

POLICIES FOR SHEFFIELD PUBLIC LIBRARY

I. GENERAL LIBRARY OBJECTIVES

The general library objectives of the Sheffield Public Library (herein stated as Library) shall be:

- A. To promote enlightened citizenship and enriched personal lives through guidance and stimulation in the communication of ideas. To do this requires assembling, preserving and administering an organized collection of educational and recreational library materials.
- B. To serve the community as a center of reliable information.
- C. To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition in ideas.
- D. To support educational, civic and cultural activities of groups and organizations.
- E. To provide opportunity and encouragement for children, young adults, men and women and senior citizens to educate themselves continuously.
- F. To seek continually to identify community needs, to provide progress of service to meet such needs, and to cooperate with other organizations, agencies, and institutions that can provide programs or services to meet community needs.
- G. To provide opportunity for recreation through the use of literature, music, films, videos, and other art forms.

II. RESPONSIBILITY FOR LIBRARY OPERATION

- A. The responsibility of the Sheffield Public Library Board of Trustees (herein stated as either Board or Trustee(s)) to the community is to represent the Library both to the people and to the officials of the city. It is the Trustees' obligation to see that adequate funds are obtained for good library service maintained for the largest possible number of citizens.
- B. The Board consists of nine (9) members of which not more than three (3) and not less than one (1) member shall be from rural Franklin County. All members are to be appointed by the Mayor with the approval of the Council. The Board is a policy-making group whose duties are the following:
 - 1. To determine the policies of the Library, formulate them in writing and evaluate them annually.
 - 2. To select and appoint a Director whose duties are defined in a job description, and to formally evaluate the Director's performance annually.
 - 3. To advise in the preparation of the budget, approve it, and request the necessary funds.
 - 4. To see that public library building facilities are provided which will adequately meet the physical requirements of modern, aggressive library service. Such facilities will offer to the community a compelling invitation to enter, read, look, listen, and learn. Each building will fit an expanding program of library service.
 - 5. To acquire sites and/or new buildings only after a service program has been adopted and the Director or a consulting librarian has written an outline of the community's library building needs.
 - 6. To accept the responsibility to secure funds for needed facilities.
 - 7. The Director, the architect, and the Board as a planning team, with the assistance of consultants, will endeavor to plan facilities to meet recognized standards and the needs of the community.
 - 8. To study and support legislation which will bring about the greatest good to the greatest number of libraries.
 - 9. To help promote good public relations for the Library.

- C. The Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be held responsible for the care of the building and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public, and for the operation of the Library under the financial conditions set forth in the annual budget. The Director shall attend all Board meetings.

III. WHO MAY USE THE LIBRARY

- A. The Library will serve all residents of the city and rural areas. Service will not be denied or abridged because of religious, racial, social, economic, or political status. This Library will follow all OPEN ACCESS guidelines.
- B. To receive a Patron Card an individual must fill out an application and provide a picture ID along with proof of their current address (such as a current utility bill or rental agreement). A child under the age of 13 must have a parent with them to provide this information. The Patron Card must be presented each time a patron wishes to check out an item. If the card is lost and needs to be replaced the patron will be charged \$3.00 for a replacement card.
- C. The use of the Library or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public. Such demands may include those made by students, puzzle contestants, and others whose demands for staff time, available materials, or space would prohibit attention and service to other individuals or groups.
- D. The use of the Library or its services may be denied for due cause. Such cause may be failure to return books or other materials, destruction of Library property, disturbance of other patrons, any other objectionable conduct on Library premises, or nonpayment of fines.
- E. The Board recognizes that the circulation records of this Library are confidential in nature and advises all Library employees that such records shall not be made available to anyone, including any agency of federal, local law relating to civil, criminal, or administrative investigatory power. Furthermore, the Library will resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

IV. SERVICES OF THE LIBRARY

- A. To fulfill the roles of Popular Material and Door to Preschool Learning, books and other library materials should be chosen for values of interest, information and enlightenment of the people of the community. These materials will not be excluded because of the race or nationality or the social, political or religious views of the authors.
- B. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be censored or removed from libraries because of partisan or doctrinal disapproval.
- C. The Library will initiate programs, exhibits, books lists, etc., to stimulate the use of Library materials for the enlightenment of people of all ages.
- D. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
- E. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to idea.
- F. The Library staff will provide guidance and assistance for people to obtain the information they seek as recorded in print and audio-visual resources.
- G. The Library accepts a responsibility for securing information beyond its own resources by obtaining information and borrowing materials which are not owned by the Library and which cannot be

purchased or materials for which the demand does not justify purchase. We will participate in the State Access Plus Program. There will be no charge to patrons using this program for any type of material received. We will also loan our materials to other libraries upon request at no charge. Our Library patrons have a priority in use of material over Access Plus patrons.

