

## **ESTHERVILLE PUBLIC LIBRARY ADMINISTRATION & USE POLICY**

### **HOURS OF SERVICE**

The Estherville Public Library is open 47 hours per week. The schedule for library hours is as follows:

Monday, Tuesday and Wednesday

(9:30 a.m. – 6:00 p.m.)

Thursday

(9:30 a.m. – 8:00 p.m.)

Friday

(9:30 a.m. – 5:00 p.m.)

Saturday

(9:30 a.m. – 1:00 p.m.)

Closed Sunday

### **AUTOMATION POLICY**

All circulating items in the library's collection will be lent through the automation system via the member's library card number. Individuals will not be granted permission to borrow items without registering for a library card and utilizing that card number to complete the loan transaction.

Library users should either have their barcoded library card with them or know their number in order to check out library items. While staff are able to call up a member's account without the card, they may refuse to do so if they suspect an individual of attempting to use another's account.

### **REGISTRATION PROCESS**

Borrowing privileges at the Estherville Public Library are available by filling out a member application card. Every individual will be issued their own number.

Registrants should be alerted to their responsibilities as a cardholder. The person to whom the card is issued (or, the parent or guardian who authorized the card) is responsible for all fees, fines and materials checked out or rented with that card. The minimum age to independently register for a library card is 10. If the card is lost, stolen, or found, notify the Estherville Public Library.

### **CONFIDENTIALITY**

Please refer to our Confidentiality Policy for the most current information regarding patron confidentiality.

### **BUILDING AND GROUNDS**

The Director shall be responsible for maintaining plans and other records of the Estherville Public Library site and building, for overseeing routine maintenance, and arranging for repairs that are within

the current budget. Major repairs (outside of the current budget), structural changes, and other capital improvements shall require the prior approval of the Estherville Public Library Board of Trustees.

## **POLICY ON USE OF ESTHERVILLE PUBLIC LIBRARY SQUARE**

The City of Estherville Parks and Recreation Department is responsible for the maintenance of the grounds. This office also manages the scheduling of events held on Library Square.

The use of any library building utilities outside of the building such as electricity or water requires advance permission from the Director.

## **TELEPHONE USAGE POLICY**

The Estherville Public Library's business telephone is not for public use. Calls to or from library patrons will not be permitted unless staff members on duty feel that the safety of an individual is at risk. Staff cannot violate the privacy or compromise the safety of a patron by verifying their whereabouts to a caller.

## **CIRCULATION PROCEDURES**

Since library materials are purchased and processed to be on loan to all citizens, each borrower is obligated to follow the basic rules of any library with regard to the care and return of these materials. It is the policy of the library to extend the same borrowing privileges to everyone; however, the Estherville Public Library staff may make exceptions. (Limitations may be imposed for those who have violated our policies, and extensions may be granted upon request.)

Library privileges are not without a certain degree of responsibility. Each borrower must agree to the below-listed rules when issued a library card. These rules are designed to help the library staff maintain control of the location of materials and to assure the public that everyone has equal access to the resources of the library.

Specific Rules for Borrowing:

1. Books, periodicals, and other library materials including non-print media, are loaned for a two-week period unless otherwise specified or allowed by the library staff. A five-day grace period will be allowed for the return of these items before overdue notices will be issued.
2. Telescopes and STEM Kits will be available for check-out to those 18 and over whose library accounts are in good standing. A limit of one kit per cardholder will apply. No Inter-Library Loan services will be available for these kits. A signed borrowing agreement listing all included pieces and their replacement prices will be required, as will a deposit or credit card number (for select high-value items) which will be held until all items are returned in good condition. If all items are not returned in circulating condition, the replacement fee for the missing or damaged items will be charged or billed within 3 business days. Signed agreements showing personal and/or credit card information will be shredded upon the successful return of the items (or upon payment for lost or damaged items). Telescopes and kits will circulate for 2 weeks, and will need to be picked up and returned to the Children's

Department during the library's open hours (no pieces are to be left in the drop box). No remote renewals will be allowed, though the kit may be checked in and immediately checked out again so long as there are no reserves on the item.

3. The Multimedia Projector will be available for check-out to those 18 and over whose library accounts are in good standing. No Inter-Library Loan services will be available.
4. DVD check-outs will be limited to 5 per person, due to the size of the available collection.
5. All current issues of periodicals are available for circulation. Back issues will be retained for a period of time based on usage of the various titles, and may be circulated.
6. Patrons are allowed to renew items up to a total of 56 days before they are required to return the item to verify that it has not been lost or damaged. After returning the item, patrons are welcome to borrow the item again, provided no reserves have been placed.
7. Patrons are expected to abide by all copyright, public performance, and other applicable laws when utilizing materials belonging to the library.
8. Patrons are encouraged to inform library staff concerning items that need repair rather than attempting to repair the item themselves.
9. Patrons may be held responsible for repair or replacement fees for items damaged while checked out under his or her account.

Failure to comply with library borrowing guidelines can result in loss of borrowing privileges.

## **DROP BOX POLICY**

The Drop Box at the Estherville Public Library is intended for after hour use, and is located just south of the main entrance on the East side of the building.

## **FAX POLICY**

1. No charge will be assessed for receiving or sending up to 10 pages of Interlibrary Loan materials.
2. No charges to send or receive to or from 800 #'s.

Other costs for fax use will be assessed as follows:

To send material:

\$1.50 for the first legal size page  
\$1.00 for the first letter size page  
\$.25 thereafter

To receive material:

\$.20 per page

Patrons wishing to use the fax should give library staff material to be faxed and pay fees if appropriate. Library staff will transmit the material as soon as library business will allow. Patrons may receive faxed material at any time the machine is not in use, and are expected to pay applicable fees.

Items to be faxed that are on wrinkled or torn paper (which will not feed through the machine) will have to be reproduced on the copy machine for a cost of \$.10 for letter size and \$.15 for legal size.

## **LIBRARY SERVICE AREA**

Since 1903 the Estherville Public Library has been supported by city taxes, covering service extended to City of Estherville residents.

Since 1971 the library has contracted with the Emmet County Board of Supervisors to provide service to rural Emmet County residents.

The library will also serve residents of area cities that offer financial support for library service. Contact the library to find out if your city of residence funds library service through the Estherville Public Library, allowing you full access to our print and electronic resources.

## **PARTICIPATION IN STATE PROGRAMS:**

The Estherville Public Library agrees, on an annual basis, to take part in state lending programs; therefore, anyone in the state of Iowa may use most services of the library. Through these programs, the library cooperates in an inter-library loan system, and allows open access to most services to library cardholders statewide.

The Estherville Public Library agrees to abide by provision and protocols of the State Library of Iowa, and also by the contracts set forth by various service providers.

## **OTHER SERVICES**

The Estherville Public Library extends all possible borrowing privileges to residents outside of our state or service area. Exceptions to this availability will be those services which are restricted by the terms of our contracts with a given vendor.

The library staff will accept invitations to speak at various types of group meetings or forums, as available.

The Estherville Public Library will co-operate with individuals who need to put in community service hours, according to the availability of projects. Community Service Workers must comply with the policy for their work arrangements. Staff members are under no obligation to accept community service workers, and will terminate an agreement to do so if problems arise.

The Estherville Public Library staff members are available to take materials to nursing homes, the jail and other establishments where clients do not have access to the library, as time allows. Home-bound delivery arrangements can be made upon request, within city limits.

**Approved: 06/2011**

**Reviewed: 1/2/2024**

**Revised 10/2015, 05/2018, 5/2019, 12/2022, 1/2/2024**