

ERICSON PUBLIC LIBRARY

# Policy Manual

**Table of Contents**

**Last Approved**

**Section 1**

**Organization & Governance**

- a. Mission Statement & Objectives ..... 01/21/19
- b. Organizational Chart ..... 07/16/18
- c. By-Laws..... 07/16/18
- d. Long Range Plan ..... 01/21/19
- e. City Code Ordinance for Library Board of Trustees.....
- f. Library Board Committees ..... 07/16/18

**Section 2**

**Facilities**

- a. Library hours ..... 06/19/17
- b. Library meeting room..... 09/16/19
- c. Display case, bulletin boards and hanging displays ..... 08/20/18
- d. Emergency responses ..... 08/20/18
- e. Unscheduled closings..... 08/20/18
- f. Security cameras..... 08/20/18

**Section 3**

**Patrons**

- a. Who may use the Ericson Public Library ..... 09/17/18
- b. Registration and use of library cards ..... 09/17/18
- c. Lost Cards..... 09/17/18
- d. Confidentiality of library records ..... 09/17/18
- e. Unattended children ..... 09/17/18
- f. Library Behavior ..... 09/17/18
- g. Food and drink ..... 09/17/18
- h. Registered Sex Offenders Policy ..... 09/17/18

**Section 4**

**Materials**

- a. Materials selection..... 10/15/18
- b. Adoption of national statements..... 10/15/18
- c. Weeding..... 10/15/18
- d. Donations..... 10/15/18
- e. Challenges to library materials ..... 10/15/18
- f. Suspected theft ..... 10/15/18

g. Loan periods and item limits ..... 09/18/17  
h. Billing, Fines and Fees..... 09/18/17

**Section 5  
Services**

a. Interlibrary loans ..... 11/19/18  
b. Homebound ..... 11/19/18  
c. Programs..... 11/19/18  
d. Genealogy research ..... 11/19/18  
e. Internet ..... 11/19/18  
f. Laptop computers ..... 11/19/18  
g. Equipment..... 11/19/18  
h. Disc cleaning and repair ..... 11/19/18  
i. Social media policy ..... 11/19/18

**Section 6  
Personnel**

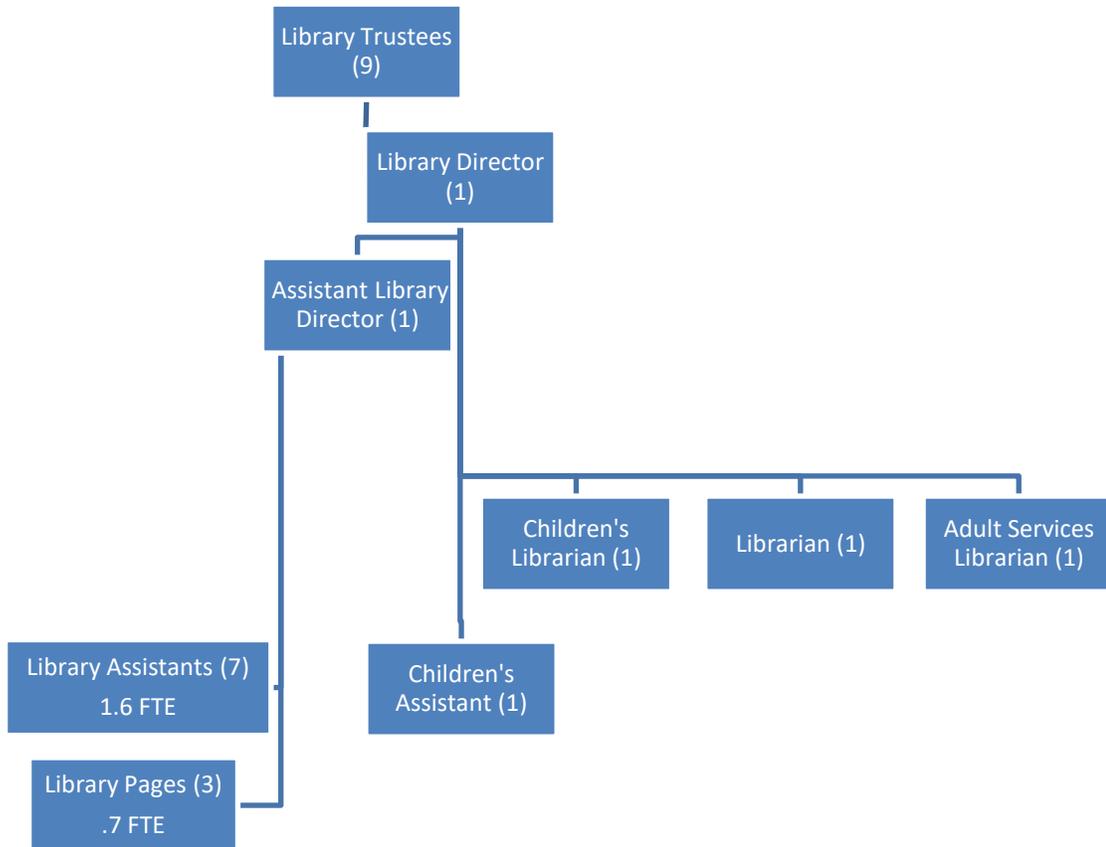
a. Goals of the staff ..... 12/17/18  
b. Personnel Policies..... 12/17/18  
c. Hours and conditions of work ..... 12/17/18  
d. Attendance and punctuality ..... 12/17/18  
e. Leaves of absence..... 12/17/18  
f. Salary and benefits..... 12/17/18  
g. Retirement and payment upon separation..... 12/17/18  
h. Dress and grooming..... 12/17/18  
i. Drug-free workplace ..... 12/17/18  
j. Ethical behavior and confidentiality ..... 12/17/18  
k. Soliciting and political activities ..... 12/17/18  
l. Work Rules and code of conduct..... 12/17/18  
m. Disciplinary procedures..... 12/17/18  
n. Complaint procedure ..... 12/17/18  
o. Volunteer policy ..... 12/17/18  
p. Job descriptions..... 12/17/18

## **Organization & Governance**

- a. Mission Statement & Objectives**
- b. Organizational chart**
- c. By-Laws**
- d. Long range plan**
- e. City Code Ordinance for Library Board of Trustees**
- f. Library Board Committees**



## Library Organizational Chart



Adopted July 18, 2011, Revised and approved July 16, 2018

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## **By-laws of the Ericson Public Library**

### Article I. Name

The name of the library shall be known as Ericson Public Library.

### Article II. Library Board

According to the requirements of Chapter 2.48, Boone Municipal Code, the Board of Trustees of the Ericson Public Library shall consist of nine members to be appointed by the Mayor, with the approval of the City Council. The general powers and duties of the Board of Trustees of the Ericson Public Library are outlined in Chapter 392.5 of the Code of Iowa and Chapter 2.48 of the Boone Municipal Code. The Board shall exercise its power and duties by:

#### Section 1

Employing a competent and qualified Library Director.

#### Section 2

Cooperating with the Director in determining and adopting written policies to govern the operation and program of the library, including personnel policies and policies governing the selection of library materials, supplies and equipment.

#### Section 3

Reporting to and cooperating with other public officials, boards and the community as a whole to support a public relations program for the library.

#### Section 4

Assisting in the preparation of and seeking adequate support of the annual budget.

#### Section 5

Developing long-range goals for the library and working toward their achievement.

### Article III. Officers

The officers of the Board of Trustees shall consist of a President, Vice-President/President - Elect and Secretary/Treasurer. Their terms of office shall be for two years. The Vice-President/President-Elect shall become the President upon completion of his or her term. The Vice-President/President-Elect and the Financial Secretary shall be elected at the annual meeting and hold office until their successors are elected and installed. The President shall become Past President upon the completion of his term. The Library Director shall serve as Secretary of the Board. The duties of all officers shall be such as by custom and law the rules of this Board usually devolve upon such officers in accordance with their titles. Warrants shall be signed by any two (2) board members.

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## Article IV. Meetings.

### Section 1.

Regular meetings shall be held monthly; date and hour to be determined by the Board, in the library or such other place as the Board may determine. The annual meeting will be held in July of each year. Special meetings may be held at any time at the call of the President or the Library Director, or at the call of any two members of the Board, provided that notice thereof is given to all Trustees at least 24 hours in advance of the special meeting. Only such business as stated in the call may be transacted.

### Section 2.

A quorum for the transaction of business at any meeting shall consist of a majority of the confirmed board members.

### Section 3.

Order of business shall be as follows:

Roll call

Reading and approving of minutes of the previous meeting

Correspondence and communications

Report of the Library Director

Financial report and approval of expenditures

Committee reports

Unfinished business

New business

Adjournment

### Section 4.

The Library Director in cooperation with the President of the Board shall prepare an agenda for board meeting. This agenda will be released to the media and posted at the library at least 48 hours prior to the meeting. All meetings of the Board are open to members of the public who wish to observe. Non-Board members who wish to address the Board shall request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the President, Secretary/Treasurer, or the Library Director. The Board will conduct the meeting according to Roberts' Rules of Order.

## Article V. Committees

At the annual meeting of the Board, the President shall appoint three (3) standing committees of three (3) members:

1. Personnel (shall be composed of the President, Vice-President, and the Secretary/Treasurer)
  2. Public Relations
  3. Building and Grounds
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## Article VI. The Library Director

The Library Director shall be the executive director of the policies adopted by the Board. The Director's performance shall be evaluated annually by the Personnel Committee. Among his/her duties and responsibilities shall be:

- A. To select all materials for the library in all formats.
- B. To maintain and operate the physical plant.
- C. To recruit, train, assign, and dismiss members of the library staff.
- D. To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes and problems of the library.
- E. The Director shall be in attendance at all meeting of the Board unless excused absence is approved.
- F. The Director shall discharge such other duties as may be prescribed by the Board, provided that in the performance of such, he/she not incur debt or liability of any kind without authority from the Board.

## Article VII. Amendments to by-laws

Amendments to these by-laws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments is given to all members of the Board in advance of the meeting.

## **Long Range Plan 2019-2024**

### **Service Response #1: Accessibility and Connection to Technology**

Goal 1: The community will have increased access to online library services.

Objective 1: The library will begin circulating hot spots for public check-out.

Activity 1: The library will pursue funding avenues and purchase 10-20 hot spots.

Activity 2: Library director and board will develop circulation and use policies for hot spots.

Activity 3: The library will begin promotion of hot spots. (Winter 2019)

Activity 4: The library will begin circulating hot spots. (Spring 2020)

Objective 2: The library will increase awareness of online library services

Activity 1: The library staff will review current marketing materials. (Spring 2019)

Activity 2: Staff will work on a marketing campaign for print and online mediums (social media). (Fall 2019)

Activity 3: Staff will promote services by doing community presentations and being more involved in community organizations. (Winter 2019)

Goal 2: Library users will have improved connectivity and wi-fi capabilities at the library.

Objective 1: The library will provide the best possible wi-fi services currently available.

Activity 1: Library director will assess wi-fi/internet connectivity options to learn best/improved options. (Summer 2019)

Activity 2: Library director will consider e-rate options for funding improved internet access capabilities. (Summer 2019)

Activity 3: Library will pursue increased/improved wi-fi provisions based upon above findings in activities 1 & 2. (Winter/Spring 2020)

Objective 2: The library will maintain and improve the network infrastructure.

Activity 1: Library director will consult with network technician and develop best practices. (Fall 2020)

Activity 2: Create a replacement schedule for network equipment. (Fall 2020)

Goal 3: Library users will increase their use of E-readers and online databases to access online library resources.

Objective 1: The library will begin circulating E-readers for public check-out.

Activity 1: The library will pursue funding avenues and purchase 10 E-readers.

Activity 2: Library director and board will develop circulation and use policies for E-readers.

Activity 3: The library will begin promotion of E-Readers. (Summer 2020)

Activity 4: The library will begin circulating E-Readers. (Fall 2020)

Objective 2: The library will increase technology access and training.

Activity 1: Provide outreach technology help sessions each month. (Fall 2019)

Activity 2: Continue tech tutor sessions as needed.

Activity 3: Develop tech help drop in times in the library during advertised hours. (Spring 2020)

## **Service Response #2: Spaces/Places**

Goal 1: The public will have additional access to meeting space.

Objective 1: The library will incorporate private study areas.

Activity 1: The library will obtain general quotes for installation of 2-4 study rooms.  
(Spring 2020)

Activity 2: Library director will investigate funding options. (Fall 2020)  
upon findings in Activities 1 & 2 above (Spring 2021)

Objective 2: The library will consider after-hours use of the large meeting room.

Activity 1: The board and director will develop a list of considerations for after-hours use.  
(Spring 2022)

Activity 2: The library will consider modification of current operating hours to  
accommodate later use of meeting room. (Spring 2022)

Activity 3: The board will review current meeting room policies and develop new policies  
(as necessary) regarding new use of meeting space (i.e. after hours or extended  
hours). (Spring 2022)

Goal 2: The public will have more library spaces which will enhance collaboration,  
technology and streamline services.

Objective 1: The library will invest in technological solutions to provide more self service.

Activity 1: The library will add a self checkout station to the main floor. (Fall 2019)

Activity 2: The library will consider if we want to turn on the functionality for self check-in.  
(Fall 2019)

Activity 3: Library staff will make the checkout stations more prominent with better  
signage. (Winter 2019)

Activity 4: The director and board will investigate library media box or kiosk use and  
costs. (Winter 2023)

Objective 2: The library will work to improve circulation desk use and layout.

Activity 1: The library will review best practices and trends on desk assistance. (Spring  
2023)

Activity 2: The library will survey staff and patrons on what is/is not working with the  
current setup and layout on each floor. (Spring 2023)

Activity 3: Develop a design based on Activities 1 and 2 and investigate funding options.  
(Summer 2023)

Goal 3: Online library users/searchers will receive updated information from the library's  
website.

Objective 1: Library staff will work on making site more user friendly, intuitive and add  
content that will increase use of library resources.

Activity 1: Staff will consider recommendations for website improvements from State  
Library consultant. (Spring 2019)

Activity 2: Staff will work with district Library Resources Technician to modify current  
homepage display of database icons. (Spring 2019)

Activity 3: The Library director will assign particular webpages to appropriate staff  
members for routine updates.

Activity 4: Webpages will be updated at least monthly.

Activity 5: The library will begin monitoring number of "hits" and interactions with the  
website and strive for a (2%) increase of usage between (2020 and 2022)

## **Service Response #3: Education/Lifelong Learning**

Goal 1: School children will have increased access to library resources.

Objective 1: The library will increase its outreach to schools.

Activity 1: Librarians and director will increase communication with school librarian,  
teachers and other appropriate school representatives to offer outreach and after-

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- school programming (at the schools) at least once a month during the school year for each age group (elementary, middle school and high school). (Fall 2019)
- Activity 2: Librarians and director will work with ILS vendor to develop ways to provide off-site library card creation and check-outs. (Spring 2020)
- Activity 3: Librarians will develop small “pop-up library” of children’s and young adult books for circulation at the schools during library visits. (Spring 2020)
- Objective 2: School children will have the option of traveling from school to library as “drop off” site.
- Activity 1: Children’s librarian and director will discuss with appropriate school representatives the possibilities of designating the library as a school bus drop-off site. (Fall 2019)
- Activity 2: Children’s librarian and other programming/outreach staff will develop age-appropriate activities for after-school attendees. (Fall 2019)
- Activity 3: Children’s librarian will evaluate attendance/outcomes after 1 year of operation and discuss with director future continuation/modification of program. (Fall 2020)
- Goal 2: Library users will have increased access to library resources.
- Objective 1: The board will consider modification of current library hours (extending evening hours)
- Activity 1: Library director will thoroughly review door count and other stats to determine library’s busiest (and least busy) hours. Director will report findings to library board. (Spring 2019)
- Activity 2: Library director will develop and issue a survey to the public (in summer 2019) regarding possible new hours.
- Activity 3: Based upon information and survey input, the board will discuss with director possibilities of staffing different hours and develop a schedule.
- Activity 3: As determined necessary, the library board will consider modifying hours by Spring 2020.
- Objective 2: The library will develop and expand partnerships to reach more users.
- Activity 1: Library will create a current list of partners. (Fall 2020)
- Activity 2: Library staff will continue to meet with and develop partnerships to expand awareness of community resources. (Fall 2021)
- Objective 3: The library will support educational goals of students and lifelong learners.
- Activity 1: The Young Adult librarian will develop a plan to facilitate and advance students’ interest in learning and postsecondary education. (Summer 2021)
- Activity 2: The library will continue to offer lifelong learning programming for adults through a variety of workshops, classes and hosted events.

## City Code Ordinance for Library Board of Trustees

(Taken from Code of Ordinances, Boone, Iowa Chapter 22)

### CHAPTER 22

#### LIBRARY BOARD OF TRUSTEES

22.01 Public Library	22.07 Nonresident Use
22.02 Library Trustees	22.08 Expenditures
22.03 Qualifications of Trustees	22.09 Annual Report
22.04 Organization of the Board	22.10 Injury to Books or Property
22.05 Powers and Duties	22.11 Theft
22.06 Contracting with Other Libraries	22.12 Notice Posted

**22.01 PUBLIC LIBRARY.** The public library for the City is known as the Ericson Public Library. It is referred to in this chapter as the Library.

**22.02 LIBRARY TRUSTEES.** The Board of Trustees of the Library, hereinafter referred to as the Board, consists of eight (8) resident members and one nonresident member. All resident members are to be appointed by the Mayor with the approval of the Council. The nonresident member is to be appointed by the Mayor with the approval of the County Board of Supervisors.