- H. The Library will participate in the State Open Access Program. Anyone who is a patron of another Open Access library is welcome to have all Library privileges given to our own residents. Open Access participants must also follow the same rules as our own patrons and will be charged fines for late videos.
- I. The Library will endeavor to maintain a balance of its services to men, women, young people, and children. The Library will cooperate with, but cannot perform the functions of, school or other institutional libraries which are designed to meet curricular needs.
- J. Library services will be provided during the hours that best meet the needs of the community.
- K. Periodic review will be made of the Library service to determine whether the needs of the community indicate that present services should be added. The Director and the Board do not necessarily advocate all ideas found in the Library collection. The presence of a magazine, book or other material does not indicate an endorsement, but does indicate an objective attitude.

V. MATERIAL SELECTION AND WEEDING

Books and/or library material selection is and shall be the responsibility of the Director. So selected, such material shall be considered to be selected by the Board. Suggestions by patrons are welcomed. Material donated to the Library will be subjected to the same standards as are applied to library-selected materials.

- A. Materials selected will be to supply the needs of the Sheffield Community and will be acquired without consideration of race, creed, origin of birth or political persuasion. The four factors that should always be considered in the selection of all library materials are:
 - 1. The needs of the community (both expressed and inherent).
 - 2. The merit of the material.
 - 3. The adequacy of the materials already in the Library.
 - 4. With consideration of our roles as Popular Materials and Door to Preschool Learning Library.
- B. Periodicals will be subscribed to on the basis of reader interest and cost consideration.
- C. The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. The usage of Library materials by children and young people is assumed to be a matter of parental responsibility.
- D. Due to the fact that books and other library materials are constantly being added to the collection, the problem of physical space available must be met. This will require the withdrawal and discarding of older, obsolete books and materials, ONLY if they no longer make a valid contribution to the overall collection. Ultimate decision is based on the evaluations given new acquisitions, and the listings found in "Standard Catalog" - an ALA publication covering many years and including all classics.
- E. All materials will be lent for home use under library regulations and procedures except for reference books, rare, and fragile items.
- F. Materials will be reviewed by the Board for reconsideration upon the receipt of a written request to do so. The intellectual freedoms of our patrons must be protected. We must realize that all materials will not be enjoyed by every patron.

VI. POLICY REGARDING GIFTS

- A. The Library accepts gifts with the understanding they will be added to the Library collection only if needed for Library purposes. It is the policy of the Library not to accept special collections of books or other items whose donor stipulated they be kept together as a separate physical entity.
- B. The donor of any gift should understand that the Library reserves the right to dispose of gifts if they are not acceptable or are no longer needed.
- C. Except for temporary exhibit purposes, the Library cannot accept storage responsibility for books or other items owned by groups or individuals.
- D. Offers of gifts or special collections of library materials and/or furniture, etc., shall be referred to the Board for consideration.
- E. Memorial gifts will be listed in a file folder. Names will be put in memorial books on adhesive labels put in the books.

VII. BORROWER'S RESPONSIBILITIES

- A. We strive to give equal service to all patrons of the Library and in return ask patrons to:
 - 1. Return materials on time.
 - 2. Keep materials, facilities, and property in good, clean condition and report any damage or defects so repairs can be made promptly.
 - 3. Conduct themselves in proper manner so as not to disturb other patrons.
 - 4. Pay fines promptly.
- B. Observance of Library policy and rules is expected at all times. Abuse of Library privileges will result in a warning by the Director or in his/her absence by the staff member in charge. Continued abuse may result in suspension of some or all Library privileges at the discretion of the Director. A patron who feels he/she has been unfairly suspended may file an appeal in writing with the Board. Appeals will be considered at the next regular meeting of the Board.
- C. Unruly or Disruptive Patrons: At the discretion of the Director, or the staff in charge, the unruly or disruptive patron may be asked to leave the premises for a specified period of time, or he/she may lose certain Library privileges. If the patron is a minor, a parent will be notified of the disciplinary action.
- D. Destructive Patrons: While some destructive patrons can be careless or thoughtless, others can be dangerous. If the patron seems harmless, making him/her aware that employees are observing him/her should be enough to stop the problem. If the patron is obviously not approachable, the police may be called for assistance. Examples of destructive behavior are:
 - 1. Destroying or damaging of Library material.
 - 2. Destroying or damaging Library equipment.
 - 3. Vandalism of Library property.
 - 4. Bullying patrons or staff.
- E. Unattended Children: The use of the Library as a temporary baby-sitting service by parents is not allowed. Library staff cannot be responsible for unattended children. Children 7 years old and younger must be accompanied by a parent or caretaker 14 years of age or older. Children must be directly supervised by a parent or the responsible caregiver at all times while in the library. Parents or caregivers are responsible for the safety and appropriate behavior of each child in their care. Fifteen minutes before closing time, any unattended children should be informed of the time and inquire about when he/she will be picked up. At closing time, if the child still has not been picked up, the police will be contacted.

