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Board of Trustees

West Liberty Public Library

3/17/2021



WEST LIBERTY PUBLIC LIBRARY POLICY MANUAL

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# Administrative Policies

## Mission, Vision, and Strategic Planning Policy

Policy Created: 9/2020

### Mission Statement

The West Liberty Free Public Library is committed to providing open access to cultural, intellectual, educational, and recreational information and ideas to enrich the community

### Vision Statement

The West Liberty Free Public Library serves the needs of the community and surrounding areas by providing and maintaining access to current resources for information and technology. We strive for continual program development expanding collection materials, maintaining the highest administrative standards, increasing financial independence, and preserving our historical documentation for future reference. We also recognize the specific need for a central gathering space for community discussion and exchange of ideas to educate and identify the unique cultural diversity of our populace.

### Strategic Planning

The West Liberty Public Library Board of Trustees is committed to the process of strategic planning and will meet the standards established by the State Library of Iowa for Tier 3 Library Accreditation.

## Privacy and Confidentiality of Library Records Policy

Policy Creation: 12/2014  
Policy Reviewed: 9/2017, 9/2020

### Policy Purpose

The purpose of this policy is to explain how the Library serves as custodian of and protects confidential information, honors privacy, responds to requests for information about library users, and alerts patrons about confidentiality and privacy rights and potential risks.

The Board of Trustees of West Liberty Public Library (WLPL) respects the privacy of patrons and recognizes its responsibility to protect that privacy per the Code of Iowa and the American Library Association's Statement of Professional Ethics Confidentiality of library records is central to intellectual freedom and directly related to the right to open inquiry without having the subject of one's interest examined or scrutinized by others. The custodian of the library records is the Library Director or their designee.

### Confidential Information

It is a law of the State of Iowa (Iowa Code, Sec 22.7) and the policy of the WLPL that library records are confidential in nature and that personal information of patrons and /or the nature, titles, or subjects of the library materials they use will be held in confidence, regardless of age or race. WLPL will hold confidential personal registration information such as address, phone number, and e-mail address, and personally identifiable uses of library resources, including but not limited to:

* Information sources consulted
* Information sought or received
* Reference interviews
* Materials used or borrowed
* Interlibrary loan records
* Internet and database search records

### Exceptions

No individual other than authorized Library staff shall have access to library records other than his or her own without the individual's consent, except as listed below:

* Library records may be subject to disclosure to officials pursuant to a process subpoena or court order authorized in accordance with a federal, state, or local law relating to civil, criminal, administrative, or legislative investigative power. The Library Director will seek legal counsel from the City Attorney in the event of such request for release of library records and respond to the request according to counsel's advice.
* The Library interprets possession of a patron number as consent to use it unless there is reason to believe that consent has not been given.
* Library records for overdue materials for which notice has been given may be revealed to parents of minor children, a collection agency, or law enforcement personnel.
* Illegal activity is not protected. The Library may review information when a violation of law or Library Policy designed to protect facilities, network, and equipment is suspected.
* Contact information for displays and meeting room reservations is provided by the user and considered public information.
* Persons attending library programs or public meetings may be recorded or photographed as an audience member. These images may be used for library programming or promotion.
* Library records may be accessible by third-party support personnel while providing routine software maintenance or troubleshooting. WLPL will consider third-party vendor privacy policies when selecting digital collections and resources. 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.
* The Library Director may authorize specific uses of the data in library records by the Library to conduct Library business.

## Local Records Retention Policy

Policy Creation: 9/2020  
Policy Review:

### Policy Purpose

Library records consist of information documented in the performance of official Library business. The Records Retention Policy exists to:

* Provide appropriate records to staff and the public
* Comply with laws on privacy, confidentiality, and open records
* Conform to local, state, and federal policy
* Address security and space concerns
* Ensure that the Library keeps necessary documents.

Library records must be routinely maintained for legally accountable periods of time and routinely destroyed under the scheduled record retention periods.

The records retention schedule is applicable without regard to the format of a record. Certain records may be maintained in one or more formats and, at certain times, staff may be in the process of transferring records from one format to another.

