

2019/2020

# Library Policies



West Liberty  
Public Library  
Board of  
Trustees

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## **Archive Policy**

Archives are materials that are not to be checked out and are available only on request.

### **Request for Materials**

The Genealogy/ Local History Room is kept locked until a request is made for materials for security reasons.

1. Materials may be requested and obtained by staff.
  - a. If the materials have been digitized and available via Collective Access, we ask that the material be viewed digitally in order to maintain archives.
  - b. Materials must be returned to staff.
2. Materials may NOT be photocopied. Copies may be obtained from digital files. If digital files are not available, staff will work to create a digital for copy purposes. Photocopying damages some materials and in this instance the librarian scans the material.

## Conduct Policy

### Purpose Statement

All patrons have the right to use the library undisturbed and library employees have the right to a safe work environment without undue interference. In an effort to provide a safe, comfortable environment for all, the Library Board has approved the following conduct policy.

The library is intended for all members of the public. Library patrons are expected to respect the rights of other patrons and staff members, and to use the library for its intended purposes. Prohibited conduct will not be allowed in the library.

### Definition

*Prohibited conduct* is that which:

- interferes with the rights of individuals to access library materials and services
- interferes with the ability of library staff to conduct library business,
- willfully disturbs the privacy of patrons or staff members.
- interferes with the maintenance of a clean, pleasant and safe library facility.
- threatens the safety or comfort of the library and its patrons

*Prohibited conduct* may include, but is not limited to, the following:

- willfully annoying, harassing, or threatening another person (this includes any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule; also includes any type of sexual harassment, or conduct which is verbally or physically abusive)
- shouting, loud speaking, or disorderly conduct which is disturbing to others
- removal of library materials without checking them out
- failure to wear appropriate attire (i.e., shoes, shirts)
- smoking or chewing tobacco
- consuming controlled substances on library property
- remaining in the library unauthorized after regular library business hours
- depositing litter anywhere but trash receptacles
- bringing in animals of any kind, other than those which assist people with disabilities, or those brought in by the library
- soliciting or selling except at library-sponsored events
- distribution of any flyers or pamphlets without permission of Library Director
- soliciting signatures in person for a petition
- violation of local, state, or federal laws on library property
- vandalism
- theft or damage of materials belonging to the library, staff members, or other patrons

- willfully expose library staff or patrons to offensive images or language including abusive language
- impeding access to the facility or any areas of the building
- entering locked or restricted areas without a staff member
- leaving personal items in the library (library assumes no responsibility for patrons' personal belongings)
- use of audio devices without headphones in library common areas
- use of portable devices at a volume that is disturbing to others in the library
- picture-taking or video-taping unless authorized by individuals involved or presence of parents/guardians
- maliciously accessing, altering, deleting, damaging or destroying any technology, peripherals, computer system, network, computer programs, or data
- bringing any type of weapon into the library
- running, wrestling, throwing objects, or any "rough-housing" of any kind

### **Gaming Guidelines:**

Computer consoles, video game consoles and other technology may be available to patrons and is also used for library enrichment programs. The following conditions of use will apply:

1. Respect other console users
2. Fair play is expected
3. Individuals must be patrons of West Liberty Public Library in good standing to access video gaming consoles.
4. Use of patron owned controllers are permitted.
5. All the conditions of the Conduct Policy where appropriate are applicable with regard to computer and gaming consoles and their usage.

### **Consequences**

Enforcement of the library's Conduct Policy may take the form of any of the following actions, depending on severity of the misconduct, which will be determined by staff members:

In most cases, patrons who are conducting themselves inappropriately in the library will be given a warning and asked to conduct themselves in an appropriate manner. Further disruption and the patron receive a second warning and will also be shown the Conduct Policy or the Child Safety Policy, whichever is appropriate to the situation. Patrons who do not modify their conduct after the second warning will be asked to leave West Liberty Public Library property for the rest of the day and an Incident Report will be filed with the Library Director. If misconduct persists in the same patron in a repetitive nature, staff members shall refer the patron to the Library Director for further discipline. The Library Director's discipline will be assessed on a case by case basis and may include:

- loss of library access for a predetermined amount of time anywhere from one day to one month

- necessity of a minor child to be in the accompaniment of a responsible adult when on library property
- loss of library access until a meeting can be held that includes the offending patron with a responsible adult if applicable, the Library Director, and members of the Library Board.

In the case of any misconduct that is extreme or a safety hazard refer to the Emergency Management Guide.

## **Child Safety Policy**

### **Purpose Statement**

The West Liberty Public Library strives to be a welcoming positive environment for all ages. The safety and welfare of children at the library is of utmost importance. Young children should be supervised by age appropriate, responsible parties. Parents and caregivers are responsible for monitoring the activities and regulating the conduct of their children while the children are in the library. The Library Board and staff members respect the rights and privacy of all library patrons. Library staff members will intervene when issues of safety, disruptive conduct, or well-being occur. Library staff members will follow established library procedure for the protection of the juvenile or to maintain an environment free from disruption in accordance with the Conduct Policy.

