



Rockford Public Library Policy Manual

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MISSION STATEMENT

The mission of the Rockford Public Library is to serve as a resource center for the community and to provide free and equal access to information, materials, services and programs, including internet accessibility, designed to meet the informational, learning, cultural, and recreational needs of our citizens.

BY-LAWS OF THE ROCKFORD PUBLIC LIBRARY

MEETINGS:

The regular monthly meeting of the Library Board shall be held on the first Wednesday of the month at 5:15 PM in the library unless otherwise arranged. The agenda will be posted in the library.

TRUSTEES:

Trustees are elected by the Board and appointed by the Mayor of the City, with the approval of the city council, at their regular June meeting. Each trustee will serve for a term of six years and may be reappointed. Trustees shall be appointed by the Board to fill any vacancy.

OFFICERS:

Officers shall be chosen by the Board for a term of two years at the regular meeting of the Board, and shall be as follows: President, Vice-President, Secretary/treasurer. An officer may succeed themselves, provided the president shall not serve more than three consecutive terms (6 years). The president of the Board shall preside at all meetings, appoint all the committees, authorize all special meetings and generally perform the duties of the presiding officer. The vice-president shall preside in the absence of the president. The secretary/treasurer of the Board shall keep a true and accurate account of all the proceedings of the Board meetings. Two members of the Board must sign for the payment of bills each month. The minutes shall be open to public inspection according to the Open Meeting Law.

COMMITTEES:

Two committees, building & grounds and budget committees, shall be appointed by the president. Special committees for the study and investigation of

special problems may be appointed by the president. Such committees shall serve until the completion of the work for which they have been appointed.

QUORUM:

A quorum for the transaction of business shall consist of three members.

LIBRARY DIRECTOR:

The library director shall be considered the executive officer of the Board and have sole charge of the administration of the library under the direction of the Board. The library 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 the operation of the library under the financial conditions set forth in the annual budget. The library director shall attend all board meetings.

ORDER OF BUSINESS:

The order of business at a regular meeting shall be as follows:

Call to order/roll call; Approval of agenda; Approval of minutes; Financial business; Old business; New business; Librarians' reports; Other business; and, Adjournment.

AMENDMENTS: These by-laws may be amended at any regular meeting of the Board with a quorum present, by majority vote of the members present.

Reviewed, revised, reaffirmed January 2015

RESPONSIBILITY FOR LIBRARY OPERATION

- A. The Board's responsibility 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 and that the taxpayer receives a fair return on his investment of tax dollars. This results in the highest quality of library service maintained for the largest possible number of citizens.
- B. The Board of Trustees of the Rockford Public Library consists of citizens appointed by the Mayor and confirmed by the City Council. A rural member shall be appointed by the Mayor with the approval of the County Supervisors. The Library 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 at least every 3 years.
 2. To select and appoint a library director whose duties are defined in the job description, and to formally evaluate that person's performance annually.
 3. To advise in the preparation of the budget, approve it, and request the necessary funds.
 4. To provide for adequate buildings.
 5. To study and support legislation which will bring about the greatest good to the greatest number of libraries.
 6. To help promote good public relations for the library.
- C. The Library Director shall have sole charge of the administration of the library under the direction and review of the board. The library 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 Library Director shall attend all board meetings.

GENERAL LIBRARY OBJECTIVES

The general library objectives of the Rockford Public 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 of ideas.
- D. To support educational, civic, and cultural activities of local groups and organizations.
- E. To provide opportunity and encouragement for children, young people, men and women to educate themselves continuously.
- F. To seek continually to identify community needs, to provide programs of service to meet such needs, and to cooperate with other organizations, agencies and institutions which can provide programs or services to meet community needs.
- G. To provide opportunity for recreation through the use of literature, music, audio/videos and other art forms.

