in a professional, civil, and courteous manner whether interacting with the public or with fellow employees. Behaviors deemed to create a hostile work environment are prohibited. These include, but are not limited to: rudeness, malicious gossip, false allegations or providing false information about an employee, refusal to communicate including deliberate failure to share necessary job-related information, and avoidance or 'shunning' of a patron, volunteer, or co-worker.

Violation of this policy, including refusal to cooperate in corrective efforts by management, may result in disciplinary action.

Adopted March, 2014

Policy Category – Environment and Facilities

Policy Name – Workplace Violence

Violence in any form, or the threat of violence, has no place on library property. All patrons, volunteers, and employees have the right to be free from violence. Violence, or the threat of violence, by or against any patron, volunteer, or employee of the library is strictly prohibited and will be subject to disciplinary action including permanent banishment from using the library, or termination of employment.

Possession, use, or threat of the use of dangerous weapons, including all firearms, by any person, is not permitted on library premises. Dangerous weapons include, but are not limited to: any offensive weapon, pistol, revolver, or other firearm, dagger, razor, switchblade knife, or knife having a blade exceeding five inches in length.

For purposes of this policy, violence is defined as:

1. The use of physical force with the intent to cause harm.
2. Acts of threats in any form or manner which are intended to intimidate or cause fear of harm, or could be construed by a reasonable person as doing so.
3. Sabotage, which is the intentional damage of library owned property, or acts intended to cause such property to fail to operate or operate improperly, or the movement or concealment of such property with the intent of interfering with the ability of the library staff to locate it.

Adopted March, 2014

Policy Category – Personnel and Volunteers

Policy Name - Personnel Staff Job Descriptions

JOB DESCRIPTION: LIBRARY DIRECTOR

1. Job Title – Director
2. Status - Exempt
3. Job summary – The director is responsible for providing the public timely access to information through a wide variety of materials, appropriate technology, delivering services in a professional manner and encouraging public participation in our efforts to enhance the educational and cultural development of our community.
4. Essential duties & responsibilities
 - Administration and coordination of all phases of the library program:
 - communication with Board while adhering to all Board policies
 - Maintain contact with community officials (e.g. meetings at least twice/year)
 - Prepare statistical reports required by the State (e.g. annual report, daily circulation, open access, direct state aid)
 - Participate in budget preparation and acquisition of funds
 - Agenda, supporting materials, and attendance at Board meetings with the help of the Board President/Secretary
 - Organize and administer summer reading program and story hour program as necessary
 - Supervisory Responsibilities
 - Personnel administration, including recruitment and hiring of library staff with Board support
 - Supervising the work and training of part-time librarians and volunteers
5. Education/experience/Knowledge, Skills, and Abilities
 - Good organizational and administrative skills
 - Computer skills appropriate to librarian's administrative work and assisting patrons
 - Knowledge of web site administration
 - Fiscal knowledge of city government budget process

Additional Elements:

Appointment

- The director is appointed by the Library Board with City Council approval working Conditions
- Ability to lift 36 pounds

(See Additional Duties of Library Staff Addendum for additional details)

JOB DESCRIPTION: ASSISTANT/YOUTH LIBRARIAN

1. Job Title – Assistant/Youth Librarian
2. Status – Non-Exempt
3. Job summary – The Part-time Librarian reports to the director, performing the duties below in support of the mission of the Shellsburg Public Library.
4. Essential duties & responsibilities
 - Organize books, materials, and circulation records as requested by the director
 - Plan and conduct story hour activities for the agreed upon number of sessions, using techniques that encourage reading enjoyment
 - Plan and conduct the summer reading program, including theme, dates, activities and incentives according to state mandates
 - Work within the established budget and time frames per direction from the director
 - Provide reports of story hour participation and programs at director's request
 - Prepare and deliver books for outreach as necessary
5. Education/experience/Knowledge, Skills, and Abilities
 - Good organizational and administrative skills
 - Computer skills appropriate to librarian's administrative work and assisting patrons
 - Knowledge of web site administration

Additional Elements:

Appointment

- The Assistant/Youth Librarian is hired by and reports to the director, with Library Board support and City Council approval