**22.03 QUALIFICATIONS OF TRUSTEES.** All resident members of the Board shall be bona fide citizens and residents of the City. The nonresident member of the Board shall be a bona fide citizen and resident of the unincorporated County. Members shall be over the age of eighteen (18) years.

**22.04 ORGANIZATION OF THE BOARD.** The organization of the Board shall be as follows:

1. **Term of Office.** All appointments to the Board shall be for six (6) years, except to fill vacancies. Each term shall commence on July first. Appointments shall be made every two (2) years of one-third (1/3) the total number or as near as possible, to stagger the terms.
2. **Vacancies.** The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of a nonresident Trustee shall be vacated if such member moves permanently from the County or into the City. The position of any Trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City or County. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

3. Compensation. Trustees shall receive no compensation for their services.

**22.05 POWERS AND DUTIES.** The Board shall have and exercise the following powers and duties:

1. Officers. To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary.
2. Physical Plant. To have charge, control and supervision of the Library, its appurtenances, fixtures and rooms containing the same.
3. Charge of Affairs. To direct and control all affairs of the Library.
4. Hiring of Personnel. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.
5. Removal of Personnel. To remove the librarian, by a two-thirds vote of the Board, and provide procedures for the removal of the assistants or employees for misdemeanor, incompetence or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.
6. Purchases. To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery and supplies for the Library within budgetary limits set by the Board.
7. Use by Nonresidents. To authorize the use of the Library by nonresidents and to fix charges therefor unless a contract for free service exists.
8. Rules and Regulations. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with this Code of Ordinances and the law, for the care, use, government and management of the Library and the business of the Board, fixing and enforcing penalties for violations.
9. Expenditures. To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise for the erection of Library buildings, and of all other moneys belonging to the Library including fines and rentals collected under the rules of the Board.

10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the Library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.

11. Enforce the Performance of Conditions on Gifts. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City on behalf of the Library.

*(Code of Iowa, Ch. 661)*

12. Record of Proceedings. To keep a record of its proceedings.

13. County Historical Association. To have authority to make agreements with the local County historical association where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for Library purposes.

**22.06 CONTRACTING WITH OTHER LIBRARIES.** The Board has power to contract with other libraries in accordance with the following:

1. Contracting. The Board may contract with any other boards of trustees of free public libraries, with any other city, school corporation, private or semiprivate organization, institution of higher learning, township, or County, or with the trustees of any County library district for the use of the Library by their respective residents.

*(Code of Iowa, Sec. 392.5 & Ch. 28E)*

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five percent (5%) in number of the electors who voted for governor in the territory of the contracting party at the last general election. The petition must be presented to the governing body not less than forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party seeking to terminate the contract.

**22.07 NONRESIDENT USE.** The Board may authorize the use of the Library by persons not residents of the City or County in any one or more of the following ways:

1. Lending. By lending the books or other materials of the Library to nonresidents on the same terms and conditions as to residents of the City, or County, or upon payment of a special nonresident Library fee.
2. Depository. By establishing depositories of Library books or other materials to be loaned to nonresidents.
3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.
4. Branch Library. By establishing branch libraries for lending books or other Library materials to nonresidents.

**22.08 EXPENDITURES.** All money appropriated by the Council for the operation and maintenance of the Library shall be set aside in an account for the Library. Expenditures shall be paid for only on orders of the Board, signed by its President and Secretary. The warrant-writing officer is the Board Secretary or Treasurer.

*(Code of Iowa, Sec. 384.20 & 392.5)*

**22.09 ANNUAL REPORT.** The Board shall make a report to the Council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the Library, the number of books added, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the Library during the year, together with such further information as may be required by the Council.

**22.10 INJURY TO BOOKS OR PROPERTY.** It is unlawful for a person willfully, maliciously or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture or other property belonging to the Library or reading room.

*(Code of Iowa, Sec. 716.1)*

**22.11 THEFT.** No person shall take possession or control of property of the Library with the intent to deprive the Library thereof.

*(Code of Iowa, Sec. 714.1)*

**22.12 NOTICE POSTED.** There shall be posted in clear public view within the Library notices informing the public of the following:

1. Failure To Return. Failure to return Library materials for two (2) months or more after the date the person agreed to return the Library

materials, or failure to return Library equipment for one (1) month or more after the date the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.

*(Code of Iowa, Sec. 714.5)*

2. Detention and Search. Persons concealing Library materials may be detained and searched pursuant to law.

*(Code of Iowa, Sec. 808.12)*

## **Library Board Committees**

### 1. Public Relations Committee

**Publicity:**

Aid in public awareness of library and its activities by working with other committees and the Director to channel information to media sources.

Schedule quarterly meetings with the Director concerning planned and suggested activities.

A member of this committee should represent the Library Board by his/her presence at the meetings of the Friends of the Library.

This committee should be responsible for the awards and recognition of employees and board members (as determined by the board).

The committee will appoint a chairman to be a point of contact.

### 2. Buildings and Grounds Committee

**Description:** The Buildings and Grounds Committee of the Ericson Public Library will strive to ensure that the structure of the library is maintained to high standards and that the grounds are safe and attractive to the patrons. The committee will serve as a resource to the Director, Library Building Maintenance staff, City Engineer, and the Board of Trustees.

Objectives the Building and Grounds committee will strive to meet are:

- To work closely with the Director and Building Maintenance staff when maintenance issues arise (both immediate and long-range) by assisting with identifying problems, exploring various options of correction, and implementing plans of correction.

- To ensure that the various systems and components of the building's infrastructure are monitored and inspected on a timely basis and that documentation of these inspections are dated, recorded and safely filed for future reference. Routine maintenance schedules, manuals, warranties and instructions of operation for various systems will also be filed and available for reference. Examples of systems routinely monitored would include the heating/air conditioning system, fire sprinkler system, fire extinguishers, elevator, alarms, etc.
- To ensure that the building and grounds are in compliance with OSHA, ADA, and State Fire Marshall regulations and that the necessary standards are met for insurance coverage.
- To attempt to plan in advance when furnishings or systems are in need of repair or replacement and present these plans to the Director and Board of Trustees for consideration.
- The committee will appoint a chairman to be a point of contact.

Adopted July 18, 2011

Reviewed and approved September 15, 2014

Revised and approved July 16, 2018

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## **Facilities**

- a. Library hours**
  - b. Library meeting room**
  - c. Display case, bulletin boards and hanging displays**
  - d. Emergency responses**
  - e. Unscheduled closings**
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## **Library Hours**

The hours for the library will be:

Monday and Tuesday	9:00 a.m. to 8:00 p.m.
Wednesday, Thursday and Friday	9:00 a.m. to 6:00 p.m.
Saturday	9:00 a.m. to 1:00 p.m.
Sunday	Closed

The library will be closed the following holidays:

New Year's Day  
President's Day  
Spring Holiday (Friday before Easter)  
Memorial Day  
Independence Day  
Pufferbilly Saturday  
Labor Day  
Veteran's Day  
Thanksgiving Day  
The Friday after Thanksgiving  
Christmas Day

On Christmas Eve, the library will close at 1:00 p.m.

## **Library meeting rooms**

### **GENERAL RULES OF USE:**

To ensure these spaces are available, clean, and functional for all members of our community, the Ericson Public Library Board of Trustees sets forth the following guidelines defining the use of the library's meeting rooms. The Ericson Public Library meeting rooms are provided for educational, civic, cultural and public information events. Meeting rooms may be used only during regularly scheduled hours of library service for the specified reservation time. Use of Library meeting rooms by any individual or group signifies acceptance of the terms of this policy.

#### 2<sup>nd</sup> Floor meeting room guidelines:

1. Application to use the meeting room shall be made to the Administrative office. Applications must include the name of the group, the date and time of the meeting, the number of persons expected, and the name and telephone number of a contact/responsible person.
  2. Reservations for the meeting room will be taken up to six (6) months in advance.
  3. Attendance at the meeting is limited to no more than seventy-five (75) persons.
  4. Activities sponsored by the City of Boone, the library or Friends of the Library will receive preference for the use of the meeting room. The library reserves the right to call no later than ten (10) days prior to a reservation and cancel that reservation if such an activity should arise.
  5. The use of library space for meetings does not imply the library's endorsement of the aims and goals of the groups using the room or of the ideas expressed in the meetings.
  6. Smoking, alcohol and controlled substances are not permitted in the library, including the meeting room.
  7. No money-raising functions, such as on-premises sales, admission fees, free will offerings, or dues are allowed except for those that benefit the library or the Friends of the Library.
  8. The library's meeting rooms are not available for private social functions such as weddings, birthday or anniversary parties.
  9. Placement of signs or other material on the walls is limited to the conference board and the tack strip provided.
  10. No group may store their property in the meeting room or use the library as a mailing address.
  11. Audiovisual equipment is available for use and should be reserved at the same time the room is reserved. Equipment includes TV, VCR, DVD, AV projector and overhead projector. A screen and PA system are provided in the room.
  12. Groups may request advance training on meeting room equipment prior to the scheduled event. Please be aware that there may not be library staff available to assist with the equipment during a meeting or event. Individuals or groups are
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responsible for paying for the replacement or repair of lost, stolen, or damaged equipment as assessed by the library.

13. Meeting room requests must be made by an adult who is 18 years or older and who will insure adult supervision is provided.
14. Groups serving food or beverages must dispose of their trash in the receptacles provided.
15. Preparation of the room for the meeting and cleanup following the meeting are the responsibility of the group requesting use of the room. Users of the room assume full responsibility for damage to Library property and equipment in their custody. Individuals using these spaces must comply with all library policies and shall immediately cease actions deemed in violation of this, or any library policy(ies) upon request. Failure to abide by the library's policies and procedures will result in suspension or termination of privileges.

#### Children's meeting room guidelines:

1. Application to use the meeting room shall be made to the Children's Department. Applications must include the name of the group, the date and time of the meeting, the number of persons expected, and the name and telephone number of a contact/responsible person.
  2. Reservations for the meeting room will be taken up to six (6) months in advance.
  3. Attendance at the meeting is limited to no more than seventy-five (75) persons, seating and chairs need to be requested at the time of reservation to be guaranteed.
  4. Activities sponsored by the City of Boone, the library or Friends of the Library will receive preference for the use of the meeting room. The library reserves the right to call no later than ten (10) days prior to a reservation and cancel that reservation if such an activity should arise.
  5. The use of library space for meetings does not imply the library's endorsement of the aims and goals of the groups using the room or of the ideas expressed in the meetings.
  6. Smoking, alcohol and controlled substances are not permitted in the library, including the meeting room.
  7. No money-raising functions, such as on-premises sales, admission fees, free will offerings, or dues are allowed except for those that benefit the library or the Friends of the Library.
  8. The library's meeting rooms are not available for private social functions such as weddings, birthday or anniversary parties.
  9. Placement of signs or other material on the walls is limited to the conference board and the tack strip provided.
  10. No group may store their property in the meeting room or use the library as a mailing address. No group may utilize library supplies in the children's activity room unless authorized.
  11. Audiovisual equipment is available for use and should be reserved at the same time the room is reserved. Equipment includes VCR, DVD, AV projector and One Screen. A screen and PA system are available if needed.
  12. Groups may request advance training on meeting room equipment prior to the scheduled event. Please be aware that there may not be library staff available to assist with the equipment during a meeting or event. Individuals or groups are responsible for paying for the replacement or repair of lost, stolen, or damaged equipment as assessed by the library.
  13. Meeting room requests must be made by an adult who is 18 years or older and who will insure adult supervision is provided.
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14. Groups serving food or beverages must dispose of their trash in the receptacles provided. Preparation of the room for the meeting and cleanup following the meeting are the responsibility of the group requesting use of the room. Users of the room assume full responsibility for damage to Library property and equipment in their custody. Individuals using these spaces must comply with all library policies and shall immediately cease actions deemed in violation of this, or any library policy(ies) upon request. Failure to abide by the library's policies and procedures will result in suspension or termination of privileges.

#### DISCLAIMER

The user agrees to release the Ericson Public Library from liability of all claims, demands, actions or causes of action of any kind whatsoever arising or resulting directly or indirectly from the use or occupancy by the user, its employees, contractors, agents, officers, guests, or invitees due to any act or omission of any such person.

Adopted January 17, 2005

Revised and approved September 16, 2019

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## **Display case, bulletin boards and hanging displays**

### General Policies

As part of its public service and information mission, the Ericson Public Library makes available a brochure shelf for handouts, display and exhibit areas, and bulletin boards. The use of these areas is intended to increase public awareness of the range of information available in the library collection and to make available information created by and of interest to the local community. When space is limited, preference is given to Boone organizations.

Displays, exhibits, handouts, and materials posted on bulletin boards are covered by the adoption of national statements of the Library. Materials displayed or distributed in public areas may advocate a position, but the display and distribution do not constitute endorsement of the materials' content by the Library.

All handouts or materials for public brochure areas and bulletin boards must be evaluated for compliance with guidelines. If questions arise about appropriateness of materials, the material will be referred to the Director. Unauthorized material may be discarded.

### Specific Guidelines

1. All materials to be posted on the library bulletin boards must be approved by library staff or referred to the Director. Appeals to the Director's decision may be made to the Library Board, which shall have the final approving authority. All materials posted become the property of the library, and may be removed and discarded.
  2. Acceptable materials to be posted include notices of the following:
    - A. educational, cultural, civic and community activities
    - B. public information activities and events
    - C. courses, classes, workshops and study groups
    - D. religious or political meetings and events
    - E. community/personal services, excludes for sale items such as cars or puppies, etc.
  3. Unacceptable materials include any that contain obscenities or profanities, or promote hatred, violence, or discrimination.
  4. Posting of materials does not imply endorsement by the library. Limited space may impose size restrictions on materials.
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5. Artists, craftsmen, and collectors may be invited to exhibit their works or collections in the glass display cases or on the walls of the library. While the library will ensure that the cases remain locked while in use, the library cannot be held responsible for theft from the cases or the walls, for fire or water damage, or any other damage to exhibited items. The exhibitor assumes all risks associated with allowing his works or collection to be on exhibit and will be required to sign a release to that effect.

Adopted November 17, 2008

Reviewed and approved August 20, 2018

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## **Emergency Responses**

### **1. Fire**

- A. In the event of a fire, staff will sound the alarm and make sure that all patrons heard the alarm and are exiting the building. Dial 911 as soon as safely possible. Direct patrons to the nearest exit. If the fire is very small and in your judgment can be extinguished with a fire extinguisher, attempt to do so while working in teams of two, always keeping a viable exit to your back. If the fire area is known, and it is safe to do so, shut the door(s) to the fire area to reduce the movement of smoke and heat prior to exiting the building.
- B. Staff will assemble on the sidewalk across the street west in front of the Presbyterian Church. The Director or supervisory staff will verify that all of their staff is present. Staff shall remain assembled until advised by the Fire Department that the building is safe to reenter or until the Director or the senior library employee in charge dismisses the employees.

### **2. Tornadoes**

- A. If the tornado warning siren sounds, staff will announce “this is a tornado warning, the shelter is on the ground floor.”
- B. Staff on first and second floor will get the flashlight from their circulation desk and go to the ground floor. Staff in the Children’s Department will get their cordless telephone, radio and flashlight. All will gather in the designated shelter area, the hall outside the restrooms.

### **3. Toxic Chemicals**

- A. If the library is warned of a danger from toxic chemicals by the Boone Fire Department whether as a result of terrorist action or accidental spill, staff will follow the orders of the Fire Department or the County Emergency Management Office as to whether to evacuate or remain in the building.
- B. If staff remain in the building, supervisory staff will close the dampers and turn off the air handling system.

### **4. Other Emergencies**

- A. For all other emergencies, the staff will follow the orders of the Fire Department, Police Department, or Emergency Management Office, as appropriate.

Adopted April 21, 2003

Reviewed and approved August 20, 2018

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## **Unscheduled Closings**

1. In the event of sustained loss of electricity, heating, or cooling, or when weather conditions of ice or snow make travel dangerous, it may become necessary and prudent to close the library building.
2. The Director shall make the determination to close. If the Director is not available, the following persons will be responsible for making the determination:
  - A. The Assistant Director
  - B. The Adult Services full time librarian if the Assistant Director is not available.
  - C. The Children's Librarian if the Adult Services full time librarian is not available.
3. Staff may call a Board member for counsel and advice, in the following order of preference: 1. Board President 2. Board Vice-President 3. Board Past-President 4. Any other Board member.
4. When it has been determined to close the library, the person making the decision will ensure that:
  - A. Radio station KWBG is notified
  - B. "Closed" signs are put on both doors
  - C. Staff members scheduled to work are notified

## **Security Camera Policy**

The Library must offer a welcoming, open atmosphere and provide a quiet, comfortable and safe environment where people can use library facilities and collections for intended purposes to the maximum extent possible.

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Library's Behavior Policy, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video images at the Ericson Public Library.

- Cameras are installed at library locations on an as needed basis.
  - Signs will be posted at Library entrances informing the public that security cameras are in use.
  - Security cameras may be placed in both indoor and outdoor areas where security staff and designated Library staff can randomly monitor activity.
  - Access to the footage in pursuit of documented incidents of criminal activity or violation of the Library's Behavior Policy is restricted to designated staff. Patron access to video footage is not allowed.
  - Production of video copies for distribution is limited to designated Technology and designated Administration staff.
  - Access is also allowed by police when pursuant to a subpoena, court order, or when otherwise required by law.
  - Designated staff may have access to real-time monitors. Images will be viewed on desktop monitors placed in secure areas to ensure private access.
  - Technology and Administrative staff need to refer all non-city requests for video footage to the City's legal counsel.
  - Security Cameras differ in their recording length, and will automatically record over themselves on an ongoing basis. Video records will not be maintained, provided no criminal activity or policy violation has occurred.
  - In situations involving banned-and-barred patrons, stored still images may be shared with staff system-wide. Shared images may remain posted in restricted staff areas for the duration of the banning period. After the banning period ends, these images are archived in the Administrative Offices for 5 years.
  - Because security cameras are not constantly monitored, staff and public should take appropriate precautions for their safety and for the security of personal property. Neither the Ericson Public Library nor the City of Boone is responsible for loss of property or personal injury.
  - Cameras may be installed in public spaces where individuals lack a reasonable expectation of privacy. Examples include common areas of the library such as
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entrances, book stacks, public seating areas, hallways, stairways, delivery areas and parking lots.