Electronic records that are deleted in accordance with the appropriate record series retention schedule may be restored on library backup servers for a period before they are completely unrecoverable. Recoverable deleted electronic records may be accessed only with the permission of the Library Director. However, electronic records cannot be destroyed if they have been requested under Code of Iowa Chapter 22, or if they are part of ongoing litigation, even if their retention period has expired.

### Responsibility

The Records Manage for the City of West Liberty is the City Clerk. Compliance with Library policy and implementation of public record law is the responsibility of the Library Director. Members of staff and volunteers may be appointed to assist in records management.

### Schedule

#### Administrative

|  |  |  |
| --- | --- | --- |
| Record Title | Retention Period | Reason |
| Agreements, leases, and contracts for equipment or services | Permanent | Continuing administrative value |
| Borrowers' accounts and database files (confidential) | Purge after 3 years of patron inactivity, unless debts are outstanding | Administrative value ends (per State Library) |
| Contract and Project Administration Files | 5 years after project completion | Administrative & legal value ends |
| Log of public information requests and responses | 5 years, unless required because of pending litigation | Administrative and legal value ends |
| Reports and studies | Permanent | Continuing administrative and historical value, possible legal value |
| Statements of concern | 5 years after resolution of the concern | Administrative value ends |

#### Building/Equipment

|  |  |  |
| --- | --- | --- |
| Record Title | Retention Period | Reason |
| Capital Projects (Building plans and specifications, construction documents, blueprints, and as-built or photographic documentation) | Permanent | Continuing administrative and historical value |
| Fixed equipment (operating manuals, inspection logs, maintenance records, operating permits | Life of equipment plus 5 years | Administrative value ends |

#### Financial

|  |  |  |
| --- | --- | --- |
| Record Title | Retention Period | Reason |
| Bequests and Endowments | Permanent | Continuing administrative, historical and legal value |
| Grants | Permanent | Continuing administrative and historical value |
| Requests for bids or proposals, responses and evaluation of materials | 5 years after date of award | Administrative and legal value ends |

#### Historical

|  |  |  |
| --- | --- | --- |
| Record Title | Retention Period | Reason |
| Friends of West Liberty Public Library minutes, records & correspondence | Permanent | Continuing historical value |

#### Library Board of Trustees

|  |  |  |
| --- | --- | --- |
| Record Title | Retention Period | Reason |
| Audio recordings of open meetings | 1 year from date of meeting | Administrative value ends |
| Audio recordings of closed sessions (Confidential) | 1 year from date of meeting, unless litigation is pending | Code of Iowa §21.5(4) (2009) |
| Board meeting packets (agenda, action forms, reports and correspondence distributed for Board meetings) | 5 years; appraise for permanent retention | Adminstrative value ends |
| Correspondence | 3 years | Administrative value ends |
| Library Policies | Permanent | Continuing administrative, historical, and legal values |
| Long range plans | Permanent | Continuing historical value |
| Minutes of closed sessions (Confidential) | 1 year from date of meeting, unless litigation is pending | Code of Iowa §21.5(4) (2009) |
| Minutes of open meetings | Permanent | Continuing administrative, historical, and legal values |
| Signed resolutions | Permanent | Continuing administrative, historical, and legal values |

#### Personnel

|  |  |  |
| --- | --- | --- |
| Record Title | Retention Period | Reason |
| Applications for temporary positions | 6 months | Administrative value ends |
| Employee files (application, position description at time of hire, written reprimands, performance evaluations)  (Confidential) | 5 years after end of employment (Service records and payroll information of permanent employees retained by City) | Administrative value ends |
| Recruitment files  (Confidential) | 5 years after position filled | Administrative value ends |

## Conference & Travel Policy

Policy Creation: 9/16/20  
Policy Reviewed:

### Policy Purpose:

The West Liberty Public Library encourages employees and Trustees to take advantage of library training and professional development opportunities. The Library annually budgets for staff development funds to allow for job-related workshops and meetings and travel to conduct official Library business. The Conference and Travel Policy ensures that professional development requests are awarded equitably.

