



# **Library Policy**

# Table of Contents

	Page Number
Mission Statement	3
Library By-laws	4
Operating and Circulation Policies	6
Hours of Operation	
Patron Eligibility	
Lost Card	
Card Renewal	
Account Suspension or Termination	
Loan Periods	7
Check out Limits	
Renewals and Reserves	
Fines	
Lost/Damaged Items	
Confidentiality of Patron	
Interlibrary Loan	8
Petty Cash	
Social Media Policy	
Information	10
Reference	
Bulletin Board Display Policy	
Display Cabinet Policy	11
Patron Responsibilities and Conduct	
Young Children	
Disruptive Children	
Equipment Use Policy	
Computers	12
Internet and Wireless Use Policy	
Disaster Plan	14
Meeting Room	
Library Program	15
Materials Selection/Collection	17
Development Policy	
Objectives	
Responsibility for Selection	
Criteria for Selection	
Interlibrary Loan Participation	19
Gifts and Donations	
Weeding	
Potential Problems or Challenges	20
Challenged Materials	
Personnel Policy and Director Job Description	22

CURTIS MEMORIAL LIBRARY

MISSION STATEMENT

THE MISSION OF THE CURTIS MEMORIAL LIBRARY IS TO PROVIDE SERVICES AND MAINTAIN AN UP-TO-DATE COLLECTION, WHICH WILL MEET THE NEEDS OF THE COMMUNITY IT SERVES. THE LIBRARY SUPPORTS AND ENCOURAGES PATRONS IN THEIR LIFE LONG LEARNING ENDEAVORS.

# CURTIS MEMORIAL LIBRARY BY-LAWS

## I. Library Board

A. In accordance with Chapter 21 of the City Code of Wheatland, Iowa, The Board of Trustees of Curtis Memorial Public Library, will consist of five (5) resident members, to be appointed by the Mayor with the approval of the Council. Members shall be over the age of eighteen (18) years of age, citizens and residents of Wheatland and the surrounding area. Appointments will be made for a term of six (6) years and vacancies will be filled for the term of the vacancy.

B. Trustees shall receive no compensation for their service.

C. The board shall have and exercise the following powers and duties:

1. To meet and elect annually from its members a President, Vice President, Secretary and Treasurer. This election will be held each November meeting. New officers will take office immediately upon election.
2. To have charge, control and supervision of the Library, its appurtenance, fixtures and rooms containing the same.
3. To direct and control all affairs of the Library.
4. To employ a Library Director and fix their compensation. The Board shall have the power to remove employees by a majority vote, for any reason authorized by law.
5. To select or authorize the Director to select books, periodicals, materials and supplies for the Library within the budget.
6. To authorize the use of the Library for non-residents.
7. To make and adopt, amend, modify or repeal rules and regulations, consistent with this Code of 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.
8. To have exclusive control of the expenditures of all funds allocated for Library purposes by the Council, and of all moneys available by gift or otherwise, for the erection of Library buildings, and of all other money belonging to the Library including fines and rentals collected under the rules of the Board.
9. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take 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. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City on behalf of the Library.
10. To keep a record of its proceedings.
11. To have authority to make agreements with the local county historical association, where such exists; to set apart the necessary space and to care for such articles as further authorized; to purchase necessary receptacles and materials for the preservation and protection of such articles, as are in their judgment, of historical and educational nature and pay for the same out of funds allocated for Library purposes.

## II. Meetings

A. Regular meetings shall be held on the first (1<sup>st</sup>) Tuesday of each month at 2:00 p.m. Special meetings may be held at any time at the call of the president, and notice to the Board members.

B. A quorum at any meeting shall consist of three (3) members.

C. Order of business

1. Call to order.
2. Reading of the minutes of the previous meeting – Secretary
3. Treasurer’s report
4. Presentation of the Bills – Approval of the Bills
5. Library Director’s Report
6. Old Business
7. New Business
8. Open Forum
9. Next Meeting
10. Adjournment

D. All Board meetings are open to the public. Any individual wishing to address the Board may make the request to the President or the Library Director. E. Robert’s Rules of Order shall govern the process of the Board’s meetings. III. Amendment to By-Laws

Amendments to the By-Laws may be adopted at any regular meeting of the Board by a majority vote of the members. Notice of the proposed amendments must be given to all members of the board in advance of the meeting.

