

Blakesburg Public Library Policies

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Blakesburg Public Library Policies & Procedures

Mission Statement

"Building Dreams and Community." The Blakesburg Public Library is dedicated to supporting lifelong learning and access to information, knowledge and ideas. It strives to meet its mission of building dreams and community by providing resources, technology, programs, facilities and staff to ensure an educated, enlightened and enriched community.

Our Vision

To be the welcoming heart of our community where all are welcome to learn, discover, create, dream and make connections to help them achieve their goals. To hold the community as the heart of the library, providing services, programming and collections with the community in mind. The library's mission and values guide its daily work and form the foundation for planning.

Our Values

The Library Board of Trustees, staff and volunteers, are committed to the values upheld by the American Library Association and the Library Bill of Rights. The library values:

1. Intellectual freedom – the right of library users to read, seek information and speak as freely as guaranteed by the First Amendment.
2. Equal access to information in a variety of formats for all patrons and technology required for digital access.
3. Fiscal responsibility to the citizens of the community and county.
4. Professionalism and service to community; providing opportunities for Trustees and staff to grow professionally through staff development.
5. Respect for diverse viewpoints and individual differences.
6. Integrity, honesty, ethical behavior, and transparency in all actions and communication.
7. Relationships with community organizations, businesses and civic leaders in order to participate in community growth and improvement.
8. Confidentiality to protect user privacy while respecting individual rights and responsibilities.
9. Providing an accessible, comfortable and welcoming facility.
10. Providing collections, services and programs that reflect community needs and promote life-long learning.

Personnel Policy

I. Filling Vacancies

Recruitment: The Library Board of Trustees seeks to employ the most competent individuals with the relevant education, experience, and abilities to perform the tasks outlined in the respective job descriptions in the library. Successful candidates must have demonstrated technology, oral and written communication skills, and public service/customer service skills, be motivated, organized and able to work independently as well as part of a team.

The City of Blakesburg and the Blakesburg Public Library are equal employment opportunity employers. Employment with the library will be available to all applicants regardless of race, color, national origin, gender, disability, religion, creed, socio-economic status and sexual orientation.

- A. To fill a vacancy when a new Library Director or other library staff must be hired, the Board of Trustees will advertise the job opening by posting a notice in the local newspaper, on local bulletin boards, at City Hall, and at the library. Resumes and letters of application shall be submitted to the Board of Trustees secretary.
- B. Applications will be accepted for a 3-week period.
- C. Following the close of the application period, the Board of Trustees shall consider the resumes and letters of application, schedule interviews with the top applicants, and hire the most qualified individual. Selection is based on personality, education, experience, ability and aptitude.
- D. Successful Library Director candidates will meet educational and certification requirement. Applicants must have a High School Diploma or equivalent. Applicant must be willing to complete Public Library Management I and II courses in order to obtain state Public Library Director certification within two years of hire.
- E. Successful Library Assistant candidates will meet educational requirements, including having a High School Diploma or Equivalent.
- F. The Library Director shall be approved by majority vote of the Board of Trustees.
- G. When filling vacancies for Library Assistant or Student Library Assistants, the Library Director will interview and recommend the most qualified applicant for the position. The Board of Trustees will have final approval over the Library Director's recommendation.
- H. Newly hired Library Director or Assistant shall be on probation for three months before being considered a permanent employee.

II. Job Descriptions

Job Descriptions – Library Director

The Job Description for the Library Director will include, but is not limited to the following duties:

1. Select library materials including books, videos, databases, magazines, pamphlets, etc. in a variety of formats to meet all patron needs.
2. Maintain a current, relevant collection by weeding outdated materials.
3. Maintain and operate the physical plant, keeping the library clean and organized.
4. Recruit, hire, train, and assign and evaluate additional library staff.
5. Maintain accurate financial records and assist in planning the library's annual budget.
6. Maintain accurate patron, circulation and library use statistics, acquisitions and withdrawn lists, etc. for monthly and annual reports.
7. Research funding opportunities and write grants, working with other organizations as needed. Oversee grant funds and expenditures.
8. Maintain open communication with the Board of Trustees regarding all library-related issues.
9. Maintain library technology, hardware and software.
10. Plan and implement programming for all community patrons, including the Collaborative Summer Reading Program.
11. Attend City Council meetings as required.
12. Complete all required city and state reports and forms, and present annual report to the City Council.
13. Maintain contracts with government agencies, vendors and state library.
14. Create and distribute press releases to create positive image of library and highlight events, programs, and opportunities.
15. Obtain and/or maintain state Public Library certification.
16. Work with the Friends of the Blakesburg Public Library officers and organization members to promote literacy and the library's services and resources to the community.
17. Process interlibrary loan requests for patrons and from other libraries.
18. Provide reference and research assistance, teach patrons how to use library resources and technology individually or in groups.
19. Work with leaders from educational, governmental and service organizations to maintain a community presence.
20. Assist Board of Trustees in preparing agenda for meetings.
21. Maintain a professional appearance, demeanor and working relationship with all staff, patrons and members of the Board of Trustees.
22. Create and maintain a staff policies and procedures manual.
23. Maintain the library's web page and social media presence.

