

2022

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 Manager 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
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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	Administrative 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.

Financial Policies

Gift and Donation Policy

Policy Creation: 8/2021
Policy Revised:

Policy Purpose

Accepting gifts and donations is an important way for the Library to benefit from the generosity of our community. This policy informs community members how to best contribute to the Library and how those contributions will serve the Library.

Definitions and Expectations:

- Once a gift is accepted by the Library, it becomes property of the Library to be used or disposed of following policies established by the Board of Trustees.
- Gifts of money or library materials may be donated in memory or honor of a friend, or relative will be discussed with the Library Director or designee. All items added to the collection shall be integrated into the collection and are subject to the Collection Management Policy.
- All collection materials are accepted by the Friends of the West Liberty Public Library. Library staff can provide guidelines for interested donors of what materials are accepted.
- Gifts of money, real property, or stocks shall be accepted if the conditions attached are acceptable to the Board of Trustees.
- Personal property, art objects, portraits, antiques, and related objects may be accepted. At the board and the director's discretion, property more appropriately described as museum objects will not be accepted. See Archive Collection Management Policy.
- No gifts are accepted unless given to the Library without restriction. All donations may be utilized, sold, or disposed of in the best interest of the Library. The Library reserves the right to refuse donations. While gifts to the Library as a governmental unit qualify as tax-deductible, donors should seek the tax advice of counsel or their accountant
- Monetary gifts are also accepted through the West Liberty Public Library Charitable Fund and the Friends of the West Liberty Public Library.

Patrons and Library Use Policies

Public Code of Behavior Policy

Policy Creation: 5/2007

Policy Revised: 11/2017; 3/2021; 3/2022

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,
 - a. 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;
 - b. Inebriation;
 - c. 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
 - d. 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
 - a. Making inappropriate personal comments or sexual advances;
 - b. Using obscene or lewd language or gestures;

- c. Staring at or following a patron, volunteer, or staff member in a manner that reasonably can be expected to disturb the person; and
 - d. 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 in designated locations 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.

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.

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 patron's 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:

Item Type	Check Out Limit	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 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.

Hold

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 reshelfed.

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.

Homebound Services Policy

Policy Created: 11/2021
Policy Revised:

Purpose/Objective

The West Liberty Public Library offers Homebound Services to those patrons residing in the library's service area who are unable to visit the library. 'Homebound' is defined as being generally confined to one's residence either temporarily or permanently.

Patron Eligibility, Registration & Use

Library patrons interested in homebound service must have a library account in good standing and a completed homebound service registration form. If the patron does not have a library account, the homebound service registration form can act as library account registration. A homebound service registration form can be filled out over the phone with a signature to be procured at the first delivery.

Delivery Schedule & Loan Period

Materials will be delivered approximately once a month. The schedule of delivery is up to the discretion of the patron and staff or volunteer. At the time new materials are delivered, previous items will be retrieved and returned to the library. Loan periods will be based on delivery schedule.

Fees and Renewals

Fees and renewals will follow the Circulation Policy. There will be no additional fee required for homebound services.

The Library retains the right to discontinue service if borrowed items are lost, damaged, or not returned in the same condition as they were delivered.

Materials Available

All circulating materials are available for homebound service, excluding materials for in-library use only. Checkout will be limited to 5 items per item type. Exceptions will be made at the discretion of the Library Director.

Other library services will be offered at the discretion of the Library Director and the staff or volunteer involved in delivery.

Homebound Environment Required for Delivery

Staff and volunteers are tasked with delivering materials and conducting library business as library representatives. These representatives are not able to assist patrons with other errands, household chores, etc., nor will they search for missing or misplaced library materials. Patrons requesting homebound delivery services must provide a safe and appropriate environment for all staff and volunteers who make deliveries and patrons are responsible for the condition and location of library materials in their possession. Library representatives reserve the right to not enter a residence, to leave immediately or to recommend suspension of the service if the residence is not safe. This includes but is not limited to the following conditions:

- Pets are not confined (with the exception of service animals trained to assist the patron).
- A clear and safe path to the home

- Any person in the home violates the Library's Public Code of Behavior Policy
- Any person in the home exhibits signs of illness that may jeopardize the health of the library's representative and the library has not been notified of the illness.