LIBRARY BILL OF RIGHTS

The Rockford Public Library Board of Trustees affirms its belief of the following basic policies which would govern the services of all libraries. The Board agrees with the American Library Association Library Bill of Rights, which follows:

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 abridgment 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 views.
6. Libraries which 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 or individuals or groups requesting their use.

INTELLECTUAL FREEDOM

FREEDOM TO READ:

The Rockford Public Library Board of Trustees affirms its belief in the Freedom to Read statement as approved by the American Library Association.

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the standard for determining what materials should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for 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.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.

FREEDOM TO VIEW

The Rockford Public Library Board of Trustees affirms its belief in the Freedom to View statement as approved by the American Library Association. The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the first amendment of the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

POLICIES

WHO MAY USE THE LIBRARY

- A. The library will serve all residents of the city and rural areas, and those eligible through the Open Access program. Service will not be denied or abridged because of religious, racial, social economic, sex, political status.
- B. 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 library customers.
- C. The use of the library or its services may be denied for due cause. Such cause may be failure to return library materials, destruction of library property, inappropriate behavior.
- D. CONFIDENTIALITY: Library patron and circulation records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information. (Iowa Code Chapter 22.7) The Rockford Library Board of Trustees appoints the Library Director as the lawful custodian of all library records. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the Library are confidential. The records shall be released to a criminal justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists

between the requested release of information and a legitimate end and that the need for the information is cogent and compelling. (Iowa Code Chapter 22.7) The Rockford Public Library Board of Trustees recognizes that circulation records of the Library are confidential in nature and advises all library employees that such records shall not be made available to anyone other than the person to whom the materials are checked out, without a court order.

BORROWING PRIVILEGES

For the convenience of library customers, the Library maintains collections of materials for children, young adults, and adults. Anyone may select from any part of the Library Collection. To serve all ages, the Rockford Public Library selects materials from a broad range of political, economic, religious, or artistic viewpoints. Whether it might be a book on sex education, information on controversial issues, or a video rated PG 13 by the Motion Picture Association of America, on occasion there may be materials on subjects that you, as a parent, may consider unsuitable for your own children. Therefore, parents are encouraged to come with their children to assist them in selecting materials.

THEFT, FRAUD, AND RELATED OFFENSES

CHAPTER 714 OF THE IOWA CODE

714.5 LIBRARY MATERIALS AND EQUIPMENT – DEPOSITS – UNPURCHASED MERCHANDISE – EVIDENCE OF INTENTION.

The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods.

The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment. Notices stating the provisions of this section and of section 808.12 with regard to library materials or equipment shall be posted in clear public view in all public

libraries, in all libraries of organizations or societies, in all museums and in all repositories of public records.

After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of a dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower.

The owner of library equipment may require deposits by borrowers and in the case of late returns the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return.

In case of lost library materials or equipment, arrangements may be made to make a monetary settlement.

COLLECTION DEVELOPMENT

Collection development is defined as adding and deleting materials to the library's collection that meet the needs of the library's customers.

I. Responsibility (and definition)

The Board of Trustees, as a Board not as individuals, is legally responsible for all matters relating to the operation of the Rockford Public Library. It is the responsibility of the Library Director to manage the collection development. Collection development is defined as selection, evaluation, and weeding the collection of materials.

II. Criteria

- ❖ Materials will be selected according to needs reflected by evaluation of the materials, special requests from library customers, budget limitations, favorable reviews, and community needs.
- ❖ Materials will have aesthetic, literary or social value and will meet the high standards of quality in factual content and presentation.
- ❖ Physical format and appearance of materials that are considered suitable for their intended use will be selected and/or retained.
- ❖ Selection/retention or weeding of materials on controversial issues will be directed toward maintaining a balanced collection representing various viewpoints.
- ❖ Materials will be selected, retained or weeded to maintain balance and proportion in the collection as a whole.

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- ❖ Selection, retention or weeding will be based on content rather than on the race, sex, nationality, political or religious views of the creators.