Attendance at workshops, meetings, courses, and conferences, when pertinent to the requestor's job duties or professional development and approved by the Library Director, will be considered scheduled hours worked. As justification, the requestor may be required to speak about the professional development opportunity at future meetings.

The Library encourages all employees to attend staff development events. Priority in approving requests will be given to those requestors selected to present or receive awards at conferences or events or who have received financial assistance to attend specific conferences. The Library Director reserves the right to deny requests and reserve funds for other staff members to participate in future events.

### Approval

Requests for local trainings that have no costs beyond hours worked, and mileage reimbursement must be requested in writing two (2) weeks in advance for staffing purposes. Staff seeking reimbursement for trainings with additional costs besides mileage must complete and submit a Conference/Staff Development Form thirty (30) prior to registering for the training. Staff will be notified in writing as soon as a decision is made, indicating the approval and amount approved, or denial and an explanation.

Overnight conference expenses require pre-approval by the Board of Trustees at regular meetings.

### Reimbursement

All receipts for professional development expenditures should be submitted within two weeks of the staff member's return. Reimbursement will follow the City of West Liberty's procedures. Late submissions may cause the requesting employee to lose their eligibility for reimbursement. Expenses incurred without a receipt will not be reimbursed. Whenever possible, staff should apply for the Library's tax-exempt status.

Staff should take advantage of early registration, conference room rates, and any other discounts associated with their travel. While not necessarily a requirement for attendance, the availability of these opportunities may be a determining factor in the Director's approval of a conference/staff development request. Failure to obtain cost savings may result in denial of the request or amendments to approved reimbursements for the request.

#### Conference/Workshop/Course Fees

The Library will pre-pay an event registration if a registration form is submitted and approved. If the requestor pays for the registration fee using their own funds, they will be reimbursed after the event. In the latter case, the requestor must present a receipt for the registration fee and proof of attendance at the Director or Board's discretion to be reimbursed.

#### Transportation

The Library will reimburse mileage at half of the IRS Standard Mileage Rate and any applicable tolls. When two or more staff attend the same event, staff are expected to carpool unless a justifiable reason prevents it. The Library reserves the right to limit mileage reimbursement if staff does not carpool without a justifiable reason.

Reasonable and necessary parking costs will be reimbursed when there are no more practical options available. Requestors must present a receipt or a copy of their credit card statement that clearly indicates the parking fees to be reimbursed.

Other forms of transportation will be discussed if driving is not a reasonable option.

#### Lodging

The Library will pay for the cost of lodging within a reasonable level, at the Library Director's discretion. Pending approval, the Library Director will make lodging reservations using the Library's credit card.

When a staff member is attending a conference, and conference rates are given at various hotels or motels, the staff member should make reservations at one of these locations. Other lodgings may be booked but should not exceed the cost of hotel or motel conference rates.

When two or more staff attend the same event, staff must share lodging unless a justifiable reason prevents it.

Exercise facilities, movies, or other forms of entertainment are not reimbursable Library travel expenses.

#### Meals

Meals while attending conference or staff development trainings will not be covered unless they are included in the conference registration fee or included as allowable expenses for continuing education scholarships or grants.

Expenses for alcoholic beverages will not be reimbursed.

#### Miscellaneous

Other expenses will be reimbursed if determined to be reasonable and necessary and if supporting documents are provided.

## Volunteer Policy

Policy Creation: 9/16/20  
Policy Reviewed:

### Policy Purpose

The West Liberty Public Library will utilize volunteers to enhance library services, programming, and resources and create a strong link with the community by developing a group of citizens who become knowledgeable about the Library's services and needs.

### Types of Volunteers

* Adult: Individuals who are 18 years of age or older.
* Youth: Individuals between 12 and 17 years of age.
* Ad Hoc: Individuals or groups who volunteer for a single event or short-term basis without the intention or consideration of long-term placement.
* Community Service Program: Participants include people who have a court-ordered community service obligation, people involved in court diversion programs, and students under disciplinary action from a school or the Library.