### **Unattended Children in the Library**

- A. An unattended child is a minor of any age whose conduct requires them to be accompanied by a parent or caregiver.
- B. The library does not have staff, staff training, or state certification to act as a child care facility.
- C. Library staff members are not responsible for children interacting with or leaving the library with persons who are not appropriate caregivers.
- D. Library staff members are not responsible for any consequences of parents or caregivers forfeiting their responsibilities.
- E. Library staff members may refer to the police those children who are left unattended in the library when a parent/guardian cannot be reached or if the conduct of the minor child falls outside that of acceptable conduct in the library.
- F. Please refer to the Conduct Policy for more information and procedures for addressing issues with unattended children.

### **Staff Guidelines**

- A. Staff will use these guidelines for addressing lost/unattended children or those with conduct issues on a case-by-case basis.
- B. Staff will attempt to locate the child's parent, guardian or caregiver within the library.
- C. If the parent or responsible guardian cannot be found in the building the proper authorities will be notified.
- D. Staff will only take children out of the building during enrichment programs or in the case of an emergency when child safety is seriously compromised.
- E. Staff will not transport children to another location.
- F. If an incident required disciplinary measures beyond a verbal warning, an incident report will be filled out, given to the Library Director, and kept on record.
- G. For the safety of a child left unattended in the library at closing, appropriate law enforcement authorities will be contacted to take custody of the child.
- H. Staff will wait 15 minutes after closing before this measure is taken.



## Incident Report

Please provide a description of conduct and a description of any action taken (e. g., person asked to leave and did so; police called; officer escorted person from the library, etc.)

**Name of patron** \_\_\_\_\_

**Date/Time of incident** \_\_\_\_\_

**Description of incident**

**Reported by** \_\_\_\_\_

**Witness (es)** \_\_\_\_\_

**Action taken**

## **Circulation Services**

### **Purpose**

The purpose of the West Liberty Public Library Circulation Policy is to define the approved practices for the registration of library users, circulation of library materials, borrowing/lending practices and procedures, the fine and fee schedule, and the suspension of patron privileges.

A valid library card in good standing provides library patrons with circulation privileges which may include borrowing equipment and materials, placing holds, and requesting interlibrary loan service, and remote access to West Liberty Public Library digital resources.

Additionally, the following policy includes an approved process for recovery of overdue, lost or damaged materials. See Circulating Equipment, Fines & Fees Schedule (Appendix C).

### **Custodian of Records**

The Library Director or the Director's designee is the official custodian of library records. The custodian of the Library's records shall not release confidential records without a court order pursuant to Iowa Code 22.7 (13). See the Confidentiality Policy.

### **Library Accounts**

1. Accounts may be issued to citizens of West Liberty, rural Muscatine County, and communities participating in the State Library of Iowa Open Access Program at no charge.
2. Applicants must provide either a current, government issued photo identification card or a valid school photo identification card and proof of address at the time of registration. If proof of current residence is not available, a library postcard may be mailed to a new resident for them to return to the library after the applicant receives it through the post office, to confirm address at no charge.
3. Applicants 15 years old and younger require a parent's signature on the application form.
4. At the time of registration, a photograph will be taken of the applicant and added to the circulation database for identification purposes. A physical card can be issued on request.

### **Circulation of Materials**

1. Materials, unless otherwise specified, circulate for three weeks (21 days). They may be renewed, if not reserved by others, for an additional three weeks by contacting the library, or asking at a circulation desk.
2. Online materials are facilitated by third party vendors and vary according to the contract terms.

3. Videos and video games circulate for one week and account holders are allowed three (3) videos and three (3) videogames each. They may be renewed, if not reserved, for an additional one week by renewing online through the catalog, contacting the library, or asking at a circulation desk.
4. Equipment and technology circulation varies. See Circulating Equipment, Fines & Fees Schedule (Appendix C).
5. Microfilm and archive holdings are rarely circulated and only at the discretion of the Director. These items are intended for in-house use only. See the Archive Policy.
6. Account holders assume responsibility for all items checked out and account holders are responsible for all costs assumed with replacement of damaged, lost, or stolen materials and equipment. See Circulating Equipment, Fines & Fees Schedule (Appendix C).
7. Digital materials and resources such as downloadable audio and e-books, automatically expire at due date. Digital materials are not library owned and therefore the Library has no control over the circulation policies of our 24/7 online resources.

## **Material Reserves**

1. Patrons may ask us to hold materials by reserving online through the catalog, contacting the library, or asking at a circulation desk. The Library will notify the patron when the item is available.
2. Any reserved item is held for two business days at the main circulation desk. If not picked up, the reservation is released.

## **Interlibrary Loan (ILL)**

1. Patrons may request items from other libraries by filling out an Interlibrary Loan (ILL) Request Form at the main circulation desk. There is no fee for ILL charged to our patrons unless the patron fails to pick up or return said items then postage and replacement fees apply. Patrons are responsible for the entire postage cost if materials are not picked up. Refer to the Interlibrary Loan Request Form.
2. If materials are loaned from out-of-state a fee may be charged by the lending library. The requesting patron is responsible for any fee. The patron will be notified before the request is completed and may rescind the request without penalty.
3. Interlibrary loan materials circulate for three weeks (21 days) or as otherwise set by the loaning library. Items can only be renewed through a direct request to the Library staff handling ILL as renewal requests must be approved by the lending library.