Working Conditions

- Ability to lift 36 pounds

(See Additional Duties of Library Staff Addendum for additional details)

Revised 05/2021

JOB DESCRIPTION: STORY HOUR/SUMMER READING LIBRARIAN

1. Job Title – Story Hour/Summer Reading Librarian
2. Status – Non-Exempt
3. Job summary – The Story Hour/Summer Reading Librarian reports to the director, performing duties as guided by director.
4. Essential duties & responsibilities
 - Plan and conduct story hour activities for the agreed upon number of sessions, using techniques that encourage reading enjoyment
 - Plan and conduct summer program activities for the agreed upon number of sessions, using techniques that encourage reading enjoyment
 - Work within the established budget and time frames per direction from the director
 - Provide reports of story hour/summer program participation and programs at director's request
1. Education/experience/Knowledge, Skills, and Abilities
 - Experience in working with groups of children
 - Good organizational and administrative skills
 - Computer skills appropriate to the duties of the job

Additional Elements:

Appointment

- The Story Hour/Summer Reading Librarian is hired by and reports to the director, with Library Board support and City Council approval

Working Conditions

- Ability to lift 36 pounds

(See Additional Duties of Library Staff Addendum for additional details)

JOB DESCRIPTION: CUSTODIAL CARE

1. Job Description

The Custodian takes direction from the Library Director. The duties are in accordance with the Director's guidance and includes the following:

2. Essential duties and responsibilities

a. Clean the library property as stated in the contract, which includes cleaning both upstairs and downstairs levels. Tasks required to be performed during each incident:

- Clean all bathroom toilets, sinks, mirrors and floors
- Sweep and mop all tiled areas
- Vacuum carpets, including under and around moveable items and stairway
- Shake and/or vacuum rugs

1. Qualifications:

- Must be able to lift 25 lbs. and climb stairs
- Must be available to clean the library as stated in the contract. If Custodian has a conflict with a scheduled day, then arrangements for a make-up day must be made with the Library Director.
- Cleaning Contract must be signed by the Custodian and Library Director

(See Cleaning Contract for additional details)

Policy Category – Personnel and Volunteers

Policy Name - Personnel

Additional Personnel Policies

1. Salary – all positions
 - a. Set by the Board and reviewed annually when the budget is set
 - b. Paid bi-weekly by the City Clerk, who is authorized to issue checks, less legally required or authorized deductions from the amounts set out and make such contributions to IPERs and FICA
2. Vacation - Director
 - a. Set by the Board and reviewed periodically.
 - Upon completing the first anniversary of employment, one week of vacation.
 - At the second through sixth employment anniversaries, an additional 4 hours
 - Will be earned, up to a total of 40 hours.
 - Vacation may be taken at the convenience of the Librarian and must be used in the fiscal year it's earned unless approval by the board of directors is received to roll unused vacation to the next fiscal year.
3. Unpaid time off – part-time staff
 - The part-time librarian will notify the director of any upcoming time off a minimum of 10 days prior to the time off, except in the case of an emergency, so that the hours can be covered by other personnel. In the event of an emergency, the director should be notified as soon as possible.
4. Paid Holidays - Director
 1. The Library Director will receive holiday pay for New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas Day and ½ day New Year's Eve provided the holiday falls on a regularly scheduled day; hours paid will be based on hours normally worked that day. In addition, 2 floating holidays per year will be paid.
 2. If a holiday falls on a Sunday, it will be observed on the following Monday and the library will normally be closed.
5. Additional Paid Items - Director
 - a. The director will receive an annual ILA membership to be paid from library funds.
 - b. Travel time to and from approved meetings.
 - c. Pay for 6 Benton County Library Meetings per year, plus any special meetings.
 - d. Mileage reimbursement – the mileage rate will be reimbursed per IRS guidelines.
6. Sick Leave – all positions
 - a. No paid sick leave; the director must enlist services of substitute if ill.
 - b. Director will notify Board President when sick.
 - c. Part-time librarians will call the director in the case of any illness or situation that will result in an absence
7. Personal Leave - Director
 - a. Personal leave with pay may be taken as follows:
 - Bereavement Leave: five days of leave for the death in the immediate family defined as: spouse, father, mother, child; three days of leave for the death of other family defined as: sister, brother, grandparent, grandchild. Additional paid time may be granted at board discretion.
 - Jury duty
 - a. Any request for Jury duty shall be granted by the Board.

