

Victor Public Library Policies

Mission Statement

Our Victor Public Library will strive to provide a complete spectrum of information for the community through a variety of materials, appropriate technology, and well-trained staff.

Goals

1. Patrons will find a skilled and knowledgeable staff that operates the library professionally and efficiently.
2. Citizens of all ages will be provided with up to date information and reference services as needed.
3. Patrons of all ages will be provided with a collection of popular reading materials, programs, and equipment that will be properly selected and maintained.
4. The Director will establish good public relations and make the community aware of the services available in the library.

Approved by Board 6/8/09

Reviewed by Board 1/14/13

Reviewed by Board 1/11/16

Operating Policies

1. The library director is responsible for the internal management and daily procedures and will use professional judgment in following the policies, objectives, and goals set by the library board of trustees.
2. Hours of service: Monday, Wednesday, and Friday 9:00am to 6:00pm, Saturday 9:00am to 12:00. Hours will be posted in the front window. Holiday closings will be posted one week in advance. The following holidays will be observed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Eve, Christmas Day and the day following if Christmas falls on a Sunday. Decision to close the library during severe weather will be the director's and board's.
3. Meeting room facilities will be available upon reservation with a donation for usage.
4. Fees charged: Faxes [outgoing] \$1.00 per page
Copies: \$0.10 per page black
\$0.25 per page color
Computer copies: \$0.20 per page black
\$0.25 per page color
Fines: \$0.05 per day, maximum of \$5.00 per item
5. Library director's job performance and salary will be reviewed annually. All policies will be reviewed and amended every three years.
6. The library board will budget funding for Continued Education classes and workshops for staff and trustees.
7. The library will sponsor activities, events, and summer reading programs for all ages.

8. Annual report and budget will be presented to the city council in January and sent to the State Library.
 9. The library extends services to the students of the local school district and acts as an education support center as well as a reference source.
 10. The library maintains confidentiality of all library records at all times.
 11. No smoking is allowed anywhere in the library.
- Approved by Board 1/11/16

Appropriate Behavior Policies

The Victor Public Library serves all people of this community regardless of ethnicity, age, gender, or social status and strives to do so with tolerance, fairness, and respect. In order to provide a safe and comfortable environment for its users, the Library asks patrons to observe the following standards of behavior:

- < Food and drink, unless part of a library program or meeting room event, are prohibited.
- < Use of alcohol, tobacco, or controlled substances is not permitted.
- < Conversation should be kept quiet enough to not disturb other library users or disrupt library activities, this includes cell phones.
- < Use of personal computers is permitted, but sound must be turned off; use of the Library's telephone lines is prohibited.
- < Children under age eight must be accompanied by a parent or responsible childcare provider while in the Library.
- < Running or skating is not permitted in the Library.
- < Belligerent, abusive, or profane language will not be tolerated.
- < Animals, other than service animals, are not allowed in the library.
- < Stalking, harassing, or intimidation of patrons or library staff anywhere on library property is prohibited and may be punishable by law.
- < Defacing or damaging library materials, furniture, computers, or other property is not allowed and may be punishable by law.
- < Removing library materials from the building without checking them out is not only prohibited, it is unlawful.
- < Indecent exposure, as defined by the Code of Iowa, is unlawful.
- < Sexual harassment, defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, will not be tolerated.
- < Violation of any municipal, state, or federal law of code is prohibited.

Enforcement of these guidelines may take the form of any of the following actions, depending upon the severity of the misconduct, which will be determined by the staff on duty at the time.

- < In most cases, persons who are behaving inappropriately in the Library will be given one warning and asked to behave in an appropriate manner. People who do not

modify their behavior after one warning will be asked to leave the Library for the rest of the day.

- < In the event of misconduct that is considered extreme by the library staff, the offender will be ordered to leave the building immediately or the police will be called.
- < Persons who behave inappropriately on a regular basis or who engage in unlawful activities while on Library property may have all or part of their library privilege revoked or risk being barred from the Library for a period of time, as well as face the possibility of legal charges.

Approved by Board 6/8/09

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Circulation Policies

1. Books may be checked out for two weeks, with a one week grace period. All materials can be renewed by phone, online, or in person. Magazines, video games, and DVDs can be checked out for one week.
2. Patrons can request books to be held on reserve. If not picked up within two working days after being notified, it will pass to the next on the list.
3. The size of our collection and demand for specific materials, for special class projects, seasonal items, etc., may require a limitation on the number of items checked out by any one person. The loaning of these materials will be left to the discretion of the Director.
4. The library is a participant in the Open Access and Interlibrary Loan Reimbursement programs sponsored by the State Library of Iowa and the Interlibrary Loan program.