### Application Process

Volunteers must complete and submit an application. Applicants under the age of 15 must have a parent or guardian sign the application. Volunteers will also complete an interview with the Public Relations Librarian/Library Specialist.

Ad Hoc volunteers may not be required to complete an application or interview prior to the event or activity In which they are participating.

#### Supervision

Recruitment for volunteer positions, applicant screening, coordination of applications, and placement will be the Public Relations Librarian/Library Specialist's responsibility. Supervision, training, and evaluation will be the responsibility of the department where the volunteer works.

#### Documentation

A record will be maintained for each volunteer. The volunteer record may include the following information: volunteer application; results of background checks; copy of driver's license, if required; copy of any other licensure if needed; and progress notations. Additionally, the Public Relations Librarian/Library Specialist will maintain records of each volunteer's hours of service and job performance.

#### Dismissal

Volunteers may be terminated for failure to perform assigned job duties, failure to meet minimum performance standards or violation of library rules. The Library reserves the right to dismiss a volunteer at any time.

# Patrons and Library Use Policies

## 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[[1]](#footnote-1)

### 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.

## Public Code of Behavior Policy

Policy Creation: 5/2007  
Policy Revised: 11/2017; 3/2021

### Policy Purpose

The Library welcomes all residents and visitors and is dedicated to free and equal access to information, knowledge, and independent learning for our diverse community.

The Library seeks to provide its patrons, staff, and volunteers with a safe and pleasant library experience in an atmosphere conducive to connecting, studying, reading, creating, and learning. The Library recognizes its unique position and responsibility to educate, inform, and enlighten the community through free resources, programs, and services that enable everyone to participate fully in our democratic society as members of a knowledgeable and educated citizenry.

With public service as the highest priority, the board of trustees has established the rules and regulations governing the Library's use such that all persons may enjoy its benefits. The purpose of this policy is to ensure that all library patrons can expect to

* Receive courteous service;
* Be treated fairly and equitably by all library staff;
* Contact staff for reference, readers' advisory, and information services during operating hours;
* Have questions, comments, and concerns addressed promptly;
* Suggest new materials, programs, and services;
* Have staff make the Library operate in the best interests of the taxpayers; and
* Have a safe, clean, and comfortable building.

### Definitions and Expectations

Individuals visiting or using the Library's facilities or services must comply with the following Public Code of Behavior. The Library will uphold all federal, state, and local laws, rules, regulations, and ordinances regarding public behavior.

1. Patrons shall be engaged in activities associated with the use of the public Library while in the building.
2. Patrons may not interfere with the Library's use by other patrons or interfere with staff performance of their duties. Interference includes, but is not limited to,
   1. Use of loud, abusive, threatening, or insulting language or behavior, including language or behavior that offends, threatens, or insults groups or individuals based on race, color, religion, national origin, sexual orientation, gender identity, disability, or other traits;
   2. Inebriation;
   3. Activities or behavior that may result in the injury or harm to any library patron or staff member, including challenging another person to fight or engaging in any fight; and
   4. Photographing library users, volunteers, or staff without the Library Director's prior permission.
3. Patrons may not sexually harass other patrons or staff. Harassment includes
   1. Making inappropriate personal comments or sexual advances;
   2. Using obscene or lewd language or gestures;
   3. Staring at or following a patron, volunteer, or staff member in a manner that reasonably can be expected to disturb the person; and
   4. Exposing others to sexual internet content.
4. Solicitation is not allowed on library property. This includes selling, begging, or circulating petitions among patrons, volunteers, or staff members, except as otherwise allowed by law.
5. Patrons may consume food and covered beverages throughout the Library unless otherwise indicated or if a patron is using library equipment (laptops, gaming controllers, computers, etc.). Patrons are responsible for cleaning up after themselves.
6. Other than service animals necessary for disabilities, bringing pets or animals into the Library is not allowed, except as authorized by the Library Director for programming purposes.
7. Shirts and shoes are required for health reasons and must be worn at all times.
8. Patrons whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the building and may return when the problem has been corrected. Offensive body odor, poor hygiene, or overpowering perfume or cologne may require a patron to leave the building until such a time as the condition can become resolved.
9. Use of skateboards, rollerblades, roller skates, or hoverboards is not allowed in the Library or on library property.
10. The use of incendiary devices, such as candles, matches, or lighters, is prohibited on library grounds. Smoking, vaping, or use of e-cigarettes are not permitted within the Library or on library property.
11. Any other behavior that could reasonably be expected to disturb other users or interfere with the library staff's performance of their duties is prohibited.
12. While the Library encourages use by everyone, it cannot assume responsibility for the care and supervision of any patrons who are disabled or impaired to the extent that they cannot independently follow library rules or be safe without a caregiver. Patrons who require personal supervision or assistance must provide this care themselves. If a patron in the Library requires such care and is without it, the Library will attempt to contact a caregiver but may contact social services or the police.