9. Maternity Leave – all positions

- a. Maternity leaves will be handled in accordance with Iowa Code.

10. Personnel Evaluation – all positions

- a. The director's performance will be evaluated annually by the Board of Trustees. The evaluation process will be completed by October 31.
- b. The director will be responsible for evaluating each part-time employee. There is a probationary period of 6 months, and evaluation will be performed at 6 months and annually thereafter or as often as needed.

11. Termination of Service – all positions

Employment with the library is voluntarily entered into, and an employee is free to resign at any time, with or without cause. Similarly, the library may terminate the employment relationship at any time, with or without notice or cause, as long as there is no violation of applicable federal and state law.

- Resignation- all resignations must be in writing, and shall include the announcement of intention to resign, the reason for the resignation and the date of the last day to be worked. A copy of the resignation will be placed in the employee's personnel file.
- Retirement – written notice to Board: 4 weeks notice

12. Disciplinary action – all positions

An employee who fails to maintain proper standards of conduct as outlined in this policy shall be subject to disciplinary action up to and including discharge. Forms of action may include oral and written reprimands, with written record of both inserted into the employees personnel file. Depending on the act, suspension, demotion, or discharge may be the result of the action.

13. Dismissal – all positions

An employee may be dismissed for any legal reason including, but not limited to, the following reasons:

- Violating a customer's right to privacy
- Incompetence or unfitness
- Insubordination
- Fraud/felony
- Financial urgency of the library requiring the cutting of staff and operations
- Abolition of position, but only after a reasonable effort has been made to place the employee in a new position
- During the training period when it becomes evident that the employee is not suited to their job
- Repeated rudeness and poor conduct in dealing with the public
- Misuse of sick leave
- Sexual harassment

Library Property: Prior to their last day on the job, the terminating employee is responsible for turning in all Library property to their supervisor or manager. This includes any items that have been within their possession, including keys, materials, equipment and other library property.

Policy Category – Personnel and Volunteers

Policy Name – Employee Conduct

Hours of work are scheduled to meet the requirements of the library. Employees are to be at their places of duty ready for work at the time assigned and are to remain until relieved or the assignment completed. When an employee is unable to report to work on time, either the Director or Board president should be notified as far in advance as possible, and always before the time before the employee is to report to work.

Regular employees will work their assigned number of hours within the Library's defined workweek. If an employee fails to work those hours, he/she will not be compensated for unworked hours.

Adopted March, 2014

Policy Category – Personnel and Volunteers

Policy Name – Staff or Volunteer E-Mail Policy

All e-mails generated by staff or volunteers on library computers are considered as library property, since public funds are used. Therefore, they must be considered openly accessible.

Policy Category – Personnel and Volunteers

Policy Name – Volunteers

Volunteers are welcome and will be encouraged to assist with tasks suitable for their skills and interests, including: filing, record-keeping, preparing materials for shelving, shelving, assisting with children's programs, delivering or picking up materials from outreach locations, or other activities as deemed appropriate by the director.

Prospective volunteers are expected to share basic application information with the librarian, and their services may be accepted or denied at the discretion of the librarian. Adult volunteers must meet the same screening criteria in effect to serve as a public school volunteer in the local schools, including ability to successfully pass a criminal background check if required. Youth volunteers (under 18) must be at least 12 years of age and submit written parental approval. There is no minimum number of hours of service needed to be a library volunteer. Volunteers will be honored by the library.

Policy Category – Personnel and Volunteers

Policy Name – Personal Calls and Cell Phone Use – Employees

The use of cell phones in the work area, except those provided by the library should be limited. Cell phones should be in the silent or vibrate mode and answered in case of emergency or other special situations. Limit excessive text messaging. All personal calls should be done in an area not disruptive to others or on your own time. Failure to comply with this policy may result in corrective action. Limit personal calls.

Policy Category – Personnel and Volunteers

Policy Name – Computer Use – Employees

Employees may use computers for personal use within the library guidelines for one hour before or after scheduled work time or on their own time when library is open during regular hours.

