Norelius Community Library

LIBRARY OPERATIONS POLICY

BUILDING AND GROUNDS

Building Operation

Structural Modifications: All structural modification of the Library building must be approved by the Facilities Committee and presented to the Board of Library Trustees. Any major change be must be approved by the City Council before final action.

Heating/Cooling: The temperature in the Library building shall be maintained in accordance with government mandates to conserve energy. The Board shall contract for a person or firm to regularly service the heating and cooling systems of the building.

Restrooms will be locked at all times. Keys to the restrooms shall be available at the Library desk.

At least one adult staff member shall be on duty at the downstairs circulation desk at all times when the Library is open to the public.

Smoking is not permitted in the Library.

Library users are not allowed to bring food or beverages into the Library. Exceptions will be granted for the meeting rooms or for special occasions.

OPERATIONS

A. Hours of Opening

Monday through Thursday 10:00 a.m. to 9:00 p.m.
Friday and Saturday 10:00 a.m. to 5:00 p.m.
Children's Library – same hours.

The Library will be closed on Sunday and the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, and Christmas Day.

The Library will close at 4:00 p.m. on Thanksgiving Eve and New Year's Eve.

When one of the above holidays falls on a Sunday, the Library will be closed either the preceding Saturday or the following Monday.

B. <u>Qualified Borrowers</u>

Some services of the Library are available to "qualified borrowers" only. A qualified borrower is one who is eighteen years of age or older, residing in a service area of the Library where tax moneys support the Library, and one who does not have overdue materials or fines on his/her Library record. Example: Cameras, art prints, etc.

A parent or guardian must sign the permanent library card of a borrower under the age of 18.

<u>Checkout Policies</u>

Checkout limit: The first time a new borrower checks out, he/she may check out two (2) items. When these are returned on time, there is no limit set as to how many items are checked out, with the exception of videos, DVDs, and art prints. Limit of three videos or DVDs per household at a time. Limit of two art prints at a time.

Checkout Length:

Books without reserves……two (2) weeks
Books with reserves…….one (1) week
Periodicals……two (2) weeks
Videos and DVDs—Fiction…..……...two (2) days
Videos and DVDs—Non-Fiction…….....one (1) week
Audio books…….two (2) weeks
Music media…….two (2) weeks
Art prints……..……three (3) months

Library users are entitled to confidentiality regarding the materials they access, and all information on their registration records.

Overdue Policies

Fines: Fines are not charged for the late return of any Library materials with the exception of videos and DVDs. (Refer to the Audio-Video Policy).

Overdue Materials: Patrons who keep Library materials past the due date will be notified by the Library staff, and reminded to return them. After two (2) written notifications, a bill will be sent to the patron for the delinquent materials. At this time Library checkout privileges will be suspended until such time as the Library materials are returned or paid for, and a service charge will be added to the patron's record.

Lost and Damaged Materials: When a patron loses or damages Library materials he/she is required to pay for them. The charge for lost items is the retail replacement cost of the item. The charge for damaged materials will be set by the Library Director and may be a small charge, the cost of rebinding, or the current retail replacement cost of the item, depending upon the extent of the damages. Failure to pay for lost or damaged materials shall result in suspended Library checkout privileges.

Periodicals: Current subscriptions are held for the most frequently used titles based on annual review. Back issues of bound and unbound titles are kept for research and reference as space allows. Current issues of periodicals will be displayed until the succeeding issue is received.

Newspapers: Current subscriptions are held for local and metropolitan newspapers, as the budget will allow. All volumes of the Denison Bulletin and Review are on microfilm and may be viewed by the public. Bound copies of the Denison Bulletin and Review may be used by the public only with the permission of the Library Director or staff member in charge.

Art Prints: Art prints are available to qualified borrowers for a loan period of three (3) months, with no renewal.

Audio-Visual Equipment: Use of in-house audio-visual equipment is restricted to persons who have demonstrated their ability to operate the equipment. Students may use the equipment with parental or teacher assistance, at the Library Director's discretion.

Purchase of Equipment: The purchase of any equipment, new or used, must be approved by the Library Board.

Computers for Public Use: Refer to "Technology Policy."

Interlibrary Loan: Borrowing from other libraries: The Library will request materials from other libraries for persons who hold library cards at this library if the materials are not available in our collection. A postage fee may be charged for Interlibrary Loans. If an interlibrary loan item is not picked up, the requesting patron will be charged return postage for said item.