## **Equipment Loan**

Certain West Liberty Public Library equipment may be borrowed for either check-out or in-house use at no charge. Other equipment is available to the public with the assistance of a library

staff member. Reasonable fees for use may apply. A list of equipment available for use and the associated fees and replacement costs are located at any circulation desk (Appendix C). This list includes a description of the equipment, eligibility requirements for check-out, the length of the check-out time, and the replacement cost of equipment as applicable.

1. To be eligible to check-out equipment to leave the building, the borrower must be at least 18 years of age, have a West Liberty Public Library account card in good standing, have government-issued photo identification, and have their picture added to the library's database.
2. Before checking out equipment, all borrowers must read and sign the Agreement to Borrow Equipment and Release of Liability (Appendix D). Any non-profit who wants to check out equipment must have an authorized officer or member sign the equipment agreement. Upon request, the check-out time may be extended. Whether an extension is granted is at the discretion of the circulation staff, who will take into consideration not only the need of the borrower, but public demand.
3. Equipment is assumed to be in good working condition at the time of check-out. Equipment will be inspected and inventoried after each use and the borrower shall be responsible for the cost of any repair or replacement parts, up to the cost of replacement.
4. If the equipment is lost, stolen, or damaged beyond repair the borrower is responsible for the full replacement cost. Failure to pay will result in suspension of check-out privileges and possible revocation. Borrowers may also be subject to criminal prosecution under Iowa Code 714.5 (Appendix A).

The Library owns multiple types of equipment. See each section type for guidelines.

### **Shared Library Equipment**

The West Liberty Public Library may provide shared administrative equipment and other technology for borrower use.

1. Library purpose has precedence over public use of administrative equipment.
2. Shared library equipment will be used with staff assistance.
3. Reasonable fees may apply to consumable costs such as faxing, copying and printing, etc. Costs associated with shared library equipment will be listed in the West Liberty Public Library Available Equipment and Fee Structure available at any circulation desk.
4. Telephones are reserved for staff use only. Library staff may make an exception for incoming and outgoing calls if the health, safety or security of a patron depends on a telephone call. Local calls only are permitted in these circumstances. Calls on the library telephone ought to be kept to a minimum talk time and the conversation civil. See the West Liberty Public Library Conduct Policy.

## **Media and Audiovisual Equipment**

The West Liberty Public Library may provide audiovisual equipment, public use computers, and other technology for borrower use.

1. Borrowers using library equipment assume responsibility for loss or damage to the equipment or to the media used in conjunction with the equipment. Limited instruction in the use of the equipment may be available.
2. Groups may use the audiovisual equipment to play library materials or their own materials. The library is not responsible for damage to materials used in library equipment. Most audiovisual materials purchased by the library do not have public performance rights.
3. Disruptive behavior or abuse to equipment may result in termination of a borrower's privilege to use library equipment. See West Liberty Public Library's Conduct Policy.
4. Use of the Internet on any library equipment is subject to the West Liberty Public Library's Internet /Computer Policy.
5. West Liberty Public Library is not responsible for the privacy of data with respect to media equipment. Any data saved on library equipment may be erased. The library is not responsible for any information left on media equipment by the user. Nothing saved or downloaded to the library media equipment will be permanently saved. See West Liberty Public Library Internet/Computer Policy.
6. Borrowers will sign an Equipment Check-Out document for all media equipment.
7. The library tries to keep equipment in good working condition, but is not responsible for the loss of data due to equipment malfunction.
8. In-house use equipment and accessories must be returned to a West Liberty Public Library staff member at least 15 minutes before closing time. Equipment left unattended or given to another person remain the responsibility of the borrower.

## **Betty Akers Creative Space Equipment**

The West Liberty Public Library may provide technology and equipment in the Betty Akers Creative Space for patron use.

1. Borrowers may be required to check out Betty Akers Creative Space equipment before use.
2. Creative space equipment may require a training session with a librarian prior to the first use to insure the equipment is used correctly and safely.
3. Reasonable fees may apply to cover one-time use consumable costs. Costs associated with creative space equipment will be listed in the West Liberty Public Library Circulating Equipment and Fee Structure (Appendix C) available at any circulation desk.

## **Special Arrangements**

Special arrangements may be made with the Library for schools, businesses, and organizations for the use of library materials. These arrangements are made with the approval of the Library Director.

