

Library: Hawkeye Public Library  
Policy: Library Operations  
Adopted: October 24, 1988  
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Policy: Disruptive Behavior: Adopted: November 23, 2009  
Policy: Emergency Policies: Adopted: December 18, 2013  
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Policy: Unattended Children: Adopted October 30, 2018  
Reviewed: October 24, 2019

## **I. Becoming a Borrower**

An individual may become a registered borrower if he/she is a resident of Hawkeye, rural Fayette County or from any neighboring unincorporated town without a library. An individual may be a borrower if he/she has a valid card from another Iowa Library. Registration is updated yearly. There is no age limit on obtaining a library card. If the borrower is under 14, a parent's signature is required on the registration card.

## **II. Checking Out**

A borrower must use his/her own card when checking out materials. Books are checked out for a two week period. Some media materials have different loan periods which are clearly posted.

## **III. Renewing Materials**

A borrower may renew materials once if other borrowers haven't reserved them.

## **IV. Returning Materials**

Materials may be returned at the outside book return, the inside return slot, or at the check out desk. Because the outside return is available 24 hours every day, fines are charged each day the library is open.

## **V. Reserves**

A reserved book will be held for two days after notification before it is returned to the shelf.

## **VI. Requests for Acquisitions**

The Library Director will give all requests for collection acquisitions serious consideration and purchase those that best fit the library's collection.

## **VII. Interlibrary Loan**

The Hawkeye Library belongs to a library computer network that facilitates the borrowing of items from libraries across the state. The Library reserves the right to charge a fee. Other donations to cover the cost of postage are accepted and welcomed.

## **VIII. Reference Materials**

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

## **IX. Open Access**

The Hawkeye Public Library belongs to the state access program. It is a reciprocal borrowing program through the State of Iowa. Each participating library agrees to honor cards from other participating libraries with the understanding that borrowing privileges will be extended to its own users by the other libraries.

## **X. Open Borrowing Privileges**

The library maintains collections of materials for children, young adults, and adults. Anyone, regardless of age, may select from any part of the library collection. To serve varied interests and points of view, the library selects materials from a broad range of political, economic, religious, artistic and philosophic viewpoints. The Hawkeye Public Library has a strong commitment to a policy of open access by which all materials are available to Library Users regardless of age. Because individuals live in a democratic society which values freedom of thought and work, it is essential that the public library respect each person's right to information and confidentiality, no matter what age. It must be the responsibility of those parents who wish to do so to monitor their own children's use of library materials.

## **XI. Confidentiality**

Section 22.7 (13), Code of Iowa, provides that libraries may not reveal to a third party the titles of items that have been borrowed. This law includes materials borrowed by children and requests by parents for this information. Parents of young children may wish to check out materials for their child on the parents' card to facilitate access to this information.

## **XII. Loan Period**

### **Reading Materials**

General Collection—will be checked out for a period of two weeks with a one week grace period. Books may be renewed for an additional two weeks upon request of the patron either in person or by phone.

New and High Demand Books—(those purchased in the last six months or at the discretion of the Library Director) will be checked out for two weeks with no grace period or renewals. No more than two new and high demand books will be loaned to a patron at one time.

Magazines—current issues may be checked out for a period of one week. Back issues may be checked out for two weeks with no renewal.

Reference Books—Current reference materials will not be available for check out (ex. almanacs, encyclopedias). Other reference books which are shelved and not of the current year may be checked out. A set of older encyclopedias will be loaned with a one (1) week check out period. Books being used for a specific school project may have a limited check out period as determined by the Library Director.

DVD – may be checked out for one week period with no renewals.

CDs—may be checked out for a two week period with no renewals.

## **XIII. Overdues, Lost and Damaged Materials**

Overdue DVD charges will be \$.50 per library day, per title, if dvds are not returned on time.

All other materials will be charged a \$.10 per library day fine for each day they are overdue.

No fines will exceed \$5.00 per item or the cash value of the item.

When a library item is lost or damaged beyond repair, patrons will be asked to pay the library's cost of replacing it.

If a lost book has been paid for and the book is subsequently found within one year, the cost of the book will be refunded except the overdue fine.