If the environment is deemed unsafe by the library representative the patron will be contacted by the Library Director to resolve the issue or to cease service and the process and decision will be documented. Any homebound patron may request that a suspension of service be reviewed by the Board of Trustees at the next meeting.

Internet & Computer Use Policy

Policy Created: 1/2016
Policy Revised: 3/2019; 2/2022

Purpose/Objective

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.

Responsibility of the Library

The availability of information does not constitute endorsement of the content by the West Liberty Public Library. WLPL expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet or any consequences thereof. The library has no means or statutory authority to assure that the public accesses only constitutionally protected material. The power to determine what is obscene rests with the City attorney (Sec. 728.6, Code of Iowa), not with the Library staff. Public libraries are exempted under Sec. 728.7, Code of Iowa.

As stated in the American Library Association's Statement on Library Use of Filtering Software, "...the use of filtering software to block access to constitutionally protected speech violates the Library Bill of Rights." West Liberty Public Library does not impose blocking or filtering software to limit access to Internet sites. However, library staff will assist children and parents by identifying websites that provide age-appropriate searching.

Responsibility of Patrons

13. Library users access technology and electronic devices with a library account. Out-of-town guests and temporary users may be required to present a valid photo ID.
14. Printers may be available for patron use. Library users will be charged fair and reasonable prices for printing from personal and public technology devices.
15. Internet resources and computer access through the library are provided equally. 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 online, or any other Internet use.
16. 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 the security of personal information shared on or with non-library sites.
17. 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.

Rules Governing the Use of Library Computers

1. The West Liberty Public Library cautions against giving personal information. Patrons assume all risk and liability when divulging confidential information. The library will not be responsible for charges, damages, or injuries resulting from such use.
2. The library does not restrict the number of people per computer but reserves the right to break up any group large enough to disrupt the safe and comfortable environment.
3. Use will be on a first-come, first-serve basis. Persons will be limited to 30 minutes -1 hour depending on demand.

Misuse includes but is not limited to:

1. Viewing or downloading materials that violate federal, state, or local laws or regulations, including those regarding copyright, or accessing, viewing, and distributing obscenity or child pornography
2. Hacking into the library computer system or any other computer system
3. Mishandling, damaging, or attempting to damage computer equipment or software; tampering with computer set-up
4. Interfering with system operations, integrity, or security
5. Attempting to gain access to another person's files or authorization codes
6. Displaying or printing materials that violate laws & policies on sexual harassment
7. Engaging in any activity that is offensive or creates an intimidating or hostile environment
8. Violating copyright laws and software licensing agreements or the policies of the individual websites that you view
9. Any other violation of library policies

Ethical Use

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

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 or malware nor evaluate technology devices for damage.

Facilities Policies

Hours of Service

Policy Created: 9/2021
Policy Reviewed:

Policy Purpose

A critical component of library service is the hours that the building is open to the public. Generally, library hours and the annual calendar will maximize access to the public at the most convenient times and within the available resources. When the Library is open, all essential services will be available.

Operating Hours

Library hours are reviewed annually, and a calendar approved.

Regular library hours are:

Sunday: 1:00pm – 6:00pm
Monday-Thursday: 11:00am – 7:00pm
Friday: 1:00pm – 6:00pm
Saturday: Closed

The Library will be closed on the last Monday of August, October, January, and April for staff training.

The following holidays will be observed by the library:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day
- Day before or after Christmas

If the holiday falls on a Monday, the Library will also close on the preceding Sunday. If the holiday falls on a Sunday, the Library will close on the preceding Friday. If the holiday falls on a Saturday, the Library will close on the preceding Friday and the following Sunday.

The Library Director and the Board reserve the right to close the Library as necessary.

Meeting Room Policy

Policy Created: 3/2011
Policy Revised: 9/2021

Policy Purpose

The West Liberty Public Library offers a meeting room which is available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The purpose of the Library's meeting rooms is to provide space for library programs and events, to fulfill the Library's role as a community center, where the public can attend informational, educational, cultural events and to champion the principles of intellectual freedom by providing a forum for the free exchange of ideas. Use of the Library meeting room does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants. Topics, speakers and resource materials are not excluded because of possible controversy.