Genealogical Research

The Library shall make its genealogy collection available to patrons for use in the Library. Photocopies or computer printouts of genealogical materials are subject to the normal copy charge.

Genealogical and historical searches of the newspaper and data on microfilm shall be made for persons so requesting by mail. A minimum $5.00 search and copy fee is charged for this service.

State Documents Depository: The Library at this time is not a State Documents Depository.

Discarded Material: Discarded Library materials shall be disposed of at the Library Director's discretion. Discards may be donated to the Denison Library Friends, donated to other libraries and institutions, or recycled.

SPECIAL SERVICES

Schools and Other Groups:

1. The Library will cooperate with all schools in the service area to meet the legitimate needs of students and teachers. This cooperation is given, however, with the reservation that the Library's services are not subject to takeover by students or any special group with resulting limitation to the general public.
2. It is the Library's policy to build a collection to meet the general needs of the community. A disproportionate share of the materials cannot be devoted to students' needs or to the needs of any other special group.
3. The Library is not at this time acting as a county library.

B. Meeting Rooms: First choice for use of the meeting rooms will be for Library related programs and official Library use. (See "Meeting Rooms Policy")

C. Organizations: It is not within the purpose of the Library to store records and other materials for organizations and clubs and make these materials available for access by the members. Such use of the Library shall be discouraged. The Library shall accept local club histories as part of its permanent collection.

D. Bookstore: Books and other materials may not be ordered through the Library for the general public.

E. Tours: Tours of the Library for the purpose of educating people in the resources, services, and proper use of the Library shall be encouraged.

F. Programs: The library will provide programs for the library service area without charge as time and staffing permit.

IV. PUBLIC RELATIONS

A. Friends of the Library: Recognizing that the Denison Library Friends, Inc. is a vital part of the Library program, the president of the Library Board shall appoint a trustee annually to serve as liaison between the Library Board and the Friends Board. The president of the Denison Library Friends is encouraged to attend all regular Library Board meetings.

B. Publicity: The Library Director shall endeavor to publicize the Library, its collections and services through the various forms of media. The Library Director must approve materials originating in the Library to be used by the media. Brochures showing the Library's resources and services shall be distributed in the community and available at the Library.

C. Public Information: Advance notice of all Library Board and Committee meetings shall be given to the newspaper and radio station. Minutes of the meetings of the Board of Trustees shall be considered public information and made available at the Library for interested persons.

D. Right of Privacy: Circulation records of the Library that would reveal the identity of the Library patron checking out or requesting items from the Library shall remain confidential.

E. Memorial Donations and Bequests: Donations of money to the Library in memory of persons who have died and bequests to the Library shall be encouraged by the Trustees, the Library Director, and the staff. Specific types of memorials when designated by the donor must be approved and acted upon by the Library Director. The Library Board will designate unspecified memorials and bequests for a particular use.

F. Acceptance of Gifts and Memorials: All gifts and memorials are appreciated. The person giving such gifts or memorial should be given proper recognition. The person donating a memorial book will be asked to provide proper information for a bookplate. Requests for nameplates on items other than books shall be forwarded to the Library Board for approval. The Library staff shall record all memorial gifts in the memorial record book.

G. Donated Items: People who wish to donate materials may do so with the understanding that we reserve the right to dispose of them as we see fit. If we are unable to use donated materials, we pass them on where they might be needed. Library staff may sign for items donated to the Library, but they may not appraise the value of donated materials.

H. Displays: See "Display Policy".

V. EXTENSION OF SERVICES

Crawford County Residents: Residents of rural Crawford County and unincorporated towns within the county shall receive full library service as long as the contract between the Library and the County Board of Supervisors is in effect.

Out-of-State Borrowers: Persons who are not residents of Iowa may obtain Library privileges for a fee of twenty-five dollars ($25.00) per year.

Transients: Persons who are living in the service area on a temporary basis may obtain Library privileges for a fee of twenty dollars ($20.00). Upon leaving the area, the person may ask for a refund of this fee, provided all Library materials have been returned to the Library, and payment made for lost or damaged materials or video fines.

Open Access: As of October 1, 1989, the Norelius Community Library participates in the Iowa Open Access program.

Library Service Area: The Library will cooperate with the Northwest Iowa Library Service Area.

State Library Standards: While supporting in principle, and mainly in fact, the concept of standards for the improvement of public Library service, the Norelius Community Library shall strive to comply with State Library Accreditation Standards; however, the final decision and authority rest with the Library's Board of Trustees.