## IV. Duties of the Officers

A. President:

1. Prepare the agenda for Board Meetings
2. Appoint all committees
3. Sign the monthly financial statement and bills to be paid, presented and approved at Board meetings.

B. Vice –President: Perform all functions of the President in his/her absence or disability.

C. Secretary/Treasurer:

1. Record and file in permanent form a complete report of each Board meeting.
2. Perform all functions of the President in the simultaneous absence or disability of the President and Vice-President.
3. Keep track of all accounts of the Library and give monthly reports to the Board.

# Curtis Memorial Library

## Operating and Circulation Policies

Adopted 02-02-2014 Revised 06/07/2022

### **Hours of Operation**

Monday – Friday 10 am to 6 pm

Saturday - 9 am to 12 pm

Closed 1-2 pm for lunch Monday - Friday

The library will be closed for all holidays designated by the city of Wheatland.

The Library may be closed in severe weather situations.

### **Patron Eligibility**

The library serves the town of Wheatland and surrounding area. Any individual may be issued a library card if they can print their full name. Adults must be present to sign for their child's card. They must also show proof of current address and phone (example; driver's license, utility bill, phone bill, water bill)

- **Youth Card:** Under the age of 16 will be issued a library card with the written permission of the parent/guardian.
- **Adult Card:** All patrons age 16 and above and are solely responsible for the return of all their library items and any fines or replacement costs for unreturned or damaged items.
- **New patrons:** Patrons who are eligible for Inter-Library Loan (ILL) will be restricted from ILL services for two months.

### **Lost Card**

Replacement of lost library card with a barcode is \$1.00.

The patron's phone number will be used to verify account information and eligibility.

### **Card Renewal**

Cards will need to be renewed every three years as a way to keep accounts current. Patrons may renew in person, by phone, or by email. They will need to provide their phone number and address to renew their account. If patrons are renewing by email the email must be listed on their library account for verification.

### **Account Suspension or Termination**

The use of the library may be denied for due cause. Such causes may be failure to return library materials, destruction of library property, violation of library policies, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

## **Loan Periods**

Books and Audiobooks 3 weeks with one 3 week renewal  
Movies and Magazines 1 week with one 1 week renewal  
Reference Items Library use only

## **Check out Limits**

Each patron will be limited to 5 DVDs and a total of 20 items that can be checked out at one time.

## **Renewals**

Books and audio books can be renewed in person, by phone or by email.  
All renewals must be on or before the due date.

## **Reserves**

Patrons may reserve books on a first come, first served basis. The item will be held for one week from the time the patron is contacted.  
Books will only be renewed if no one else is waiting for the item.

## **Fines**

As of January 1, 2021 Curtis Memorial Library will be fine free. After two months the library will attempt to retrieve the items from the patron through, email, phone call, and/or certified letter. Items not returned by patrons in three months will have their account suspended until the item is returned or replacement price is paid.

## **Lost/Damaged Items**

If an item is lost or damaged beyond repair, the patron will be expected to pay full retail replacement cost for the item. If an item is damaged, but able to be repaired, the patron will be assessed a \$3.00 fee.

Iowa Code 702.22 provides definitions of library materials and equipment and Iowa Code 714.5 relates to the theft of library materials. Books overdue for two months, and equipment overdue by one month, can be prosecuted as theft under this law. Before taking any legal steps, the library will make a reasonable attempt to notify the customer that the material is overdue and that legal remedies may be taken. One notice to the customer must be by certified mail.

## **Confidentiality of Patron**

The library maintains confidentiality of all patrons' circulation records at all times. No circulation information about any patron will be released without the prior written permission of that patron, or an authorized public official with a court order, or at the discretion of the board's lawful custodian of the records, usually the library director.

## **Interlibrary Loan Policy**

The library participates in an online network of libraries that allows our card holders to request materials located at libraries throughout Iowa.

1. To use Interlibrary Loan services you must:
  - A. Have a valid Curtis Memorial Public Library card for at least 2 months.
  - B. Have no overdue items at the Curtis Memorial Library.
  - C. Be a resident of the Wheatland Community or surrounding area.
2. You will be notified when your Ill materials arrive. Ill requests not picked up by the patron within seven days of notification of receipt will be returned to the lending library.
3. Ill materials may not be renewed unless requested before the due date and approved by the lending library. Such renewal requests will be made through the Curtis Library staff.