## **Overdue Materials**

Fines will be assessed for materials that are lost or damaged. This process is in place to protect the public's access to, and investment in, the Library's collection of materials, and establish a method for the recovery of overdue or lost items. Fine amounts for lost and damaged items vary based on material type. (Appendix A)

## **Patron Overdue Recovery Schedule**

1. First Notice of overdue items will be issued 30 days after due date and sent to each patron by mail unless patron has requested an alternate notification process such as telephone, text, etc. as noted in the library patron database. The patron account will be modified to allow for circulation of in-house materials and equipment only until overdue materials are returned or the account settled.
2. Second Notice of overdue items will be issued 90 days after due date and sent to each patron by mail unless patron has requested an alternate notification process such as telephone, text, etc. as noted in the Library patron database.
3. Third Notice in the form of a bill listing overdue items and their replacement price will be issued 150 days after due date and mailed to each patron after verification. The patron account will be suspended until overdue materials are returned or the account settled.
4. Accounts maintaining a balance of \$50.00 or greater for longer than 180 days may be turned over to the City of West Liberty to begin collection process and the patron account shall be suspended until resolution. The Library may issue a municipal infraction as stipulated within the Code of Iowa 714.5 and 808.12 (Appendix A & B). The patron may be subject to extra fees imposed by the City of West Liberty as applicable by the City collection procedure and policy.

Fines may be waived, in-full or in-part, by the Library Director on items belonging to the West Liberty Public Library only and on a case-by-case basis.

## **Refunds**

The West Liberty Public Library is unable to issue refunds for materials returned after payment has been made for replacement of materials and equipment.

## Appendix A

### Iowa Code: Section: 714.5

Library materials and equipment — unpurchased merchandise — evidence of intention.

1. The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods.
2. The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one 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. Notices stating the provisions of this section and of section 808.12 (Attachment B) with regard to library materials or equipment shall be posted in clear public view in all public libraries, in all libraries of educational, historical or charitable institutions, organizations or societies, in all museums and in all repositories of public records.
3. After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of a dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower.
4. The owner of library equipment may require deposits by borrowers and in the case of late returns the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return.
5. In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement. [C62, 66, 71, 73, 75, 77, §709.21; C79, 81, §714.5] 85 Acts, ch 187, §2; 87 Acts, ch 56, §1; 2016 Acts, ch 1011, §121 Referred to in §808.12

## Appendix B

**Iowa Code: Section: 808.12** Detention and search in theft of library materials and shoplifting.

1. Persons concealing property as set forth in section 714.3A or 714.5, may be detained and searched by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee, provided that the detention is for a reasonable length of time and that the search is conducted in a reasonable manner by a person of the same sex and according to subsection 2 of this section.

2. No search of the person under this section shall be conducted by any person other than someone acting under the direction of a peace officer except where permission of the one to be searched has first been obtained.

3. The detention or search under this section by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee does not render the person liable, in a criminal or civil action, for false arrest or false imprisonment provided the person conducting the search or detention had reasonable grounds to believe the person detained or searched had concealed or was attempting to conceal property as set forth in section 714.3A or 714.5. [C62, 66, 71, 73, 75, 77, §709.22 – 709.24; C79, 81, §808.12] 2010 Acts, ch 1125, §3 Referred to in §714.



## Appendix C

### Circulating Equipment, Fines & Fees Schedule

#### Replacement Prices

Patron pays the current list price for lost or damaged materials and equipment unless otherwise specified. If no current list price can be found, replacement cost and replacement of library materials is facilitated by the Library Director or designee using the purchase receipt and insurance inventory records.

#### Use Fee Schedule

| Equipment                          | Specs                        | Price        |
|------------------------------------|------------------------------|--------------|
| Copier-Standard Quality            | 8 ½ x 11                     | \$0.25 B/W   |
|                                    |                              | \$0.50 Color |
|                                    | 11 x14 legal                 | \$0.25 B/W   |
|                                    |                              | \$0.50 Color |
| large format                       | \$1.00 B/W                   |              |
|                                    | \$2.00 Color                 |              |
| Fax                                | 1 <sup>st</sup> page         | \$2.00       |
|                                    | subsequent pages each        | \$0.75       |
|                                    | Receive per page             | \$0.75       |
| Borrow a book from another library | See Interlibrary Loan Policy | Free         |

| Equipment           | Specs                              | Price   |
|---------------------|------------------------------------|---------|
| Copier-High Quality | 4x6- (2)                           | \$3.00  |
|                     | 5x7 (2)                            | \$3.00  |
|                     | 8x10                               | \$5.00  |
|                     | 11x14                              | \$6.00  |
|                     | 13x19                              | \$7.00  |
| Scan                | Staff tasked per page              | \$0.25  |
|                     | Unassisted                         | Free    |
| Disc Repair         | DVD, CD Blu-ray, or videogame disc | \$3.00  |
| Photo Digitization  | per hour                           | \$15.00 |
| Disc Digitization   | per hour                           | \$15.00 |

#### Circulating Equipment

|              |   |                  |
|--------------|---|------------------|
| Video Camera | Panasonic PVGS500<br>w microphone and battery recharger | Replacement cost |
|--------------|---|------------------|

|               |   |                  |
|---------------|---|------------------|
| Go Pro Hero 4 | 3 batteries<br>Dual USB charger<br>Accessory pack | Replacement cost |
|---------------|---|------------------|

## Appendix D

### Agreement to Borrow Equipment and Release of Liability

I, \_\_\_\_\_, am borrowing the following equipment from the West Liberty Public Library:

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I understand that it is my responsibility to pick up the equipment and to return it to the same location at the end of my borrowing period unless otherwise agreed by both parties. I agree to return the equipment to staff of the West Liberty Public Library in the same condition that it was received in when I borrowed it. I understand that I must be at least 18 years of age, have a West Liberty Public Library account card in good standing, have government-issued photo identification, and have my picture added to the library's database.