- Cameras may be installed in areas that could assist Law Enforcement in documenting traffic accidents or other incidents unrelated to the Library that take place on the public streets and surrounding properties within camera view. Examples include cameras on the exterior of a library building that not only document activity on Library property but also the sidewalk, public streets, and surrounding properties.
- Cameras are not positioned to identify a person' reading, viewing or listening activities. However, to the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in Iowa Code §22.7 (13).
- Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as in restrooms.
- Cameras will not be installed for the purpose of monitoring staff performance.
- Images will be stored for a length of time based on available storage but no longer than 21 days. As new images are recorded, the oldest images will be automatically deleted. The length of time varies depending on the camera's memory and recording length.
- Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.

Questions from the public may be directed to the Library Director.

A copy of this policy may be shared with members of the public upon request.

Adopted February 16, 2016

Reviewed and approved August 20, 2018

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## **Patrons**

- a. Who may use the Ericson Public Library**
  - b. Registration and use of library cards**
  - c. Lost cards**
  - d. Confidentiality of library records**
  - e. Unattended children**
  - f. Library Behavior**
  - g. Food and Drink**
  - h. Registered sex offenders policy**
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## **Who may use the Ericson Public Library**

1. The library, its resources and materials are open for use to all residents of the city of Boone, residents of all towns in Boone County, all rural residents of Boone County, and all those residents of towns which participate in the State of Iowa Open Access Program. Non-residents not eligible for borrowing privileges may be eligible to purchase a library card for a fee established by the Board of Trustees. (See Fines/Fees Policy) A valid form of identification and proof of address must be presented at the time of registration in addition to the payment of the non-resident fee.
2. To serve varied interests and points of view, the library collection contains materials with a broad range of political, economic, religious, artistic, and philosophical viewpoints. Anyone, regardless of age, may select materials, including audiovisual materials, from any part of the library collection.
3. The library collection may include materials which parents may consider inappropriate for their children. It is the responsibility of parents to monitor their own children's use of library materials.
4. Parents may request that their minor children be restricted to checking out material from the Children's Department.
5. Unless specifically restricted by a written request from the parents/guardians, children may select materials, including audiovisual materials, from any part of the library collection.

Adopted January 19, 2004

Revised and approved September 17, 2014

Reviewed September 17, 2018

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## **Registration and use of library cards**

### **1. Adult registration**

Eligible persons may apply for a library card by filling out a registration form and displaying a current picture ID and proof of current address (voting card, utility bill, recently postmarked mail, or check with imprinted address). If the applicant has no proof of a current address is available, the library card may be mailed to the applicant.

### **2. Children and Juvenile registration**

A library card for a child under the age of 16 will be issued when the parent or guardian has signed the “statement of responsibility” card and proof of residence has been provided. The child must be present for the card to be issued. Guardians may be asked to provide documentation of guardianship.

### **3. Library card or picture identification required**

A borrower must present valid identification to check out materials. If the borrower does not have his card, he may present a picture ID card (such as a driver’s license). The staff will look up and verify the borrower’s record before proceeding with check-out.

### **4. Use of another person’s card**

A borrower using another person’s card is considered to have permission to use that card unless we have had express notice that the card is lost, stolen, or restricted. A patron whose library card is suspended or has fines over \$10.00 (adult and children) may not use other family member’s cards or friend’s cards. The cardholder will be held responsible for all items checked out on the card before the date that the library is notified of the card being lost or stolen.

### **5. Change of address/telephone**

It is the responsibility of the cardholder (or parent, if the cardholder is a juvenile) to notify the library of any change in address or contact information.

### **6. Library cards and expiration dates**

Library cards are active for two years and then expire. If a card is expired a patron will need to update their information. Patrons who have not used their library cards for a longer period of time are taken out of the circulation system automatically. The library does not keep any of the patrons’ information on file. Patrons who have a card but are not active in the system need to register as a new patron.

### **7. Library accounts may be closed after three years of inactivity and if all items have been returned and no fines remain.**

## **Lost Cards**

1. It is the responsibility of the cardholder (or the parent, if the cardholder is a minor) to notify the library immediately when a card is lost or stolen.
2. Until the library receives such notice, any use of the library card will be considered to be with the cardholder's permission, and the cardholder will be held responsible for items checked out on the card.
3. When the library is notified that a card is lost/stolen, staff will immediately stop service on the card and enter a notice that the card was reported lost/stolen, and the date.
4. If the library card is subsequently presented, the patron must show acceptable identification proving he is the cardholder, or the card will be confiscated.
5. If the lost card is not found, the patron may be issued a replacement card for \$1 upon showing acceptable identification.

## **Confidentiality of Library Records**

The Board of Trustees of the Ericson Public Library recognizes the responsibility to protect the privacy of library users. Confidentiality is essential to protect the exercise of First Amendment rights.

Library records are treated specifically in Code of Iowa 22.7 "Examination of Public Records (Open Records): paragraphs 13 and 14. The citation is copied here and included in this policy:

### **22.7 Confidential records.**

**The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:**

- 13. The records of a library which would, by themselves or when examined with other public records, reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and legitimate end and that the need for the information is cogent and compelling.**
- 14. The material of a library, museum or archive which has been contributed by a private person to the extent of any limitation that is a condition of the contribution.**

Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities or services.

In addition to the protections afforded by the Code of Iowa and the Constitution of the United States of America, Ericson Public Library will hold confidential the names of card holders and their registration information and will not provide access for private, public or commercial use.

In keeping with the above statements and the Code of Iowa, the following shall be the policy for Ericson Public Library records;

1. The lawful custodian of the records is the Director of the library.
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2. Ericson Public Library registration records and circulation records shall be kept confidential.
3. If there is a reasonable basis to believe library registration records are necessary to the progress of an investigation or prosecution, the request for such records including the justification for the request shall be made to the Director, in writing on official letterhead by an official of the investigation or prosecution workforce, who has provided necessary identification.
4. If there is a reasonable basis to believe library circulation records are necessary to the progress of an investigation or prosecution, the judicial system provides the mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.
5. Circulation records shall not be made available to any agency of local, state, or federal government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, local, state, or federal law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
6. The issuance or enforcement of any such process, order, or subpoena shall be resisted until such time as a proper showing of good cause has been made in a court of competent jurisdiction.
7. The library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access. When patrons use those resources, they are subject to the individual third-party terms and privacy policies.

The library record of a child has the same confidentiality protection under Library policies as that of any other patrons with the following exceptions.

- Parents or legal guardians are permitted access to the records of their minor children under the age of 13 (thirteen). The parent/legal guardian must be accompanied by the child or provide the child's library card, and/or provide other acceptable identification. In the case of telephone inquiries, library card number and verification of the child's address, telephone number, and date of birth are required.
- Parents or legal guardians of minor children ages 13-17 are permitted to know only the number of items, not titles, authors, or subjects, charged out on their children's library cards, unless the child accompanies the parent or legal guardian to the Library and grants permission for access. The parent or legal guardian must provide the children's library card or, in the case of telephone inquiries, library card number and verification of the child's address, telephone number, and date of birth.
- Ericson Public Library recognizes that parents or legal guardians who have signed their minor children's applications have assumed financial responsibility for materials charged out to their children's cards; therefore, parents or legal guardians will be provided with specific information about their minor children's library records when materials are overdue or lost.

Adopted September 15, 2003

Revised and approved September 17, 2018

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## **Unattended Children**

1. Parents/guardians may not leave children under the age of nine years unattended in the library and are responsible for their children's behavior while in the library whether or not the parent is present. Parents will also be responsible for any disturbance or damage done to the library by their child. Children age nine and older may use the library unattended provided that their behavior is not disruptive. Children and young people who are disruptive in the library or on library grounds interfere with library service to all patrons. Disruptive behavior is any form of behavior that seriously or constantly disturbs patrons or staff; damages library property; interferes with library service or endangers the well being of the child or others. The Ericson Public Library is not a child care provider and staff cannot supervise children or act as a substitute for daycare. The library is not responsible for the safety or security of children left unattended.
2. If a child is left unattended in the library, the staff will attempt to locate his/her parents/guardians. Staff members are not permitted to remain after hours with an unattended child or give him/her a ride home. For the safety of the child, the staff will not leave a child under the age of nine outside to wait on a ride. If a parent/guardian cannot be reached by the time the library is to close, the Boone police will be called to escort the child home or keep the child until parents can be reached.
3. If a child is reported missing staff will obtain name, age, and a description of child. They will check all possible areas within the library and page the child on intercom. If child is not found, it is recommended that the police are immediately notified.

Adopted July 21, 2003

Revised and approved September 15, 2014

Reviewed and approved September 17, 2018

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## **Library Behavior Policy**

The Library provides a safe, comfortable environment conducive to the use of library materials and facilities. The Library and its services are available to all members of the public. Any activity which interferes with the rights of other patrons to use the library, which could result in injury to oneself or others, or which could cause damage to the building, grounds, materials, or equipment is considered disruptive and unacceptable.

Misbehavior will not be allowed in the Library and may be subject to follow-up by law enforcement if necessary.

Patrons whose bodily hygiene is offensive so as to cause a nuisance to others shall be required to leave the building.

Misbehavior includes, but is not limited to:

- Any illegal activity including violating municipal, state, or federal law or codes
  - Possession, use, or threat of use of weapons of any type on Library premises, except for peace officers. Weapons shall mean any gun, device or instrument as defined in Iowa Code Sections 724.1 and 724.7 and those regulated or prohibited in Boone Municipal Code
  - Interference with staff members' performance of duties on Library property. This includes engaging in conversation or behavior that monopolizes the attention of a staff member for an inappropriate period of time; making inappropriate personal comments, sexual advances, harassment of a physical and/or verbal nature; or refusing to comply with a staff directive Theft, vandalism, or the deliberate destruction of Library materials, property, or the personal property of other patrons or staff
  - Smoking, using e-cigarettes or alcohol, or chewing tobacco on Library premises and within 25 (twenty-five) feet of the Library entrances
  - Soliciting, campaigning, petitioning, survey taking, fundraising, unless authorized by the Director
  - Consuming, possessing, or being under the influence of illicit or intoxicating substances on Library property
  - Running and roaming
  - Throwing objects
  - Willfully annoying, harassing, or threatening any person on Library premises
  - Making loud or prolonged conversation /noises whether in person or on the phone. Cell phone calls should be moved to a non service area, such as the stairwell or hallway
  - Using profane or abusive language
  - Paying unwelcome attention to Library staff or patrons
  - Inappropriately touching oneself or others
  - Engaging in behavior that endangers or could endanger the safety or health of others
  - Congregating on Library premises in a manner which obstructs access or interferes with use of Library facilities or services or where such activity is likely to result in an
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unsafe or intimidating environment. This includes solicitation and panhandling as well as distribution of leaflets or un-authorized notices

- Skateboarding anywhere on Library property
- Playing audio equipment at a level that can be heard by others
- Bringing animals other than assistance dogs into the Library
- Failure to dress appropriately always wearing shirt and shoes
- Picture taking, photography or filming, without prior permission from Library staff
- Parking bicycles anywhere other than designated bicycle rack
- Entering non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member
- Sleeping on Library premises or exhibit the appearance of sleep
- Leaving a child 8 years old or younger unattended in the Library, or leaving an individual who requires a caregiver unattended in the Library
- Viewing sexually explicit images on the Internet or violating the Library's Internet Acceptable Use Policy
- Using bathrooms for unreasonable or unintended purposes including bathing and laundering
- Interfering with patrons' use of the library through poor bodily hygiene which is so offensive as to constitute a nuisance

#### Consequences

Enforcement of these rules is dependent on the severity of the misbehavior as determined by the staff on duty or the Director.

Patrons who engage in misbehavior will be given one warning and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning may be asked to leave the Library. Patrons who engage in misbehavior that in the judgment of a staff member is extreme will be ordered to leave the Library building and grounds immediately. If necessary, library staff has the authority to summon the police.

Any person who causes repeated misbehavior in the Library may be warned in person or writing that his or her Library privileges will be revoked and he or she will not be allowed to enter the building if the behavior continues. If this person continues to cause disturbances, he or she will be banned from the Library for a period of time and/or served with a Trespass Notice. When Library privileges are reinstated, and if the disturbances continue, the Library will take action to bar the individual from Library property for a longer period of time. Library staff has the authority to exclude any disruptive patron and may summon the police if necessary.

Parents are responsible for their children's behavior while on Library property. Disruptive children, as well as adults, will be asked to leave the building after receiving one verbal warning. Police may be called to provide assistance. More than one such occurrence, or the inability of the parent to provide immediate assistance, may result in suspension of Library privileges by the child and his or her parent(s) at the discretion of the Library Director.

Adopted October 20, 2003

Reviewed and approved November 13, 2007

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Revised and approved September 17, 2018



## **Food and Drink Policy**

Snacks are permitted but NOT meals or messy, aromatic foods (e.g., hoagies, pizza, salads, soup). Meals are permitted in the meeting room and for library approved programs and events only.

Covered beverages and snacks are permitted however they are restricted from the following areas:

- by or near computers
- by or near photocopiers, printers and scanners
- microfilm areas
- specific areas as posted

Non-alcoholic beverages are allowed in covered, spill-proof containers. It is the individual's responsibility to throw away wrappers, containers and other trash in trash receptacles. It is the individual's responsibility to report major spills to library staff immediately, so we can arrange for appropriate clean-up. In the event of damage from food or drink to library materials or equipment, costs may be assessed to the responsible patron.

Patrons who fail to follow these guidelines will receive one verbal warning and then banned to have any food or drink in the library.

The Ericson Public Library wants to maintain an environment that is appropriate for the protection of library materials. If not picked up, food and beverages can attract rodents, cockroaches, silverfish and other unwanted pests that damage library materials. By complying with the policies, users and staff will help maintain a clean work environment, a pest-free building, and aid in the preservation of our collections for future generations, while enjoying some food and drink in many areas of the building.

Adopted December 20, 2010  
Revised and approved June 20, 2016  
Reviewed and approved September 17, 2017

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## **Registered Sex Offenders Policy**

The purpose of this policy is to ensure that the Ericson Public Library is in compliance with Iowa Code Chapter 692A that excludes registered sex offenders convicted of offenses against minors from public libraries. Sex offenders convicted of a sex offense against a minor shall not be present upon the real property of a public library and they shall not loiter within three hundred feet of the real property boundary of a public library. The Code provides an exception to this prohibition if the library administrator provides written permission.

The Library Director will not give written permission for registered sex offenders convicted of sex offenses against minors to be in the library. This decision can be appealed to the Library Board of Trustees. The issuance of a library card at any time is NOT permission to enter the library.

Registered sex offenders convicted of sex offenses against minors may be eligible for some library services. They may receive information via telephone or online. They may register for a card directly with the Director, or her designee, via telephone or online, and make arrangements for a person of their choosing to select, check out, and return materials using that card. They may use that card to access the library's online materials or databases. Person barred from the library property under the law will not be served by the library's homebound delivery service.

Violations of this policy will be immediately reported to law enforcement and violators will lose all library privileges. Violators will be subject to prosecution for violation of the Iowa Code.

## **Materials**

- a. Materials Selection**
  - b. Adoption of National Statements**
  - c. Collection Maintenance and Weeding**
  - d. Donations**
  - e. Challenges to Library Material**
  - f. Suspected Theft**
  - g. Loan Periods and Item Limits**
  - h. Billing, Fines and Fees**
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## **Materials Selection**

### **1. Objectives**

The primary objective of the library is to serve the needs of the community. Because the library serves a wide variety of people with a wide range of experiences, education and interests, the library's materials collection must be diversified enough to encompass a variety of needs, interests and opinions.

### **2. Quality and balance in the collection**

The ultimate responsibility for ensuring quality and balance in the entire collection to support the needs of the community belongs to the Library Director. Authority for selection of materials is delegated by the Library Board of Trustees to the Library Director and such members of the library staff as the Director designates. Serious consideration will be given to suggestions for purchase made by citizens of the community within the needs of the collection, as determined by the Library Director. Any library material added to the library collection shall be held to be selected by the Board of Trustees.

### **3. Points of view in the collection**

- a. The library will provide a significant source of culture and ideas for the community by providing as many views as possible on all possible subjects.
- b. In an effort to support the obligation of the public library to be a forum for the free exchange of all ideas, and in its pursuit of those library materials which offer the widest possible variety of viewpoints, the library shall not consider the popularity or unpopularity of their authors or their authors' views.
- c. In areas where there is honest disagreement concerning the truth or wisdom of particular issues, ideas or beliefs, the library shall make an effort to see that the printed, visual or audio points of view on all sides of the issues, ideas or beliefs are represented in the collection.
- d. The frankness of language or controversy of manner used by an author shall not be considered a determining factor for selection.

### **4. Recreational materials in the collection**

The library will provide a significant source of recreational materials for reading intended for all ages and interests.