Scheduling and Use Priorities

1. Election and related events
2. Library programs and activities
3. Friends of the West Liberty Public Library (the Friends)
4. City of West Liberty programs and activities
5. General public

Guidelines for Meeting Room Use

- The meeting room is available for educational, informational, or cultural meetings during the hours the Library is open.
- All gatherings must be free and open to the public except events sponsored by the Library, the Friends, or the City. Exceptions to this may be made at the discretion of the Library Director.
- Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.
- The room may be rearranged as needed but is to be returned to its original configuration and condition at the end of each meeting.
- Groups may have bookings only for a single meeting or for a brief series of meetings extending for no longer than two weeks at any one time. Rooms are not intended for a group's regular meeting place or for multiple day exhibitions or displays.
- Selling and fundraising in the Library's meeting room and lobby are prohibited except for events that benefit the Library. Merchandise selling by a presenter is permitted for a Library-sponsored or co-sponsored event.
- The meeting room must be reserved at least one day in advance and requires a signed reservation form. Exceptions to this may be made at the discretion of the Library Director or designated Library Staff.
- Simple refreshments may be served in the meeting rooms. Groups are responsible for clean-up.
- A fee will be assessed if extensive cleaning or damage is present after meeting room use.

Displays and Exhibits Policy

Policy Created: 12/2007
Policy Revised: 9/2017; 12/2021

Policy Purpose

The purpose of the Library's display facilities is to fulfill the Library's mission and increase awareness of Library resources. The Library provides limited display facilities for public use. Other spaces are available for Library or co-sponsored display use. Exhibits using these facilities shall further one or more of these purposes:

- To call attention to a theme related to Library services, collections, or programs.
- To bring together Library materials from several subject areas related to a theme of current interest.
- To highlight current issues, events, or other subjects of public interest.
- To display original art, crafts, photographs, or writings created by lowans or contained in traveling exhibits.
- To explain the activities of or issues of interest to local organizations and agencies engaged in educational, recreational, cultural, intellectual, or charitable activities.
- To display interesting collections or hobbies of local residents.

The Library reserves the right to refuse display space to exhibits which, in its opinion, do not further the purposes listed above.

Fees and Liability

There is no charge for the use of display space and no fees may be charged to view displays in the Library.

The Library assumes no responsibility for the protection, damage, or theft of displayed materials, exhibits, or loaned works of art.

Repair of any damage to Library property caused by the installation, removal, or presentation of a display or exhibit will be the sole responsibility of the sponsor.

The Library does not accept responsibility for ensuring that all points of view are represented in a single display. Granting of permission to display materials does not imply Library endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.

Scheduling

The scheduling of displays and exhibit spaces for West Liberty Public Library, City of West Liberty, and the Friends of the West Liberty Public Library takes priority over scheduling for others.

General Guidelines

- All displays must meet existing State and Federal laws on obscenity, libel, defamation of character, or invasion of privacy.
- Sale of anything other than items which promote the mission or goals of the Library is prohibited. Library display space may not be used as a sales gallery.
- Name and contact information for the group or individual preparing the display must be part of the display.
- The Library may designate spaces
- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.

Bulletin Board Guidelines

- Items must be submitted to the Circulation Desk for consideration. Only one item may be posted per event.
- All posting and placement of materials will be done by Library staff.
- Preference will be given to items no larger than 8 ½" x 11". Larger items will be considered as space allows.
- Preference will be given to items with the broadest community interest.
- Materials will not be returned.
- Materials NOT accepted for posting include:
 - Items that omit essential information such as date, place and time
 - Items so large that they exclude posting of other items
 - Petitions

Display Case

- A display case contract must be signed before a display is installed. The contract will detail setup and tear down dates. Library staff may remove displays remaining past the scheduled end date.
- A single group or individual is limited to a single one-month display in a twelve-month period. Exceptions to this may be made at the discretion of the Library Director or designee.

Collection Management Policies

General Collection Management Policy

Policy Draft Date: 01/2008
Revisions: 11/2017; 9/2021

Policy Purpose

The West Liberty Public Library is committed to providing the best collection to support the information and leisure needs of the citizens of West Liberty and surrounding communities. This policy aims to guide the librarians in selecting materials and inform the public of collection management principles.

