

# APPENDIX

Norelius Community Library  
1403 1st Ave South  
Denison, IA 51442

Library Hours: Monday-Thursday 9 am to 8 pm  
Friday & Saturday 9 am to 5 pm  
Phone: 712-263-9355 FAX 712-263-8578

## NORELIUS COMMUNITY LIBRARY MEETING ROOM CONTRACT

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Complete Address \_\_\_\_\_

Phone # Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Time(s) Requested \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Expected Attendance \_\_\_\_\_

### Equipment needs:

\_\_\_\_\_ No Equipment

\_\_\_\_\_ TV-VCR/DVD

\_\_\_\_\_ Overhead Projector

\_\_\_\_\_ Slide Projector

\_\_\_\_\_ White Board

\_\_\_\_\_ PA System

\_\_\_\_\_ Coffee Maker

\_\_\_\_\_ Screen

### Room Requested

\_\_\_\_\_ Fireside

\_\_\_\_\_ Kitchenette

\_\_\_\_\_ Carnegie

\_\_\_\_\_ All 3 rooms

I have read the Carnegie Meeting Room Reservation Policy and Agreement on the reverse side and agree to comply with it.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

(Individual and/or Group name) \_\_\_\_\_ agree(s) to release, hold harmless (user of City building or facilities (the Premises) and indemnify the City of Denison and its officers, officials, employees, agents and volunteers, from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, arising out of or resulting from (i) the conduct or sue of the Premises by the undersigned or the undersigned's organization or group, (ii) any act, omission, or negligence of the undersigned or the undersigned's organization or group, or the partners, directors, officers, agents, employees and other users and invitees of the undersigned or the undersigned's organization or group, and (iii) any accident, injury or damage whatsoever occurring in or at the premises while the undersigned or the undersigned's organization or group is using the facilities.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ . Witness: \_\_\_\_\_ By: \_\_\_\_\_

# Norelius Community Library

<b>AUDIO-VISUAL MEDIA EQUIPMENT LOAN AGREEMENT</b>
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**PLEASE PRINT**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Iowa \_\_\_\_\_  
(Street address) (City) (Zip code)

Telephone Number(s) (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**I HEREBY AGREE:**

To assume full financial responsibility for loss of, or damage to, Library audio-visual equipment in my care, from the time such equipment is borrowed until it is returned to the Library.

To assume full financial responsibility for any and all damages to my own media and/or equipment which may occur while I have Library audio-visual equipment in my care.

To return to the circulation desk in the Library all audio-visual equipment which I have borrowed, on or before the date and time due, or I will pay any and all overdue fines and penalties.

\_\_\_\_\_  
(Signature of Borrower)

# Norelius Community Library

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title \_\_\_\_\_ Book \_\_\_ Periodical \_\_\_ Other \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Requested initiated by \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_

An organization? (name) \_\_\_\_\_

Other group? (name) \_\_\_\_\_

To what in the work do you object? (Please be specific. Cite pages) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you read/view the entire work? \_\_\_\_\_ If not, what parts? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you feel might be the result of reading/viewing this work? \_\_\_\_\_

\_\_\_\_\_

What do you believe is the theme of this work? \_\_\_\_\_

\_\_\_\_\_

Are you aware of judgments of this work by literary critics? \_\_\_\_\_

\_\_\_\_\_

What would you like your Library to do about this work?

Return it to the Library staff for re-evaluation.

Do not lend it to my child.

Other. Explain \_\_\_\_\_

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Norelius Community Library

<b>EXHIBIT RELEASE FORM</b>
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I, the undersigned, hereby lend the following works of art, exhibit, or display to the Norelius Community Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release the Norelius Community Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibit dates: From \_\_\_\_\_ to \_\_\_\_\_

Description of the materials loaned for exhibit:

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Signature \_\_\_\_\_



1403 1<sup>st</sup> Ave. South  
[www.denison.lib.ia.us](http://www.denison.lib.ia.us)

Denison, IA 51442

712-263-9355

FAX # 712-263-8578

[denlib51442@gmail.com](mailto:denlib51442@gmail.com)

The Norelius Community Library is excited to offer the sewing machine for programming and patron's use. All patrons using the sewing machine must have a basic knowledge of sewing in order to operate the sewing machine or be supervised by another responsible individual. Children under the age of 14 years must be supervised by a parent or legal guardian. The library will not be responsible for mistakes made in the creative process or for any injuries sustained during the operation of the machine and by signing below, the user and supervisor of the patron agree to hold the library and city of Denison harmless from any personal injuries or damages to materials caused by the machine.

Patron Name:

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Address:

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Telephone Number:

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Signature:

---

Date:

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The Norelius Community Library is excited to offer the Cricut machine for programming and patron's use. All patrons using the Cricut machine must have a basic knowledge of the Cricut machine in order to operate the machine or be supervised by another responsible individual. Children under the age of 14 years must be supervised by a parent or legal guardian. The library will not be responsible for mistakes made in the creative process or for any injuries sustained during the operation of the machine and by signing below, the user and supervisor of the patron agree to hold the library and city of Denison harmless from any personal injuries or damages to materials caused by the machine.

Patron Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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The Norelius Community Library is excited to offer the Maker Spaces VHS Tapes/DVDs Conversion Electronic Recording Machine for programming and patron's use. All patrons using the VHS Tapes/Conversion Electronic Recording Machine must have a basic knowledge of the operation of the machine in order to operate the machine or be supervised by another responsible individual. Library staff will provide basic instruction on the proper operation of the machine. Children under the age of 14 years must be supervised by a parent or legal guardian. The library will not be responsible for mistakes made in the creative process or for any injuries sustained during the operation of the machine and by signing below, the user and the supervisor of the patron agree to hold the library and the City of Denison harmless from any personal injuries or damages to material caused by the machine.

Patron Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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The Norelius Community Library is excited to offer the hot plate machine for programming and patron's use. All patrons using the hot plate must have a basic knowledge of cooking in order to operate the hot plate or be supervised by another responsible individual. Children under the age of 14 years must be supervised by a parent or legal guardian. The library will not be responsible for mistakes made in the creative process or for any injuries sustained during the operation of the hot plate and by signing below, the user and supervisor of the patron agree to hold the library and city of Denison harmless from any personal injuries or damages to materials caused by the machine.

Patron Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Library Bill of Rights

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

1. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a Library should not be denied or abridged because of origin, age, background, or ideas.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; amended February 2, 1961, June 17, 1967, and January 23, 1980 by the ALA Council.

Citation: Intellectual freedom: a handbook, page 9. Published by the Iowa Library Association Intellectual Freedom Committee.

**NORELIUS COMMUNITY LIBRARY  
POLICIES, BY-LAWS, AND  
PERSONNEL ADMINISTRATION**

**Reviewed and updated by the Library Board of Trustees on:**

**September 8, 1998**

**October 11, 1999**

**August 9, 2000**

**December 12, 2001**

**September 11, 2002**

**October 8, 2003**

**October 6, 2004**

**January 18, 2006**

**January 13, 2009**

**February 21, 2011**

**April 28, 2015**

**November 30, 2017**

(Personnel/Inclement Weather Policies)

**April 2020**

**March 28, 2023**

(Meeting Room Policy)