## **Petty cash policy (postage): recommended (and is approved by the State Auditor's Office):**

*The following recommendations should be considered regarding petty cash funds:* • The petty cash fund policy is established by the Board. The Board has approved the monthly balance .

- On the first of the month the petty cash fund will be balanced by the Director and approved by the board. It will then be sent to the City clerk for reimbursement by check to the original established amount.
- Receipts must equal petty cash payments. Currently these will be limited to Inter Library Loan Postage.
- ALL receipts must be initialed by the staff member using petty cash. •

Any issues with the balance will be reviewed by the library board.

## **Revenue received from fines, book sales, copies and donations**

- All cash received or collected by the library should be recorded as a receipt and deposited in the bank. This will be recorded and kept separate from Petty cash. It is not acceptable to replenish petty cash with miscellaneous library receipts such as fines or copy fees.
- Any cash funds will not be used to cash personal checks.
- Because we will maintain a small balance in this drawer, we cannot accept large bills that will deplete our drawer.

**Adopted 4/1/19 Reviewed 06/07/2022**

## **Social Media Policy**

### **Purpose:**

These guidelines are meant to give any staff member the tools they need to manage a successful social media account, in keeping with all library policy. The main usage of these accounts will be for the promotion of library news, activities, services, and interaction with patrons.



## **Definition of Social Media:**

Social media is defined as any web application, site, or account created and maintained by Curtis Memorial Library that supports the library's social media purpose statement. These include, but are not limited to, the library's website, and social networking sites such as Facebook, Twitter, and Instagram. Accounts will be created by the director and maintained by all library staff in accordance with the guideline of this policy. **Post**

## **Content:**

Social media accounts should be updated at least once a week and staff is encouraged to schedule their posts when possible. All social media accounts should be kept active with regular posts and quick responses. Accounts that cannot be regularly updated should be suspended. If there are multiple social media accounts, be sure to create unique content for each one. For example, do not create a Twitter account that only tweets a copy of each Facebook post.

Language for social media posts should be conversational and light in tone (though still professional). Do not copy and paste the full text of a press release; instead, post a flier, graphic, or link to a press release and briefly describe the material. Add graphics or images to posts whenever possible, as these are much more likely to get users' attention. You may repost content from other sources if it seems of interest to our patrons. Please consider the source when doing so; social media users can be very quick to judge a repost/retweet as an endorsement of a political or social position, etc. If in doubt, ask the library director.

## **Response to users:**

Managing social media is not just about publishing posts; it requires responsiveness and engagement. Make sure a staff member is assigned to check the account and respond to messages and/or posts in a timely manner. Patrons using social media expect quick responses—especially during operating hours.

As stated in the policy, negative comments or complaints should not be deleted. Instead, engage with the patron as we would with any other complaint, preferably by moving the discussion to a private venue. For example:

- *Thank you for telling us about your experience in the library. We want to address your concern - - please check your direct messages.*

Complaints and negative posts may be deleted if they are harassing, obscene, personally named staff members, or meet the other criteria in the policy. If you delete a post, still send a direct message to the poster explaining why. For Example:

- *Thank you for telling us about your experience in the library. We removed your post because it contained language that violates our social media policy. However, we would like to address your concern.*

Content containing any of the following will be removed immediately from any Curtis Memorial Library's social media accounts.

- Obscene comments or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Copyrighted, trademarked, or plagiarized material
- Posts in violation of laws or library policies
- Comments, links or information unrelated to the purpose of the forum • Duplicated posts by an individual user
- Spam or other commercial, political, or messages
- Attacks on any ethnic, racial, economic, or religious groups

Any content that remains is the sole opinion of their owners and do not reflect the official views or policies of Curtis Memorial Library. The library is not responsible for or liable for, any content posted by any participant in a library social media forum who is not a member of the library's staff.

**Adopted 2/1/2021, revised 06/07/2022**

## **Information**

**Adopted 02-02-2014 Revised 06/07/2022**

## **Reference**

Local reference service will be provided by the librarian or staff. Due to budget restrictions, not all references may be able to be provided locally. Therefore, the Library Service Area back-up service will be used as needed.

## **Bulletin Board Display Policy**

- The Library bulletin board is available to display dated information about events sponsored by or benefiting non-profit organizations and businesses located in the city of Wheatland or surrounding area.
- All items must be reviewed and posted by Library staff. Content of posters must meet existing laws regarding obscenity, libel, defamation of character and invasion of privacy.
- Petitions may not be posted but may be left on a clipboard on the library counter.
- Priority for display will be given to events in Wheatland and the immediate surrounding area. Other events can be posted if space is available.