I understand that there may be fees associated with borrowing or using the equipment and I have been informed of the associated fees.

I understand that the equipment is assumed to be in good working condition at the time of check-out.

I understand that the West Liberty Public Library is not warranting that the equipment is fit for use or for any particular person, and that I am solely responsible for the selection of the equipment. I understand that the Library may provide limited assistance with equipment supplied.

I understand that the equipment will be inspected and inventoried after each use and that I will be responsible for the cost of any repair or replacement parts, up to the cost of replacement. If the equipment is lost, stolen, or damaged beyond repair I agree to be responsible for the full replacement cost.

I understand that failure to pay charges associated with equipment damage will result in suspension of check-out privileges and possible revocation. I understand that I may be subject to criminal prosecution under Iowa Code 714.5.

I HEREBY RELEASE FROM LIABILITY AND AGREE TO INDEMNIFY AND HOLD HARMLESS THE WEST LIBERTY PUBLIC LIBRARY and/or THE CITY OF WEST LIBERTY, AND ANY OF ITS EMPLOYEES FOR ANY LIABILITY IN CONNECTION WITH THE USE OR POSSESSION OF THE EQUIPMENT.

THIS RELEASE IS FOR ANY AND ALL LIABILITY FOR PERSONAL INJURIES AND PROPERTY LOSSES OR DAMAGE IN CONNECTION WITH THE POSSESSION OR USE OF THE EQUIPMENT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Parent or guardian consent required if applicant is less than 18 years of age

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent Name

West Liberty Public Library Policy

## Library Collection Development Policy

The West Liberty Public Library provides library materials for the entertainment, informational needs, and enrichment of the citizens of West Liberty and surrounding communities. Collections are developed according to the following policy, which has been approved by the Board of Trustees.

### Purpose

This formal policy serves five vital purposes:

- It acts as a blueprint for our collection, guiding staff in decision-making regarding the selection, management, and preservation of the collection
- It identifies responsibilities for developing collections
- It establishes parameters and priorities, guiding staff in developing budgets and allocating resources
- It informs the public of the principles guiding our collection development
- It states the Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints

### Intellectual Freedom

The West Liberty Public Library endorses the American Library Association Freedom to Read<sup>1</sup> statement. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution<sup>2</sup>. The Library strives to provide a balanced collection reflecting a diverse set of cultures and opinions. The ideals and statements in any library material may or may not reflect the opinions of the West Liberty Public Library. The function of the Library is to provide information, not to advocate specific points of view.

Inherent in the collection development philosophy is an appreciation for each patron of the West Liberty Public Library. The library provides materials to all patrons and does not place a value on one patron's desires or preferences over another's preferences. The Library upholds the right of the individual to access information even when the content may be controversial, unorthodox, or considered unacceptable to others.

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<sup>1</sup> Westchester Conference of the American Library Association. "The Freedom to Read Statement." Text. Advocacy, Legislation & Issues, July 26, 2006. <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>.

<sup>2</sup>"The 1st Amendment of the U.S. Constitution." National Constitution Center – The 1st Amendment of the U.S. Constitution. Accessed January 16, 2019. <https://constitutioncenter.org/interactive-constitution/amendments/amendment-i>.

Materials for all ages, including children and teenagers, are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community and our world. The reading and viewing activity of minors is ultimately the responsibility of the legal guardians of those minors. The West Liberty Public Library does not intrude on that relationship.

## **Philosophy and Scope of the Collection**

The West Liberty Public Library is a place where ideas and information are expressed freely. The Library strives to present all sides of an issue in an unbiased manner. Viewpoints expressed in materials found in this facility are expressions of intellectual freedoms and are not endorsements of a particular point of view.

The West Liberty Public Library collects materials in a variety of popular formats which support the wants and needs of our patron base. The collection also serves the general educational interest, recreational interest, and entertainment needs of the public and reflects the racial, ethnic, and cultural diversity of our community.

Widespread interest and usage are the most powerful influence on the Library's collection. The other driving force is the Library's strategic plan.

Selections are made to provide depth and diversity of viewpoints to the existing collection and to build quality historical archives representing West Liberty and the immediate surrounding area.

The West Liberty Public Library contains core fiction, nonfiction, and entertainment collections in the physical library space and digitally available on the web that includes materials of an enduring nature as well as current-interest materials. The collection includes information in multiple formats to serve the needs of our community. The Historical Archives of the Library contains non-circulating physical and digital items of historical interest to West Liberty and the immediate surrounding area.

## **Collection Management**

The Library collection is a revolving, changing entity. As items are added, others are reviewed for their ongoing value and at times withdrawn from the collection. Decisions are influenced by patterns of use, conditions of the materials, and the capacity for storage in the physical and digital spaces of the library. The Library Director and staff review the collection regularly to maintain its vitality and usefulness to the community.