VIII. LOAN PERIODS, RENEWALS AND RESERVES

- A. Loan Periods and Limits
 - 1. The first loan period is 1 item checked out for three days, after that normal policy resumes
 - 2. 4 Day: DVDs - 4 per patron family
 - 3. 7 Days: Encyclopedias and magazines - 2 encyclopedias per patron
 - 4. 14 Days: All books, including audio books - 25 per patron
 - 5. Total amount of materials checked out per patron is not to exceed 25 items.
 - 6. Certain reference materials and older magazines are for in-house use only and cannot be checked out.
- B. All materials may be renewed at the discretion of library staff.
- C. All materials may be reserved and patrons will be contacted when material is available for them. However, there may be times when the material is not returned on time by the previous patron and therefore, the material may not be available.
- D. Reference services are available during Library hours. Help on homework assignments will be given as librarian's time allows. If reference questions are phoned in, we will try to find the answer to the question and return the patron's call as soon as time allows. If we cannot find an answer, we will tell the patron we can research further through other resources, but cannot guarantee a time period. Reference questions will be handled as they are received. There is no charge to the patron for this service unless it involves copies of materials or copies from the Internet.

IX. OVERDUE MATERIALS

- A. In the interest of making access to the Library's collections more convenient for everyone, and realizing the immeasurable value in terms of public relations, fines will only be charged for late return of DVDs. The fine will be \$1.00 per day per item.
- B. If materials are more than 30 days overdue, they will be deemed lost. The patron will be billed for the cost of the book as logged on catalog record.
- C. Materials unaccounted for after two months will be subject to the Iowa theft law and will be duly processed in accordance with the law.

X. USE OF MACHINES

- A. Use of Typewriter and Computers
 - 1. Everyone is eligible to use the typewriter. If a patron abuses this privilege they may be denied further use and are liable for any damages. The policies for the computers can be found under the Internet Use Policy.
 - 2. Patrons will be charged 5 cents per piece of paper if they do not bring their own.
- B. Use of Copy Machine
 - 1. Any patron may use the photocopy machine.
 - 2. The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.
 - 3. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

4. The Library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.
 5. The Library may charge for the use of the copy machine as determined by the Board.
 6. Library staff is available to assist patrons in the use of the copier, but not to do large amounts of copying.
 7. The charges for copies, prints, or typewriter is 10 cents per page for black and white, 25 cents for color, and 25 cents for oversized paper. If patron has brought their own paper, cost is 5 cents.
- C. FAX Machine Policy
Patrons will be charged the following for Faxes received at the Library:
1. \$1.00 for the first page
 2. \$.10 for each additional page
 3. There will be additional line charges per minutes for calls made outside the United States Proper.

XI. EXHIBIT AND DISPLAY POLICY

- A. Exhibits are an extension of the Library's cultural and educational services and as such there is not a rental charge. The Library reserves the right to decline any exhibit or to schedule any exhibit in accordance with the Library's best interests.
- B. The Library is not responsible for the arrangement, care, supervision, or dismantling of exhibits, but reserves the right to approve or disapprove of the handling of any exhibit. The Library does not carry insurance on, and is not responsible for, any items owned by the displayer. The Library will not provide storage for the property of organizations or individuals displaying in the Library. All displayers are required to sign the attached form which releases the Library from any responsibility for displayed items.
- C. No permanent exhibits or gifts or museum materials will normally be accepted, although the Library itself may solicit exceptional materials if available without conditions.
- D. All exhibit requests and schedules must be approved by the Director.
- E. No exhibit or show shall last for more than one month.

XII. MEETING ROOM

- A. The Board is aware of the need in this community for a meeting room such as exists at the Library and believes that making these accommodations more fully available to the public is an additional service which the Library may render to the community under conditions set by the Board.
- B. Any group, association, or individual interested in promoting cultural, educational, civic or other activities which will not interfere with the Library's principal function and which are appropriate to the facilities and not contrary to the public interest as determined by the Board or as provided by law, are encouraged to use the meeting room.
- C. The facilities may not be used: for the commercial benefit of private individuals; by groups that are largely commercial in nature; nor for the direct sales of goods and services
- D. Groups meeting in the Library's conference room are subject to the following regulations:
 1. Attendance at the meetings is to be limited to 20 persons.