- Posting of materials does not imply Library endorsement of content; nor will the library accept responsibility for the accuracy of the statements made in such materials.
- Name and contact information for the group sponsoring or benefiting from the event must be part of the poster or flier.

## **Display Cabinet Policy**

The library only displays private collections of a non-controversial nature. All items to be displayed will be the responsibility of the owner. Care will be taken to protect the identity of collectors at their request.

## **Patron Responsibilities and Conduct**

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

## **Young Children**

The Curtis Memorial Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age six (6) must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require that the parent/responsible person remain in the library throughout the program.

## **Disruptive Children**

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

## **Equipment Use Policies**

The following equipment is available for patron use at the library:

- Printer/Photocopy fee is \$.15 per page.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

Fax machine-the fee is \$1.00/ page; no charge for toll free numbers.

Microfilm machine-use is free. Any copies are \$.15 per page.

Lamination: Price dependent on size

## **Computers**

- Use is free
- Computers are available on a first-come, first-served basis.
- Usage time is limited to 60 minutes.
- Reservations for computer use may be made by phone or in person at the library.
- The reservation can be canceled if the patron is not present at the reserved time and others are waiting to use the computers.
- Library staff has the right to terminate a patron's use of the computer for any misuse or disruptive behavior.
- Patrons will be responsible for repair costs due to reckless damage. • Patrons must bring their own flash drive or disks for personal projects.
- The library is not responsible for damage to personal materials.

## **Internet and Wireless Use Policy**

The Curtis Memorial Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The board of Directors has established the Internet Use Policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service maybe restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service.

## **Expectations**

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in suspension or revocation of Internet use privileges.

First violation, One month suspension. Second violation, Three month suspension. Third violation, Lifetime suspension.

## **Warnings**

The internet is a decentralized, unmoderated global network; the Curtis Memorial Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's

personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

## **Guidelines**

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural and recreational needs. • Users may use the Internet for the receipt and transmission of electronic mail (e-mail) the library will not manage email accounts for any organization or individuals.
- Internet use is offered in sixty (60) minute sessions on a first-come, first served basis; each user is allowed one session – if there is no patron waiting for the service at the end of a session, the user may have a second session, but once having had the service for 60 minutes the user must abandon use of the Internet if another patron requests use of the service.
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.
- Users will respect the rights and privacy of others by not accessing private files.
- Users agree not to incur any costs for the library through their use of the Internet service.
- Users shall not create and/or distribute viruses over the internet.
- Users shall not deliberately or willfully cause damage to computer equipment, programs or parameters.

## **Wireless Internet**

The library's Internet connection and wireless service may be used only for lawful purposes. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but not limited to, copyrighted material and threatening or obscene material. Internet users agree to indemnify and hold harmless the Curtis Memorial Public Library from any claims resulting from their use of the service, which damaged the user or another party. The library cannot

accept liability for any risk taken by the patron who chooses to connect their own device to the library's wireless service.

## **Disaster Plan**

### **Fire**

At the first indication of smoke or flame, determine location and extent of the fire. If the fire can be contained safely and quickly, proceed to do so. (Do not attempt to fight fires larger than a waste paper basket) There are ABC extinguishers at the front door and at the rear of the building. If there is any doubt, immediately clear the building and call 911. All staff and patrons of the library should meet in the Bank parking lot across the street.

All staff must be familiar with the type, location and application of the fire extinguishers and the safest exit to use.

### **Severe Weather**

The library has a weather radio to monitor severe conditions. In the event of impending severe weather, damaging winds or tornado, the staff will check conditions on the weather radio, and internet. If necessary, the decision to close will be made by the director . If the director is not available, the decision will be made by the staff on duty. Children will be permitted to call for a ride home if necessary. If the severe weather is too close and it is not safe for patrons to leave, they will be advised to take shelter in either the restroom or the back office. Blankets or cushions will be used for extra protection. In this situation staff should encourage patrons to stay but cannot force them to do so.

### **Snow Storms/Severe Winter Weather**

The director will determine when to close in case of severe winter weather.