Collection management and development is the ongoing process of assessing materials available for purchase or licensing and making decisions on inclusion and retention. Responsibility for collection management lies with the Library Director and appointed selectors. These selectors apply professional knowledge, experience, and this policy in making decisions.

Collection Guidelines

- Materials selected for the collection will meet the needs of our residents of all ages and abilities for information, education, culture, and recreation. The Library strives to offer the broadest possible range of subjects and views in various formats, treatments, and difficulty levels. Other considerations include cost, space limitations, availability from approved vendors, current holdings, and demand.
- Collections are broad, current, and popular, not archival or comprehensive.
- Collection management will support the priorities identified in the Library's strategic plan.
- The Library subscribes to the principles embodied in the Library Bill of Rights and its interpretations, Freedom to Read, and Freedom to View statements adopted by the American Library Association.
- Including materials in the collection does not constitute an endorsement of their contents by the Library. The Library recognizes that any given item may offend some patrons. However, because it follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.
- The Library welcomes suggestions and comments from the public. Selectors will evaluate patron suggestions for purchase per this policy and the collection development plans.
- The Library considers the privacy policies of vendors when purchasing and licensing digital content.

Access to Materials

Library materials are categorized and labeled using BISAC for browsing convenience and the ease of locating items. Materials will not be isolated from the public except to protect them from damage or theft. Some in-house collections are purchased for staff professional development or programming support.

Access to Library materials will not be restricted based on age except for particular circulating equipment. Circulating equipment may require parent/guardian permission for checkout to patrons under 18 due to high replacement costs.

The Library participates in programs designed to provide patrons access to materials not owned, such as interlibrary loans, reciprocal borrowing agreements, and access to Internet resources. These services are offered free of charge.

Collection Maintenance

The collection is reevaluated regularly to ensure that the materials are up-to-date and relevant to the community's needs.

Materials will be withdrawn if they are out-of-date, worn, damaged, duplicated, or no longer being used. Space, the cost of replacement, and the appearance of the collection are also factors. Locally significant materials may be retained. Withdrawn materials may be placed in outreach collections, offered to other libraries, offered to the Friends Foundation for sale, recycled, or discarded.

Library materials selection is the responsibility of the Library Director and other qualified staff members. 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 library staff member either verbally or in written form.

Criteria for Selection

The Library Director and professional 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
- The extent of publicity, critical review, and current or anticipated demand
- The 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

Gifts and Donations

As outlined in the Gift and Donations Policy:

- Once a gift is accepted by the Library, it becomes the property of the Library to be used or disposed of in accordance with the policies established by the Board of Trustees.
- Gifts of money or library materials may be donated in memory or honor of a friend or relative will be discussed with the Library Director or designee. All items added to the collection shall be integrated into the collection and are subject to the Collection Management Policy.
- All collection materials are accepted by the Friends of the West Liberty Public Library. Library staff can provide guidelines for interested donors of what materials are accepted.

Archive Collection Management Policy

Policy Created: 8/2021
Policy Revised:

Policy Purpose:

The West Liberty Public Library Archive aims to discover, collect and preserve, objects germane to the history of the West Liberty, Atalissa, Nichols, and the West Liberty Community School District (henceforward referred to as the surrounding area). The Archive collects artifacts, photographs, and archival materials that depict the history and development of the surrounding area, including its people, industries, businesses, and events from the past to the present.

Collection Guidelines:

In general, the Archive shall restrict its collecting to those artifacts of cultural, historical, or technological significance, which can either:

- contribute to the documentation of the history of the surrounding area and its residents, or
- be used for research, exhibits, or educational purposes related to the West Liberty Public Library.

Only those artifacts and other materials that relate to the purposes of the surrounding area shall be considered for the permanent collection. The staff of the West Liberty Public Library retains the right to reject materials.

Access to Materials

The Archive materials are available to the public upon request; access to the physical room is limited based on the availability of library staff. Archive materials do not circulate without approval from the Library Director. The act of photocopying damages certain materials, so that will be allowed on a case-by-case basis.

Acquisitions and Selection Procedures

The archives will acquire historical material by donation, bequest, purchase, or transfer, regardless of medium, including, but not limited to: textual records; photographs and other visual documents; maps, plans, and architectural records; sound recordings or visual recordings; historical memorabilia and digital materials.