2. Any individual or representative of a group requesting reservations of the meeting room must do so in person and complete an application form and sign a waiver.
3. Reservations for use of the meeting room must include the name of the group or organization, time and date, number of persons expected and name and telephone number of person responsible for the group. Requests to reserve the room will come on a first come, first serve basis.
4. The kitchenette may be used for coffee and light refreshments. The person in charge must see that the room is left clean and furniture returned to its original placement. The Library reserves the right to assess a \$25.00 cleaning or labor charge if necessary to complete any cleanup.
5. The person who signs the reservation form shall accept responsibility for the group for the repair and replacement of damaged facilities or missing equipment.
6. The person signing the responsibility form shall be responsible for picking up the key to the meeting room at the Library during normal Library hours. This person shall also be responsible for locking the door, turning off lights, and unplugging coffee pots, if used, when the meeting is over and for returning the key. When picking up the key, a deposit of \$25.00 will be charged, refundable when the key is returned if the room is left clean and all furniture has been returned to its original place. If unfamiliar with group or person, a staff person should stay during the duration of the meeting.
7. No materials or property shall be moved in or attached that will damage floors, walls, or woodwork.
8. The Library cannot undertake to care for or store any materials for groups or individuals using the facilities nor be responsible for them while on the premises.
9. Library activities and programs will always take priority in the use of the meeting room.
10. The fact that a group meets in the Library does not constitute an endorsement of the group's policies or beliefs by the Board.
11. Activities held during operating hours that involve singing or noise should be clearly advertised to let the public know when activities will be held. Outside of planned programming the Library will provide a quiet place for reading or studying.
12. Children's groups must be supervised by an adult sponsor.
13. Groups are responsible for their own set-up and take down.
14. No candles may be used.
15. The person who signs the reservation form shall accept responsibility for the group for the repair and replacement of damaged facilities or missing equipment.
16. The director is authorized to deny use the Library meeting room to any group or individual that is disorderly or objectionable in any way or that violates these regulations.
17. The Library Board is not responsible for accidents.

XIII. PUBLIC RELATIONS

- A. Some of the primary public relations goals of the Library are:
 1. Understanding the Library's objectives and services by governing officials, by civic leaders, and by the general public.
 2. Active participation in the varied services offered by the Library to people of all ages.
- B. The Board recognizes that public relations involves every person who has any connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the Library in every public contact. Good service supports good public relations.

- C. The Director and professional staff will be expected to give talks and to participate in community activities. A reasonable amount of time will be allowed staff members for preparation and speaking. Materials to be used by press, radio, or television will be approved by the Director.

XIV. PERSONNEL POLICIES

- A. Hiring: The Director is hired by the Board. Other staff members are hired by the Director. Staff hours are to be determined by the Director.
 - B. Salary: The Director's salary should be enough to attract and keep a competent person. Other employee's salaries should be comparable to those paid for comparable work. The Director will be paid for any hours required to complete the duties listed in the Job Description. An average pay period is 60 hours.
 - C. Tenure: The Director may discharge any staff member. Employees are protected against unfair discharge without sufficient cause. Discharged employee may appeal to the Board for a hearing.
 - D. Performance Appraisals: Each of the library staff will do a written Performance Appraisal for the Director and then the Board will review these. The Director will do written Performance Appraisals of the other library staff members and meet personally with each of them. These will be done in April.
 - E. Resignation: It is preferred that The Director should provide the Board with thirty (30) days written notice. Other staff members should provide two weeks written notice . Personnel can terminate employment with or without reason. Also, personnel can be terminated with or without reason.
 - F. Training: Travel expenses, registration fees and regular pay will be allowed for workshops, meetings and continuing education classes that offer job training for the Director and staff members.
 - G. Library Closings: The Library shall be closed on: New Year's Day; Memorial Day; July 4th; Labor Day; Thanksgiving Day; and Christmas Day. The Library may be closed on days preceding or following the above holidays at the discretion of the Director.
- H. Vacation
- 1. All Library staff are to be considered part-time as they work less than 40 hours per week. All part-time employees are eligible for 8 hours of holiday pay in recognition of Christmas Day.
 - a. Director – Time off is allowed without pay as long as the Library is properly staffed.
 - b. Other Staff – Time off is allowed without pay as long as the Library is properly staffed and the Director approves.

XV. Tobacco Use Policy

Tobacco Use Policy

- 18. Smoking is not permitted anywhere in the Library or meeting room. No alcohol or controlled substances may be consumed on the premises **Penny's additions.**