### **5. Areas of consideration for selection**

Specific areas of consideration for evaluating a particular item to determine its suitability for inclusion in the library collection will include the following:

- Relevance to the present and potential needs of the community
  - Accuracy, timeliness, currency, and validity
  - Current or historical significance of author or subject
  - Suitability of the physical form for library use
  - Public demand and/or local interest
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- Comparison with other available titles in existing collection
- Cost
- Scarcity of materials on the subject
- Comprehension and depth of treatment
- Diversity of viewpoint
- Literary style, importance, or originality
- Cultural significance and critical acclaim
- Sustained interest

## 6. Evaluation

Evaluation shall be based on reviews in professional and other literature, and upon the professional judgment of the library staff.

## 7. Specific materials

Specific areas of consideration for particular types of materials will include the following:

- a. Periodicals: Magazines or similar serial publications should be selected after considering the importance of the title and contents to the needs of the community, the number of other titles currently received in the same subject area, and the availability of adequate access through indexes.
- b. Children's materials: The selection of children's materials shall follow the same rules and policies as those for other library materials, under the supervision of the Children's Department Librarian and the Library Director.
- c. Binding: The type of binding available for a book shall not be considered a problem in the purchase of materials.
- d. Foreign language materials: Standard foreign language materials will be acquired for general reference purposes, but no effort will be made to acquire a large collection of any foreign language.
- e. Microforms and audiovisual materials. Microforms, audio and visual non-book materials will be acquired as appropriate to the needs of the community. Such materials will be subject to the same criteria of selection as apply to other materials.
- f. Archives and local history materials: The library will retain, organize and make available all items of any type which may be of interest to the future and may be significant to the history of the community, insofar as this does not interfere with the collections of any historical societies and museums.
- g. Rare books and manuscripts. No attempt shall be made by the library to acquire single titles or collections of rare books, manuscripts, private papers or incunabula. Offers of gifts of such items will be subject to the gift policy.
- h. Out of print materials: A reasonable effort will be made to locate and obtain out of print materials, which would be significant for the collection.
- i. Materials of unusual cost. Items that are requested which cost more than \$100.00 shall be referred to the Board of Trustees. Exception to this shall be made for standards sets of reference books such as encyclopedias.
- j. Multiple copies: It is generally not the policy of the library to obtain multiple copies of titles, but shall be considered in cases of materials with long reserve lists.
- k. Selection vendors: The selection of sources for the purchase of library materials, supplies, furnishings, etc., shall be left to the discretion of the Library Director, who shall consider such factors as discount, service, speed, accuracy, reliability, etc.

Adopted February 21, 2000

Revised and approved October 15, 2018

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## **Adoption of National Statements**

The Board of Trustees adopts and declares that it will adhere to and support the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association, both of which are made a part hereof:

### **The 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.

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

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

### **The Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers

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responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind

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attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

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Adopted 1996  
Reviewed and approved December 15, 2003  
Revised and approved September 19, 2011  
Reviewed and approved October 15, 2018

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## **Collection Maintenance and Weeding**

1. In order to ensure that the collection remains relevant, in good physical condition, and continues to meet the needs of the community, items will be evaluated on an ongoing basis for potential withdrawal.
2. Materials to be weeded include the following:
  - a. duplicate copies
  - b. materials no longer in demand
  - c. older editions of works replaced by newer editions
  - d. obsolete materials
  - e. damaged, soiled, or worn materials
  - f. out of date, contain inaccurate information, or are not historically significant
3. Weeded materials may be discarded or sold at the library or at the Friends of the Ericson Public Library book sale, depending on the condition of the item.

Adopted May 15, 2000

Revised and approved September 15, 2014

Reviewed and approved October 15, 2018

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## **Donations**

### Gift Items

The library gladly accepts the donation of books and other items with the understanding that the library may do with them as it sees fit. Gifts donated with special conditions or restrictions are generally not accepted. No gift materials may be added to the collection without approval of the Library Director.

Gift materials will be added to the collection if they are needed and if they meet the selection standards that are applied to all materials added to the collection. Gifts accepted for the collection become the property of the Ericson Public Library. Gifts not added to the collection will be disposed of in a way that will be most advantageous to the library.

Upon receipt of gift materials a receipt is given to the donor acknowledging the gift items. Due to the Internal Revenue Service regulations, the library is prohibited from providing an estimate of monetary value of the donation. Staff members may give the donor a receipt showing the number and type of items (such as “17 hardcover books”). The library reserves the right to decide when a gift added to the collection must be withdrawn.

### Memorials

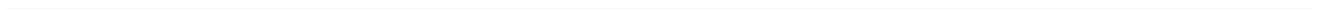
The library actively encourages donations as memorials and as tributes to living individuals on special occasions. Such acts provide the library with an opportunity to add materials or equipment which it might not otherwise be able to afford. Memorials and tributes are accepted in the form of monetary donations. The library will make every effort to honor the donor’s wishes regarding the selection to be purchased. However, the final decision rests with the library in accordance with its needs and selection criteria. A bookplate will be placed in the item purchased with the memorial and tribute gift funds. The library will send letters to notify parties of the gift. In those instances where an individual wishes to donate a memorial book from his personal library, the decision to accept the gift will be made by the Library Director. If it is not accepted, the book will be returned to the donor.

### Acceptance of gifts

Acceptance of any gift, including cash, securities, real or personal property, will be determined by the Library Board based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the library’s ability to meet the requirements, if any, associated with the donation. The Library Board reserves the right to refuse or reject any gift.

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Adopted May 15, 2000  
Revised and approved September 15, 2014  
Reviewed and approved October 15, 2018



## Challenges to Library Material

### 1. Policy on censorship

- a. The primary purpose of the Ericson Public Library is to purchase, organize and make readily accessible books and other printed, recorded, electronic and filmed materials, to stimulate interest, and give guidance in their free use to everyone in the community regardless of age, sex, race, creed or social, economic and educational level.
- b. In the provision of library materials, broad areas are considered:
  - 1) Informational—having to serve the community as a center of information by having available authoritative materials for the answering of specific questions.
  - 2) Educational—to provide reliable materials available to help meet the needs of patrons in their pursuit of formal and informal education.
  - 3) Recreational—to encourage reading for enjoyable use of leisure time.
- c. The library welcomes comments, suggestions and criticisms of its materials. However, no citizen in a democracy has a right to prevent another from reading or viewing a specific item by demanding its removal from the library's shelves. The Ericson Public Library Board of Trustees declares as a matter of firm principle that no library material shall be removed from this library under any pressure, save after a determination held under procedures set forth herein.
- d. The Ericson Public Library Board of Trustees believes that censorship of library materials is purely an individual matter, and declares that while anyone is free to reject for him/herself books or materials of which he/she does not approve, no person may exercise this right of censorship to restrict the freedom to read of other persons.

### 2. Requests for reconsideration of library materials

- a. Serious question of any material in the library collection by any person or group in an effort to have the material removed from the collection must be submitted in writing and signed by an individual person, or an individual person representing a group, and given to the Library Director to be submitted to the Board of Trustees. Such written statement must be received at least two weeks prior to the regular monthly Board meeting. A copy of a form to be used for such submission is attached herein.
  - b. The Board of Trustees shall consider the material in question, and refer to the Materials Selection and other library policies for guidance concerning the material.
  - c. The Library Director shall, on behalf of the Board of Trustees, reply in writing to the person submitting the request for reconsideration within ten days of the date of such Board meeting, citing any decision or action taken by the Board.
  - d. If satisfactory resolution of a request for reconsideration is not achieved, a Citizens' Review Committee shall be enacted to consider the material in question, and to deliver an opinion. The committee shall be appointed by majority vote of the Board of Trustees and shall include seven people, including the following: a person in charge of library materials at a parochial school; a person in charge of library materials at a
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high school; a person in charge of library materials at an elementary school; a lawyer; and three others chosen by the Board of Trustees. The committee will select a chair, set a meeting time, and consider the material in question. All meetings will be open to the public. After all meetings deemed necessary by the committee, their opinion of the material in question will be delivered to the Board.

- e. The Board of Trustees will review the decision of the Citizens' Review Committee and make a final decision on the material.

Adopted June 19, 2000

Revised and approved September 19, 2011

Reviewed and approved October 15, 2018

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# Statement of Concern about Library Materials

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

1. Library material on which you are commenting:
  - a. Author/Producer: \_\_\_\_\_
  - b. Title: \_\_\_\_\_
  - c. Type: (book, magazine, newspaper, audiovisual material, content of program etc):
2. What brought this material to your attention?
  
3. Comments on the material as a whole, as well as specific matters which concern you.  
(Use other side if needed.)
  
4. Are there other materials which you would suggest to provide additional information on this topic?

Date \_\_\_\_\_ Signature \_\_\_\_\_

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## **Suspected Theft Attempts**

1. Library staff will notify the police in every case where the alarm goes off and there is reasonable belief that a theft attempt has been made. It is not a staff member's responsibility to determine whether or not a person is guilty, or whether or not the library should prosecute. The policy is the same for adults and minors.
2. Staff may look through a patron's purse, book bag, backpack, or other item for library materials only if the patron voluntarily opens such item.
3. If the suspected person runs away, becomes violent, threatening, or dangerous in any way, the staff member will not attempt to detain or follow them or do anything that will endanger herself/himself or any library patron. Allow the person to leave, but try to get a full description of the person and vehicle and notify the police.
4. The staff member will fill out the Theft Attempt Incident Report and notify the Director in those cases where the police determine there is just cause for detention or arrest, and when the suspected person runs away.

## THEFT ATTEMPT INCIDENT REPORT

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Staff member: \_\_\_\_\_

Description of incident:

Give complete details on actions, conversations, names and other people who witnessed the incident, etc.

Signature: \_\_\_\_\_

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## Loan Periods and Item Limits

1. Following are the loan periods and renewals for library materials:

	Loan period	Renewal
Laptops/iPads	2 hours	no
Magazines	14 days	yes
Art prints	3 months	yes
Books	14 days	yes
DVDs and VHS	14 days	yes
All other items	14 days	yes

2. Items may be renewed up to three times by telephone, in person or on-line. Art prints may be renewed once for one month. Items that have a hold list may not be renewed at all.
3. Special longer loan periods are available for teachers and program planners, patrons on vacations, members of Board of Trustees and others.
4. Each card holder is limited to 2 adult fiction DVDs, 2 children fiction DVDs, 2 puppets, 6 other audio items (CDs) and 3 art prints. Limits may be put on non-fiction in demand because of school assignments. There is no limit on fiction books or magazines.

## Billing, Fines and Fees

The library has a limited collection of materials; timely return is encouraged by charging fines for late return. It is the responsibility of the patron to bring material borrowed back on time and to pay the fines and fees established by this library. This policy is to ensure a fair and equitable fine and fee structure and procedure.

### Overdue Items and Fines

1. Fines for all items are ten (10) cents per item per day. Fines do not accrue on days the library is closed.
2. The maximum overdue fine that can accumulate for an item is ten dollars (\$10) or an amount equal to the cost of the item if the cost is less than ten dollars (\$10).
3. Overdue notices will be printed and mailed or emailed once a week. The first notice will be sent when the material is at least seven (7) days overdue, a second notice a week later, and a final notice will be sent two (2) weeks after that when the material is at least twenty-eight (28) days overdue.
4. Ninety days (90) after the due date, the items will be considered as "Lost" and the patron will be charged the replacement cost of the item and the accumulated fines.
5. Patrons may not borrow material when they have overdue or lost items, or when their fines have accumulated to \$2.00 or higher. Once a patron has accumulated any fine, all computer privileges are lost until the fines are completely paid.

### Lost Items

1. If materials are lost the patron will be charged the cost of replacing the item. The patron has the option of getting permission from the Director to replace material. Fines will be waived if patron pays for or replaces the material. The patron will be given a dated receipt showing the cost of the item.

### Damaged Items

1. When an item is damaged beyond reasonable repair, the patron will be charged the item's replacement cost. Patrons will be notified by phone of damaged materials. No overdue fines are added to the cost for a damaged item when it is paid for and the patron may keep the item.
  2. Generally, the full cost of replacing an item is charged if it is greatly damaged (wet, mildewed, stained, scribbled, chewed, scratched, broken, etc.). There will be no charge for audio or video tapes broken during ordinary play.
  3. If minor damage or small markings have occurred, a charge of fifty (.50) cents to one (\$1.00) dollar will be charged.
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#### 4. Cost for damaged or lost items:

Bar code	\$ .50
RFID tag	\$ .50
Book pocket	\$ .30
Dust jacket	\$ .30
Plastic audiobook case	\$10.00
Plastic cassette box	\$ 1.50
Plastic CD box	\$ 1.00
Plastic media bag	\$ 1.00 (small) \$ 2.50 (large)
Plastic video/DVD box	\$ 1.00 (single) \$ 2.00 (double)
Jewel case	\$ 2.00
CD checkout pouch	\$ 1.00
Plastic book pocket	\$ 1.00
Damaged/missing pieces to games, puzzles, etc	Charge will be determined by library staff; generally full replacement cost

If a patron fails to return library materials for two months or more after the due date the library reserves the right to pursue legal avenues set forth in section 714.5 of the Iowa Code.

If a patron attempts to conceal library materials or equipment either on library premises or outside library premises the library reserves the right to pursue legal avenues set for in section 714.5 and section 808.12 of the Iowa Code.

#### **Fees**

Library Card Replacement	\$ 1.00
Photocopies	\$ .10- 1.00 (depending on color)
Fax (incoming)	\$ .25 (per page)
Fax (outgoing)	\$ 1.00 for first page, .25 for each additional page
Interlibrary Loan Request	\$ 1.25
Laminating	\$ .30 (per square foot)
Media left in book drop	\$ 1.00 (per item)
Disc Repair	\$ 1.00 (per disc)
Non-Resident Library Card	\$50.00 (per patron)

Adopted September 19, 2011,

Revised and approved January 27, 2014, September 18, 2017

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## **Services**

- a. Interlibrary Loans**
  - b. Homebound**
  - c. Programs**
  - d. Genealogy Research**
  - e. Internet**
  - f. Laptop and iPad**
  - g. Equipment**
  - h. Disc Cleaning and Repair**
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## **Interlibrary Loans**

Interlibrary loan (ILL) is a process through which library material, or a copy of the material, is made available by one library to another upon request. If the Ericson Public Library does not have the material that a user needs within its collection, library staff will attempt to borrow it from another library via the ILL system. Ericson Public Library will participate in SILO and OCLC ILL programs and follow their protocols.

### **Eligible Borrowers**

Interlibrary loan service is available to Boone city and county resident library users in good standing (i.e., card is not blocked for fines, overdue materials, or incorrect contact information) who have been issued a current Ericson Public Library borrower's card.

### **Requesting Interlibrary Loan Service**

An interlibrary borrowing request is initiated by submitting a completed ILL request form to a Library service desk or from the online request form. Requests will also be accepted by telephone from any Ericson Public Library cardholder in good standing. When requesting an item for interlibrary loan, the following information will assist library staff in locating and requesting the item: exact title of the item, author or editor's full name, publisher, and date of publication.

### **Request Restrictions**

#### **1. Material Types**

Some types of materials are not available for lending by other libraries and, consequently, the following will not be requested on interlibrary loan: popular audio-visual materials (videos, and sound recordings); reference material (e.g. directories, encyclopedia sets, indexes, standard library reference tools); bound volumes or individual issues of magazines and newspapers; software; rare, archival, manuscript or fragile items; popular books published within the last year; and books currently in the collection of the Ericson Public Library which are not listed as lost or missing.

#### **2. Number of Requests Accepted**

A library user may have up to three (3) outstanding interlibrary loan transactions at any one time. This includes requests that are pending as well as materials that the user currently has borrowed through interlibrary loan.

### **Copyright Compliance**

The Ericson Public Library complies with Federal copyright law and CONTU (National Commission on New Technological Uses of Copyrighted Works) guidelines.

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## **Circulation of Interlibrary Loan Materials**

The library lending the material sets the due date. Typically, interlibrary loan materials will be loaned to patrons for a two-week period.

Library users are encouraged to return materials at the end of the loan period so that materials are not absent from the lending library for an unreasonable length of time. Renewals are only permitted if the lending library allows such an extension. Requests to renew an item must be submitted two days in advance of the due date for the item.

## **Borrowing Fees and Overdue Fines**

The Ericson Public Library will charge \$1.25 fee per item for the ILL service. The library will make every effort to request materials from those libraries who do not charge for lending their materials. Many libraries, however, are now charging for lending materials from their collections. Library users are responsible for any charges applied by the lending library including photocopy charges, postage for the loan of microfilm or microfiche, overdue fines, or fees for damaged or lost materials. Library staff will make every effort to notify the library user as to any fees that will be assessed by the lending library. If lending charges are not paid at the time the material is picked up, they will be attached to the user's circulation record and handled in the same manner as fines and other charges.

10 ¢ per day per item overdue fine will be assessed for interlibrary loan materials that are returned past their due date. The library user also is responsible for any charges assessed by the lending library for damage to an interlibrary loan item. If an interlibrary loan item is lost, the library user will be responsible for the cost of the item.

Library users who request an item via interlibrary loan and fail to pick it up upon notification will still be assessed a fee of \$1.25 for each unclaimed item.

## **Lending Materials to Other Libraries**

There will be no charge to other libraries to borrow materials from the Ericson Public Library's collection, nor will charges be assessed for overdue items. If an item is not returned by the borrowing library to the Ericson Public Library, the borrowing library is responsible for the replacement cost of the item.

Ericson Public Library materials will be lent to other libraries for four weeks.

The Ericson Public Library will lend photocopies of periodical articles or pages from books in accordance with federal copyright law. In order to assure that local Ericson Public Library users have access to the latest materials, the following items will not be loaned via interlibrary loan: popular books published within the last year; books with long reserve lists; items designated as "high demand"; popular audio-visual materials (videos and sound recordings); software; reference material (e.g. directories, encyclopedia sets, indexes, standard library reference tools); bound or current issues of magazines and newspapers; microfilm; and rare, archival, manuscript or fragile items.