Library materials selection is the responsibility of the Library Director and other members of the professional staff who are qualified by reason of education and training. The final authority for the library collection rests with the Library Director and the Library Board of Trustees. West Liberty Public Library welcomes the input of our patrons. Suggestions for materials may be given to any member of the library staff either verbally or in written form.

## **Criteria for Selection**

The Library Director and trained staff use knowledge and expertise along with the following criteria to select materials for the collection:

- Relevance to the interests and needs of the community
- Extent of publicity, critical review, and current or anticipated demand
- Current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to library circulation and use
- Date of publication
- Price, availability, licensing, and circulation terms
- Support of Library's mission and strategic goals

The West Liberty Public Library replaces or disposes of materials in accordance with the guidance given by the State Library of Iowa and the City of West Liberty according to the criteria for weeding and withdrawal as outlined below.

## **Criteria for Weeding and Withdrawal**

The following criteria are used in selecting materials for withdrawal:

- Needs and interests of patrons
- Infrequent use and lack of demand
- Curatorial, financial, or environmental requirements exceed the resources of the Library
- Legal restrictions
- Availability of similar materials in the collection
- Physical condition and age of materials.
- Accuracy of information

## **Reconsideration of Library Materials**

The Library welcomes expressions of opinion from our patrons concerning materials selected or not selected for the collection. West Liberty Public Library selects material using established criteria and full consideration of the varying age and backgrounds of our community. Requests for removal of items from the collection may be made using a formal procedure outlined by the Controversial Materials Policy.

## **Gifts**

The Library gratefully accepts gifts of materials. The Library retains the authority to accept or reject gifts and reserves the right to evaluate and dispose of gifts in accordance with policy. Gifts not added to the Library's collection are disposed of in accordance with the guidance given

by the State Library of Iowa and the City of West Liberty. The Library cannot appraise gifts for income tax purposes, but will supply a receipt upon request. The Library welcomes monetary donations for memorials and the donor may request a subject area appropriate to the honoree.

Policy Draft Date: 01/2016

Revisions: 03/2019

## **Internet/Computer Policy**

### **Purpose Statement**

The Internet is an unregulated global network that provides information beyond the library's collection. The West Liberty Public Library provides unfiltered, wireless/wired access and public use technology devices to augment the community's educational and recreational resources.

The West Liberty Public Library has no control over Internet resources and cannot guarantee the accuracy and/or authenticity of information on the Internet. Some information may be inaccurate, controversial, or offensive. The Library does not monitor, control, or provide barriers to such material. The West Liberty Public Library is not responsible for damage incurred to a library user's personal storage devices or personal laptops or for any loss of data, damage or liability that may occur from use of the library's Internet services.

### **User Responsibilities**

1. Library users have access to technology and electronic devices with a library account. Out of town guests and temporary users may present a valid photo ID.
2. Printers may be available for patron use. Library users will be charged fair and reasonable prices for printing from personal and public technology devices.
3. Internet resources and computer access through the library are provided equally to all. Children have access to the same resources as adults. Parents or legal guardians are responsible for deciding what resources are appropriate for their children. Library technology users may not incur any costs to the West Liberty Public Library through access to fee-for-service information providers, shopping on-line, or any other Internet use.
4. Technology users may safely share personal information on the Internet. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. The Library is not responsible for security of personal information shared on or with non-library sites.
5. The Internet is not a secure, private environment. Technology users handling financial transactions or other confidential activities do so at their own risk. Electronic communication is not absolutely secure and is subject to outside intervention. It may also be subject to monitoring by library technology staff in the usual performance of their



duties. Library users should log off any personal online accounts after using library technology.

## **Ethical Use**

Staff reserves the right to end an Internet session if there is suggestion of misconduct, misuse, or illegal use of either personal or library technology devices accessing the library's wireless service and in accordance with the West Liberty Public Library Conduct Policy. Violations of the Internet/Computer Policy will be dealt with in accordance with the West Liberty Public Library Conduct Policy.

Illegal acts involving library computers or personal devices accessing the library's wireless service may also be subject to prosecution by local, state, or federal authorities. It is against the law to violate copyright, or engage in child pornography as outlined by Iowa Code, chapter 728.2<sup>3</sup>

## **Staff Assistance**

Library staff may be able to answer basic computer questions. Library users may also request individual training or attend technology-related computer classes offered by library staff.

Due to liability, the staff does not repair personal computers or devices. Additionally, staff will not check personal systems for viruses, malware or evaluate technology devices for damage.

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<sup>3</sup> Iowa Legislature. Dissemination and Exhibition of Obscene Material to Minors. Accessed March 19, 2019. <https://www.legis.iowa.gov/>.

Policy Draft Date: 12/2014  
Reviewed: 09/2017

## **Confidentiality of Library Records Policy**

It is a law of the State of Iowa (Iowa Code, Sec 22.7) and the policy of the West Liberty Public Library that library records are confidential in nature, and that information identifying the names of library users, their personal information and /or the nature, titles, or subjects of the library materials they use will be held in confidence, regardless of age or race.

All employees of the library have been informed that all patron records are not to be made available to any person or to any agency or 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 legislative investigative power.