The collection of the Rockford Public Library shall be weeded on a regular basis in order to maintain a collection that is the most useful and factually accurate. Factors to be considered in the weeding process shall include the following:

1. Usage – based on the latest recorded circulation data
2. Literary merit – based on inclusion in accepted library databases such as Public Library Catalog and Fiction Catalog and Children’s Catalog
3. Accuracy of subject matter
4. Needs and interest of the community
5. Physical condition
6. Magazines- All current issues will be displayed and available for checkout.
Back issues of most magazines will also be available to checkout for the current year.

The library staff shall retain the right to dispose of weeded material in any way which may be deemed proper and feasible.

Reviewed, revised, reaffirmed July 2014

CIRCULATION POLICY

- ❖ All Rockford and rural Floyd County citizens holding a Rockford library card may borrow materials from the Library, and all those eligible through the Open Access policy of the State Library of Iowa.
- ❖ Children are eligible for a library card at age six. A statement of consent and responsibility must be signed by a parent or guardian before the card is issued if the child is under age 15.
- ❖ Books and audiobooks may be checked out for two weeks and be renewed once unless it is on reserve.
- ❖ Magazines check out for one week and may be renewed once.
- ❖ Videos check out for one week. Extended use fee is \$1.00 per tape, per day.
- ❖ If the customer owes fines or has materials that are overdue, no materials may be checked out and no computer use is allowed until the matter is taken care of.
- ❖ If materials belonging to the library are lost or destroyed, the full replacement cost of the item will be charged.
- ❖ Patrons may request that an item be held for them, and will be notified when the item becomes available. If the item is not claimed within three library days after notification, it will be given to the next patron on the reserve list, or returned to the general collection if not on reserve.
- ❖ Reference books usually do not circulate, although there can be exceptions.
- ❖ If the Rockford Public Library does not own material requested, the librarian will be glad to request materials through interlibrary loan. Such items will be subject

to the rules and regulations of the lending library. To offset the cost of the postage, a small fee may be charged.

Reviewed, revised, reaffirmed September 2014

GIFT POLICY

The library will accept gifts according to the following guidelines:

- ❖ The gift of media (book, video, or audio) must fit into the selection policy of the library. If the library already owns the media, the donor will be given the choice of keeping the item(s); or, allowing the library to sell it to the public and the library will retain the proceeds of the sale.
- ❖ The gift of money, real estate, stocks, or other financial instrument will be accepted by the Board of Trustees providing the gift has no extenuating conditions. It will be the responsibility of the Board of Trustees of the Library to manage such gifts.
- ❖ Cash gifts for the purpose of purchasing additional media for the library will be accepted. These may be given for the purpose of memorializing a friend or loved one; or, for no specific stated purpose. Selection of the media will be the responsibility of the library staff, although suggestions by the donor will be honored whenever possible. Memorial plates will be affixed inside the book if the donor so desires.
- ❖ Gifts of special collections, furniture, or other items will be accepted on a case by case basis following consideration of the Library Board of Trustees. All such gifts should be offered to the Board before any firm transactions are made on the part of the donor.
- ❖ Tax Itemization Forms for Donations to the Rockford Public Library will be available at the Circulation Desk.
- ❖ The Library will not accept for deposit materials that are not outright gifts.

Reviewed and Reapproved January 2015

LIBRARY OPERATIONS

TELEPHONE AND FAX POLICY

1. The Rockford Public Library has a telephone for library business. Calls by customers will be allowed if the calls are brief, thereby not interfering with incoming business calls. An example of such a call might be a child needing to call for a ride home.
2. It is preferred that customers not receive calls at the library. The librarian will deliver a message to a customer as time allows.
3. The fax machine is mainly for library business. However, it is available during regular library hours for library customers and business persons to send and receive information. Costs (subject to change due to changing costs) for this service are:

Sending (within the continental US):

\$2.00 for the first page

\$1.00 for each of the next four pages

\$.50 for each page thereafter

Receiving: \$.25 per page

Payment is due when the calls are made. The librarian will operate the fax machine for the customer. The customer who is expecting a fax has the responsibility of coming to the library to retrieve it. Payment is due before the fax will be handed to the customer.