Adopted November 19, 2007

Revised and approved December 15, 2014

Reviewed and approved November 19, 2018

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## **Outreach Homebound and Institution Service**

### **Outreach Service**

Outreach services are intended to provide impactful library service beyond the borders of our library facility – to take library service to our community. The library provides story time and other programming for institutions that serve children, their families, and adults that are unable to come to the library. When this programming takes place at the institution rather than at the library, it is considered outreach. The purpose of outreach programming is to introduce children from birth through seniors to the Ericson Public Library and its services, as well as provide a variety of age-appropriate literacy experiences.

Eligible institutions include, but are not necessarily limited to, senior care centers or facilities, public and private schools, preschools, licensed daycare centers, Head Start, and social agencies such as homeless shelters and shelters for abused women and children. The final determination of eligibility is left to the discretion of the library staff.

### **Homebound service**

Any person within the city limits of Boone who is temporarily or permanently unable to come to the library because of an illness or physical condition may request that books and library materials be brought to their home. There is no charge for this service. Must have a card in good standing.

### **Institution service**

A selection of books will be taken to Westhaven Community, the Eastern Star Masonic Home, the Regency Retirement Residence and the Beckwith Adult Day Care each month. The books will be checked out to each facility, which shall be responsible for their return.

Because recipients of homebound and institution service receive and return library materials based upon a delivery schedule, no overdue fines will be charged. However, homebound participants are responsible for all items checked out and will be charged the standard fee for any lost or damaged item.

Adopted November 19, 2007

Revised and approved November 19, 2018

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## Programs

The Ericson Public Library will provide programming to further our mission of promoting an educated citizenry and enriching personal lives. These programs are provided to help meet the educational, informational, cultural, and recreational needs of the residents of the community of Boone.

Programming is provided to appeal to citizens of all ages but individual programs may be designed for a specific audience based on age. Programs targeting a specific age group will be promoted as such. All library programs are open to the general public.

While some programming will be generated internally by library staff using library resources or with support of the Friends of the Ericson Public Library, the library will also incorporate cooperative programming with other agencies, organizations, and educational institutions capitalizing on existing knowledge and expertise. When grant – sponsored programs are held, dictates and rules of the grant will be followed. Library program presenters who are affiliates of commercial enterprises may provide general knowledge without direct promotion of a business enterprise resulting in potential profit. In addition, library programming shall not exclude topics or speakers because they may be controversial. Acceptance of a program does not constitute endorsement by the library of the individual presenter’s policies or beliefs. Library-initiated programs will provide for the “interest, information, and enlightenment of all people of the community the library serves” as outlined in the American Library Association’s *Library Bill of Rights*.

No fees will be charged to people attending library programs except with the approval of the library director. The only items that may be sold to the public are books, recordings, or works of art created by presenters. The performer or his/her associate must handle the sale of these items.

The Ericson Public Library may provide off-site outreach programming to insure equity of access and service to all patrons. These programs could include storytime events at local preschools or presentations to community groups or organizations for the purpose of providing or promoting library services.

Library programs or classes may be cancelled for several reasons including cases of severe weather, presenter conflict, or low registration numbers.

Adopted December 18, 2000

Reviewed and approved January 19, 2004

Revised and approved November 19, 2018

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## **Genealogical Research**

1. Local patron requests

Library staff will assist patrons to find the correct microfilm reel or book to search in. Patrons are expected, if physically able, to conduct their own research.

2. Out-of-town requests

Research requests received by mail or e-mail will be directed to the Adult Services Librarian. If research request is limited and specific in nature the librarian will make an attempt to find the information required. Our library staff does not conduct general research and will consult indexed material only. More advanced research requests will be referred to the Boone County Genealogical Society.

3. The library reserves the right to discontinue or disregard requests from professional genealogists, fee researchers or other individuals who attempt to use our reference services for monetary gain or from patrons who utilize these services excessively. Photocopies are ten cents per page.

Adopted January 19, 2004

Revised and approved October 17, 2011

Reviewed and approved November 19, 2018

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## **Internet Acceptable Use Policy**

### **PURPOSE STATEMENT**

The Ericson Public Library provides free, unsecured access to the Internet to connect the public to the world of ideas and information, and to provide equal access to that information for all individuals in the community. This policy applies to all use of the library's Internet service, whether privately owned or library-provided devices are operated. Libraries are a traditional forum for the open exchange of information. Providing access to information available on the Internet does not constitute endorsement of the content by the library. Ericson Public Library expressly disclaims any liability or responsibility arising from use of the Internet or information obtained through the Internet.

### **RULES OF CONDUCT FOR ALL INTERNET USERS IN THE LIBRARY**

1. Internet computers will not be used for illegal activity or to access illegal or obscene materials. Display of sexually explicit graphics is inappropriate for a public and open environment and is prohibited. Library staff members may request that individuals cease to view or listen to works that threaten the safe and comfortable environment of the library or interfere with the conduct of library business.
2. Users will respect copyright laws and licensing agreements.
3. Users will not make any attempt to gain unauthorized access to restricted files or networks.
4. Users will respect the privacy of other users.
5. Library staff is authorized to terminate any user's access session, or to prohibit a user from subsequent access given cause to believe that the user has failed to comply with the Internet Acceptable Use Policy and/or the library's policies on patron behavior.

### **PATRONS USING THE LIBRARY'S INTERNET TERMINALS**

1. Ericson Public Library does not impose blocking or filtering software to limit access to Internet sites. As with other library materials, individuals must accept responsibility for evaluating the content of resources they view, read, or listen to. Monitoring and any restriction of a child's access is the responsibility of the parent or legal guardian.
  2. A log-in, time-limiting system will be used to insure equitable access.
  3. Installation or modification of software or hardware is prohibited.
  4. Users may download files only onto discs or USB devices, not onto the hard drive.
  5. Prompt payment is required from users who incur charges for printing, etc.
  6. By mutual agreement, two persons may share one terminal as long as their behavior or conversation does not disturb other users or the library staff. The shared session counts as each user's access for the day.
  7. Users must end their session and leave the terminal when their time is up or when asked to do so by library staff.
  8. Patrons may not use the terminals if they owe any library fines.
  9. Users handling financial transactions or other activities that require confidentiality do so at their own risk. The Internet is not a private environment and security of electronic communication cannot be guaranteed.
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## **PATRONS USING THE WIRELESS INTERNET ACCESS**

1. Users are expected to know how to configure their own laptop for wireless use.
2. The library is not able to provide technical assistance to wireless users, and there is no guarantee that a wireless connection can be established.
3. The user's laptop must be configured with virus protection using current virus definitions.
4. The library's wireless network is not secure. The library assumes no responsibility for the safety of configurations, security or data files on a user's laptop resulting from connection to the library's network.
5. The library assumes no responsibility for damage to or theft of a user's equipment.

Adopted January 15, 2007

Reviewed and approved December 15, 2014

Revised and approved November 19, 2018

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**LAPTOP and iPad POLICY**

**All patrons must follow the Internet Acceptable Use Policy.**

**Limits and Availability**

1. Laptops and iPads can only be checked out by people with an Ericson Public Library card and a current government issued photo ID.
2. The laptops and iPads can only be used on the main floor of the library and cannot be removed from the building.
3. Patrons cannot use the laptop computers or iPads if they have fines or overdue library materials.
4. Laptops and iPads cannot be reserved.
5. Eligible patrons may check out one laptop or iPad at a time.
6. Laptops and iPads will not be checked out within one hour of the library closing time.
7. Borrowers may not install software on the machines.
8. Borrowers may not alter, delete or copy any software loaded or otherwise change its existing configuration.
9. Borrowers must save their files to flash or jump drives or send them via email attachments. All files will be erased and each iPad will be restored to a default load upon each check-in.
10. Printing is available from laptops and iPads.
11. Audio or video files must be played with headphones provided by the borrower.
12. Borrowers must abide by the Ericson Public Library Laptop and iPad Policy and the Internet Acceptable Use Policy.
13. Borrowers may not consume food or beverage while the laptop/iPad is checked out to them.

**Checkout Procedure**

1. Borrowers may check out a laptop computer or iPad at the main floor circulation desk.
2. Borrowers must leave their photo ID at the circulation desk when checking out laptop and accessories or iPad.
3. Checkout period is 2 hours. All equipment must be returned to the circulation desk a half-hour before closing.

**Check-in Procedure**

1. The machine will remain on during the check-in process.
  2. Borrowers must remain at the circulation desk until all equipment has been checked to make sure that all pieces are accounted for and that no damage has occurred.
  3. Borrowers need to allow at least five minutes for staff to check the equipment.
-

### **Fines and liability**

1. A patron's privilege to check out a laptop or iPad may be removed if the patron fails to return equipment by the due time or leaves before the check-in procedure is complete.
2. Laptops/iPads not returned on time or removed from the building will be considered stolen. The Boone Police Department will be notified.
3. Under no circumstances should a borrower leave the laptop/iPad unattended. The Library will not be responsible for a lost or stolen laptop/Ipad even when it is in the library.
4. It is the borrower's full responsibility and fiscal liability for all costs associated with damage to the laptop computer and accessories or iPad during the period it is checked out or it replacement cost should it be lost or stolen.

### **Troubleshooting Problems and Questions**

1. If patrons experience problems, they should ask for assistance at the circulation desk.
2. The borrower will be fiscally responsible for any damage to the machine if they try to troubleshoot problems themselves.

### **Disclaimer**

The Ericson Public Library is not responsible for damage to any removable drive or loss of data that may occur due to malfunctioning hardware or software.

Adopted January 18, 2010  
Revised and Approved December 15, 2014  
Reviewed and Approved November 19, 2018

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# iPad Children's Department Parent Permission Form

The Ericson Public Library is pleased to provide iPads for the Children's Department. iPad usage is only for specific educational programs already downloaded by the Department. **Internet access has been disabled.**

iPads can only be checked out to children who hold a Ericson Public Library Card. Children must have parents/guardians permission and must have this form signed prior to checkout. **Children using an iPad must sit in the designated iPad Zone located in the Children's Department.**

Parents checking out an iPad for their child with their own library card must follow the Library's Laptop and iPad Policy and will be asked to leave their photo ID at the Children's Department circulation desk. If you are with your child upon checkout we ask that you stay in view of them when they are using the iPad.

By signing this form I have read the Library's Laptop and iPad Policy. By signing this consent and waiver form, I give permission for my child to check out an iPad and agree that my child will comply with the policy.

I consent to the terms above and am giving permission to the following children to use the Children's Department iPad:

**Child's Name** \_\_\_\_\_

**Parent's Name (Please Print)** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Library Card #** \_\_\_\_\_

## **Equipment**

The Library will maintain certain items of equipment for patron use on site.

1. Audio-visual equipment

- a. The meeting room has a theater media projector with DVD, Wii, and Playstation capabilities. Patrons need to request staff assistance for use.
- b. An overhead projector and portable sound system are available for meeting room use. Both are stored in the closet and need to be requested for use.
- c. The Children's Department has a media projector with VHS and DVD capabilities for staff use only.

2. Computers

The library has PCs and laptops for patron use. Computers in the building are for in-library use only. Charges will be made for print-outs.

3. Microfilm readers

The library will maintain machines for accessing the collection of microfilm. Reservations may be required as necessary. Charges will be made for print-outs.

4. Photocopy Machine

The library will provide a photocopier for public use. Charges will be made for photocopies. The photocopy machine also allows patrons to scan and send to email or save to a USB device. Library staff will provide assistance when requested. Color copies will require staff assistance. Patrons will not pay for staff mistakes when assistance is provided.

5. Fax

The library has a fax machine available for use by the public. Charges will be made for the sending and receiving of faxes. Library Staff will provide assistance in using the fax machine. The fax number is 515.432.1103.

## **Disc Cleaning and Repair**

The Ericson Public Library offers a service of cleaning/repairing DVDS, CDs, and game discs for a charge of \$1.00 per disc. The following terms and conditions apply to cleaning and repairing discs:

1. Repairs are limited to 5 discs per visit in clearly marked cases.
2. The Library charges \$1.00 per disc.
3. Notification by email/phone when the disc has been processed.
4. The Library assumes no responsibility for items lost or damaged during the repair process.
5. Library will make a reasonable attempt to repair the customer's discs to pristine condition, with the following understanding:
  - a. Not all discs can be repaired. We cannot repair cracked discs or discs that have been damaged by deep scratches, heat or chemicals.
  - b. While most repaired discs will be returned in almost like new condition, there may be a slight, barely noticeable circular pattern created during the wet sanding process or there may be text labeling near the center ring of the disc worn away. This is normal and cannot be avoided. It should not affect the playability of the repaired disc.
  - c. While most returned discs will be in substantially better condition than when received, we assume no responsibility for further damage caused by our process. For example, while repairing very deep scratches in a highly damaged disc, it is possible that during the process we may damage the data layer while attempting to remove the deep scratch.

Adopted July 18, 2011

Reviewed and approved November 19, 2018

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## **Social Media Policy**

The purpose of this policy is to address use of social media, such as Twitter, Facebook and LinkedIn, by the Ericson Public Library ("Library") and its employees, volunteers, officials and patrons. The Library uses social media to increase awareness of and accessibility to its programs, resources and services in order to serve its mission.

### **Library Sponsored Social Media**

Only those employees responsible for the Library's social media sites should be actively participating on those sites during work hours. Employees who contribute to the Library's social media should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors and check grammar and spelling before posting.

Employees should not discuss confidential, work-related matters through social media.

### **Employee Personal Use of Social Media**

Library employees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. As public employees, Library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the Library. Employees must be aware that information they display or comments they make on Library social media sites may be viewed by other users as representing official Library sponsored information or comments.

Employees should keep in mind the following best practices when posting content about library-related subjects and issues on personal time:

- If you identify yourself as an employee of the Library, make it clear that the views expressed are yours alone and do not represent the views of the Library.
- Respect the Library's confidential and proprietary information. Do not post information that is still in draft form or is confidential.

No comments with any kind of negative, mocking, condescending, etc. slant should be made about patrons in general, about specific questions from patrons, or about patron behavior on the Library's social media sites. The Library does not endorse, monitor or review the content of personal, non-Library related social media activity of its employees.

Employee use of personal social media is not permitted during work time except for work-related purposes such as professional development or library-related social media outlets.

### **Posting on Social Media Sites**

The Library permits patrons to comment on Library posts. It does not endorse the opinions expressed in posts on its social media sites. You should have no expectation of privacy in postings on Library sponsored social media sites, and by utilizing these sites, you consent to the Library's right to access, monitor and read any postings on the sites. The

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Library's social media sites may be considered public records under the Public Records laws.

While the Library recognizes and respects differing opinions and the First Amendment rights of its employees and patrons, the Library reserves the right to delete posts that violate Library policy. Failure to comply with federal, state and local law as well as Library policies will be grounds for suspension of posting privileges.

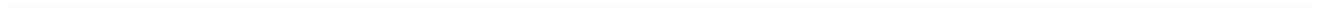
Posts that contain any of the following are prohibited and will be removed:

- Advertisements
- Spam
- Postings which contain obscene matter
- Disparaging, harassing, abusive, profane or offensive postings
- Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence
- Potentially libelous or defamatory postings
- Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the Library or Library partners
- Postings which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws
- Posting which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry
- Postings which are sexually harassing, including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility toward individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions or jokes
- Postings which, promote alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service, or activity; support or opposes any labor organization or any action by, on behalf of, or against any labor organization; support or opposes the nomination or election of a candidate for public office, the investigation, prosecution, or recall of a public official, or the passage of a levy or bond issue.
- Advertising or sale of merchandise or services

The Library, its employees, agents and officials assume no responsibility for any damages, direct or indirect, arising from participation in Library-sponsored social media. Violations of this policy by employees may result in discipline, up to and including termination of employment.

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Adopted February 16, 2016  
Reviewed and approved November 19, 2018



## **Personnel**

- a. Goals and duties of the staff**
  - b. Personnel Policies**
  - c. Hours and conditions of work**
  - d. Attendance and punctuality**
  - e. Leaves of absence**
  - f. Salary and benefits**
  - g. Retirement and payment upon separation**
  - h. Dress and grooming**
  - i. Drug-free workplace**
  - j. Ethical behavior and confidentiality**
  - k. Soliciting and political activities**
  - l. Work Rules and code of conduct**
  - m. Disciplinary procedures**
  - n. Complaint procedure**
  - o. Volunteer policy**
  - p. Job descriptions**
-

## **Goals and duties of the staff**

- a. To give service to patrons in a professional and helpful spirit at all times
- b. To work with other staff members as a team to provide all library resources for the public's need
- c. To share one's knowledge and expertise with others.
- d. To acknowledge the importance of the work done by all staff in all departments, and maintain a sense of loyalty to, and cooperation with, other staff members.
- e. To be aware of the conditions of employment and of that constitutes abuse of working conditions and benefits.
- f. To avoid any possibility of personal or financial gain at the expense of the library.
- g. To follow the policies and carry out the objectives of the library under the direction of the Board of Trustees.
- h. To work with increasing skill and efficiency by personal job performance assessment, studying and suggesting improved methods of work, and continuing study of the library collection for greater familiarity with its range and depth.
- i. To maintain the principles of the ALA Library Bill of Rights and the Freedom to Read Statement.
- j. To maintain an objective and open attitude of understanding, courtesy and concern for patrons' needs.
- k. To protect the confidential relationship that exists between a library patron and the library.
- l. To serve all patrons equally according to their needs.
- m. To make the resources and services of the library known and easily accessible to all current and potential users.
- n. To enrich the community by helping instill an interest in the library as a university of knowledge.