24. Perform other duties as may be assigned.

Job Description -- Library Assistant.

The job description for Library Assistants will include, but it not limited to the following duties:

1. Assist patrons in using library services and resources.
2. Check materials in and out for patrons.
3. Shelve returned items.
4. Catalog and process materials for the library collection.
5. Provide research and reference assistance.
6. Maintain accurate library statistics.
7. Provide computer/information technology assistance.
8. Assist with library programming for youth and adults.
9. General housekeeping duties (dusting, sweeping, etc.).
10. Supervising student library assistants.
11. Processing interlibrary loan (borrower and lender) requests.
12. Other duties as may be assigned.

Student Library Assistants

Recruitment:

The library seeks to employ the most competent student employees through the Federal Work Study program in partnership with Indian Hills Community College. The College will pay the students' wages. Student can work up to 20 hours per week. Duties will include general library duties with an emphasis on literacy and children's programs. Students must have the ability to work well with the general public. Vacancy notice will be posted.

Student Assistant Selection Policy:

- A. Selection is based on personality and aptitude. Equal employment opportunity will be available to all applicants regardless of race, color, national origin, gender, disability, religion/ creed, socio – economic status and sexual orientation. Fulltime library employee's family members are not eligible for employment within the library.
- B. Applicants are expected to complete an application form. Forms will be retained for two quarters.
- C. Placement: Student assistants are hired on a term-by-term basis. All appointments are made by the librarian.
- D. Evaluation: All student assistants will be evaluated periodically.
- E. Terminations: Student assistants can be terminated at any point during the term.

Job Description – Student Library Assistant

1. Assist patrons in using library services and resources.
2. Check materials in and out for patrons.

3. Shelve returned items.
4. Process magazines for collection.
5. Provide research and reference assistance.
6. Assist elementary, junior high and high school students with homework (helping locate sources or use homework helper programs/databases).
7. Read to/with students who need assistance during Saturday morning story time, and after school during homework help hours.
8. Assist library staff in maintaining accurate library statistics.
9. Provide computer/information technology assistance.
10. General housekeeping duties (dusting, sweeping, etc.).
11. Other duties as may be assigned.

III. Library Staff Performance of Duties

- A. Performance evaluation: The board shall meet in closed session to evaluate the Library Director's performance on an annual basis.
- B. Conduct on Duty: The Library Director should maintain a professional presence in all aspects of the position.
- C. Resignation and/or Termination: In the event of resignation, the Library Director will give the board at least one (1) month notice. In case of termination, the same amount of time shall be given. Additional library staff shall give or be given notice of a minimum of two (2) weeks.
- D. Retirement: The Library Director and/or library staff shall be able to retire upon the retirement age. Sufficient notice shall be given before the last date of employment.

IV. Salaries and Benefits

Employee Status, Position Classification:

- A. The library staff shall receive the wages as determined by the board. Raises may be provided based on performance of duties, budget allowance, etc.
- B. Types of Employee Status Regular Full-Time - An employee will be considered full-time when they are employed for a normal workweek consisting of 36 hours or more. Regular Part-Time - An employee will be considered part-time when they are employed for a normal workweek consisting of 32 hours or less.
- C. The librarian shall be eligible for the participation in the Iowa Public Employee Retirement System (IPERS) program, Social Security, and Workers Compensation, all of which are government required benefits. Per City Employee Policy, if/when the budget allows, the Library Director may be provided an optional \$25.00 monthly cell phone allowance if the phone is used for library purposes. This may include being used as a supplemental phone number for the library, sending text messages to staff and patrons, updating the library's social media accounts, etc.