### **Hazardous Materials Spills**

In the event of a Hazardous Materials spill in the area, all doors and windows must remain closed. The heating and air conditioning unit will be shut off. Patrons will be asked to stay in the library until conditions are safe or we are asked to evacuate to another location.

### **Threatening Situations**

The safety of the staff and patrons is our first priority. In the event of dangerous situation, whether a patron threatens another patron or a staff member, it is important to get out of the building or hide if possible. Call 911 as soon as you are a safe distance from the situation.

### **Bomb Threats**

In the case of a bomb threat, keep the caller on the line as long as possible, ask specific questions about the location and detonation time of the bomb. Write down everything that is said and take note of any background noises. After the caller hangs up, call the police, clear the building.

### **Medical Emergencies**

The library staff is not trained to administer first aid or any medication. The staff will attempt to keep the sick or injured comfortable until medical help arrives. Staff will observe universal precautions and avoid contact with body fluids, including blood to the extent possible.

## **Meeting Room Policy**

**Adopted 12/7/2015 Revised 6/7/21, 06/07/2022**

### **Meeting Room Policy Purpose:**

The main purpose of the Library's Meeting Room is to provide space for library programs and events, and civic, cultural, educational, and informational meetings.

The second purpose of the Meeting Room is to house items of historical significance to the community of Wheatland. The library regularly takes donations of items of cultural value to the community to house in the room. All items donated to the room become property of Curtis Memorial Library upon donation.

The library is not responsible for views and opinions expressed by those using the meeting room. Permission to use the meeting room does not constitute endorsement by Curtis Memorial Library.

### **Availability:**

- The meeting room is open to patrons during normal business hours. All items in closed cases will not be removed. Books and documents must be handled with extreme care. All items must remain in the Meeting Room. Any copies will be printed by the library staff. Copies are \$0.15 a page.
- Meeting Room use is granted on a first-come first-serve basis. Reservations are taken not more than 3 months in advance. Reservation forms must be filled out by the responsible party and approved by the library director before use. Walk-in appointments may be made, depending on room availability. No group may reassign their reservation to another group.
- The Meeting room is available during regular library hours. Meetings must conclude 15 minutes before the library closes. Meetings may not go longer without submitting a request for extended time to the Director.
- The library reserves the right to refuse room reservation to anyone. •The library reserves the right to cancel a reservation if the space is required for its own use or use by the City of Wheatland. Every effort will be made to give adequate advance notice.
- No individual group can reserve the room for more than 3 consecutive days in one month.
- Priority for room use will be: Library programs, civic, community, cultural or educational programs, professional parent/child visitation sessions, for-profit entities ( a \$25/four hour fee for all non-library sponsored for-profit events).
- No guarantee can be made for monthly or regularly scheduled meetings. •Forums or informational meetings for potential elected officials are allowed, but no attendee names, addresses, email addresses, or other personal information may be gathered at the time of the meeting. No handbills, campaign literature, or other items intended to solicit votes may be distributed at the meeting.
- Room capacity is 15 people.

### **Restrictions:**

- Library personnel must have access to the Meeting Room at all times and the

- library retains the right to monitor all meetings on library premises.
- Meetings that disrupt normal library functions will not be permitted. (Example: excessive crowds, excessive noise, or anything covered under the Disruptive Patron Policy)
  - Library Staff will give directions to the room, but cannot act as a receptionist for people and attendees using the meeting room, such as taking calls, etc. •The Library’s address or phone number may not be used as the contact information for the entity using the meeting room.
  - Curtis Memorial Library’s name must not be used as an event sponsor (implied or otherwise) or endorsement unless permitted in writing by the Library Director. The following statement should be used on promotional materials: —This program is sponsored by \_(Organization)\_ and will be held at Curtis Memorial Library.¶
  - The Library is not responsible for the loss or damage of private property or for any accidents that may occur.
  - Food and non-alcoholic beverages are allowed in the room. Coffee pots and an electric kettle are available for use with permission. All utensils, cups, and plates must be provided by the organization using the room.
  - No alcoholic beverages or smoking of any kind on library property. •The Meeting Room will be held for 15 minutes past the reserved time. If the reserved group does not arrive within that window, the room can be released to another group. Failure to properly cancel room reservations in a timely manner could forfeit future room reservation privileges.
  - No items will be stored at the library, please factor in set-up and clean-up times to your reservation.