Adopted November 17, 2003

Reviewed and approved December 17, 2018

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## **Personnel Policies- Library and City of Boone**

The Library Personnel Policy functions with the City of Boone Personnel Policy to provide guidance to supervisors and administrators for the purpose of achieving fair and consistent personnel actions and decisions. An unbiased and equitable system of personnel administration contributes to a workplace of harmony, efficiency, and effective public service.

The Board of Trustees is responsible for decisions regarding Library personnel policies. The Library Director acts as an agent of the Board. All library employees shall be considered to fall under the provisions set forth in the Handbook for Employees of the City of Boone. In any instance where library policy is different from City policy, the policy as determined by the library Board of Trustees shall prevail. Specific employment policies are covered in the sections following, but they may not include all policies found in the Handbook for Employees of the City of Boone.

A copy of the Handbook for Employees of the City of Boone will be given to each employee. A copy is located in the policy manual and the Director's office for reference use. A copy of the policy manual and handbook is located at the circulation desks on all three floors and in the Director's office.

## **Hours and Conditions of Work**

### **1. Working hours**

- a. A 40-hour work week is established for full-time library employees. Part-time employees will be scheduled according to the needs of the library.
- b. Each employee's days off shall be arranged to fit the scheduling needs of the library.
- c. Full-time employees shall be given up to one hour unpaid lunch break and relief breaks of 15 minutes in each 4-hour period. Part-time employees shall be given relief breaks of 15 minutes in each 4-hour period, provided that another staff member is available during that break time.

### **2. Staff meetings**

When the Library Director schedules a staff meeting, each employee is expected to attend. Up to two hours per meeting will be considered as regular paid time.

### **3. Training**

- a. New staff members will be given orientation in the general operations of the library, its objectives and history, as well as instruction regarding their own specific job duties. Copies of the library's policy manual are available at each circulation desk and in the Director's office.
- b. Two weeks' notice of resignation is required from part time staff, and a minimum of four week's notice of resignation is required from full time staff.

Adopted December 18, 2000

Revised and approved May 18, 2009, November 21, 2011

Reviewed and approved December 17, 2018

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## **Attendance and punctuality**

### 1. Attendance expected

All positions within the library exist to ensure the efficient and prompt provision of library services to the public. Employees are therefore expected to be at work, on time, each business day.

### 2. Schedule conflicts

Part-time Library Assistants who have a conflict with a scheduled work day should first try to switch schedules with another employee and notify their supervisor of the switch. If they cannot resolve the conflict, they should notify their supervisor as soon as possible.

### 3. Unavoidable absences or emergencies

In the event of unavoidable absences or emergencies due to illness, accident or other reasons, the employee is expected to inform their supervisor or the Library Director as soon as possible.

## Leaves of absence

### 1. Sick leave

Sick leave with pay is allowed to all full-time employees at the rate of one and one-half day per month, with no limit on the amount accrued. Sick leave shall be used in increments of at least one half-hour. An employee may use 4 days of sick leave per year for the illness of a spouse or child. Full time employees may use sick leave for necessary medical appointments.

#### Sick leave donation

Employees that have used all of their sick leave hours may request to receive a donation of sick leave hours from other employees. The sick or injured employee may receive up to 192 hours of donated time but an employee may only give up to 32 hours to the employee. The donated time may be used to make the equivalent of a full time employee work week. (A full time work week is 32 hours or more) Employee must have at least 288 hours of sick time prior to donating to the employee in need. Health insurance and pay continue with the donated time.

### 2. Vacation leave

a. Vacation leave is allowed to full-time employees at the completion of each year's employment according to the following schedule:

Library Director	20 days per year
Librarians and other full-time employees	5 days after 1 <sup>st</sup> year 10 days after 2 <sup>nd</sup> year 15 days after 5 <sup>th</sup> year 20 days after 10 <sup>th</sup> year

b. Vacation leave may accrue to twice the annual entitlement.

### 3. Funeral leave

Full-time employees may be excused from work with pay in the event of the death of a relative as follows:

- a. Up to five days with pay in the event of the death of your spouse, child, mother, father, sister, brother, grandmother, grandfather, or your spouse's similar relation.
  - b. Up to three days with pay in the event of the death of your grandchild or your spouse's grandchild.
  - c. Up to one day with pay in the event of the death of your cousin, aunt or uncle.
  - d. A further leave of absence without pay may be granted if requested.
  - e. Unpaid leave may be granted with approval of the Director for attending funerals of other relatives or friends.
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4. Continuing education and professional development leave
  - a. Requests for leave by full-time or part-time library staff to attend workshops, conferences lasting only one day and not requiring overnight stays may be approved by the Director.
  - b. Requests for leave to attend continuing education or professional development opportunities lasting more than one day and requiring overnight stays must be approved by the Board of Trustees. It is generally expected that the Director, Assistant Director, Programming and Outreach Librarian and Children's Librarian will attend the annual conference of the Iowa Library Association and may attend the American Library Association, and/or the biennial conference of the Public Library Association.
  - c. Expenses will be reimbursed as follows:
 

Registration fees for approved activities	full reimbursement
Meals (approved meals directly connected with approved activities)	full reimbursement
Lodging	full reimbursement
Mileage	current IRS rate

5. Jury leave
  - a. If called for jury duty or as a witness in court, full-time employees will be granted leave with pay if the employee remits to the City all fees except mileage paid by the court during their appearance. If the employee chooses not to remit the fees, the employee will be granted leave without pay.
  - b. Part-time employees called for jury duty or as a witness in court will be granted leave without pay.
  - c. An employee released from jury or witness duty by 12:00 noon will be expected to report for work that afternoon. Only hours absent from the regular work schedule will be paid.

6. Maternity leave  
 Policies that govern sick leave will also apply to maternity leave allowed to full-time employees. Employees will use accrued vacation and sick leave with pay during maternity leave. After vacation and sick leave have expired, the employee will be granted a maternity leave of absence without pay as allowable pursuant to the Family Medical Leave Act of 1993.

## **Salary and Benefits**

1. Salary
  - a. Salary payment is made twice per month, on the first and fifteenth days of the month.
  - b. Payroll computations will be made to the nearest half-hour for hourly employees. Salary deductions for tardiness or leave without pay for full-time employees will be made the nearest half-hour.
  - c. Adjustments in salary are made at the discretion of the Board of Trustees, following the recommendations of the Library Director, within the budget guidelines established by the City Council.
2. Insurance
  - a. Individual or family health insurance is provided for full-time employees through the City of Boone self-insurance plan and the Benefit Group.
  - b. Eligible full-time employees will be provided with a \$10,000 life insurance plan.
3. Holidays
  - a. The library recognizes certain days of importance as holidays and pays full-time employees for time off on these days:

New Year's Day

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

- b. No employee will be scheduled to work on holidays on which the library is closed.
  - c. If a recognized holiday falls on a Sunday, the following Monday will be the recognized holiday.
  - d. If the recognized holiday falls during an employee's vacation, it will be counted as a holiday, and not deducted as a vacation day.
  - e. If the holiday falls on an employee's regularly scheduled day off, another day may be taken as a holiday.
  - f. Birthday Holiday. Full-time employees also receive a paid holiday for their birthdays. The birthday holiday may be used any time during the month the birthday occurs, as long as the employee is employed on their birth date. Normal procedures for requesting time off will apply.
4. Other benefits  
Other benefits such as retirement plans, deferred compensation plans, reduced rates at a designated Fitness Center, dental insurance, and payroll deductions for disability insurance plans are available for full-time employees. The City also offers direct bank deposit for payroll checks. Contact the City Clerk for details.

Adopted November 20, 2006

Reviewed and approved December 17, 2018

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## **Retirement and Payment upon Separation**

### 1. Retirement

Retirement is voluntary at age 55 or beyond. There is no mandatory retirement age, provided the employee is physically and mentally capable of satisfactorily performing the assigned work.

### 2. Payment upon separation

- a. Any full-time employee separated from employment by resignation, retirement or discharge will, at the time of separation, be compensated in cash at the employee's regular rate of pay for all accumulated, unused vacation and/or sick leave, as determined by the schedule below. Compensation will be directed to the employee's spouse, beneficiary or estate upon the death of an employee.

- b. Payment schedule:

Sick leave	Compensated at 80% up to a maximum of 120 days when the employee has a minimum of 5 years continuous service. For Library Director: 180 days
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Vacation leave	Compensated at 100% up to a maximum of twice the annual entitlement
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## **Dress and Grooming**

### 1. Employee appearance.

A high priority is placed on employee appearance. Most employees are in direct daily contact with the public and should dress in a manner to reflect favorably on the library.

### 2. Librarians and library assistants

- a. Clothing. Business casual, which includes dresses, jumpers, skirts, blouses, shirts, sweaters, slacks. Does not include blue denim jeans, shorts, or revealing tops (low cut or baring the midriff). Sweatshirts and t-shirts, plain or with a library logo/saying are always acceptable. Sweatshirts/t-shirts advertising alcohol or cigarettes or with vulgar pictures/text are not acceptable.
- b. Footwear: Appropriate to a public service/office setting. This does not include flip-flops, thong sandals, cowboy boots, or other specialized footwear.

### 3. Library pages

Library pages are expected to follow the same guidelines, except that they may wear blue denim jeans without tears or holes.

Adopted May 16, 2005

Revised and approved November 21, 2011

Reviewed and approved December 17, 2018

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## **Drug-Free Workplace**

### **1. Working-time use prohibited**

It is the policy of the City of Boone and the Ericson Public Library to maintain a drug-free workplace in keeping with the spirit and intent of the Drug-free Workplace Act of 1988. The use of controlled substances is inconsistent with the behavior expected of employees; subjects all employees and the public to unacceptable safety risks; and undermines the library's ability to operate effectively and efficiently. The unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance in the workplace or while engaged in library business of library premises is strictly prohibited.

### **2. Non-working-time use prohibited**

Such conduct is also prohibited during non-working time to the extent that in the opinion of the City and the library, it impairs an employee's ability to perform on the job or threatens the reputation and integrity of the City and the library.

### **3. Employee education**

To educate employees on the dangers of drug abuse, the City of Boone has established a drug-free awareness program. Periodically, library employees will be required to attend training sessions at which the dangers of drug abuse, the City's policy regarding drugs, the availability of counseling and the City's employee assistance program will be discussed.

### **4. Report of conviction**

The Drug-Free Workplace Act of 1988 requires employees to report any conviction under a criminal drug statute for violations occurring on an Employer's premises, or off the Employer's premises but while conducting official business. A report of a conviction must be made to the Library Director within five working days after the conviction. Failure to do so will result in immediate dismissal from your position.

### **5. Policy violation consequences**

At its discretion, the City and the library may require employees who violate this policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

Adopted December 18, 2000

Revised and approved November 21, 2011

Reviewed and approved December 17, 2018

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## **Ethical Behavior and Confidentiality**

### 1. Ethical behavior

The City of Boone expects all employees to maintain a high standard of business ethics. To assure that these standards of conduct are not violated, the City requires all employees to conduct their work in an ethical and legal fashion. This includes avoiding any activity outside of employment with the City that would adversely affect the employee's performance on the job or involve a possible conflict of interest.

### 2. Confidentiality

The policy concerning business conduct also covers the protection of confidential information. It is the employee's obligation to keep such knowledge and information in strict confidence. Violation of this confidentiality is a serious matter that may result in disciplinary action.

### 3. Library records are confidential

See "Confidentiality of library records"

Adopted December 18, 2000

Revised and approved November 21, 2011

Reviewed and approved December 17, 2018

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## **Soliciting and Political Activities**

1. Soliciting by library employees
  - a. City policy forbids solicitation, buying or selling of any kind during working hours without prior approval from the Library Director. These activities should be conducted during non-working hours. This would include any form of solicitation such as contributions to charities, selling of tickets or memberships in service clubs or other organizations, etc. Solicitation by one employee of another is prohibited during the time either employee is required to be working.
  - b. Distribution of leaflets, pamphlets or other materials is forbidden in working areas or during working time. Such materials may be distributed in the staff break room during lunch or break times.

2. Soliciting by others

The library does not permit any solicitation by any organization other than the Friends of the Ericson Public Library on library premises except for posters or signs that have been approved for placement on the library's community bulletin board.

3. Political activities

- a. Library employees are free to exercise all rights of citizenship. No employee shall be deprived of employment solely because that person is a member of a political party, committee or organization.
- b. To obey federal and state laws and to ensure that the library operates effectively and fairly, the following guidelines will be followed
  - 1) Any employee elected to a city office must resign their position after they are elected.
  - 2) An employee who is a candidate for any elective office shall not campaign while on duty as an employee.
  - 3) Employees may not solicit contributions for any political party or candidate, or engage in any political activity, while performing official duties or while on work time.
  - 4) Supervisors shall not directly or indirectly solicit the persons supervised to contribute money (or anything of value) or service to a candidate seeking election, or to any political party.
  - 5) Employees shall not use their position to secure to attempt to secure a job, increase in pay or any other advantage for another individual, for the purpose of influencing the vote or political action of that individual.

Adopted December 18, 2000

Reviewed and approved December 17, 2018

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## Work Rules and Code of Conduct

### 1. Purpose

In order to maintain a safe, efficient and harmonious workplace, disciplinary action for the work rules listed below has been established. These work rules are not necessarily the only areas in which disciplinary action may be taken if conduct or instances require. These rules may be modified as changing conditions warrant. Each case shall be considered on its own merits with due consideration to the nature of the offense, the case, the background, the likelihood of repetition and the attitude of the offender.

### 2. Group I Work Rules

These are work rules which, if violated for the first time, will not usually result in discharge.

- a. Horseplay, loafing, lackadaisical performance of job assignments, or disturbing others at work.
- b. Failure to begin work at starting time or to continue working until quitting time.
- c. Frequent tardiness, absenteeism, or leaving work early without authorization or just cause.
- d. Working unauthorized hours or violations in working hours, break periods or lunch periods.
- e. Unauthorized extension of break and/or lunch periods.
- f. Leaving employee's work place during working hours without authorization.
- g. Unnecessary visiting or extended visiting during working hours.
- h. Loitering or wasting time during working hours.
- i. Unauthorized or unnecessary time spent away from the assigned work area.
- j. Attending to personal affairs during working hours.
- k. Minor violations of City or library policies and procedures.
- l. Inadequate knowledge of the policies and procedures of the City or library.
- m. Smoking in the library or restricted areas of City premises.
- n. Causing minor damage to library or City property due to carelessness.
- o. Posting, altering or removing any material on bulletin boards or other library property unless specifically authorized to do so.

### 3. Group II Work Rules

These are work rules that are of a more serious nature and if violated, will result in more serious disciplinary measures, up to and including discharge.

- a. Dishonesty, lying.
  - b. Work performance not up to standards.
  - c. Failure to perform duties or carry out assignments or instructions.
  - d. Failure to follow proper procedures or policies.
  - e. Refusal to work, without good reason, when needed due to emergency call-ins, etc.
  - f. Sleeping during working hours or giving the impression of sleeping.
  - g. Fighting; disorderly, subversive, insubordinate, immoral or indecent conduct.
  - h. Physical assault of fellow employees during working hours.
  - i. Willful violation of safety and health rules.
  - j. Excessive absenteeism.
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- k. Failure to notify supervisor of absences from work.
- l. Making untruthful or capricious statements about a fellow employee.
- m. Threatening, intimidating or coercing fellow employees or others.
- n. Any act of sexual harassment.
- o. Working on personal jobs or carrying on secondary employment during working hours.
- p. Unauthorized possession of weapons, firearms, knives or explosives on the work premises.
- q. Gambling on library or City premises.
- r. Soliciting monetary contributions or distributing non-work material.
- s. Conviction of a crime carrying a penitentiary sentence.
- t. Use of obscene or abusive language.
- u. Discourteous treatment of any kind to members of the public.
- v. Three (3) written warnings for any combination of Group I or Group II offenses during a twelve-month period.

#### 4. Group III Work Rules

These are serious violations and may result in immediate discharge.

- a. Theft, willful destruction and/or unauthorized use or alteration of property or equipment belonging to the library, the City or any employee.
- b. Consuming, having unauthorized possession of, or being under the influence of intoxicants, narcotics, controlled substances or other non-medically prescribed drugs during working hours (including break and lunch periods) on or off library and City premises.
- c. Being absent for two consecutive scheduled workdays without notifying a supervisor or the Library Director.
- d. Absolute disobedience, insubordination, or refusal to comply with instructions of authorized supervisors.
- e. Deliberately falsifying, altering or supplying false information on personnel records, including payroll records and time sheets.
- f. Falsifying sick leave claims.
- g. Unauthorized copying of library records, files or other materials or other City records without proper release and permission.
- h. Violation of safety standards that could result in harm to employees or major damage to equipment.
- i. Failure to report an occupational injury.
- j. Failure to keep necessary licenses and/or certification.
- k. Failure to maintain insurability. (Loss of insurability may be the result of motor vehicle violations and/or accidents both on the job and on an employee's personal time.)
- l. Giving a false reason for obtaining a leave of absence.

Adopted December 18, 2000

Reviewed and approved December 17, 2018

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## **Disciplinary Procedures**

### **1. Purpose**

- a. Good working relationships are the norm for most library employees. However, work rules have been established for all City employees to deal with the occasional instances of unsatisfactory conduct (see Work Rules and Rules of Conduct).
- b. In the event of such unsatisfactory conduct by an employee, the Library Director will normally first try to correct the situation through discussion with the employee. The employee or the Library Director may call upon the Library Personnel Committee or City management for help in resolving the problem, or in deciding upon what remedial action may be warranted. In all cases, the right to adjust actions to suit the circumstances is reserved.