- VI. Hours:
The Library shall be open a minimum of 20 hours a week. This must include morning, afternoon, evening and weekend hours. The Library Director will work 20 hours or split the time with Library Assistant(s). In the event of a holiday falling on a regular day, a make – up day may be scheduled.
- VII. Staff Professional Development/Continuing Education:
- A. The Library Director and/or library staff shall be allowed to attend in-service functions. The budget will include funds for registration, and mileage. The Board of Trustees will allow paid time for staff development.
 - B. Library staff will be able to participate in webinars or attend face-to-face training during their scheduled workday. Arrangements for substitute must be made in advance for any absence.
 - C. Certification: The Library Director shall obtain and maintain state certification as a Public Library Director. This requires 45 continuing education contact hours every three (3) years. On-line and local courses will be encouraged and supported.
 - D. Obtaining and maintaining Public Library Support certification by the Library Assistant is recommended, but not required.
- VIII. Vacation and Leave:
- A. Sick Leave: In case of illness, the library staff shall notify the board and shall find a suitable substitute, if possible.
 - B. Holidays: City employees observe the following holidays: New Year’s Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day Thanksgiving Day, and Christmas Day. These will not be paid.
 - C. Vacation Pay: Library employees will follow the City Employee Handbook regarding vacation time off/vacation pay.
 - D. Professional Leave: Professional and educational leave will be granted upon request.
 - E. Other Leave: Release time will be given if the need arises without pay: Examples: jury duty, bereavement, emergencies, or vacations.
- IX. Employee Conduct and Work Rules
- A. To assure orderly operations and provide the best work environment, the City expects all employees to follow the rules of conduct that will protect the rights, interest and safety of all employees and the citizens (See the City Employee Handbook for conduct policy, disciplinary action policy, dress code, concealed weapon, drug testing, termination, smoking, safety, use of equipment and vehicles, etc.

Library Circulation Policies

Requirements to obtain a library card

Library cards may be issued to residents of Blakesburg, or residents of the state of Iowa. To receive a library card with borrowing privileges immediately:

1. Adults (age 18 years and up) must present photo ID and verification of current address. If the photo ID does not include the patron's current address, they must present another officially verifiable document which includes their current address.
2. Minors (age 0 through 17 years): Parents, guardians, or custodians are responsible for materials checked out to a minor child.
 - A. There is no minimum age requirement to receive a library card.
 - B. The minor child must be present for the card to be issued. A responsible adult is expected to sign the application and accept responsibility for the account.
 - C. When it is not possible for the adult to come to the library, they may submit a completed and signed application to the library via the child.
 - D. The full name of the responsible adult is added to the borrower's record at the time the card is issued, and the responsible adult's address must be entered as the primary address in the borrower record.

3. Temporary Cards

Patrons who are unable to provide verification of their address, and minor children who are in the library without a responsible adult present, may be issued a temporary card that allows them to check out two print items at a time. Patrons must:

- A. Provide some form of identification to verify their identity.
- B. Minor children who are not known to library staff can have their identity confirmed with a student ID, report card, homework assignment, or other item with the child's name.
- C. Adults and minor children must be able to provide contact information, and minor children must be able to give the name of a responsible adult for entry in the library's system.

4. Special Card Types

- A. Institutional cards are issued to companies, agencies, schools and organizations for use by any employee of the institution. The institution is responsible for any charges incurred on the account, and the administration of the institution must accept responsibility for the account.
- B. Educator cards are issued to educators and homeschoolers of children grades K-12 in addition to their personal accounts. Educator cards may receive extended loan periods and forgiveness for lost items according to procedures established by library administration.
- C. The library may create cards for internal use only in administering special programs related to community outreach.

Cardholder Responsibilities

1. Cardholders will be responsible for library materials from the time items are checked out until the time they are checked in.
2. Cardholders will also be responsible for any fees charged to their cards resulting from the use of library materials.
3. Cardholders who exceed an administratively established fee threshold or have long overdue library materials may have their borrowing privileges suspended until the items are returned and/or such charges are paid down below threshold.

Circulation Period/Renewals

In the community library, library materials are issues for definite loan period. Library circulation periods for materials is two weeks.