Borrower's Cards

5. Persons holding a current card in good standing may check out library materials and use the computers.
6. Children are eligible for their own card when they are in the fourth grade. A parent or guardian must sign the registration card and accept the responsibility for materials checked out by the child. Children that are accompanied regularly by someone other than a parent or guardian may obtain a library card with the signature of that adult.
7. No replacement cards will be issued for lost cards.
8. Borrowers are responsible for any item checked out on their card. If a card is lost or stolen, the borrower must notify the library. Upon notification, a new card and number will be issued.

Overdue, Lost, or Damaged Library Materials

9. The Victor Public Library will pursue all legal avenues to retrieve library materials and property that are overdue, lost, stolen, or damaged. See Code of Iowa, Section 714.5 and 808.12.
10. Patrons having overdue items may not check out materials or use the computers until the overdue items have all been returned and payment has been received for lost

items. Lost items are considered to be those that the patron concedes cannot be located or have been checked out for more than two months.

11. When library materials have been lost the patron will pay the replacement cost. The Director will determine the amount of damage to be assessed in the case of damaged materials.

12. Payments are considered final. No refunds will be given if the item is later found.

Approved by Board 1/11/16

Collection Development Policies

The Victor Public Library strives to provide books and other library materials of value and interest for information and enjoyment of all the people of the community. The library attempts to maintain a collection of carefully selected representative book and non-book materials that are of both current interest and permanent value. Since the community it serves is both urban and rural, it will strive to meet the demands of patrons from both areas. The library attempts to serve children, young adults, adults and the elderly.

Library materials will never be excluded because of the race or nationality, or the social, political, or religious view of the authors. The library will attempt to provide materials representing all points of view. However, materials on controversial issues that present only one side of a question and are written in a violent, sensational, or inflammatory manner will typically not be selected.

Censorship will be challenged by the library authorities in maintenance of the responsibility to provide public information and enlightenment. Obscene materials, which are deliberately lewd, shall not be admitted to the library; however, exclusions shall not be judged by taking single passages out of context and basing condemnation of that book in such lifted passages. The Director and Board of Trustees stand ready to review individual decisions upon written request.

It is the responsibility of the library to give full meaning to the Freedom to Read Statement, and will attempt to do so by providing books that enrich quality of thought and expression. The Library will accept books and other materials which persons wish to donate; however, the Director and Board reserve the right to screen all materials received in this manner, and to discard, destroy, or otherwise dispose of any which do not meet the Library's needs.

The Director acts as the agent of the Board in book selection. Selection procedures shall follow the principles set forth in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association, and in accordance with federal and state laws.

It is further the obligation of this library to keep the current policies of the Director for book selection or rejection in a written form, subject to change, as necessary, upon approval of the Board of Trustees.

Current Approval Policy for Library Materials

1. No highly specialized material in the fields of law, medicine, science, etc. is purchased. An effort is made to select titles of merit as indicated by recognized book reviews.
2. The Library does not favor nor discriminate against any religious group. Purchase of religious books is limited to those of a general nature or to recognize classics and standard reference items.
3. An effort is made to purchase fiction of some literary merit. The problem of selecting fiction involves a variety of types of novels and the need to satisfy readers of differing tastes, interests, purposes, and reading levels. We will, in the majority of cases, purchase books on best sellers' lists to make them available to the public, even though some may be considered to be ephemeral in nature.
4. The library attempts to purchase a variety of books in large print.
5. Children's and young adult materials will follow the same guidelines as previously stated. The library cannot assume the responsibility of deciding what a child may or may not read. That is left up to the parent or guardian.
6. It is necessary to weed our collections regularly. The "CREW" method of evaluation and weeding will be the authority used. In doing so, consideration will be given to the following:
 - < Age of material based on copyright
 - < Usage, circulation
 - < Physical appearance
 - < Literary merit or accuracy of material
 - < Value to the community

Gifts and Endowments

The Victor Public Library welcomes gifts of library materials, money, or real property. These gifts help enrich and improve public library resources.