4. Cell phone usage is discouraged in the library. In order to insure the privacy of the call and in order to not bother other customers, the person using the cell phone is asked to step outside the library to send or receive cell phone calls.

CHILDREN'S SAFETY IN THE LIBRARY

Children are welcome in the library. While the Library provides a safe and friendly environment for all its users, it is a public building where people enter and leave freely without staff monitoring.

- ❖ The Library Staff cannot supervise individuals.
- ❖ Children under the age of ten cannot be left unattended or unsupervised in the building.
- ❖ Older children left unattended in the Library are expected to be mature enough to follow the Library Code of Conduct and take responsibility for their own safety without an adult.
- ❖ While attending a program, meeting or using the building's facilities, parents, guardians and caregivers are responsible for the safety and behavior of their children under the age of eighteen. Such adults are expected to set age appropriate limits and observe necessary precautions for the safety of their children.
- ❖ Providing appropriate transportation for children to and from the Library is the responsibility of parents, guardians, and caregivers. Such adults should be aware of Library business hours and plan accordingly.
- ❖ Library staff will assist a child in contacting a parent, guardian and/or caregiver prior to closing time.
- ❖ If safe transportation cannot be provided, library staff will have the option of contacting law enforcement to request safe transportation for the child to a safe place.

❖ Library staff cannot provide for the transportation needs of library users.

Appropriate supervision provided by parents, guardians, and caregivers assists in creating a pleasant and safe place for Library users of all ages. Together we can provide a positive and friendly place for everyone.

Approved on August 9, 2017

MEETING ROOM POLICY

1. Educational, civic, cultural, public information events or library-sponsored programs may be held. According to state statutes, all meetings are open to the public. The maximum number at a meeting shall not exceed 50 people.
2. Programs inconsistent with the library's objectives, such as bingo games or money-raising functions are not allowed. This includes functions such as Tupperware and Home Interior parties.
3. In accordance with state statutes, no alcoholic beverages may be served or consumed in the library, as it is a city building. Light refreshments may be served.
4. Arrangements for reserving the room must be made with the Librarian at least one week prior to the meeting time. Reservations will be accepted on a first-come, first-served basis.
5. Due to space limitations, there will be no storage of equipment or records belonging to groups using the room.
6. The Library is a smoke-free facility.
7. The group or individual using the room will be responsible for leaving it clean and in the same order as they found it. The Library reserves the right to assess a \$25.00 cleaning charge if necessary.
8. The meeting room will not be available on Sundays or holidays.
9. First-time users of the meeting room will be given a copy of the policies.
10. Children's groups must be supervised by an adult sponsor.

11. The Rockford Public Library Board of Trustees and the City of Rockford are not responsible for accidents, injury, or loss of individual property while using the meeting room.

12. Exceptions are at the discretion of the Library staff.

Reviewed, revised, reaffirmed August 2014

MEETING ROOM USE APPLICATION

Organization or person reserving the room _____

Contact person _____

Address _____

Telephone Number _____

DATE OF MEETING _____

TIME OF MEETING _____

NUMBER OF ATTENDEES EXPECTED _____

Will refreshments be served? _____

The person who signs this reservation form shall be responsible for the use of the room, the furniture and equipment in it, and the condition in which it is left. This person/group agrees to pay the damage assessment, if it is necessary to charge it.

I have received a copy of the meeting room policy. I understand and agree with all its regulations.

The Rockford Public Library Board of Trustees and the City of Rockford are not responsible for accidents, injury, or loss of individual property while using the meeting room.

COMPUTER AND INTERNET USE POLICY

In accordance with the American Library Association Library Bill of Rights, the Rockford Public Library provides unrestricted access to the Internet, including its wireless network.