Library materials may be renewed at the end of the normal circulation period unless the material has been placed on hold by another patron or is overdue. Items may only be renewed 2 times

In order to check materials out of the library, each borrower must present a library card. Materials will not be checked out unless a valid card is presented.

Overdue items

Materials that are overdue are subject to a fine. Fines are imposed to encourage borrowers to return materials on time and may be waived by library staff when overdue materials are returned. Borrowers who have 3 or more overdue materials or more than \$5.00 in outstanding fines will not be allowed to check out additional materials until the overdue material has been returned. They are welcome to use materials in-house or electronic resources. The fine structure is as follows.

Description	Fines
Print materials	10 cents per day of operation up to the cost of the item
Audio–Visual materials	\$1.00 per day of operation up to the cost of the item
Lost or Damaged Materials	Maximum of the cost of the item Replacement cost (plus \$5.00 Processing fee).

Interlibrary Loan

The basic function of a library is to acquire and make books, materials, and services which are needed. An important service that the inter library loan. Many libraries participate in inter library lending to strengthen and improve library resources and services.

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Lending: All library holdings except the following are available to other institutions: periodicals, both microfilm and paper copies (photocopies will be made upon request); reference books, and special collections.

1. Library Staff shall make every effort to fill all interlibrary loan requests submitted to the library.
2. Library Staff will ship items using IShares.
3. The Interlibrary Loan circulation period shall be six weeks to allow time for shipping and use by the borrower.
4. Book club requests will be checked out for up to two months, if requested by the borrowing library, and may be renewed.

Borrowing: Requests for materials are given to the library staff. The patron supplies the complete bibliographic citation of the needed materials. The library staff verifies the location of material and submits a request. Turnaround time varies upon the type of material requested, the lending institution, and availability.

1. Library staff will submit patron requests for interlibrary loan items from other libraries in a timely manner.
2. Library staff will contact patron when the item(s) arrive and inform them of the due date(s).
3. Patrons are responsible for returning all borrowed material to the library by the established due date of the lending institution. Failure to return materials not returned by the due date will be subject to a fine of \$1.00 per day.

Electronic Resources

Database Use Policy

The Blakesburg Public Library provides electronic resources for the use of its patrons through contractual agreements with database vendors. Access to 24/7/365 subscription databases outside the library is limited to library patrons, requiring either their library card or a user id/password for remote access.

Digital Millennium Copyright Act: Blakesburg Public Library complies with the provisions of the Digital Millennium Copyright Act (DMCA) of 1998. Making a single copy of a text file (e.g., an article) stored in a subscription database of the use of study, scholarship or research is permissible under the fair use doctrine. However, unauthorized access to or illegal downloading, transmitting and sharing of copyrighted digital works (e.g., files, software, images, music, video, etc.) over the library connections violate the DMCA.

Copyright: The copyright of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Copyright infringements may result in termination of access to library networks, and or being subject to legal actions.

Internet Policy

The Blakesburg Public Library provides public access to the internet to fulfill its mission of providing full and equal access to all types of information and to promote the love of reading and the joy of learning to all members of the community. The Library supports the right to privacy and confidentiality of its patrons and maintains no records of what the patron views. The content of the internet is not filtered; therefore, patrons may encounter materials they consider offensive. The Blakesburg Public Library's Board of Trustees and employees assume no responsibility for damages of any type arising from the use of the computer workstations.

Internet Access

1. All patrons have equal access to computers, wi-fi and internet access at the library. Computers are designated specifically for adults or youth use.
2. Illegal use of the internet is prohibited. It is illegal to use the library's computers to access, view, print, distribute, display, send or receive images or graphics of material that violates laws.
3. Misuse of the computers will result in a loss of privileges. Viewing material that is materially offensive to those that can view the computer screen will also result in a loss of privileges.
4. All patrons accessing internet content or services share a single internet connection through the library. Therefore, excessive or inappropriate use of that connection is prohibited and grounds for suspension of internet privileges. Excessive use includes but is not limited to, excessive email generation (spam), peer-to-peer networking downloads, and media or software piracy.
5. All patrons using the computers provided by the library are using a communal resource that must be maintained for the entire community. Therefore, altering a computer in any way including but not limited to installation/removal of software, installation/removal of programs, and/or installation/removal of devices must be cleared by the library director before any changes may be made. Failure to do so is grounds for suspension of library computer privileges.
6. Patrons are discouraged from saving documents to library computers. If patrons need to save documents, they are encouraged to use an external storage device such as a USB. If patrons do choose to save documents to library computers, they are encouraged to delete the documents before logging off the computer.