## **XIV. Notices**

A first notice will be made by phone when items are overdue. If materials are not returned before the week grace period, another phone call will be made. A final notice will be sent by mail that lists the items overdue and their cost if not returned.

### **XV. Suspension of Borrowing Privileges or Library Services**

If the borrower accumulates \$3.00 or more in fines or fees, borrowing privileges will be suspended until the obligation is reduced.

Computer privileges will be suspended until fine is paid in full.

### **XVI. Court Actions/Collection Agencies**

When an item is three months overdue and proper notification procedures have been followed, a warning letter will be sent. The letter will inform the borrower that a citation will be issued if the item is not returned or paid within 14 days of receipt of letter.

### **XVII. Fax Machine Access**

Operation of the FAX machine is restricted to library personnel, board members and others designated by the Director or Board of Trustees.

Patrons wishing to use the FAX machine for receipt of incoming materials are required to notify the Library Director prior to transmission of the materials by the sender. Patrons are responsible for material pickup during regular hours. Any materials not collected within 30 days will be destroyed.

The FAX machine will be available for receipt and transmission of non-library applications when not being used for library business. See posted charges.

International:            Posted charges plus phone line charge of \$4.00

The FAX machine is available for sending only during library hours.

The FAX will be in a receive mode at all hours, except when the telephone line is otherwise in use.

### **XVIII. Copier Policy**

The copier may be operated by library personnel, volunteers, mayor, and the city clerk. See posted charges.

### **XX. Computer Services**

- \* Users must first check in with the Library Director.
- \* The computers are intended for general education use.

- \* There will be no in-depth instruction of the computers.
- \* Users must be able to read or be accompanied by an adult.
- \* The library's software is protected by copyright and may not be copied.
- \* The Library Director reserves the right to terminate a person's use of the computer if problems arise.
- \* No food or drink will be allowed at computer stations.
- \* Exceptions to any of these rules must be authorized by the Library Director.

## **XXI. Internet Access Computer Policy**

The Hawkeye Public Library does not monitor and has no control over information accessed through the Internet, and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and Library patrons use it at their own risk. You need to be a selective consumer, questioning the validity of the information you find. Enjoy your exploration of the Internet, but remember that many times you will find the information you need in our books, periodicals, and CD-ROM databases.

### **Guidelines for Accessing the Internet at the Hawkeye Public Library**

1. You must be a Hawkeye Public Library card holder.
2. Use of the Internet Access computer is on a first-come, first-serve basis.
3. You can send or receive e-mail (Hotmail) and use instant messenger. You may not use your own software programs on the Internet Access computer. This will help prevent computer viruses from being spread.
4. The Internet Access computer equipment and software must be used as installed. Users are not permitted to delete, add to, or modify the installed hardware or software. Users who disregard this notice will be prohibited from using these systems. You may not change any settings or screens on the computer.
5. Files may be downloaded only to the A drive. Patrons are asked to bring flashdrives. Data downloaded from the Internet may contain computer viruses. Every user is responsible for maintaining virus-checking software on his/her home computer. The Hawkeye Public Library is not responsible for damage to a user's flash drive or computer, and loss of data, damage, or liability that may occur from patron use of the Library's computers.
6. You may not display text or graphics that may be defined by State and/or Federal law as obscenity or pornography.
7. Printers are available for use by Library patrons. Per page charges will be displayed in the computer workstation.
8. The Library staff is willing to help patrons, but the levels of experience on the Internet vary from person to person. As a result of Library scheduling, Internet trained staff may not be available at all times.
9. Parents are urged to read "Child Safety on the Information Highway", which was jointly produced by the National Center for Missing and Exploited Children and the Interactive Services Association. A copy of this document is available on request.

## **XXII. Disposal of collection materials**

The collection of the Hawkeye Public Library shall be evaluated on a regular basis. Those materials deemed no longer used by the library shall be withdrawn from the collection. The ultimate responsibility for the collection rests with the Director who operates within the framework of policies determined by the Board of Trustees. All withdrawn materials will be offered for sale or disposed of at the Director's discretion.

## **XXIII. Other Materials**

Furniture, equipment and furnishings with a replacement value of under \$25 or in unusable condition may be disposed of at the discretion of the Director. Items with replacement value of more than \$25 shall be advertised for bids in the local newspaper. The Board of Trustees has the right to set a minimum bid.