**Responsibilities:**

- The Meeting Room should be cleaned when leaving -tables wiped, trash and food in trash bags, and all furniture returned to the location it was found in.
- If used, all coffee pots should be cleaned and left unplugged.
- The outside door should be locked and the lights turned off.
- Cancellations should be made as early as possible. The organization is responsible for notifying members of schedule changes.
- Nothing is to be fastened to the walls or ceiling.
- A \$25 fee will be paid at the time of reservation to reserve the room for one to four hours. For meetings that go longer than four hours a fee of \$50 will be charged. This fee is refundable if the meeting is canceled in advance, but not in the case of no-shows.
- Damages to library property or failure to properly clean after use of the Meeting Room will be assessed on a case-by-case basis by the Director and subsequent charges will be made to the organization.

To reserve the Meeting room at Curtis Memorial library please fill out the attached form and turn it into the Library Director. The director will review the form and contact the applicant with any questions the library has and if the reservation is approved or available. The form will be on file with the library for one year.

**Adopted 6/7/2021**



## **Library Program Policy**

As part of its commitment to its mission, the Curtis Memorial Library offers programs for all ages.

The purpose of library programming at the Curtis Memorial Library is to promote and develop all types of literacy, lifelong learning, community interest, or entertainment. Programs may be developed and presented by the library staff, independent contractors, or may be co-sponsored by the library and other community organizations, either in city facilities or through outreach. Co-sponsoring, by definition, will include approval by the library director, library marketing, and include possible staff assistance for the program. Events that are not approved as being co-sponsored by the library may not implicitly or explicitly present their event as sponsored by the library.

It is the intent of the library to make programs available without fees to the public. Presenters may not directly solicit business before, during, or following a program, although cards and brochures may be left on the display table for attendees to pick up. Authors/illustrators may sell copies of their books if the program is provided for free of charge to the library. Library staff will present programs that help fulfill the library's mission statement and long range goals.

Programs may be limited to specific age groups or by other parameters. These limits are in place to meet the specific developmental, social, and safety needs of any particular group. Exceptions to these limits rest with the programmer in charge and all decisions are final.

Photos/videos of these programs may be taken during the programs to be used for future Library and/or City of Wheatland promotion materials. Pictures of minors attending programs will only be taken and published with the written consent of their parents or guardians. Permission will be requested and given at registration for programs or before they begin. Persons attending library sponsored or co-sponsored programs are expected to adhere to the library's policies, including the behavior policy.

Recurring library programs that receive no attendance after three (3) consecutive program attempts will be canceled. Library programs may be canceled or rescheduled due to inclement weather or staff illness. Programs that are canceled due to unforeseen circumstances will not count towards the three non-attendance rules.

**Adopted 4/4/2023**

## **Materials Selection/Collection Development Policy**

**Adopted 02-02-2014 Revised 06/07/2022**

In selecting materials and developing collections for adults, as well as for children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity not only the region it serves but also the larger global perspective. Library collections will provide a broad range of opinion on current issues.

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological ground. In building collections, library staff is guided by the principle of selection, rather than censorship. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable.

### **Objectives**

- The purpose of the Curtis Memorial Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.
- Because of the volume of publishing, as well as the limitation of budget and space, the library must have a selection policy with which to meet community interests and needs.
- The materials selection/collection development policy is used by the library director in the selection of materials and also serves to educate the general public with the principles of selection.
- The **Library Bill of Rights** and the **Freedom to Read Statement** have been endorsed by the Curtis Memorial Public Library Board of Trustees and are attached to and are integral parts of this policy. These documents can be found on the American Library Association website linked here.
- The materials selection/development policy, like all other policies, will be reviewed and/or revised as the need arises.

### **Responsibility for Selection.**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Curtis Memorial Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

## **Criteria for Selection**

1. The main points considered in the selection of materials are:
  - a. The individual merit of each item
  - b. Popular appeal/demand
  - c. Suitability of material for the clientele
  - d. Existing library holdings
  - e. Budget
  - f. Requests by library patrons
  - g. Importance as a document of the times.
  - h. Attention by critics and reviewers
2. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title, which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
3. Content Criteria that may be considered when selecting a title:
  - a. Skill, competence, and purpose of the author
  - b. Reputation and significance of the author
  - c. Objectivity
  - d. Consideration of the work as a whole
  - e. Clarity
  - f. Technical Quality
  - g. Representation of a diverse point of view
  - h. Representation of important movements, genres, or trends
  - i. Vitality and originality
  - j. Artistic presentation and/or experimentation
  - k. Sustained interest
  - l. Relevance and use of the information
  - m. Effective characterization
  - n. Authenticity of history or social setting.