Confidentiality of Library Records

The Blakesburg Public Library will uphold Section 22.7(13), Code of Iowa, states that unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such

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information, the following library records shall be kept confidential: The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library.

The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

Confidentiality extends to information sought or received and materials consulted, borrowed, requested or acquired, and includes Internet and electronic resource search records, reference interviews and transactions, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, equipment, or services. The Carnegie-Stout Public Library will ensure the confidentiality of a patron's library record and account by limiting access to only approved staff members.

Information concerning an individual's account will be released to that individual only, unless one of the following exceptions applies:

1. The Library interprets possession of a card as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given. Library staff will require verification of identity.
2. The library will release information to the parent or guardian of a minor child (under age 18) for the purpose of recovering overdue materials and settling accounts for lost, late, or damaged material, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. However, information will not be provided to the parent or guardian who is merely attempting to determine what library materials a minor child is using.

The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed, from third party digital services, including but not limited to, e-books and e-audio, to which we provide access. The Library Director or the Director's designee, as the lawful custodian of library records, is authorized to release records that are otherwise confidential ". . . upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling" (Iowa Code 22.7).

Display Policy

Displays, posters and announcements posted within the Blakesburg Public Library must be approved by the Library Director or library staff.

Gifts/Donations Policy

All materials offered as gifts will be accepted into the library with the understanding that they must meet established criteria outlined in this policy. Gifts that do not meet the selection criteria will be sold or discarded according to the established policy.

Controversial Materials

The selection of materials on controversial issues will be directed towards maintaining a balanced collection representing various views. The library supports the American Library Association's statement policy on library philosophy as expressed in the Library Bill of Rights (Appendix).

If library materials are questioned it is the responsibility of the Board of Trustees to have the materials evaluated. The complainant must fill out, sign, and submit a request for Reconsideration (Appendix II) and must follow the proper procedure (Appendix III).

Unattended Child Policy

To protect your child while you are a patron at the Blakesburg Public Library and to promote child safety, all children younger than eight (8) years old must always be accompanied by an adult when using the Blakesburg Public Library.

The library cannot take legal responsibility for any attended child.

Additionally, adults are responsible for the behavior of their children and young adults who may disrupt library service for others. Failure to comply with library policy may result in the patron being asked to leave the library.

Handicap/Disability Policy Statement

The Blakesburg Public Library does not discriminate against persons with disabilities and will provide reasonable accommodations for disabled individuals. Library staff is available to assist individuals with special needs.

Inclement Weather Policy

The Library has an obligation to maintain regular hours whenever possible, and employees should report to work unless otherwise notified. When either the Director or his/her designate judges that weather conditions threaten the safety of the public or staff, the Library will close.

Library Access for Registered Sex Offenders Subject to Exclusionary Zones

The purpose of this policy is to ensure that the Library is compliant with Iowa State law that excludes registered sex offenders convicted of sex offenses against minors from public libraries. This policy adopts the definitions of Iowa Code Chapter 692A, as amended.

The Library Director acts as “library administrator” for purposes of Iowa Chapter 692A. The Library Director will not give written permission for a registered sex offender convicted of sex offenses against minors to be present on library property. Issuance of a library card to a registered sex offender convicted of sex offenses against minors does not constitute written permission from the library administrator for that offender to be present on library property. Individuals may appeal this decision, as it relates to them, to the Library Board of Trustees.

Registered sex offenders convicted of sex offenses against minors may be eligible for library service, depending on their residence address. They may register for a card directly via telephone or through a designee and arrange for a person of their choosing to select, check out, and return materials using that card. Under any of these circumstances, the sex offender convicted of sex offenses against minors will remain responsible for all activity on their card. They may access information resources via telephone or online. They are not eligible for homebound delivery of materials.

d. Registered sex offenders convicted of sex offenses against minors may not loiter, as defined under Iowa Code Section 692A.101(17), as amended, within three hundred (300) feet of library property without the written consent of the Library Director.

Violations of this policy will be immediately reported to law enforcement, and violators will lose all library privileges.

Attendance at Open Public Meetings: Sex offenders convicted of sex offenses against minors wishing to apply for written permission to attend an open public meeting at the library must submit a written request to the Library Director.