## **XXIV. Meeting Room Policy**

The Hawkeye Public Library is aware of the need for accommodations to be used by small groups and committees. Making available such accommodations to the public is an additional service which the library may render under conditions set by the Library Board of Trustees.

Any group, association, or individual interested in promoting cultural, educational, civic or other activities which will not interfere with the library's principle function and which are appropriate to the facilities and not contrary to the public interest as determined by the Board of Trustees or as provided by law, are encouraged to use the meeting room. Library programs and library related meetings shall receive first consideration in the scheduling.

Children's groups may use the room provided they are supervised by one or more adult sponsors.

No smoking or consumption of alcohol or controlled substances will be allowed on the premises. Kitchen facilities are not available; therefore limited carry-in refreshments or snacks may be served, provided that the person in charge takes care of the clean-up.

The library cannot undertake to care for, or store any material for groups or individuals using the facilities, nor be responsible for them while on the premises.

Any individual or officer of any group or association shall be responsible for the proper use of the facilities and pay for all damages beyond ordinary wear and tear. Permission may be denied to any group whose conduct is disorderly or objectionable in any way.

The meeting room will be available for a single meeting or program during regular Library hours and beyond regular hours by pre-arrangement.

A fee of \$10.00 per event will be charged to any “for profit” organization. Any individual or representative of a group requesting reservation of the meeting room must do so in person and complete an application form. They can either schedule the meeting room with the Library Director or the City Clerk. Whoever schedules the room will receive the \$10.00 deposit.

## **XXV. Disruptive Behavior Policy**

1. Purpose of this policy: The Hawkeye Public Library will provide a safe, comfortable environment that is conducive to the use of library facilities and materials either by individuals or small groups.
2. Behavior Not Allowed in the Library
  - 2.a. Any behavior that is a violation of any local, state or federal law.
  - 2.b. Any behavior that endangers the safety of oneself or others.
  - 2.c. Loud talking or laughing that disturbs other patrons.
  - 2.d. Use of abusive language.
  - 2.e. Inappropriate dress – shoes and shirts must be worn at all times.
3. Procedures:
  - 3.a. In most cases, patrons who are behaving inappropriately in the library will be given one warning by the Library Director and asked to behave in an appropriate manner. Patrons who do not modify their behavior after one warning will be asked to leave the library for the rest of the day.
  - 3.b. Persons who behave inappropriately on a regular basis or who engage in unlawful activities while on library property can result in the loss of all or part of their library privileges for as long as the Director deems necessary.

In cases in which a patron poses a clear danger to themselves or others; where an illegal incident occurs, or refuses to leave the library after being asked to by the Library Director, the police will be called to handle the situation.

Adopted: November 23, 2009

## **XXVI EMERGENCY POLICIES**

- EXITS** - All exits are marked with red lighted EXIT signs that are hung above all doors.
- \*Primary Exit – Main entrance door. If this door is blocked, use the south door in the Library.
  - \*Meeting Room Exit – Door on the west wall. If this door is blocked, use the



main entrance door.

#### **FIRE OR SMOKE Detected**

- \*Report to Director
  - \*Evacuate the building
  - \*Director call 911
  - \*Everyone to meet across the street from the Library
- Fire Extinguisher locations
- \* Meeting room – in counter under the sink

#### **TORNADO**

- Tornado Warning or Sirens
- \*Director takes everyone to the restroom
  - \*Utility closet is used for overflow – avoid rooms with windows

#### **MEDICAL EMERGENCY**

- \*Report to Director
- \*Call 911

#### **BOMB THREAT**

- \*Report to Director
- \*Evacuate the building
- \*Lock the door
- \*Call 911

#### **SNOW/BLIZZARD EMERGENCY**

- \*The Library will follow the North Fayette School’s protocol – if school is cancelled during the day, the Library will also close.
- \*If school is cancelled the night before or the morning of – the Library will also be closed.

#### **LOCKDOWN**

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

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

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

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

\*Adopted December 18, 2012

#### **XXVII Unattended Children Policy**

Library staff absolutely cannot assume responsibility for children’s safety and Comfort; our professional services do not include babysitting or health care. Children who are home sick from school should not be in the library.

\*Adopted October 30, 2018