### **Reviewing Sources used for selection of collection**

- Booklist
- Goodreads
- New York Times Book Review
- Publisher's Weekly
- Shelf Awareness

### **Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those

materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Curtis Memorial Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

## **Bridges E-Book Policy**

The library participates in this online E-Book catalog.

Access to this feature is possible through our catalog.

All of these items are required to receive this service.

1. Current library card holder residing in the City of Wheatland or Rural Clinton Co.
2. All information on your card must be correct.
3. You must provide your own device to access your account.
4. The Director reserves the right to block a patron from this system. This is only done in extreme cases of library abuse.

**Adopted 7-5-18 Reviewed 06/07/2022**

## **Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of the duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria for selection that are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on the request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Curtis Memorial Public Library encourages and appreciates gifts and donations. By law, the library is not allowed to appraise the value of donated materials, though it can provide acknowledgment of receipt of the items if requested by the donor.

## **Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

## **Potential Problems or Challenges**

The Curtis Memorial Public Library recognizes that some materials are controversial and that given items may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the

principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

### **Challenged Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that materials be withdrawn from or restricted within the collection may complete a —Statement of Concern About Library Resources form that is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Curtis Memorial Library Board of Trustees. If the next meeting is less than seven days away the challenge will be placed on the following month's agenda so the board can have a chance to review the book being challenged.

### **Review procedure**

Once a book is submitted for reconsideration the matter is placed on the agenda for an upcoming library board meeting. Those making the challenge are encouraged to attend this meeting to defend their challenge and answer questions for the board. Before the meeting the board will have an opportunity to read the challenged title, review library policy, review peer reviews and articles about the title in question, and review the ALA's Library Bill of Rights, and Freedom to Read Statement. At the meeting the board will review the challenge, fill out a review statement (copies will be presented to patrons who submitted challenges and kept on file with the library), and decide if the challenged item is removed or kept in the library collection.

## **Personnel Policy**

**Adopted 02-02-2014 Reviewed 06/07/2022**

- The library board trustees will employ a library director and authorize hiring of such assistants as necessary and fix their compensations. Salaries will be reviewed annually.
- Provision will be made for staff attendance to workshops and professional meetings as required for continuing education. All expenses will be paid, including mileage, which will be set by the City of Wheatland. Receipts must be kept for all expenses and will be reimbursed upon request.
- The board has the authority to remove the librarian by a vote of (2/3) two-thirds, for misdemeanor, incompetence, or inattention to duties as outlined by the policies of the board.
- Annual evaluation of performance of the director will be held. This evaluation will be the basis for pay decisions, disciplinary action, or dismissal, as well as future goals for the director.
- The director must give two weeks' notice upon resignation and assist in the training of the new director. Such training shall not exceed 50 hours and will include in person training.
- Benefits for the director and staff will be in compliance with the City of Wheatland's personnel policy.

## **Library Director Job Description**

**Adopted 02-02-2014 Reviewed 06/07/2022**

The library director has direct responsibility of the total library program within the framework of the board plans, policies and budget.

Duties;

- Provide assistance and direction to the board. He/she will recommend and implement policies and plans for extending library services competently and efficiently.
- Plans and directs all activities of library service.
- Prepare needed library reports for the local government, LSA, and State Library. Reports will be filed within the allotted time and copies provided to the board.
- Responsible for selection, acquisition and maintenance of all library materials and supplies based on the library's collection development policy. Book selection should be spaced so that all books are processed and shelved in a reasonable length of time.
- Attend all board meetings. Open meeting laws will be in effect for any salary or evaluation discussions.
- Hire additional personnel and supervise their work to utilize their skills to the library's advantage based on the board's personnel policy.
- Prepare an annual budget for the library in consultation with the board,

based on present and anticipated needs. Keep the board informed of the current expenditures against the budget.

- Know the local, county and state laws concerning the library, communicate them to the board and actively support library legislation.
- Maintain an active program of public relations within the community to promote the use of the library and encourage use of library resources by its citizens and organizations.
- Be a member of state organizations and attend professional meetings and workshops when possible.
- Participate in the Inter-Library loan program and keep necessary statistics required for the Open Access Program to be submitted for payment.