Library as a polling location: State law provides for an exemption for the purpose of voting. Persons prohibited from being on library property will be allowed on library property solely for the period of time reasonably necessary to exercise the right to vote in a public election if the library is named a designated polling location.

Reinstatement: Privileges may be restored to any offender whose name has been removed from the Sex Offender Registry upon written proof of said removal. Proof may include presentation of a copy of the written notice of removal. Removal must be verified by a search of the Sex Offender Registry completed by authorized library personnel. Library personnel will have up to 24 hours to verify said removal from the registry. Upon verification all rights will be reinstated.

Library Patron Conduct

Library patrons are expected to be engaged in productive use of the library's resources. This includes reading, studying, researching, attending programs, and utilizing library material. Patrons have the right to use the library undisturbed and library employees have the right to work without undue interference.

No person shall engage in any conduct which disturbs or interferes with the legitimate use of the library including, but not restricted to, the following:

- Any behavior that is illegal.
- Any behavior that endangers oneself or others.
- Any behavior that is disruptive to the Library environment.
- Any behavior that is abusive to a staff member or patron.
- Any use of the Library that interferes with the Library's purpose.

Specific prohibited activities include, but are not limited to, the following:

- Willfully annoy, harass, or threaten another person.
- Behaving in a disorderly, loud, or boisterous manner.
- Defacing or destroying library property.
- Remaining in the library after regular closing hours.
- Playing audio equipment at a volume that is disturbing to other users.
- Theft of library materials or the personal property of other patrons or staff members.
- Use of abusive language.
- Stalking, harassing, or intimidating patrons or library staff anywhere on library property.

Enforcement of these rules for persons may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the staff on duty at the time. These disciplinary procedures are merely guidelines. They are not listed in any order and there is no requirement that any particular disciplinary action precede any other action. The Library may choose to implement any of the procedures listed, including immediate banishment from the premises, at any time, depending on the seriousness of the violation.

1. In the case of a minor disruption, the patron receives two warnings. At the third offense, the patron must leave the Library for the rest of the day.
2. In the case of any misconduct that, in the judgement of a staff member, is extreme, the offender may receive only one warning, be ordered to leave the building immediately, or the police may be called as appropriate.
3. Patrons causing disruptions on repeated visits will be warned by the Director or designee that they will not be allowed to enter the building if the behavior continues. Patrons who engage in repeated disruptive behaviors that interfere with others' use of the Library, or who engage in behaviors that violate City Code or State Statutes, may be permanently banned from the Library premises by the Director. An appeal of the Library Director's decision may be made to the Library Board. An appeal

to the Library Board must be in writing.

4. Exceptions to the above may be authorized by the Library Director and/or her/his designee.

Library Selection Policy

Library materials are selected to implement, enrich, and support the educational programs of the community. Materials must serve both the needs and interests of individual patrons. The objection of the selection procedure is to provide a wide range of the presentation of many points of view. The library upholds the tenets of intellectual freedom and the Library Bill of Rights (see Appendix I) ensuring free, equal access to information for all patrons.

The selection of instructional materials is the legal responsibility of the Library Director. Responsibility for specific selection is delegated to the Library Director.

Criteria

The following criteria are used to evaluate materials:

1. Materials shall be chosen to foster respect for women, minority and ethnic groups and shall realistically represent our pluralistic society. Along with the roles and lifestyles open to women and men in today's world. Materials shall be designed to help patrons gain an awareness and understanding of the many important contributions made to our civilization by women, and minority and ethnic groups.
2. Materials shall clarify the multiple historical and contemporary forces with their economic, political, and religious dimensions, which have operated to the disadvantage or advantage of women, minority groups and ethnic groups. These materials shall present and analyze inter – group resolving social and economic problems.
3. Educational significance.
4. Contribution the subject matter makes to the interests of the library patrons.
5. Favorable reviews found in standard selection sources.
6. Favorable recommendations based on preview and examinations of material.
7. Reputation and significance of the author, producer or the publisher.
8. Material is valid, current, and appropriate
9. Contribution the material makes to the breadth of respective viewpoints on controversial issues.
10. High degree of potential user appeal
11. High artistic quality and or literary style.
12. Value commensurate with cost and or need.
13. Timeliness or permanence.
14. Quality and variety of format.