### Scope and Consequences

The above-enumerated rules are not intended to be a complete list of violations but are intended for guidance only. Library staff is authorized to expel persons who, advised of the regulations above, fail to comply with them. Such personnel also reserve the right to take appropriate actions against any other behavior which can reasonably be deemed offensive to library patrons or staff. Enforcement of these rules will be conducted in a fair and reasonable manner. Library staff designated by the Director may temporarily suspend patron privileges for up to twenty-four hours, including restricting access to the library property, services, or programs for patrons who violate the public code of behavior. Return to the Library will be discussed with the suspended patron and the Library Director.

Library Account Policy

Policy Creation: 4/2021

Policy Purpose

All patrons may have access to library materials while in the building.

A valid library account is required to make use of some library services. To be eligible to check out library materials, patrons must have a library account in good standing.

Library accounts are issued to identify eligible users and to determine the level of access to services and resources. This policy will outline the process for opening a library account and the types of library accounts.

Account Application and Activity

Applications for a library account are available at the Library or online. Proper identification and proof of address are required to register for a library account. Applicants 15 years old and younger require a legal guardian's signature and proof of identification and address. The

Online account registration must verify their account within one month of registration, or their account will expire. Verification includes providing proper identification and proof of address.

At the time of registration, a photograph will be taken of the applicant and added to the circulation database for identification purposes. Account photographs will be updated every two years. A physical card can be issued on request.

Any patron may add a guarantor to their account with the signatures and consent of both parties. A patron's guarantor can pick up holds, renew materials, and pay fines for a patron. A patrons' presence and consent are required for sharing or changing confidential account information. A patron can revoke guarantor status at any time.

The individual or institution whose name is on the account is responsible for the materials checked out on that account or, in the case of unemancipated minor children under the age of eighteen, the legal guardian of the patron.

Unless otherwise specified, Library accounts expire after two years, at which point patrons will need to contact the Library to renew and update their account. Accounts will be purged from library records after five years of inactivity.

For additional information regarding account permission, see the Circulation Services Policy.

Account Types

*Resident:*

Resident accounts are for those who live within our service area. Resident accounts have full access to our physical and digital collection.

*Open Access:*

Open Access accounts are issued to residents of areas with libraries participating in the State Library of Iowa's Open Access program, in accordance with the statewide Open Access agreement. Access to some services is limited.

*Temporary:*

Temporary accounts are issued to persons living in our service area for one to eight weeks and those living in temporary housing. These accounts require a guarantor with contact information within our service area. Temporary accounts will expire after eight weeks and do not allow renewals.

*Institutional:*

Institutional accounts are issued to institutions and businesses located in our service area. Individuals can be associated with an institutional account, but the institution is the responsible party. Checkout periods can be customized at the discretion of the Library Director.

*Volunteer:*

Volunteer accounts will have ILS permissions tailored to their volunteer work by the Library Director or Public Services Librarian/Library Specialist.

## Circulation Services Policy

Policy Creation: 1/2008  
Policy Revised: 11/2017; 6/2019; 5/2021

### Policy Purpose

Circulation is the act of lending library materials to members of the public for a defined period of time. The purpose of this policy is to define approved practices for the circulation of library materials and establish the expectations of both patrons and the Library.