Computer and Internet Use Eligibility

1. The Library's computers are available to those customers who are library patrons in good standing.
2. For nonresidents, a guest privilege to use the computers will be granted by showing valid identification.
3. All persons under 18 years of age must have an Internet Permission slip signed by a parent or guardian, or be accompanied by the parent or guardian. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents are advised to supervise their children's Internet sessions.
4. The library's wireless network is available to all library users who have their own wireless device.

By choosing to use the free Internet and/or computers you agree to abide by the Library's Internet and Computer Rules. Those in violation of these rules risk losing their privileges and in the case of illegal activity risk prosecution.

Internet and Computer Rules

❖ All Internet and Computer Use:

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- The Internet contains content which may be offensive to some. If the nature of the content being viewed at the Library may disturb other Library users, the viewer will be asked to cease.
 - Library users are responsible for any consequences of copyright infringement through their use of Library workstations and the wireless network. Unauthorized, illegal, or unethical activities are prohibited and will be prosecuted to the full extent of the law.
 - The use of the library's computers and wireless network is free however the library charges a nominal fee for printing.
 - Staff will attempt to provide general assistance to those using the library's computers and Internet network. However, staff cannot provide extended one on one instruction for use on the computers or Internet. Patrons looking for instruction in computer and Internet use are encouraged to ask staff about training opportunities either through the library or elsewhere in the community.

❖ **Wireless Users Only:**

- The laptop owner is responsible for setting up their equipment to access the library's Wireless network.
- The Library assumes no responsibility for the safety of equipment brought into the building; users must keep their equipment with them at all times.

❖ **Library Workstations Only**

- The Library's computers offer 60-minute sessions. If no one is waiting to use a computer, users may be given the option to extend their current

session. However, computer users will be limited to one session on the computer per day.

- The library workstations are for use by one person only. Exceptions to this rule (as in the case of a person using a relative for assistance or students working on a project together) must be made at the discretion of library staff.
- Patrons must not knowingly damage the library's computers or circumvent the security of the library's network.

Reviewed and Approved 9-4-2013

PARENTAL PERMISSION FOR A CHILD TO USE THE INTERNET AT THE LIBRARY

Your child may have access to the Internet at the Rockford Public Library if you are with him/her or if there is a signed permission slip is on file. This applies to children under 18 years of age. The library does not filter internet content

E-mail addresses will not be issued to individuals *through the library*. Sending or receiving email will be allowed if it is through a free email service such as Hotmail or Yahoo mail.

Please sign the form if you would like your child to be granted Internet access and return to permission form to the library.

Name of child _____ Age _____
Name of parent _____ Date _____
Signature

If you have granted your child Internet access, please have them respond to the following:
I have read and understand the rules governing my use of the Internet at the library and agree to abide by them. I understand that if I do not, my use of the Internet may be suspended or revoked.

Signature of child _____ Date _____

BULLETIN BOARD POLICY

1. A limited amount of space is available in the Library for posting of notices.
Therefore, notices should be of educational, cultural, or civic in nature.
2. All notices posted in the Library become the property of the Library and may be removed and discarded at any time.
3. No posters of a political nature will be displayed in the Library. This includes student groups.
4. Posting materials on the windows of the library will be done on an extremely limited basis.
5. The posting of bulletin board materials, posters, or the distribution of approved materials does not imply endorsement by the Library.

Reviewed and Reapproved January 2015

PHOTOCOPY POLICY

1. The copyright laws of the United States govern the making of photocopies of copyrighted materials.
2. Music that is copyrighted will not be photocopied at the Library.
3. Cost for copying is 20 cents per sheet for black and white copies and 40 cents for color copies.
4. The copies will be made by the library staff.
5. The Rockford Public Library and its staff reserve the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright laws.