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- textual records;
- photographs and other visual documents;
- maps, plans, and architectural records;
- sound recordings or visual recordings;
- historical memorabilia;
- digital materials.

Materials may be added to the collection by means of gifts, bequests, purchases, exchanges, or any other transaction. Before accepting an item, the Library shall make reasonable efforts to ascertain that the donor, seller, or trader has legal title to the item.

The Archive will accept donated or gifted materials under the condition that the Library is free and clear to do what it deems best and necessary to preserve the materials. This includes restoration, maintenance, digitization, and potential deaccessioning. See Gift and Donation Policy for more details.

Unless expressly stated, all items in the Archive are accessible by library patrons, can be put on display, and can be digitized for online research by the public.

Notwithstanding the intrinsic, informational or historical value of materials, Library staff will consider the following:

- The resources required to make the material available for research purposes
- Any restrictions, legal rights, or requests of the donor
- The records' relationship to the strengths and weaknesses in the existing holdings
- The availability of appropriate storage facilities and the physical condition of the materials

Materials added to the Archive must meet the following criteria:

- Made in West Liberty, Atalissa, Nichols, or WLCSD (a.k.a. the surrounding area)
- Created by a person from the surrounding area
- Owned or used by a person of the surrounding area
- Has a direct and significant connection to a major event in the history of the surrounding area
- Relates to the history of the surrounding area.

Collection Maintenance

Materials added to the Archive shall be held until it is deemed to no longer fit the collection. Library staff will use professional judgment when reappraising collections. Reappraisal and any subsequent withdrawal of materials is a responsible archival practice. This process should be transparent but may at times require discretion. The following are some considerations during the reappraisal process:

- Legal issues of ownership of collections (e.g., donor agreements)
- Ethical issues regarding the disposition of collections in a transparent manner
- Donor relations (i.e., being open and honest with donors when discussing the proposed withdrawal of their gift)
- Resource allocation (i.e., cost-benefit analysis before reappraising and withdrawing a collection)

Controversial Materials Policy

Policy Draft Date: 01/2016
Revisions: 03/2019

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

4. 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.
5. 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.
6. 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.

Appendix

Ordinance

City of West Liberty Code, Chapter 4: Library Board

2-4-1: *PURPOSE:*

The purpose of this Chapter is to establish the powers, duties and authority of the City Library Board of Trustees (1975 Code § 2-5-1)

2-4-2: *LIBRARY TRUSTEES:*

The Board of Trustees of the Carnegie Public Library, hereinafter referred to as the Board, consists of seven (7) members. All Board members shall be appointed by the Mayor with the approval of the Council. (1975 Code §2-5-2)

2-4-3: *QUALIFICATIONS OF TRUSTEES*

All the members of the Board shall be bona fide citizens and residents of the City of West Liberty and/or reside within the West Liberty Community School District boundaries of Muscatine County, Iowa.

2-4-4: *ORGANIZATION OF BOARD*

All appointments to the Board shall be four (4) years, except to fill vacancies. Each term shall commence on January 1. Appointments shall be made every two (2) years of one-third (1/3) the total number as near as possible, to stagger the terms. (The present incumbents are confirmed in their appointments and terms.)

2-4-5 *POWERS AND DUTIES:*

The Board shall have and exercise the following powers and duties

- a. To meet and elect from its members a president, a vice president, a secretary, and such other officers as it deems necessary.
- b. To have charge, control and supervision of the public library, its appurtenances, fixtures and rooms containing the same.
- c. To direct and control all the affairs of the library.
- d. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.
- e. To remove by a majority vote of the Board the librarian and provide procedures for the removal of assistants or employees for misdemeanor, incompetency or inattention to duty, subject however, to the provisions of Iowa Code chapter 35C.
- f. To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationary and supplies for the library within budgetary limits set by the Board.
- g. To authorize the use of the library by nonresidents of the City and to fix charges therefor.
- h. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with ordinances and the law, for the care, use, government and management of the library and the business of the Board, fixing and enforcing penalties for violations.
- i. To have exclusive control of the expenditure of all funds allocated for library purposes by the Council, and of all monies available by gift or otherwise for the erection of library buildings, and of all other monies belonging to the library including fines and rentals collected, under the rules of the Board.