### Circulation and Renewal

#### Account Status

Circulation of both physical and digital materials requires a library account in good standing. An account in good standing has no overdue materials and replacement fines in compliance with the agreed-upon payment schedule.

#### Physical Collection

Library materials that are allowed to circulate outside of the Library comprise our circulating collection. The circulating collection includes the following item types unless specified on the item or item record:

|  |  |  |
| --- | --- | --- |
| 1. **Item Type** | 1. **Check Out Limit** | 1. **Check Out Period** |
| Books | 30 | 3 weeks |
| DVD/Blu-Ray | 5 | 3 weeks |
| Audiobooks | 5 | 3 weeks |
| Video Games | 2 | 3 weeks |

All items may be renewed for an additional two 3-week periods unless they are on hold for another patron. After two renewals, materials must come back to the Library to be checked in. All library patrons with an active library account in good standing may check out physical materials unless specified. Patrons are responsible for all materials checked out to their account. Confirmation of identity may be required.

#### Digital Resources

Use of the digital resources purchased by the Library are limited to use by Resident accounts unless otherwise specified. Access to these resources may require an account in good standing and a PIN or password. Patrons may recover their password through our online catalog by selecting “Forgot Password” or by requesting a new PIN/password from Library staff. Patrons should reset their PIN/password after Library staff.

### Overdue, Lost, and Damaged Materials

An item is considered overdue if it has not been entirely returned to the Library on or before the date the item is due. Library accounts with overdue items will be are able to use materials within the Library, but not check out materials for circulation.

An item is declared lost (long overdue) 60 days after the due date. A replacement fine will then be charged to the account. Patrons will need to pay the fine or establish a payment plan. Access to specific digital resources may be limited until the fine is paid off. Materials for use in the Library are still available for use by accounts with lost items.

Library Accounts with items 150 days overdue will be suspended until the replacement fine is paid or the matter is discussed with the Library Director. Circulating materials may be used inside the Library, but equipment usage is restricted. Any suspended account with $150 or more will be dealt with on a case-by-case basis.

#### Replacement Fines for Lost and Damaged Materials

The borrower will be charged for the full replacement or repair of any lost or damaged items, including any processing fees. The replacement cost listed in the item record was the retail cost of the item when it was purchased. Replacement or repair costs up to $50 may be waived in full or part on a case-by-case basis by any full-time staff. The Library Director may waive any fines over $50, in full or part, on a case-by-case basis. Payment plans may be established with any full-time library staff and will be approved by the Library Director. Payment plans will be detailed in the account notes for staff to reference.

### Holds

Patrons may ask us to hold up to 5 items by reserving through our online catalog, via email, or by contacting library staff. The Library will notify the patron when the item is available. Reserved items will be held one week before being passed on to the next patron or reshelved.

### Interlibrary Loan

Resident borrowers may request materials through Interlibrary Loan (ILL). A fee may be charged if the item requires postage and is not picked up within one week of notification. Limit of 3 ILL materials at a time without permission from the ILL staff.

### Equipment

Equipment is for use within the Library. Borrowers are responsible for the care of all equipment checked out to their account. Equipment that is lost or damaged will incur a replacement fine. No food and only water is to be consumed near library equipment.

The Library Director can make special arrangements for the circulation of equipment.

## Other Services Policy

Policy Created: 5/2021

### Policy Purpose

This policy is to define additional services provided by the Library and the expectations of patrons and staff regarding these services. For specialty services not listed here, see the Creative Space Policy or contact Library staff.

### Printing and Copying

Cost per standard page: $0.10 B&W, $0.25 Color.

Cost per legal page: $0.25 B&W, $0.50 Color.

Patrons must use library provided paper.

### Faxing

Sending faxes is available at no cost. Receiving faxes is at the same rate as printing.

### Scanning

Basic scanning is available at no cost. The larger flatbed scanner is available when the Creative Space is open.

### Notary Services

Notary Services are $5 and only available if a notary is present on staff. If a Library notary is not available, please contact City Hall.