The library director or any board member may use the laptop at home for library business as long as it is returned the next business day for patron use.

Policy Category – Personnel and Volunteers

Policy Name – Dress Code – Employees

Clothes must be neat and clean. Shoes are required, shirts and jeans are ok; no holes. Also shorts or skirts must be mid length. No t-shirts deemed inappropriate by the Director are allowed.

Policy Category – Personnel and Volunteers

Policy Name – Nepotism

It is the policy of the Shellsburg Public Library to prohibit nepotism in the hiring, promotion demotion, termination or other personnel actions pertaining to library employees, and to avoid the appearance of nepotism in personnel actions.

Provisions: No person shall be hired as a permanent full time or part time employee by the director of the Shellsburg Public Library who is related to the director, including mother, father, son, daughter, brother, sister, husband, wife, grandparent, grandchild, aunt, uncle, niece, nephew or any in-laws.

Policy Category – Personnel and Volunteers

Policy Name – Political Activities

A person holding a library position shall not, while performing official duties or while using library equipment at the person's disposal by reason of the position, solicit in any manner, contributions for any political party or candidate, or engage in any political activity during working hours that impairs the efficiency of the position or presence. A person shall not attempt to use any political endorsement in connection with any appointment to a library position. A person who in any manner supervises a person holding a library position shall not directly or indirectly solicit the person supervised to contribute money, anything of value, or service to a candidate seeking election, a political party, or candidate's political committee.

Adopted March, 2014

Policy Category – Collection and Records

Policy Name – Collection Development

The Shellsburg Public Library orders materials regularly to develop a strong collection. The librarian determines acquisitions, with advice from the Board of Trustees in the case of memorials, grants, or other special circumstances. All items in the collection are reviewed for retention, withdrawal, or replacement at least annually.

Monthly acquisition emphasizes national best-sellers and books by authors with high circulation rates. Works of non-fiction and reference items are added less frequently, but with a goal of expanding offerings across categories. Children's collection development is an ongoing priority, including fiction and nonfiction. New books are labeled to designate their level in the Accelerated Reader program used in the elementary school program. Materials are also being increased for preschool/daycare age levels and for middle school/young adult readers, two subgroups the library is targeting for added involvement. In addition, as funds permit, collection development will continue to include more resources in other media formats, such as DVD, books on tape, other audiotapes or CDs.

The director and Board regularly review and seek to improve the magazine/periodical collection. Acquisition of the EBSCO database is expanding the number of periodicals available to patrons in the library or from their homes. Magazines of interest to patrons will continue to be maintained in the library collection.

Policy Category – Collection and Records

Policy Name – Reference Policy

The Shellsburg Public Library's reference policy is to try to meet the needs of every citizen of the community. All patrons regardless of status are assisted in their search for information and treated with courtesy, respect, strict confidentiality and no censorship.

- A. Homework: Because homework assignments are usually made for the purpose of teaching students the process of finding information, the library's primary role is the instruction in the use of library tools rather than the provision of the "answers."
- B. Contests, Quizzes, Crosswords: These questions are not answered, but patrons are directed to sources from which they may seek an answer, unless the question may be answered by a quick fact.
- C. Medical Questions: Factual information can be provided from medical dictionaries and books, but questions that involve interpretation and opinion cannot be answered.
- D. Legal Questions: Citations from codes can be given and other legal resources suggested, but legal advice and/or explanations cannot be offered.
- E. Books: Recommendations of reference books to patrons are to make available current reviewing sources. Patrons are invited to the library to view books under consideration. Patrons who have books for sale are asked to contact used books dealers. Appraisals are not made on books given to the library.
- F. Genealogy: The library shall make its genealogy book collection available to patrons for use in the library.
- G. Reference Materials: Reference books are not circulated except for older editions or at the discretion of the director.

Policy Category – Collection and Records

Policy Name – Internet

The mission of the Shellsburg Public library is to provide the public with timely access to information through a wide variety of materials, appropriate technology and a well- trained staff. A goal of the Shellsburg Public Library is to enhance its existing collection in size and depth and provide opportunities for any citizen who wishes to explore the World Wide Web at the library.