### **2. Procedures**

The following procedures are established to resolve problems of unsatisfactory conduct which are not of a serious nature.

#### **a. Step one: Verbal warning**

The Library director will normally give the employee a verbal warning, and may place a written notation of the warning in the employee's personnel file.

#### **b. Step two: Written warning**

If the unsatisfactory conduct continues, the Library Director will issue a written warning.

A copy will be placed in the employee's personnel file.

#### **c. Step three: Suspension without pay**

If the conduct persists, the employee may be suspended without pay.

#### **d. Step four: Termination of employment**

If the conduct is repeated, the employee will be discharged from employment. A written report of this action and the reasons for it will be placed in the employee's personnel file.

### **3. Policy not limiting**

These procedures are set forth as a guideline. The implementation of this policy should not be construed as preventing or limiting the City or the library from taking disciplinary action, including immediate discharge, in circumstances where the City or the library deems such action appropriate.

## Complaint Procedure

### 1. Purpose

- a. It is the intent of all City of Boone officials and the Library Board of Trustees and Library Director to be fair and reasonable with all employees at all times. However, in the relationships of employee to employee or employee to employer, problems may develop. Generally, satisfactory solutions to any problems you may encounter are not found by discussing it with fellow employees. Fair handling of a problem or a complaint cannot be given if you do not let the proper people know of its existence.
- b. If you have a question about the interpretation or application of a City or library policy, are in disagreement with a fellow worker, have a complaint of unfair treatment, or have a problem which has not been resolved to your satisfaction, you may use the following procedures for solution of such problems without fear of recrimination. Failure to comply with any of the time limits listed below shall constitute a waiver of the complaint. Generally, the Library Director is in the best position to solve any problems that may arise.
- c. The purpose of the Complaint Procedure is to ensure fair and equitable treatment for all employees, eliminate dissatisfaction, and resolve problems so that constructive work-producing relationships can be maintained for the benefit of all.

### 2. Procedure

#### a. Step one: Immediate supervisor

Discuss the problem with your immediate supervisor in an attempt to resolve the problem informally. If the problem is not settled to your satisfaction, proceed to step two.

#### b. Step two: Library Director

Bring the problem to the attention of the Library Director in writing, within five working days of the occurrence of the problem creating the complaint. Explain the nature of the problem and suggest a resolution. The Library Director will investigate the complaint and provide a resolution or an explanation in writing, within five working days of receipt of the complaint. If the problem is not settled to your satisfaction, proceed to step three.

#### c. Step three: Library Board of Trustees

If you are dissatisfied with the resolution or explanation provided by the Library Director, you will have an additional five working days to appeal your complaint to the Library Board of Trustees Personnel Committee. The Committee will review the complaint, and if necessary, meet within fifteen days to consider it. The Committee may schedule a meeting of the Board of Trustees as a whole to consider the complaint. The committee will provide a resolution or an explanation in writing, within fifteen days after such meeting of the Board as a whole. The decision of the Committee will be final and binding.

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d. Step four: City Administrator/City Council

In cases where an employee is discharged, the employee may appeal the decision of the Board of Trustees Personnel Committee to the Policy, Administration and Employee Relations Committee of the City Council. The Employee must notify the City Administrator in writing within five days of the decision for discharge if an appeal is desired. The Policy, Administration and Employee Relations Committee will review the appeal and may schedule meetings with the employee, as it deems necessary. A decision on the appeal will be provided within thirty days of receiving the appeal. In such discharge appeals, the decision of the Policy, Administration and Employee Relations Committee will be final and binding.

Adopted December 18, 2000

Reviewed and approved December 17, 2018

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## **Volunteer Policy**

The Ericson Public Library's volunteers are an important extension of the Library's staff. Volunteers generally provide support services to paid staff and work on special projects. Volunteers perform a wide variety of tasks that are important to the institution. Volunteers are expected to act in accordance with Library policies and City policies and to reflect positive customer service attitudes to all library patrons. The following policy is designed to promote a maximum degree of excellence for volunteers of the Ericson Public Library.

### **Overall Policy on Utilization of Volunteers**

In order to achieve the vision and mission statement of the Ericson Public Library, we view the active participation of citizens, of a variety of ages, as a valuable resource to the Library. After fulfilling Library procedures, the Library accepts and encourages the involvement of volunteers at most levels of the Library and within appropriate programs and activities. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to full involvement and participation and the right to recognition of good work.

### **Selection of Volunteers**

Volunteers must be fourteen (14) years of age or older. Volunteers are selected based on their qualifications in relation to the needs of the Library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours. Selection of volunteers is the responsibility of the Library Director.

Prospective volunteers are requested to fill out an application form and will be interviewed. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year. Applicants will be called if a project is identified which matches their interests or qualifications.

### **Definition of a Volunteer**

One who performs a service of his or her own free will; one who contributes time, energy and talents directly or on behalf of the Ericson Public Library and is not paid by Library funds. All volunteers must be accepted and enrolled by the Library prior to performance of assigned tasks.

### **Roles and Responsibilities**

The Library depends on its volunteers for a wide variety of tasks which otherwise need to be assigned to Library staff. It is therefore expected that volunteers be reliable in their commitment to the Library and to notify the Library in advance if they are unable to work their regularly schedule time slot. In turn, volunteers will be notified immediately on any given day when the Library opens late or closes early for any reason.

Individuals are asked to wear a name badge that identifies them as a volunteer while they are working at the Library. Volunteers are expected to refer all requests for information to

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the Library staff, other than purely directional questions (e.g. where is the bathroom; where is the children's room, etc.).

Volunteers are asked to keep an accurate record of the hours they work each week, for statistical purposes. Volunteers under the age of 18 will have to abide by the State Child Labor Laws.

Volunteers will receive specific training in their assigned duties from the Library staff member who directly supervises their work. All reasonable care will be taken to ensure the safety of volunteers.

Volunteers shall only work during hours when adequate supervision is available. Individual work schedules and specific time commitments will be mutually arranged in advance by the volunteer and the Library Director or immediate supervisor.

### **Guidelines for Volunteers**

1. Each volunteer is required to wear a volunteer badge.
2. Volunteers will be required to attend training sessions.
3. Special accommodations will be made upon request.
4. A background check may be made on each volunteer.
5. Volunteers will make note of time donated in the Volunteer Notebook.
6. Should a volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Library Director.
7. The Ericson Public Library reserves the right to terminate the services of the volunteer.
8. Volunteers may be used to increase the Library's services.
9. Volunteers may not be used to establish and maintain new Library services.
10. Volunteers will not be used to replace or reduce the number of paid staff.
11. Volunteers will need to sign a release and waiver of liability (included on application).
12. Volunteers should expect to fulfill a commitment agreed upon with the Library.
13. Volunteers are recognized as contributors to the goals and services of the Library.
14. Volunteers are responsible for maintaining the confidentiality of ALL Library information. Failure to maintain confidentiality will result in immediate termination of the volunteer.
15. The Library will, upon request, provide letters of reference for the volunteer, if deemed appropriate.
16. All volunteers are registered by completing an application form.
17. Procedures and requirements for the volunteer will vary with age of volunteer.
18. All personal information about the volunteer is for internal use only.
19. Written parental permission will be needed for any of the youth volunteers.
20. Volunteers will not be expected to do anything staff would not do.
21. Discriminatory or racist incidents will not be tolerated.
22. Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol.

### **Tasks That May Be Performed By a Volunteer**

1. Shelf Reading
  2. Shelving material
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3. Helping with programs and projects
4. Being a group leader with the Summer Reading Program
5. Light cleaning assignments
6. Filing
7. Special events

Most task assignments will depend on the interest and age of the volunteer. Youth volunteer assignments are handled on a volunteer by volunteer basis.

### **Types of Volunteers**

1. Adult
2. Youth
3. Community Service workers
4. Friends of the Library
5. Special Projects

### **Community Service Volunteers**

Persons who seek volunteer assignments at the Ericson Public Library to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

### **Employment of Volunteers in the Library**

Volunteers should follow the Ericson Public Library employment process in order to obtain paid employment in the Library.

### **Leaving Volunteer Service**

A volunteer selected for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made. Whenever possible, the Library will make an effort to reassign the volunteer. However, if no other mutually suitable volunteer position exists at the time, the volunteer will be asked to discontinue service and his or her application will be kept on file for one year, subject to review should a suitable position become available during that time. In the event that a volunteer is unable to adequately perform the duties assigned to him or her, and no other appropriate positions are available, the volunteer may be removed from service.

### **Work Rules and Discipline**

As the Library is a department of the City, City policies and rules will be followed. The City has adopted the following rules. Each rule reflects a common understanding of what behavior is acceptable in the work place. These rules can be modified by the City as changing conditions warrant. The City may take whatever disciplinary action it deems appropriate in response to an offense, even if it is not included in the following list. Any offense, whether or not it is included in these work rules, may result in disciplinary action, up to and including dismissal, without prior warning. The City expects your complete cooperation in observing these rules which have been designed for our common protection and benefit.

### **Work Rules**

While it is not possible to list all the offenses for discipline, the following are examples of inappropriate, unacceptable conduct:

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1. Unsatisfactory work performance
2. Falsifying records
3. Violating the City's policy against workplace harassment of any kind
4. Establishing an unacceptable pattern of tardiness or absenteeism
5. Engaging in excessive, unnecessary, or unauthorized use of City property or supplies, particularly for personal use
6. Reporting to work intoxicated or under the influence of non-prescribed drugs
7. Fighting or using obscene, abusive, or threatening language
8. Stealing property of coworkers, citizens, patrons, or the City
9. Engaging in insubordination or failing to cooperate with assigned employees, coworkers or supervisors
10. Violating Library policies
11. Failing to maintain confidentiality of City or patron information
12. Failing to follow City job instructions or to perform work requested by a supervisor
13. Violating the City's policy on use of workplace technology
14. Disregarding smoking, safety or security regulations
15. Discourteous treatment of any kind to members of the public

### **Types of Warnings**

Situations that the Library believes may respond to corrective discipline may be handled as follows:

1. Verbal
2. Written: If unsatisfactory conduct continues, a written warning may be issued.
3. Dismissal: If sufficient improvement has not been made, or conduct continues, dismissal of volunteer will follow.

The Library/City reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including dismissal, without regard to the progressive discipline guidelines explained above.

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Adopted November 21, 2011  
Revised and approved December 17, 2018



## **Job Descriptions**

Library Director

Assistant Library Director

Children's Librarian

Librarian

Adult Services Librarian

Children's Assistant

Library Assistant

Library Page

Starting salary for library positions

# **JOB DESCRIPTION—LIBRARY DIRECTOR**

Reports to: Board of Trustees

## **1. General summary**

Under the general direction of the Board of Trustees, the director monitors, coordinates, and supervises the operation of the municipal library. The library director is responsible for library planning, policies, procedure, budget and personnel.

## **2. Essential job duties**

- a. Responsible for representing the library to the community. Maintains contact with city officials, community organizations and citizens. Evaluates community needs and establishes long and short-term goals for the library. Plans, initiates, organizes, supervises and promotes library programs and services. Speaks to community groups, gives orientation tours and conducts class visits.
- b. Responsible for supervising library personnel and work performed by personnel. Hires, supervises, disciplines and dismisses employees. Represents staff to the Board of Trustees. Acts as liaison from city officials to the Library Board and staff. Directs, reviews and evaluates all work performed.
- c. Supervises maintenance of library collection. Formulates acquisitions and selections policy for approval by the Board of Trustees. Responsible for ordering material for the adult department. Withdraws materials according to library policies.
- d. Responsible for building, grounds and equipment.
- e. Administers library budget and finances. Determines levels of funding for each segment of library operations. Prepares and administers the annual budget. Approves all expenditures of funds. Maintains accounting records. Recommends salaries and salary increases to the Board of Trustees.
- f. Compiles statistics regarding library services and material use. Prepares and submits reports for the Board of Trustees, State Library, city officials and public. Prepares application and report for accreditation.
- g. Circulates library materials. Answers reference questions. Researches complex questions. Uses a variety of computer databases, electronic resources and computer software packages. Has access to and maintains the integrity of confidential customer information. Interprets policy and explains procedures to the public. Responds to customer concerns and complaints and conduct conflict resolution.
- h. Remains current with changes and emerging trends in fields of expertise and responsibility.

## **3. Knowledge, skills and abilities required**

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Individual must also possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- a. Knowledge of the Dewey Decimal System and OCLC national database for cataloging books and use of catalogs.
  - b. Knowledge of library technology, including managing systems.
  - c. Knowledge of library procedures and policies.
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- d. Knowledge of library materials in various formats and materials appropriate for various ages and reading levels.
- e. Skill in performing CPR and first aid.
- f. Skill in supervising employees.
- g. Ability to make decisions regarding books to purchase or discard.
- h. Ability to safely reach, lift and carry books weighting up to 20 pounds.
- i. Ability to communicate orally and in writing to persuade, educate, explain and inform. Ability to prepare written reports.
- j. Ability to organize work.
- k. Ability to perform basic math and bookkeeping functions.
- l. Ability to maintain detailed and accurate records.
- m. Ability to solve problems.
- n. Ability to research and evaluate library activities and library procedures.
- o. Ability to maintain orderly files in standard alphabetical and numerical order.
- p. Ability to operate and maintain standard office equipment including telephone, calculator, computer, fax, and photocopier.

#### 4. Entry requirements

Master's Degree in Library Science from an ALA-accredited school or a bachelor's degree with equivalent library experience. Minimum of three years experience working in library administration. Iowa Public Library Director certification is required.

#### 5. Duties subject to change

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor. The Board of Trustees reserves the right to change or reassign job duties, or combine positions at any time.

Adopted June 16, 2008

Reviewed and Approved December 17, 2018

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# **JOB DESCRIPTION—ASSISTANT LIBRARY DIRECTOR**

Reports to: Director

## 1. General summary

Under the general direction and supervision of the Library Director, the Assistant Director performs professional and administrative duties in planning, implementing, directing, and evaluating of library services in the City of Boone. Incumbent provides patron assistance, plans services, maintains collections within multiple departments and assists the Director in all phases of library operation.

## 2. Essential job duties

- a. Responsible for representing the library to the community. Maintains contact with city officials, community organizations and citizens. Evaluates community needs and assists in establishing long and short-term goals for the library. Supervises and promotes library programs and services.
- b. Supervises library employees including: making hiring and termination recommendations; disciplining staff and conducting performance evaluations; approving part-time schedules and time off; and ensuring staff are trained. Participates in the formulation of policies and develops operational procedures.
- c. Maintains the adult and young adult collections and monitors budget provided for the collections. Responsible for ordering and cataloging materials. Withdraws materials according to library policies. Contacts and assigns fines for damaged material.
- d. Circulates library materials. Answers reference questions. Researches complex questions. Uses a variety of computer databases, electronic resources and computer software packages. Has access to and maintains the integrity of confidential customer information. Interprets policy and explains procedures to the public. Responds to customer concerns and complaints and conduct conflict resolution.
- e. Responsible for maintaining library statistics and financial records for money received for library fines and fees and delivers to City Hall.
- f. Prepares overdue notices and sends notices out for delinquent accounts.
- g. Assists in the administration of the library including: developing technical programs and priorities; developing, maintaining and updating the library's goals, policies and procedures; updating the library's physical settings; and ensuring maintenance of circulation materials, files and statistics. Assumes responsibility for the library in the absence of the Library Director.
- h. Remains current with changes and emerging trends in fields of expertise and responsibility.
- i. Web page design, authoring and maintenance.
- j. Develops and maintains documentation instructing library customers and staff in electronic information services.
- k. Completes special projects and tasks
- l. Performs other duties as assigned.

## 3. Knowledge, skills and abilities required

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Individual must also possess the necessary physical requirements with or

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without the aid of mechanical devices, to safely perform the essential functions of the job.

- a. Knowledge of the Dewey Decimal System and OCLC national database for cataloging books and use of catalogs.
- b. Knowledge of PC hardware, utility software and application software, and operating systems.
- c. Knowledge of webpage authoring
- d. Knowledge of electronic and internet resources
- e. Knowledge of library procedures and policies.
- f. Knowledge of library materials in various formats and materials appropriate for various ages and reading levels.
- g. Knowledge of literature, reference materials and review sources.
- h. Knowledge of supervisory theories and principles
- i. Skill in performing CPR and first aid.
- j. Skill in supervising employees.
- k. Skill in organizing library materials and workflow.
- l. Skill in evaluating, hiring and scheduling employees.
- m. Skill in troubleshooting computer hardware and software problems.
- n. Skill in monitoring and assigning work to staff.
- o. Ability to maintain automated library systems
- p. Ability to make decisions regarding books to purchase or discard.
- q. Ability to safely reach, lift and carry books weighting up to 20 pounds.
- r. Ability to communicate orally and in writing to persuade, educate, explain and inform. Ability to prepare written reports.
- s. Ability to solve problems
- t. Ability to research and evaluate library activities and library procedures.
- u. Ability to perform basic math and bookkeeping functions.
- v. Ability to maintain detailed and accurate records.
- w. Ability to operate and maintain standard office equipment including telephone, calculator, computer, fax, and photocopier.

#### 4. Entry requirements

Master's Degree in Library Science from an ALA-accredited school and minimum of one year of professional experience working in a library setting, with supervisory and administrative experience preferred; or, and equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Iowa Public Library certification is required.

#### 5. Duties subject to change

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor. The Board of Trustees reserves the right to change or reassign job duties, or combine positions at any time.