- j. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the library.
- k. To keep a record of its proceedings.
- l. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City by action against the City Council.
- m. To have authority to make agreements with the local County historical associations, where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for library purposes. (1975 Code §2-5-5)

2-4-6 POWER TO CONTRACT FOR USE OF THE LIBRARY

- a. Contracting: The Board may contract with any other boards of trustees of free public libraries, any other city, school corporation, private or semi-private organization, institution of higher learning, township, or county, or with the trustees of any county library district for the use of the library by their respective residents. (1975 Code §2-5-6)
- b. Termination: Such a contract may be terminated at any time by mutual consent of the contracting parties (1975 Code §2-5-6; amd. 1998 Code)

2-4-7 NONRESIDENT USE OF LIBRARY:

The Board may authorize the use of the library by nonresidents in any one or more of the following ways:

- a. By lending the books or other materials of the library to nonresidents on the same terms and conditions as to residents of the City, or upon payment of a special nonresident library fee.
- b. By establishing depositories of library books or other materials to be loaned to nonresidents.
- c. By establishing bookmobiles or a traveling library so that books or other library materials may be loaned nonresidents. (1975 Code §2-5-7)

2-4-8: LIBRARY ACCOUNT

All money appropriated by the Council from the General Fund for the operation and maintenance of the library shall be set aside in an account for the library. Expenditures shall be paid for only on orders of the Board, signed by two (2) of the three (3) officers mentioned in subsection 2-4-5A of this Chapter. The warrant writing officer is the librarian. (1975 Code § 2-5-8)

2-4-9 ANNUAL REPORT:

The Board shall make a report to the City Council immediately after the close of the Municipal fiscal year. This report shall contain statements of the condition of the library, the number of books added thereto, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the library during the year, together with such further information required by the Council. (1975 Code § 2-5-9)

Board of Trustees - Bylaws

Name and Purpose

This organization shall be known as the West Liberty Free Public Library Board of Trustees, hereafter referred to as the Board. The Board shall operate a public library for the City of West Liberty as stated by City Ordinance 2-4-1:9.

Powers and Duties

2.1 Powers

The Board will comply with the Iowa Code, specifically Chapter 392.5 in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance, City Code Section 2, Chapter 4. The Board's specific powers and duties are set forth in the library ordinance.

2.2 Duties

Major duties of the Board shall include:

- a. Hire and evaluate the library director.
- b. Set salaries and benefits for the library's personnel.
- c. Participate in the budget process and secure adequate financial support for the library's operations and services.
- d. Set policies for the library's operations and services.
- e. Engage in planning for the library's future.
- f. Ensure library director and staff participation in training and continuing education.
- g. Participate in Board training and educational opportunities.
- h. Ensure the library's involvement in Iowa Library Services' Initiatives.

Membership

3.1 Terms and Qualifications

- a. The Board shall consist of seven (7) members, hereafter called Trustees, nominated by the current Board, appointed for four (4) year terms by the Mayor of West Liberty and approved by the City Council.
- b. Trustees may serve for one term. A Trustee may be reappointed after two years of non-service
- c. All Trustees shall reside within the West Liberty Community School District.
- d. All Trustees shall be at least eighteen (18) years of age.

3.2 Compensation

Trustees shall serve without compensation but may be reimbursed for expenses incurred that relate to official library business.

3.3 Vacancies

- a. Any vacancy on the Board because of death, resignation, long-term illness, disqualification, or removal due to six (6) consecutive absences from regular meetings shall be filled by nomination of the Board and appointed by the Mayor with the approval of the City Council.
- b. The appointed Trustee shall complete the unexpired term for which the appointment is made, after which time the Trustee is eligible for a regular four (4) year appointment if desired.
- c. Trustees are expected to give the Library Director 30 days written notice of intention to resign.

3.4 Board as a Body

The Board acts as a body in making decisions and announcing them. No Trustee shall speak or act for the board without prior authorization of the Board, except as otherwise provided for in these bylaws.

3.5 Conflict of Interest

When an item may represent a conflict of interest for a Trustee, the Trustee will publicly refrain from discussion and action on that item. The minutes of the meeting will reflect the abstention.