Upon receipt of such process, order, or subpoena, library authorities will consent with legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance. If the process, order or subpoena is not in proper form or if good cause has not been shown, such defects must be corrected before the library can comply.

Any representative of a local, state, or federal agency, or any law enforcement officer who requests access to such information must do so through the Director of the Library.

Any official request for access to information must be reported immediately to the Director of the Library.

Policy Draft Date: 12/2006  
Revisions: 05/2019

## Controversial Materials Policy

The West Liberty Public Library endorses the American Library Association Freedom to Read<sup>1</sup> statement. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution<sup>2</sup>. The Library strives to provide a balanced collection reflecting a diverse set of cultures and opinions. The ideals and statements in any library materials may or may not reflect the opinions of the West Liberty Public Library. The function of the Library is to provide information, not to advocate specific points of view.

The Board of Trustees believes that anyone is free to reject for himself/herself library materials of which he/she does not approve. The individual cannot restrict the freedom of others to read, view, or hear.

Parents or legal guardians have the responsibility to guide and direct the reading, viewing, or listening of their own minor children. The library does not take the place of the parent or guardian.

Any patron who objects to the presence or absence of a work may do so by completing the Statement of Concern about West Liberty Public Library Resources (Appendix A). The official complaint process is as follows:

1. A meeting will be held between the patron and the Library Director. At that time, the Director shall discuss the procedures used for selection of materials. A patron may choose to withdraw his/her complaint at this point. If a patron still wishes to pursue an official complaint, the process will continue to the next step.
2. A meeting between the patron, the Library Director, and the Library Board of Trustees will be scheduled. The Library Board of Trustees will review the official complaint and hear verbal arguments from the patron and/or public not to exceed fifteen (15) minutes total.
3. The patron will be notified of the Library Board of Trustees' decision in writing within seven (7) days of the meeting date. The Library Board of Trustees decision on the challenged material is final.

<sup>1</sup> Westchester Conference of the American Library Association. "The Freedom to Read Statement." Text. Advocacy, Legislation & Issues, July 26, 2006. <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>.

<sup>2</sup>"The 1st Amendment of the U.S. Constitution." National Constitution Center – The 1st Amendment of the U.S. Constitution. Accessed January 16, 2019. <https://constitutioncenter.org/interactive-constitution/amendments/amendment-i>.



# Facility Use Agreement

## Sponsor Organization

\_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Date of Event \_\_\_\_\_

Event Time \_\_\_\_\_

Setup Requirements:

We understand that we are responsible for the conduct of attendees and damage done to the facility and equipment.

Signature of event sponsor \_\_\_\_\_

NOTE: For frequent facility users a single Facility Use Agreement on file with the library will meet Library guidelines.

Policy Draft Date: 12/2007  
Revisions: 09/2017

## **Posting of Public Notices/Pamphlet Display Policy**

The purpose of the Library's information bulletin board is to publicize library events and programs and to fulfill the Library's goal as a community information center.

1. All postings/pamphlets must have prior approval of the Library Director. All postings are to be left at the main circulation desk to be dated and initialed by Library Director and will be posted for one week.
2. Due to limited space library postings/pamphlets are given top priority.
3. Postings/pamphlets by agencies will be for non-commercial purposes only.
4. Postings/pamphlets can be no larger than 18" by 22".
5. Postings/pamphlets of material in no way implies that the Library endorses the organization or point of view, it is an expression of freedom of information.
6. Library Staff will remove outdated postings/pamphlets or postings/pamphlets in violation of this Library policy.

Policy Draft Date: 12/2014  
Reviewed: 09/2017

## **Permission to Archive Personal Interviews**

I give permission for the West Liberty Public Library to transcribe and archive the audio/video interviews conducted by the Local History/Genealogy Department and the West Liberty Historical Society. I understand the Library will make the interview available to the public and give permission for the Library to present the information in multiple formats, such as paper and on-line. I understand the library will retain ownership of the audio/video interview as well as the transcriptions. The Library upon request will give a copy of both the audio/video and the transcription to the interviewee.

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Interviewee

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Date

# Volunteer Application Form

## West Liberty Public Library

Please Print Clearly

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

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

City & Zip Code: \_\_\_\_\_

Birth Date (mm/dd/yyyy): \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Emergency Contact Person Number: \_\_\_\_\_

Have you volunteered here before? Yes No

If yes, when? \_\_\_\_\_

Are you required to fulfill a specific number of volunteer hours? Yes No

If yes, how many hours must you complete? \_\_\_\_\_ AND For What Program? \_\_\_\_\_

What date can you start volunteering at the library? \_\_\_\_\_

---See the list of all volunteer opportunities listed on this application.---

---Please check all jobs that you are interested in.---

In consideration of the opportunity to volunteer with the West Liberty Public Library, I fully and completely release the West Liberty Public Library, its officials, and employees from any and all claims, demands, and liability of every nature and description arising by being allowed to volunteer with the West Liberty Public Library. All volunteers will be subject to a background check and/or reference checks. For all activities related to recruitment and retention of volunteers, the West Liberty Public Library does not discriminate on the basis of race, color, religion, sex or sexual orientation, national origin, marital status or political beliefs. The minimum age of a Library Volunteer is 10 years old.