# **JOB DESCRIPTION—CHILDREN'S LIBRARIAN**

Reports to: Library Director

## 1. General summary

Under general supervision of the Library Director, the Children's Librarian provides patron assistance, plans programs and services, and maintains collections within the Children's Department.

## 2. Essential job duties

- a. Initiates, plans, and conducts a variety of programs, services and activities to encourage the use of the library by children and parents including but not limited to films and special events, reading clubs, and school and community outreach.
- b. Promotes programs by producing publicity releases, flyers, and monthly calendar. Prepares and delivers speeches to community groups and schools.
- c. Maintains children's collection and monitors budget provided for the Children's Department. Responsible for ordering material for the Children's Department. Withdraws materials according to library policies. Contacts and assigns fines for damaged materials.
- d. Provides assistance to people in the library, over the telephone and from email. Assists patrons with reference searches. Suggests materials for young readers and helps library patrons find materials suited to their needs. Educates the public on the use of the catalog.
- e. Circulates library materials. Answers reference questions. Researches complex questions. Uses a variety of computer databases, electronic resources and computer software packages. Collects fees and maintains accurate records of money received. Issues library cards. Has access to and maintains the integrity of confidential customer information. Interprets policy and explains procedures to the public. Responds to customer concerns and complaints and conducts conflict resolution.
- f. Takes a leadership role in developing effective and productive youth service teams.
- g. Facilitates collecting statistics for programs, computer usage and van services.
- h. Supervises work performed by Library Assistants, Library Pages and volunteers in the Children's Department. Assigns tasks. Provides training. Receives employee input regarding policies, procedures and programs.

## 3. Knowledge, skills and abilities required

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Individual must also possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- a. Knowledge of recreational and educational needs of children.
  - b. Ability to translate children's needs and interests into effective library services and programs.
  - c. Knowledge of current trends in library services for children, children's literature and other materials for youth.
  - d. Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
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- e. Knowledge of library automation systems.
- f. Knowledge of Microsoft Windows software applications.
- g. Knowledge of the Dewey decimal system and OCLC national database for cataloging and use of catalogs.
- h. Knowledge of library policies and procedures.
- i. Knowledge of library materials in various formats and materials appropriate for various ages and reading levels.
- j. Knowledge of literature, reference materials and review sources.
- k. Skill in organizing library materials and workflow.
- l. Skill in performing cardiopulmonary resuscitation (CPR) and first aid.
- m. Ability to make decisions regarding material to purchase or discard.
- n. Ability to reach, lift and carry books weighting up to 20 pounds.
- o. Ability to communicate orally and in writing to persuade, educate, entertain and inform.
- p. Ability to maintain detailed and accurate records
- q. Ability to maintain orderly files in standard alphabetical and numerical order.
- r. Ability to supervise employees and solve problems.
- s. Ability to research and evaluate library activities and library procedures.
- t. Ability to operate and maintain standard office equipment, including telephone, computer and photocopier.

#### 4. Entry requirements

Bachelor's degree. Major in elementary education or Master's in library science preferred. Minimum of one year of professional experience working in a library setting, with supervisory and administrative experience preferred. Experience with children given preference. Iowa Public Library certification required.

#### 5. Duties subject to change

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor. The Board of Trustees reserves the right to change or reassign job duties, or combine positions at any time.

Adopted September 15, 2008

Reviewed and Approved December 17, 2018

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# **JOB DESCRIPTION—LIBRARIAN**

Reports to: Director

## 1. General summary

Under the general direction and supervision of the Library Director, the Librarian provides assistance to library patrons and assists with programming and outreach services to children, young adults and adults both within the library and the community.

## 2. Essential job duties

- a. Provides direct assistance to patrons with basic information regarding use of library materials, equipment, and services.
- b. Circulates library materials. Answers reference questions. Researches complex questions. Uses a variety of computer databases, electronic resources and computer software packages. Has access to and maintains the integrity of confidential customer information. Interprets policy and explains procedures to the public. Responds to customer concerns and complaints and conducts conflict resolution.
- c. Works collaboratively with programming staff in preparation and presentation of programs and services for all library users. Assists with ideas for programs and collects necessary materials.
- d. Conducts a variety of programs and activities to encourage the use of the library by children, young adults and adults, including but not limited to, films and special events, reading clubs, and school and community outreach.
- e. Assists with community analysis and surveys regarding current and future programming needs. Assists with grants to support library programming. Promotes programs by producing publicity releases, flyers, and monthly calendar.
- f. Assists with developing partnerships with the community to provide programs and services. Prepares and delivers speeches to community groups.
- g. Advises in the selection of materials, maintains collections under the supervision of the Assistant Director, reads professional literature and reviews as appropriate to correspond with current and future library programs.
- h. Works with other library staff on technology projects designed to organize online information to make it more accessible and useful to the public.
- i. Maintains and cultivates contact with the general community, the public, schools, teachers, other libraries, city employees, state and regional library associations, and other professional organizations.
- j. Attends professional library conferences, seminars, and network committees; reads professional literature; attends and participates in staff meeting discussions. Completes special projects and tasks.

## 3. Knowledge, skills and abilities required

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Individual must also possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

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- a. Knowledge of recreational and educational needs of adults, young adults and children along with the knowledge of community interests, trends, and resources and ability to use this information to determine library programming needs.
- b. Ability to translate adults, young adults and children's needs and interests into effective library services and programs.
- c. Knowledge of current trends in library services, literature and other materials for all ages.
- d. Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- e. Knowledge of the Dewey Decimal System and OCLC national database for use of catalogs.
- f. Knowledge of library procedures and policies.
- g. Knowledge of library materials in various formats and materials appropriate for various ages and reading levels.
- h. Knowledge of literature and reference materials.
- i. Skill in performing CPR and first aid.
- j. Skill in organizing library materials and workflow.
- k. Ability to make decisions regarding books to purchase or discard.
- l. Ability to safely reach, lift and carry books weighting up to 20 pounds.
- m. Ability to communicate orally and in writing to persuade, educate, explain and inform. Ability to prepare written reports.
- n. Ability to solve problems
- o. Ability to research and evaluate library activities and library procedures.
- p. Ability to perform basic math and bookkeeping functions.
- q. Ability to maintain detailed and accurate records.
- r. Ability to operate and maintain standard office equipment including telephone, calculator, computer, fax, and photocopier.

#### 4. Entry requirements

Bachelor's degree. Major in education or library science preferred. Minimum one year of professional experience in a library setting, with supervisory and administrative experience preferred. Experience with programming given preference. Iowa Public Library certification is required. A valid Iowa driver's license, required. A valid driver's license from any state may be utilized upon application; with the ability to obtain the State of Iowa driver's license within 30 days from day of appointment.

#### 5. Duties subject to change

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor. The Board of Trustees reserves the right to change or reassign job duties, or combine positions at any time.

Approved June 18, 2012

Revised and approved January 15, 2018

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# **JOB DESCRIPTION—LIBRARIAN, ADULT SERVICES**

Reports to: Library Director

## 1. General summary

Under general supervision from the Library Director, the Librarian provides assistance to library patrons and conducts all Interlibrary Loan activities.

## 2. Essential job duties

- a. Provides assistance to people in the library, over the telephone, and from email. Assists patrons with reference searches and simple genealogical requests. Suggests materials for readers and helps library patrons find materials suited to their needs. Educates public on use of the catalog, Internet, photocopier, microfilm, audiovisual and other library equipment. Phones patrons regarding reserve materials. Distributes income tax forms and other information.
- b. Circulates library materials. Collects fees and maintains accurate records of money received. Issues library cards. Has access to and maintains the integrity of confidential customer information. Interprets policy and explains procedures to the public. Responds to customer concerns and complaints and conducts conflict resolution.
- c. Maintains equipment, collection, and general appearance of the library. Monitors circulation supplies. Finds proper location and returns books, periodicals and other materials to the shelves. Contacts patrons and assigns fines for damaged books. Maintains equipment by cleaning, replacing toner cartridges and paper, etc.
- d. Oversees and conducts all Interlibrary Loan unit activities and works with a high level of authority and independence. Performs bibliographic searching and Interlibrary Loan requesting through SILO and OCLC. Coordinates with other Iowa libraries to loan book discussion titles in multiple quantities.
- e. Facilitates collecting statistics for Interlibrary Loan, computer usage, and multiple copies.
- f. Supervises work performed by Library Assistants, Library Pages, and volunteers. Assigns tasks. Provides training. Receives employee input regarding policies, procedures and programs.

## 3. Knowledge, skills and abilities required

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Individual must also possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- a. Knowledge of computer operations and/or library automation systems.
  - b. Knowledge of Microsoft Windows software applications.
  - c. Knowledge of the Dewey Decimal System and OCLC national database for books and use of catalogs.
  - d. Thorough knowledge of Interlibrary Loan policies, procedures and systems
  - e. Knowledge of electronic and internet resources
  - f. Knowledge of library procedures and policies
  - g. Knowledge of library materials and books appropriate for various ages and reading levels.
  - h. Skill in performing cardiopulmonary resuscitation (CPR) and first aid.
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- i. Ability to reach, lift and carry books weighing up to 20 pounds.
- j. Ability to communicate orally and in writing to persuade, educate, entertain and inform.
- k. Ability to maintain detailed and accurate records.
- l. Ability to count money and make change.
- m. Ability to maintain orderly files in standard alphabetical and numerical order.
- n. Ability to organize work and supervise employees.
- o. Ability to read at least at the high school level.
- p. Ability to operate and maintain standard office equipment including telephone, computer, fax and photocopier.

#### 4. Entry requirements

High school diploma or GED; bachelors degree preferred. Experience working with and supervising people recommended.

#### 5. Work environment

Work is performed inside the library. Work involves primarily standing at the circulation desk and moving throughout the library. Incumbent works directly with patrons, staff and volunteers. Work often includes interruptions.

#### 6. Duties subject to change

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor. The Board of Trustees reserves the right to change or reassign job duties, or combine positions at any time.

# **JOB DESCRIPTION—CHILDREN’S ASSISTANT**

Reports to: Library Director

## 1. General summary

Under general supervision from the Children’s Librarian the Children’s Assistant provides assistance to patrons, participates in the presentation of programs for children, and maintains the collection within the Children’s Department.

## 2. Essential job duties

- a. Participates with the Children’s Librarian in preparation and presentation of programs and services for children. Creates ideas for programs and collects necessary materials. Reads, tell stories, performs puppet shows, and interacts closely with children. Creates promotional/seasonal handouts, displays and decorations.
- b. Provides assistance to people in the library, over the telephone and from email. Assists patrons with reference searches. Responds to questions by finding answers in the collection or online. Suggests materials for readers and helps library patrons find materials suited to their needs. Assembles collections to fill teacher requests. Educates public on use of catalog and library equipment. Phones patrons regarding reserve materials.
- c. Circulates library materials. Keeps records of overdue materials, and prepares reorders of lost material. Collects fees and maintains accurate record of money received. Issues library cards. Has access to and maintains the integrity of confidential customer information.
- d. Responsible for cataloging all the items for the Children’s Department. Maintains collection and general appearance of the library. Prepares library materials for circulation, including attaching item information to record in database, affixing labels, pockets, jackets and identifying marks. Monitors circulation supplies. Repairs/cleans materials and discards old or worn materials. Finds proper location and returns books, periodicals and other materials to shelves.
- e. Supervises work performed by library pages and volunteers. Assigns tasks. Provides training. Receives employee input regarding policies, procedures and programs.

## 3. Knowledge, skills and abilities required

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Individual must also possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- a. Knowledge of the Dewey decimal system and OCLC national database for cataloging and use of catalogs.
  - b. Ability to operate computers
  - c. Knowledge of electronic and internet resources.
  - d. Knowledge of library procedures and policies.
  - e. Knowledge of library materials and books appropriate for various ages and reading levels.
  - f. Skill in performing cardiopulmonary resuscitation (CPR) and first aid.
  - g. Ability to make recommendations regarding materials to purchase or discard.
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- h. Ability to reach, lift and carry books weighting up to 20 pounds
- i. Ability to communicate orally and in writing to persuade, educate, entertain and inform.
- j. Ability to maintain detailed and accurate records.
- k. Ability to count money and make change.
- l. Ability to maintain orderly files in standard alphabetical and numerical order.
- m. Ability to develop, plan and present programs and services appropriate to youth.
- n. Ability to read at least at the high school level.

4. Entry requirements

High school diploma or GED; bachelor's degree preferred. Ability to operate a computer.  
Experience working with children.

5. Work environment

Work is performed inside the library. Work involves primarily standing and moving throughout the Children's Department. Incumbent works directly with children and other patrons. Work often includes interruptions.

6. Duties subject to change

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor. The Board of Trustees reserves the right to change or reassign job duties, or combine positions at any time.

Approved January 17, 2005

Revised and Approved December 17, 2018

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# **JOB DESCRIPTION—LIBRARY ASSISTANT (PART-TIME)**

Reports to: Assistant Library Director

## 1. General summary

Under supervision of the Assistant Director, or the Children's Librarian, the Library Assistant provides assistance to library patrons and maintains the collection within the library.

## 2. Essential job duties

- a. Provides assistance to people in the library and over the telephone. Assists patrons with reference searches. Responds to questions by finding answers in the collection or online. Suggests materials for readers and helps library patrons find materials suited to their needs. Educates the public on use of the catalog, Internet, and library equipment. Phones patrons regarding reserve materials.
- b. Circulates library materials. Collects fees and maintains accurate record of money received. Issues library cards. Has access to and maintains the integrity of confidential customer information.
- c. Maintains the collection, and general appearance of the library. Finds proper location and returns books, periodicals and other materials to the shelves.
- d. If assigned to the Adult Department may be assigned additional duties such as maintaining newspaper records, book processing, and preparing books for discard, repairing discs, bulletin boards and laminating.
- e. If assigned to the Children's Department, participates with the Children's Librarian in preparation and presentation of programs and services for children. Reads, tells stories, performs puppet shows, and interacts closely with children.
- f. Supervises work performed by library pages and volunteers. Assigns tasks as necessary.

## 3. Knowledge, skills and abilities required

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Individual must also possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- a. Knowledge of the Dewey decimal system for use of catalogs.
  - b. Ability to operate computers
  - c. Knowledge of electronic and internet resources.
  - d. Knowledge of library procedures and policies.
  - e. Knowledge of library materials and books appropriate for various ages and reading levels.
  - f. Ability to reach, lift and carry books weighting up to 20 pounds.
  - g. Ability to communicate orally and in writing to persuade, educate, entertain and inform.
  - h. Ability to maintain detailed and accurate records.
  - i. Ability to count money and make change.
  - j. Ability to maintain orderly files in standard alphabetical and numerical order.
  - k. Ability to read at least at the high school level.
  - l. Ability to operate standard office equipment including telephone, computer, fax and photocopier.
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m. Ability to develop, plan and present programs appropriate to youth. (Children's Department)

4. Entry requirements

High school diploma or ability to read and write at the high school level. Ability to operate a computer.

5. Work environment

Work is performed inside the library. Work involves primarily standing at the circulation desk and moving throughout the department assigned. Incumbent works directly with patrons, staff and volunteers. Work often includes interruptions.

6. Duties subject to change

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor. The Board of Trustees reserves the right to change or reassign job duties, or combine positions at any time.

Adopted December 18, 2000

Reviewed and approved October 18, 2010

Revised and approved December 17, 2018

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# **JOB DESCRIPTION—LIBRARY PAGE**

Reports to: Assistant Director/Librarian/Library Assistant

## 1. General summary

Under direct supervision from the librarian or library assistant, the Library Page assists the library staff with various duties including maintaining the order and cleanliness of the library and the library collection.

## 2. Essential job duties

- a. Maintains collection and general appearance of the library. Places materials on cart. Checks for needed repairs. Puts materials away in correct locations according to call number. Maintains periodical collection by returning periodicals to shelves and storing periodicals in storage room.
- b. Maintains orderliness and cleanliness in the library. Picks up and puts away materials used by library patrons. "Reads" shelves and ensures that the books are in the correct order. Straightens tables and chairs. Dusts fixtures in library such as shelves, books and tables.
- c. Provides assistance and service to library patrons. Answers questions. Helps patrons use catalog and Internet and locate materials on shelves.
- d. Assists the librarian/library assistant in the general operation of the library as needed. Checks materials in and out using the automated system. Performs various tasks as requested by the librarian/library assistant.

## 3. Knowledge, skills and abilities required

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. Individual must also possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- a. Knowledge of the Dewey decimal system for use of catalogs.
- b. Knowledge of library procedures and policies.
- c. Ability to operate a computer and office equipment.
- d. Ability to safely reach, lift and carry books weighting up to 20 pounds.
- e. Ability to communicate orally to explain and inform.
- f. Ability to follow directions.
- g. Ability to maintain detailed and accurate records.
- h. Ability to count money and make change.
- i. Ability to maintain orderly files in standard alphabetical and numerical order.

## 4. Entry requirements

Must be at least 16 years of age and able to read and write at the high school level.

## 5. Work environment

Work is performed inside the library. Work involves primarily standing and moving throughout the library, pushing carts and carrying books. Incumbent works directly with patrons.

## 6. Duties subject to change

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All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor. The Board of Trustees reserves the right to change or reassign job duties, or combine positions any time.

Adopted February 20, 2006  
Revised and approved December 17, 2018

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## **Starting salary for library positions**

<b>Director</b>	\$58,000
<b>Assistant Director</b>	\$35,000
<b>Adult Services Librarian</b>	\$28,000
<b>Children's Librarian</b>	\$32,000
<b>Librarian</b>	\$28,000
<b>Children's Assistant</b>	\$27,000
<b>Library Assistant</b>	\$9.50 (hourly)
<b>Library Page</b>	minimum wage