3.6 Orientation

Prior to the first regular meeting following their appointment, new Trustees shall be provided with copies of these bylaws, pertinent sections of the City Code and other documents that would be useful to Trustees in carrying out their duties. They will also be given an orientation briefing by the President of the Board and the Library Director or their designees and will be expected to sign the Public Library Trustee Ethics Statement.

Officers

4.1 Officers and Committees

- a. Officers shall be the Board President, Vice President, and Secretary and shall be elected at the annual meeting in March of even numbered years. Each term shall be two years. No consecutive terms in the same office are allowed. In the event an officer resigns, and election to fill the unexpired term will be held at the next regular meeting.
- b. Board committees shall consist of the following: Personnel Committee, Budget & Finance Committee, and Public Relations Committee. The President, as needed shall appoint ad hoc committees.
- c. Each committee shall act in an advisory capacity and shall report its recommendations to the full Board at the following regular meeting during Announcements from Members.

4.2 Duties of the Officers

- a. The President shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office.
- b. In the absence of the President, the Vice President shall assume the President's duties.
- c. The Secretary shall keep the minutes at all regular and special meetings of the Board of Trustees and provide a copy of those minutes for all members within one week of the meeting.

Meetings

5.1 Regular Meetings

- a. The Board shall meet on the third Wednesday of every month (excluding July) at 7:00pm at the West Liberty Public Library. The Board shall approve any change in regular time or date of meeting.
- b. A quorum shall consist of four (4) Trustees from its total membership of seven (7) Trustees.
- c. The Board shall comply with Chapter 21, Open Meetings Law, Code of Iowa (2019).
- d. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- e. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

5.2 Special Meetings

A special Meeting of the Board may be called at any time by the President or at the request of any two Board members for the transaction of business as stated in the call for the meeting. Such requests shall be given to the Library Director who shall give notices as described in section 5.3.

5.3 Notice of Meetings

- a. Notice of regular meetings with agenda shall be posted at City Hall and the Library twenty-four (24) hours before the meeting.
- b. A special meeting may be called upon written notice. Notice must be received not less twenty-four (24) hours before the meeting except for emergencies and must include time, place date, and a tentative agenda.

Organization of Board Business

6.1 Agenda

The director shall prepare the agenda at the approval and request of the President for all regular meetings

6.2 Order of Business

The following order of business shall be followed at each regular meeting.

- a. Call to Order
- b. Approval of consent agenda
- c. Approval of Minutes
- d. Public Discussion
- e. Financial Reports/Disbursements
- f. Director's Report
- g. Announcements from Members
- h. Old Business
- i. New Business
- j. Adjournment

Library Director

7.1 Employment/Duties

- a. The Board shall employ a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction.
- b. The Library Director shall be responsible for the day to day management of the Library, its assets, personnel, and financial resources all within the framework of the policies adopted by the Board.
- c. The Board authorizes the Library Director to generate, maintain, and sign any and all routine and general contracts and agreements to maintain daily operations of the Library and to complete Library projects or provide professional services whose work has been approved by motion or resolution.

7.2 Board Meetings

- a. The Library Director shall prepare materials, provide for meeting arrangement, keep records, and execute documents and correspondence on behalf of the Board as directed by the Board.
- b. The Library Director will not be considered a member of the Board for any purpose and will not vote on any issue before the Board.

- c. The meeting agenda shall be available to the Board one (1) week prior to the scheduled meeting date. The full meeting board packet shall be available to the Board three (3) business days prior to the scheduled meeting date.

7.3 Compensation

The Board shall set the salary and benefits for the Library Director and shall review them periodically.

7.4 Performance Evaluation

The Board shall evaluate the Library Director's performance annually and concur in the setting of yearly goals for the Library Director.

Amendments

These Bylaws may be altered or repealed, and new bylaws adopted by the members of the Board at any regular meeting with a majority vote in compliance with Iowa Code, Chapter 392.5, which dictates the sections that must be sent as a proposal to the public for general vote. The proposed changes in the bylaws shall be submitted in writing to the members of the Board at least five days prior to the meeting for their consideration. If no notice is given, then the bylaws may be amended at any regular meeting with a unanimous vote of all seven Trustees by consent vote.

Library Bill of Rights

The American Library Association (ALA) affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights

The Freedom to Read Statement

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

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

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

Freedom to View Statement

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.