### Test Proctoring

Test Proctoring is available at no cost and must be arranged on a case-by-case basis at least one week in advance. The Library may not proctor an exam deemed too burdensome or exacting in its demands.

## Dependent Persons Policy

Policy Created: 5/2007  
Policy Revised: 11/2017; 3/2021

### Policy Purpose

While the West Liberty Public Library is concerned for the safety of children or dependent adults on library grounds, the Library does not act in loco parentis (in place of parents). A parent, legal guardian, teacher, custodian, or caregiver is responsible for monitoring the activities and managing the behavior of children or vulnerable adults during their library visits.

### Definitions

Dependent persons include children under the age of 18 and dependent adults. Dependent adults are defined by Iowa Code 235B.2.4 as a person eighteen years of age or older who is unable to protect the person's own interests, or unable to adequately perform or obtain services necessary to meet essential human needs.

Dependent persons are subject to library rules and policies concerning behavior, conduct, and demeanor. A dependent person capable of following these rules and policies and does not require staff assistance beyond standard library services is welcome to use the Library independently; however, responsibility for dependent persons using the Library rests with the parent/guardian. Any dependent person who cannot follow these rules and policies and requires staff assistance beyond standard library services is required to be accompanied by a parent, legal guardian, teacher, custodian, or caregiver. If a dependent person is left unattended in the Library, staff will attempt to contact the appropriate caregiver before contacting the relevant authorities.

During library hours, when the safety of an unattended child or vulnerable adult is in doubt, library staff will attempt to contact the caregiver before calling the appropriate authorities. In the case of an immediate safety concern, staff will contact 911 immediately and then attempt to contact the caregiver. Staff will stay with the person until help arrives.

Library staff members are not responsible for children interacting with or leaving the Library with persons who are not their appropriate caregivers.

### Dependent Persons After Hours

In the event a dependent person is still at the Library after the Library closes to the public, the Librarian in Charge and one other staff member will wait thirty minutes, and then the appropriate authorities will be called to take charge of the situation. Attempts will be made during that thirty minutes to reach a caregiver or parent, but in no instance will staff take anyone home. If staff are concerned for the safety of a child or vulnerable adult at any time, they may contact the appropriate authorities immediately.

# Facilities Policies

## 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.

1. Fee Schedule for All Other Users
2. During Library Business Hours
3. 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.
4. After Library Business Hours- (all safety training must be taken before the day of the event)
5. 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.

West Liberty Public Library Policy

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.

Policy Draft Date: 06/2002

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Date Library Director Date

## 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

## 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 an 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

# Collection Management Policies

## Archive Policy

Policy Draft Date: 12/2014

Reviewed: 09/2017

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.
   1. If the materials have been digitized and available via Collective Access, we ask that the material be viewed digitally in order to maintain archives.
   2. 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.

## Library Collection Development Policy

Policy Draft Date: 01/2008

Revisions: 11/2017

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[[2]](#footnote-2) statement. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution[[3]](#footnote-3). 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.

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
* Availably 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

## Controversial Materials Policy

The West Liberty Public Library endorses the American Library Association Freedom to Read1 statement. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution2. 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.

1 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.](http://www.ala.org/advocacy/intfreedom/freedomreadstatement)

²“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.

### Appendix A: Statement of Concern Regarding West Liberty Public Library Resources

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_ Phone #\_\_\_\_\_\_\_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_\_Book \_\_\_\_Audiovisual

\_\_\_\_Magazine \_\_\_\_Newspaper

\_\_\_\_Content of Library Program \_\_\_\_Other

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author/Producer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What brought this title to your attention?
2. Please comment on the resource as a whole as well as being specific on those matters that concern you. (Use other side if needed.)

1. Iowa Legislature. Dissemination and Exhibition of Obscene Material to Minors. Accessed March 19, 2019. <https://www.legis.iowa.gov/>. [↑](#footnote-ref-1)
2. 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>. [↑](#footnote-ref-2)
3. ²“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>. [↑](#footnote-ref-3)