7. Endowment and legacies left in trust of the Board of Trustees shall be invested in interest bearing securities.
8. All gifts donated to the Library shall become the property of the Library and shall be used, displayed, or disposed of as the Board deems fitting and proper.
9. Specific money given as gifts may be deposited in the Library's general fund unless otherwise agreed upon.
10. Appraisals will not be given on individual items. However, the library staff will assist the patron in finding appraisal sources.
11. Memorial books or other library materials may be donated in honor of a friend or relative, and are marked with a special bookplate.
12. Used books and paperbacks can often be used in the library's collection. Items not needed by the library are sold on the used book sale.

13. Generally, the library does not accept textbooks, magazines, or books in poor physical condition.
14. The Library may or may not accept donations of specialized collections. A decision will be made on an individual basis by the Board of Trustees. Based on the recommendation of the Director.
15. The Library applies the same criteria for evaluating gift items as it applies to purchased material. Gifts will be withdrawn in the same manner as purchased material. The library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.
16. All gifts are tax deductible and the library will furnish (upon request) a statement for tax purposes, but does not place a financial value on items.
17. No gifts are accepted unless given to the library without restriction. All gifts may be utilized, sold, or disposed of in the best interest of the library. All donations are accepted only if the Board feels they can be utilized by the library.

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Confidentiality Policy

Under Iowa law, 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 shall be kept confidential, Iowa Code, Section 22.7.

Information concerning an individual's account will be released to that individual only. Other requests for the release of confidential patron records will be honored pursuant to a court order as provided in Iowa Code, Chapter 22.

The library will release information to the parent or guardian of a minor child 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 Director, as lawful custodian of library records, is authorized to release records that are otherwise confidential if the purpose of such release is in accordance with the provisions of this policy and Iowa law.

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Internet Use Policies

The Victor Public Library provides access to the Internet as part of its mission. The library has no control over the information accessed through the Internet and cannot be held responsible for its content. Individuals must accept responsibility for evaluating content. As with other library materials, the library affirms the right and responsibility of parents or guardians to guide, determine, and monitor their children's use of the Internet.

Responsibilities of the Library

The library has no means or statutory authority to assure that only constitutionally protected material is accessed by the public. The availability of information does not constitute endorsement of the content by the Victor Public Library. The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet, or any consequences thereof.

Responsibility of Patrons

Patrons are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. However, absolute privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. The "Appropriate Behavior" policy applies to the behavior of patrons using the Internet. Access, use, or dissemination of information via the Internet in the library is the responsibility of the patron.

Patrons are asked to limit their computer time to one hour, however, if no one is waiting, additional time will be allowed. All work must be completed 15 minutes before library closing.

Confidentiality

It is the library's practice not to maintain a history of our patron's computer use. The library will not retrieve any information, including web sites visited, passwords or credit card numbers, or any other information a patron has entered.

Internet Use Guidelines for Parents and Guardians

The public library does not serve in place of a parent. Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or guardians.

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in the library.

- < Use the Internet as a family. Join your children in Internet exploration.
- < Explore the wide range of available information and tell your children about sites you consider inappropriate for them.

- < Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- < Instruct children NEVER to give out personal information (name, address, password, telephone number, credit card number) online.
- < Teach children to be responsible online information users. As with print information, consider the source, date, and accuracy of online information.

Wireless

The Victor Cooperative Telephone Company provides free, unsecured, wireless Internet access for public use. The library does not provide personal wireless devices for public use. The library does not provide support for privately owned personal wireless devices. Security for personal wireless devices rests solely with the owner of the device. Personal use of public wireless access will conform with policies regulating other types of public Internet access while on library property.

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Reviewed by Board 1/11/16

Meeting Room Policies

1. The library's meeting room will be made available upon reservation by people of the community and other non-profit organizations. Educational, civic, cultural and public information use will be encouraged. There will be no profit making activities or meetings.
2. A donation is requested for use of the meeting room facilities.
3. Smoking is not allowed in the meeting room or anywhere in the library. Light refreshments may be served. Anyone using the room is responsible for cleaning up and leaving the room in the same condition as found. Use of the microwave and refrigerator is permitted.
4. Organizations using the meeting room regularly may store records and equipment in the room.

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Reviewed by Board 1/14/13

Reviewed by Board 1/11/16

Personnel Policies

- < The Library Board of Trustees will employ a Library Director, and such assistants as necessary, and fix their compensations. Evaluations will be made annually.
- < Provision will be made for staff attendance at professional meetings as required for continuing education. All expenses will be paid, including mileage.