15. Integrity.
16. Appropriate for subject area, age emotional development, ability level, learning styles and social development of the intended audience.
17. Physical format suitable for intended use.

Weeding Policy /Procedure

The evaluation of the collection is a continual process and is the responsibility of the Public Services Librarian. Weeding is a professional term used in connection with discarding of materials that are rarely used or no longer of use. Weeding is part of the total process of selection and evaluation. Weeding serves the following purposes.

1. Helps to utilize in the best and most economical way the available space.
2. Provides a more appealing up – to – date collection.
3. Makes the library easier to use.
4. Maintains a reputation for providing reliable information
5. Provides feedback on strengths and weaknesses of the collection.

Materials to be weeded are selected according to subjective and objective criteria.

Subjective weeding is selected on the individual judgment of the criteria include:

1. Poor physical shape.
2. Poor format.
3. Poor content
 - A. Out of date
 - B. Superseded editions
 - C. Inaccurate or false information
4. Inappropriate for the specific collection
 - A. Unneeded duplication
 - B. Interest or reading level inappropriate for patrons

Objective weeding involves setting specific guidelines such as the age of the item and how many times or how recently it was checked out. Research indicates that item not checked out in the past ten years are not likely to be used in the future.

Once all Blakesburg Public Library inventory control markings have been removed and records adjusted, the weeded materials are sold at the annual book sale to benefit the library or placed in the trash.

Library Donation Agreement

Donations will be accepted by the Library with the understanding that the donation must meet the established criteria outlined in the Selection Policy before inclusion in the collection. Donations that do not meet the selection criteria will be sold or discarded according to established policy.

The undersigned does hereby make an outright donation of the following described personal property to the Blakesburg Public Library.

And does forever waive any right of possession or control of any kind over said property.

Date this _____ day of _____

Donor: _____

Address: _____

City: _____ State: _____ Zip: _____

Library Representative: _____

Appendix I Library Bill of Rights

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

1. Books and other 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, background, or views of those contributing to the 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 abridgement 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.

Adopted June 18, 1948.

Amended Feb. 2, 1961 and Jan. 23, 1980.

Inclusion of "age" reaffirmed Jan. 23, 1996.

By the ALA Council.

**Appendix II
Request for Reconsideration**

It is the policy of Blakesburg Public Library to accept written request for reconsideration of materials used in our library. Please use this form when initiating a request. Copies of the established procedures and additional forms are available in the Library. Completed forms should be addressed to the Board of Trustees.

Author: _____

Title: _____

Format: _____

Publisher/ Producer: _____ Copyright Date: _____

Request initiated by: _____

Address: _____

Phone Number: _____

Program or class in which material is used: _____

Person making request represents: His/ Herself _____ Group: _____

Organization: _____

Please use the back of the form or additional paper to address the following questions:

1. To what do you object?
2. What do you feel might result from use of the material?
3. For whom would you recommend this material?
4. Did you read the entire book, or view the entire film, etc.?
If not, which part did you read or view?
5. Are you aware of the judgment of this material by experts in the field?
6. What do you believe is the purpose of this material?
7. What would you like the Blakesburg Public Library to do about this?
8. What would you recommend to replace this item?

Signature: _____ Date: _____

Printed name: _____

Appendix III Request for Reconsideration Procedure

No challenged materials shall be removed from the library. Upon the recommendation of the Board of Trustees. The concurrence.

Procedure for Reconsideration:

1. All complaints shall be reported to the Library Board of Trustees whether received by telephone, letter, or in personal conversation.
2. The Board President shall contact the complainant to discuss the complaint and Attempt to resolve it informally by examining the philosophy and goals of the Library.
3. If the complaint is not resolved informally, the complainant shall be supplied with a copy of the library's selection policy and request for consideration form. The form must be completed and returned before consideration will be given to the complaint.
4. If the formal request for reconsideration has not been received within two weeks by the Board of Trustees the complaint shall be considered closed. If the request is returned the original reason for selection of the work will be presented by appropriate staff.
5. No questioned material will be removed from the library pending the final decision.
7. Upon receipt of a completed objection form, the Library Director will forward the form to the Board President.
8. The Board shall meet to discuss the material and shall prepare a report on the material containing its recommendation on disposition of the matter. The Board may seek assistance from outside organizations such as the American Library Association, The Association for Supervision and Curriculum Development, etc., in making its determination.
9. The Board President shall notify the complainant of the decision.