The World Wide Web, as part of the Internet, is an unregulated medium. It offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages but allows access to some material that may be offensive, disturbing and/or illegal. Internet filters are not used by the Shellsburg Public Library.

The library cannot control or monitor the vast amount of material accessible from computers and networks via the World Wide Web. As with printed material, not all sources provide accurate, complete or current information. It is the responsibility of individual users to evaluate the validity of all information found.

Wireless Internet access is available at Shellsburg Public Library. Patrons who wish to use their wireless-enabled equipment at the library must agree to abide by the library's Computer Use Policies. Patrons are responsible for their own set-up and configuration of all equipment, and library staff members will not accept the liability of handling non-library equipment. (see Computer Use Policies) Patrons will have access to library printers for the standard fee. Wireless networks are not secure, so caution is advised.

Policy Category – Collection and Records

Policy Name – Requests for Reconsideration

Individuals wishing to lodge a complaint concerning material held in the library collection must use the following procedure: An individual or group wishing to question the presence of an item in the collection should contact the librarian. If the objection is not resolved a Request for Reconsideration form should be filled out and signed. The written objection will be taken to the library Board for further consideration. Items the Board deems appropriate for the collection will not be removed except by court order.

Policy Category – Collection and Records

Policy Name – Confidentiality

All patrons and their inquiries should be treated equally. The needs of each library patron should always be taken seriously and treated with the utmost respect and confidentiality. Discussion of any individual's library use or inquiries outside the professional context is strictly prohibited.

The Shellsburg Public Library Board of Trustees recognizes that circulation records of this library are confidential. It advises all library employees that such records shall not be made available to anyone including any agency of state, federal or local government except pursuant to federal, state or local law relating to civil, criminal or administrative investigative power. Specifically:

1. The library will not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law. Confidentiality extends to information sought or materials consulted, borrowed or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan materials, facilities or services.
2. The library will hold confidential the names of cardholders and their registration information and not provide access for private, public or commercial use.
3. The lawful custodian of the records is the director of the library.

Policy Category – Other Policies

Policy Name – Public Relations

The overall objective of the Shellsburg Public Library's public relations program is to communicate with the maximum number of people in the service area in order to:

1. Develop and maintain the confidence of the community in the library and its services.
2. Stimulate public interest in the library and public understanding of the library and its services.
3. Encourage the public to indicate services the Library should consider offering.

The Public Relations program is accomplished through the following means:

1. Personal and group contacts
 - a. Day-to-day staff contacts with regular library patrons
 - b. Staff and Board contacts with school groups, service clubs, civic associations and other community organizations.
2. Direct mail techniques:
 - a. Brochures for special purposes
 - b. Surveys of borrowers
 - c. Book lists and reading lists
3. Programs
 - a. Class visits to the library
 - b. Library centered activities and programs
4. Publicity
 - a. Releases to media

Policy Category - Other Policies

Policy Name – Gifts

Within the provisions of the state laws, the Board of Trustees adopts the following:

1. Books and other material will be accepted at the discretion of the librarian. Prior arrangements should be made.
2. Gifts of monies, real property, and/or stock will be accepted if the conditions attached are acceptable to the Board of Trustees.
3. Personal property, art objects, portraits, antiques and other museum objects will be accepted on the approval of the Board of Trustees.
4. The Library will not accept for deposit materials which are not outright gifts.

Processing of gifts will be as follows:

A. Memorials

1. Donor may give any amount he chooses for one or more books to be purchased by the library. Books are selected after consultation between the donor and librarian and may be chosen to reflect the interest of the person in whose memory the gift is given.
2. A special bookplate may be placed inside the front cover to identify the book as a memorial gift. It is inscribed with the name of the deceased and the name of the donor.
3. Any monetary gift of \$50.00 or more, at the agreement of the donor, will be added to the memorial plaque hanging in the library.
4. A thank you will be sent to the bereaved family by the Director or board secretary as soon as any gift is received.

5.

B. Donated Books

1. Books are received with the understanding that the books will be inspected and those needed in the collection will be used.
2. As a general policy, the library does not use outdated reference books, text books, or books in poor physical condition.

C. Monetary Contributions

Unless designated by the donor, contributions will be used in the area of greatest interest.