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

(If under age 18)

Parent or Legal Guardian Signature: \_\_\_\_\_



# West Liberty Public Library

## Volunteer Opportunities

### **Adopt-A-Shelf:**

These volunteers are essential to keeping the library in good working order. Adopt-A-Shelf volunteers are assigned to one or more shelves. They keep the materials in their area properly arranged and help to keep their section tidy and in order.

### **Clerical:**

These volunteers help prepare flyers and mailings by means of data entry, word processing, filing, document sorting, printing, copying, and other tasks when required.

### **Collection Maintenance:**

These volunteers assist with collection projects such as catalog searching and inventory as well as mending books and cleaning DVDs to promote the use and lengthen the life of the library collection. Tasks may include: searching shelves for materials and pulling materials, assisting with repair of library materials, typing and applying labels, and sorting. Attention to detail is essential.

### **Landscape Maintenance:**

These volunteers contribute to the beautification of the library's outdoor space. Volunteers help with weeding, picking up debris, and keeping the walkways and library entrance neat and clean.

### **Local History/Genealogy:**

These volunteers improve access to the materials available in the Local History/Genealogy collection. They assist with research, contribute to obituary and other newspaper searches, indexing, filing, sorting, shelving, data entry, and preparing materials for collection use.

### **Program/Event Assistance:**

These volunteers are called on to assist staff with library programs and events. Volunteers may be asked to help arrange meetings rooms, appropriate materials for programs, or monitor large events.

**The West Liberty Public Library is receptive to the benefits and growth made possible through the time and talents of our volunteers. If you have interests in volunteer opportunities that are not described on this page, please share your thoughts during your interview or at anytime with your staff coordinator. Training for volunteer positions is offered when necessary.**

**Thank you for applying to volunteer at the West Liberty Public Library**

# West Liberty Library Board Policy 3/11

## **Meeting and ICN Room Use Policy**

The Library has several meeting spaces available and offers these spaces to the public under the following guidelines.

### **Eligibility of Users**

Rooms are available to businesses and recognized non-profits.

### **Fee of Users**

Rooms are available to non-profit organizations free of charge. An additional maintenance fee of \$25 will be assessed if library staff is used for extended instructional purposes or extensive cleaning is necessary after the scheduled event.

#### Fee Schedule for All Other Users

##### During Library Business Hours

Businesses and for-profit groups -\$25 for the first hour and \$10 dollars each hour after with a maximum fee of \$100. If Library technology is requested additional fees may apply.

After Library Business Hours- (all safety training must be taken before the day of the event)

Businesses and for-profit groups -\$35 for the first hour and \$10 dollars each hour after with a maximum fee of \$100. If Library technology is requested additional fees may apply.

### **Meeting Open to the Public**

Library meetings and programs are open to the public

### **Regularly scheduled or frequent users**

It is asked that meetings be scheduled will in advance. It is the library's right to move or cancel. The staff will make every reasonable attempt to accommodate requests.

### **Priority of Library Activities**

Library programs will have priority.

## **Reservations, Responsibility of User and Library**

1. Anyone wishing to schedule the use of the meeting room needs to call the library and request availability information. The tentative reservation will be made if the party meets eligibility requirements. A confirmation of the date and time should be made within two working days. At this time the sponsor should inform the library staff of any special needs. (tables, chairs, staff assistance)
2. The Library is responsible for having the room ready for all scheduled events.
3. The event sponsor is responsible for all other aspects of event staging, signing a Facility Use Agreement, conduct of those in attendance, building security beyond library hours, and general clean-up.
4. If the event is scheduled during closed hours the sponsor must make special arrangements with Library staff and it is the responsibility of the event sponsor to be sure all guests have exited the building and front doors are securely locked.

## **Maintenance, Refreshments, and Smoking**

1. The Library will provide a clean, set up room.
2. The event sponsor is responsible for any damage to library facilities and equipment incurred during a scheduled event.
3. Refreshments may be served if technology is not in use.

## **Local History Archives Acceptance and Sharing Policy**

The West Liberty Public Library welcomes donations of genealogy/local history materials (excluding large items such as furniture). Donated materials are subject to the Gift Policy set by the Library Board. The Library understands that local organizations may not want to give up full ownership to their historical documents. The Library is prepared to share ownership and preservation costs of materials with organizations that agree to the following.

1. Library will catalog all materials and all materials are kept in the library. Requests to remove materials from the Library must go through Library Director
2. Organization and the Library will equally split the cost of preservation. (Cost of preservation materials such as boxes, paper, etc. Excluding staff time)
3. A signed agreement between the organization and the Library must be on file when materials are brought to the Library.

## Shared Materials Agreement

I/We \_\_\_\_\_ agree to share with the West  
Liberty Public Library historical materials. I/We agree to equally divide the cost of  
preservation materials (excluding staff time). I/We understand materials are to be stored  
in the Library and removed only by permission of the  
Library Director.

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Organization

Date

---

Library Director

Date