- < The Board has the authority to remove any employee by a vote of 2/3 majority for misdemeanor, incompetency, or inattention to duties as required by library policies.
- < The Board will perform an annual evaluation of performance of the Director. This evaluation will be the basis for pay decisions, disciplinary action, or dismissal.
- < The director must give two weeks notice upon resignation and assist in the training of the new Director.

Vacation and Leave

After one year of service the Director will receive one week of vacation. The library work week schedule of 30 hours will be considered one week. After five years of service, two weeks will be given. After ten years, three weeks, and after fifteen or more years, a maximum of four weeks of vacation will be given. Vacation time may accrue for two years, then must be used within the third year.

The Director is allowed three sick days per year. Two days per year will be allowed for personal/emergency leave. Maternity leave will comply with state regulations. Sick leave or vacation time may also be used at this time.

Library Director Job Description

1. The Library Director has direct responsibility of the total library program within the framework of Board plans, goals, policies, and budget.
2. The Director will provide assistance and direction to the Board, recommend and implement policies and plans for extending library services competently and efficiently. The Director plans and directs all activities of library service.
3. Prepare needed library reports for local and state government, also Regional and State Library. Reports will be filed within allotted times and copies provided to the Board.
4. The Director is responsible for selection, acquisition, and maintenance of all library materials and supplies.
5. Attend all Board meetings except those in which own salary or tenure are under discussion.
6. Recommend employment of additional personnel and supervise their work to utilize their skills to the library's advantage.
7. Prepare an annual budget for the library in consultation with the Board, based on present and anticipated needs. Keep the Board informed of current expenditures against the budget.
8. Know the local, county, and state laws concerning the library and actively support library legislation.
9. Maintain an active program of public relations within the community to promote the use of the library and to interpret library resources to citizens and organizations.
10. Affiliate with the state organizations and attend professional meetings and workshops when necessary.
11. Attend Iowa County Library Corporation meetings and cooperatively work for projects which are beneficial to the community and keep the board informed.

12. Make use of the Direct State Aid program and keep all necessary records and statistics.
13. Prepare the agenda for the Board meetings along with the Board president and post prominently 24 hours in advance.

Approved by Board 7/13/09

Reviewed by Board 1/14/13

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Safe Child Policy

The policy regarding unattended children at the library.

The library is a public building and all patrons, including minors, are welcome.

However, at no time will the library assume the responsibility of surrogate care provider for children in the library. All children under the age of eight years of age must have a parent or care giver present in the library at all times. A care giver is defined as someone 12 years of age or older who has the mental and physical capacity to care for the child should an emergency arise.

In the event a child under eight years of age is left unattended, the staff will attempt to contact a parent, guardian, or other care giver. If a parent, guardian, or care giver cannot be located within one hour, the Iowa County Sheriff Department will be called, and the child will be given into their custody.

If unattended children are left at the library for more than fifteen minutes after normal or weather related library closings, the Iowa County Sheriff Department will be called, and the child will be given into their custody.

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Reviewed by Board 1/14/13

Reviewed by Board 1/11/16

Sex Offenders Against Minors Policy

- < In accordance with Chapter 692A.113 of Subtitle 1 of Title 16 of the Code of Iowa, the Board of Trustees prohibits the presence of sex offenders convicted of sex offenses against minors upon or within 300 feet of library property without written permission of the Library Director.
- < The Library Director may only give written permission as the result of a vote at a meeting of the Board of Trustees at which a quorum is present.
- < Persons barred from library property under the law remain entitled to library service. It is the responsibility of the library user to arrange for a courier to select, check out, and return materials to the library through possession of the library user's card.
- < Persons barred from library property under the law will not be served by the library's homebound delivery service.
- < The issuance of a library card to individuals who have been convicted of a sex offense involving a minor does not grant those individuals permission to enter the library or to

be present on library property. Individuals convicted of a sex offense against a minor must follow proper library procedures and policies to request and obtain written permission to be on library property, regardless of whether or not they possess a valid library card.

- < Suspicious persons or persons who appear to be “loitering” will be reported to the police to be checked out and investigated.
- < Background checks will be performed using the National Sex Offender Registry on all employees, potential employees, and volunteers who are or will be working on library property.
- < Violations of this policy will be immediately reported to law enforcement.

Approved by Board 1/14/13

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