Policy Category – Other Policies

Policy Name – Health Emergencies

Staff members or volunteers should exercise caution when administering first aid, even of a minor nature. Without specialized training, it is not advisable to undertake more than keeping the sick or injured patron comfortable and calling for medical help when judged prudent and reasonable. No medication should ever be dispensed to the public.

Policy Category – Other Policies

Policy Name – Severe Weather and Emergency Plan

In the event that weather conditions threaten the safety of patrons and staff, the decision to temporarily close the library shall be made. The librarian on duty makes the decision about when to close or evacuate the library due to severe weather forecast or other unforeseen problem, such as a lengthy power outage. The Board president or another officer or member should be consulted if feasible.

The library will remain equipped with lighted exit signs, a weather radio, flashlight or emergency candles, a first aid kit, and other supplies that the Librarian determines to be necessary. Shellsburg Fire and Police Department, County Sheriff, and other officials monitor severe weather and emergency situations and should be contacted when there is any need for information or help.

If a siren is sounded indicating the need to take immediate shelter, the director will evacuate with patrons to the library basement or other area recommended as most secure by the Fire Marshall. Appropriate emergency supplies as noted above will be accessible on both levels of the building.

In case of water damage or other damage to books and equipment, the Librarian will contact the Northeast Library office for professional help in determining what can be salvaged and how to do that. Procedures are complex and vary according to the type of material and the type of damage. In addition, the city's insurance agent should be contacted to conduct an assessment and arrange for reimbursement.

A list will be prepared and kept up-to-date with names and phone numbers of such persons or offices as: City Clerk, Mayor, Police Chief, Fire department, Sheriff, Alliant Energy, Librarian, Board members, FMTCS, and Northeast I Library office. Copies of this list should kept by the Librarian, the Library Board of Trustees President, and the City Clerk.

Policy Category – Other Policies

Policy Name – Library Contests

Anyone, including staff or board member families, may enter a library contest provided that they meet the contest specifications (i.e. age, grade, etc.) unless they are related to someone on the Judging Committee.

Policy Category – Other Policies

Policy Name – Sex Offender Policy

In accordance with chapters 692A of Subtitle 1 of Title 16 of the Code of Iowa, the Board of Trustees prohibits the presence of sex offenders, convicted “sex offender (defined as a person who is required to be registered in the Iowa sex offender registry) and who has been convicted of a sex offense against a minor” throughout this policy, are not allowed within 300 feet of library property without written permission of the Library Director.

The Library Director may only give written permission as the result of a vote at a meeting of the Board of Trustees at which a quorum is present.

Persons barred from library property under the law remain entitled to library services. It is the responsibility of the library user to arrange for a courier to select, check out, and return materials to the library through possession of a library user’s card.

Persons barred from library property will not be served by the library’s homebound delivery service.

The issuance of a library card to individuals who have been convicted of a sex offense “sex offender (defined as a person who is required to be registered in the Iowa sex offender registry) and who has been convicted of a sex offense against a minor” involving a minor does not grant those individuals permission to enter the library or to be present on library property. Individuals convicted of a sex offense: “sex offender (defined as a person who is required to be registered in the Iowa sex offender registry) and who has been convicted of a sex offense against a minor”, against a minor must follow proper library procedures and policies to request and obtain written permission to be on library property, regardless of whether or not they possess a valid library card.

Suspicious person or persons who appear to be “loitering” will be reported to the police to be checked out and investigated.

Background checks will be performed using the National Sex Offenders Registry on all employees, potential employees, and volunteers who are or will be working on library property.

“Library” shall be defined as the main entry door to the library and any other off-site locations in use by the library for library programs.

Violations of this policy will be immediately reported to law enforcement.

LIBRARY SEX OFFENDER POLICY

Permission to be on Library property application

Name _____

Birthdate _____

Street address _____

City _____

Phone _____

Occupation/Employer _____

Please explain why you feel you should be granted permission to be on library property. Please name a third party to transport material. Provide name, address, and phone of responsible party. Incomplete or false applications will be denied.

Signature _____

Date _____

APPENDIX A: LIBRARY BILL OF RIGHTS

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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 or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