Reviewed and Reapproved January 2015

EQUIPMENT POLICY

1. Patrons with a valid library card may borrow equipment from the Rockford Public Library.
2. Borrowers must be in good standing and be at least 18 years of age.
3. Borrowers must present a driver's license or photo ID which will be copied and kept on file during the borrowing period.
4. A deposit for the equipment will be required and refunded upon the timely return of the borrowed item(s) in satisfactory condition.
5. Borrowers will report any problems with the equipment immediately.
6. Borrowers assume full financial responsibility for the equipment and all its components while in possession of it.
7. Borrowers agree to pay all costs associated with damage to or loss of the equipment and its component parts (headphones, AC adapter, remote control) as determined by current market rates.
8. Borrower agrees that the Library may use any appropriate means to collect amount owed.

Agreement sheets follow this page. They indicate the deposit necessary for each piece of equipment loaned by the library.

Reviewed and Reapproved January 2015

PERSONNEL POLICIES

PERSONNEL POLICIES

I. Qualifications

- A. Age: a minimum of age 18 shall apply to all full-time members or permanent part-time members of the library staff.
- B. Education: A good general education shall be the basic standard requirement for all potential staff members, both full-time and part-time. Applicants offering additional educational and technical qualifications or are certified by the State Library of Iowa, as well as preferred personality, special ability in a given area, prior experience, etc., should merit special consideration over others meeting the basic standard requirement only.

II. Holidays

- A. There shall be the following holidays when the Library will be closed and the librarian will be paid: New Year's Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the Friday after Thanksgiving, Veteran's Day, Christmas Eve Day, and Christmas Day.

- III. The Librarian will be eligible for 80 hours of paid vacation after one year of employment. Part-time employees are not eligible for paid vacation. Vacation time needs to be used up in a calendar year.

IV. Salary and Hourly Pay Schedules

New employees: The starting rate for all new employees will be established on the basis of the prospective employee's over-all qualifications, as determined by the Board. A probationary period of six months will apply in all cases, after which a review will be made of the employee's performance to determine if his/her employment is to continue, and if an adjustment in pay

might be indicated at that time. Following the probationary period, performance reviews will be made at least once each year of each employee.

V. Random Leave: Random Leave: Full-time employees will receive 1 day per month of random leave, accumulated to a total of 30 days. For a full time employee who works less than 40 hours this is prorated. (a 28-hour work week would allow up to an accumulated maximum of 84 hours).

VI. Leaves of absence: If a full-time employee requests a leave of absence it will be dealt with by the Board on a case by case basis, in accordance with the federal Family and Medical Leave Act of 1993. The employee will use all their accumulated vacation time as part of the leave of absence.

VII. Library Certification: It is required that the librarian be certified by the State Library of Iowa. Money should be budgeted for continuing education classes necessary for certification/recertification.

VIII. Staff Obligations: Proper dress and manners are expected of all employees. Attitude toward the public will be courteous and cooperative. Work performance should be the best possible each day.

IX. Termination of Services: All staff resignations will be addressed to the Library Administrator in writing with at least two weeks' notice. The Library Administrator's written resignation will be given to the Board with a minimum of 30 days' notice.

X. Jury Duty: A staff member called for jury duty or subpoenaed as a witness in
atrial shall receive full pay during any such time served, provided that
compensation from the court is turned over to the Library.

Reviewed, revised, reaffirmed October 2014

STAFF DEVELOPMENT

- ❖ It is to the Library's advantage to have a well-educated staff. For this purpose the Library offers, as the budget permits, funds to aid staff members to attend continuing education programs directly related to Library issues.
- ❖ The staff is encouraged to avail themselves of the continuing education classes, both in-person and online sponsored by Iowa Library Services as well as other such education opportunities.
- ❖ The Library shall pay any registration and/or lunch fees and mileage (at a rate set by the City of Rockford) charged in conjunction with the class or course. A paid receipt is required for reimbursement for other meals and parking fees.
- ❖ The staff shall be paid their regular hourly rate for the time actually spent in session at such meetings. This includes attending Floyd County Library Association Meetings. If the classes are in session during hours the library is open, a substitute worker will fill in.
- ❖ Registration, meals, and housing will be paid by the Library for the Librarian's expenses at such meetings or conferences longer than one day (eight hours) with prior board approval.
- ❖ The Librarian shall be required to earn 45 continuing education units every three years to maintain certification.

Reviewed and modified 11-5-2014

PERSONAL SAFETY IN THE WORK PLACE

The following suggestions are guidelines compiled to ensure that the Rockford Public Library remains a safe place in which to work.

1. Trash is placed in a dumpster behind City Hall. Because it is located in a dark secluded area, trash should be taken out during daylight hours.
2. Library staff usually parks on the east side of the building, leaving parking space on Main Street for customers. When working at night and still parking on the east side, it is a good plan to park well up the block toward Main Street where there is more traffic and street lights.
3. Exit the building from the south door fronting on Main Street rather than using the east door when working past sunset.
4. The Library building is well-lit, inside and out, and all switches are by doors. Turn the lights on before entering a room to prevent accidents.
5. If you are uncomfortable in the Library for any reason, use the phone to call someone to come be with you. During the day, city employees are next door and in radio contact with other employees.
6. In the event that a patron make you feel your personal safety is at risk and the situation is getting out of control, call the police. Sometimes just saying that is your next step will be enough. Leaving the building and calling for help will get attention in a small town.

Reviewed and Reapproved January 2015

EMERGENCIES

- ❖ Emergency phone numbers must be posted by all Library telephones.
- ❖ All exits must be clearly marked.
- ❖ Emergency Procedures Policy must be posted in the meeting room and in the Library.
- ❖ The highest ranking staff member is responsible for all patrons in the building at the time of the emergency.
- ❖ Fire: In case of fire, evacuate the building immediately. There are two exits upstairs and two downstairs. Fire extinguishers are available on both floors. Call 911 from a telephone away from the building.
- ❖ Tornado: If a siren is sounded in Rockford for a sighted tornado, take all customers with you to the basement, going either to the closet under the stairs or taking cover beneath a heavy table against an inner wall.
- ❖ Gas leak: In case of a gas leak, evacuate the building immediately and call the gas company.
- ❖ Bomb threat: In case of a bomb threat, evacuate the building, lock the door and call 911. Remain calm and if the threat comes by telephone, try to ascertain the gender and age of the caller.
- ❖ Medical Emergency: In case of a medical emergency, call the Rockford Medical Clinic (during the work day) or an ambulance (if after Clinic hours), using basic first-aid techniques if necessary. For body spills, including blood, have the injured/ill person apply bandages and/or wipe up the body spill. The staff member should never clean up body spills without using protective gloves.

Reviewed and Reapproved January 2015

INTERNAL POLICIES

BUILDING AND GROUNDS

- ❖ The Library Director, or designee, shall be responsible for overseeing the routine maintenance and for minor or emergency repairs. No more than \$200.00 shall be spend by the Library Director without prior approval of the Board of Trustees.
- ❖ Because the present space is becoming crowded, new ways must be found to conserve space and still serve the public adequately.
- ❖ It is essential that the library facility convey a pleasing atmosphere to the library customers. Interior walls shall be painted on a regular basis so that the library will be bright and cheerful.
- ❖ The exterior and grounds should be maintained in a manner befitting the building.

The following maintenance responsibility schedule has been agreed upon by both the Library Board of Trustees and the Rockford City Council.

LIBRARY

Purchase carpet cleaner & clean carpet
Toilet Paper
Vacuum Bags
Soap
Dusting Supplies
The day-to-day supplies
Furnishings
Shelving
Rental of Walk-off mats
Utilities (Gas & Electricity & Phone)

CITY

Purchase and install light bulbs
Snow Removal
Mowing
Exterior window washing
Cleaning of building
Building major repairs such as;
 HVAC repair
 Roof Maintenance/repair
 Carpet Replacement

Reviewed and Reapproved January 2015