

Redfield Public Library Policies and Procedures

Revised February 2022

Mission Statement

Redfield Public Library provides everyone access to information, self-education, and recreational pursuits.

Library Services

The library will provide materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community by the following:

- Select, organize, and make available necessary books and materials.
- Provide guidance, and assistance to patrons.
- Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- Cooperate with other community agencies and organizations.
- Secure information beyond its own resources when requested, using interlibrary loan.
- Lend to other libraries upon request.
- Develop and provide services to patrons with special needs.
- Maintain a balance in its services to various age groups.
- Cooperate with school and other libraries.
- Provides service during hours which best meet the needs of the community, including evening and weekend hours.
- Regularly review library services being offered.
- Use media and other public relations mechanisms to promote the full range of available library services.

Policy Review

The policies of the Redfield Public Library will be reviewed every two years but may be reviewed and updated more frequently as needs and services change.

1. Personnel Policy – Approved February 7, 2022

1.1 Personnel Policy

Personnel employment, salaries, promotions, dismissal, retirement, vacation, sick leave, emergency leave, dress code, and resignation will be followed as stated in the current City of Redfield personnel manual.

1.2 Hours and Holidays

- The library will be open as follows:
 - Mondays: 1 pm to 6 pm
 - Tuesday: 9 am to 12 pm, 1 pm to 6 pm
 - Wednesdays: 1 pm to 6 pm
 - Thursdays: 1 pm to 6 pm
 - Fridays: 1 pm to 6 pm
 - Saturdays: 9 am to 12 pm, 1 pm to 4 pm
 - Sundays: Closed
- The hours are subject to change at the discretion of the library director after consultation with the library board.
- The library will be closed on the following holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday and Friday, Christmas Eve and Christmas Day.
- In keeping with the City of Redfield, holidays will be observed on the day they are observed by Dallas County. When a holiday falls on a Sunday, the following Monday will be observed as a holiday.
- The library may be closed at other times due to emergency circumstances such as closing for winter weather or following the closing policies of Dallas County.
- If the library director believes the library should be opened or closed for special occasions, the decision will be made by the library director in consultation with the library board.

1.3 Staff Development

- The library encourages the attendance of all staff members and board members at professional meetings, conferences, and conventions. Time will be paid for library director to attend.
- Library funds will pay for mileage, registration fees, meals, and lodging for board members and library director.

1.4 Library Director's Responsibilities

- Keep the library board informed of library activities, needs and concerns.
- Prepare a draft budget request and manage finances.
- Provide library board with monthly financial reports.

- Hire, direct and evaluate library staff.
- Inform city council, mayor, city staff about library activities, needs and concerns through attendance of monthly Redfield City Council meetings.
- Plan annual operations of the library based on the library's Strategic Plan.
- Implement policies set by the library board.
- Remain current and knowledgeable about the library.
- Maintain accreditation status by attending continuing education.

1.5 Library Board's Responsibilities

- Hire and evaluate the library director.
- Stay informed about library activities, needs and concerns.
- Review draft budget request including line items.
- Approve and monitor final budget request based on board approved priorities.
- Support and advocate for budget request when presented to the city.
- Review monthly financial reports.
- Inform city council, mayor, city staff about library activities, needs and concerns through attendance of monthly Redfield City Council meetings.
- Plan for the library's future by setting clear direction through short-term and long-term goals based on the library's Strategic Plan.
- Develop and adopt policies.

2. Circulation Policy – *Approved February 7, 2022*

2.1 Borrowing Privileges

- There will be no fee to anyone requesting a library card.
- Applications for library cards must be completed by the applicant or a parent/guardian. A parent/guardian must approve when a patron aged 17 or younger applies for his/her first library card.
- Library cards will contain a unique number known only by the patron, librarian, and State of Iowa Library. The State of Iowa has deemed patron records to be confidential as cited in Chapter 22.7 of the Code of Iowa. The State Librarian is the custodian of records.
- Materials will be checked out using the number assigned to the patron on their library card.
- Items can be checked out for 3 weeks and renewed once for an additional 3 weeks.

2.2 Borrower Responsibilities

- Patrons are responsible for all materials borrowed on their card. Parents/guardians are responsible for all materials checked out by a patron aged 17 or younger.
- Patrons with overdue materials will not be allowed to check out additional materials until overdue items are returned or replaced. Patrons with overdue materials will not check out additional materials on another patron's card.
- Lost or damaged material will be paid for by the patron at a cost determined by the librarian.

3. Collection Development– *Approved February 7, 2022*

Redfield Public Library will provide free, equitable and confidential access to information, self-education, and recreational pursuits for the library patrons. Library patrons will have the intellectual freedom to read, seek information and speak freely as guaranteed by the First Amendment.

3.1 Selection Criteria

General criteria when selecting library materials include:

- Public demand, interest or need.
- Contemporary significance, popular interest, or permanent value.
- Attention of critics or reviewers.
- Prominence, authority, and/or competence of author or creator.
- Timeliness of material.
- Relation to the existing collection.
- Statement of challenging, original, or alternative point of view.
- Authenticity of historical, regional, or social setting.
- Local or regional significance.

3.2 Selection Policy

Selection refers to the process that determines which materials are added to the collection or retained in the collection. The ultimate responsibility for the selection of materials rests with the library director.

- The library will maintain access to a collection of up-to-date selection tools to aid staff in the decision-making process, such as reviewing services and catalogs of recommended purchases. Examples of these resources are professional journals, collection development tools, and supporting electronic resources.
- The library will always strive to balance general demand with those of special group interests, and to actively work to present both sides of controversial subject matter in a balanced and fair manner.
- Public demand is a valid factor in materials selection. Consideration is given to the interests of few patrons as well as many.
- Patrons may request materials not found in the library collection. These requests will be considered for purchase and addition to the collection. Interlibrary loan services will be utilized to obtain requested materials if they are not purchased.
- One-third of the budget will be spent on juvenile material and two-thirds on adult material.

4. Patron Conduct – *Approved April 4, 2022*

4.1 General Patron Behavior Expectations

All patrons are expected to conduct themselves in an appropriate manner while in the library.

- In respect of the rights of others, patrons are expected to maintain low noise levels. Listening devices and cell phone conversations should be kept to a reasonably low level. Conversations with other patrons should be kept to a reasonably low level.
- Weapons are prohibited in the library.
- Harassment or other disruptive behavior is not allowed. Harassing behavior is defined as behavior that creates a hostile or frightening environment. Examples of harassment include staring at or following another person, unwelcome physical contact, abusive language, and verbal propositions.
- Smoking, including e-cigarettes, is not allowed anywhere inside the building.
- Covered beverages and light snacks are allowed with approval of the librarian.
- For safety and hygiene reasons, all patrons must wear shoes and appropriate clothing.
- Patrons with skateboards and roller blades are requested to carry them while in the library.
- Please respect the rights of others to quietly study, read, or work without interference.
- Patrons whose bodily hygiene causes other patrons to complain may be asked to leave the library.
- Library staff will contact the police regarding patrons who refuse to leave when asked, or who are exhibiting threatening or harassing behavior.
- Pets are not allowed in the library unless they are therapy or service animals.

4.2 Unattended Persons

The library strives to maintain a safe environment conducive to the welfare of all users of library facilities.

Library staff is not trained or expected to provide care and supervision for children or other persons in need of constant attention.

- Monitoring the activities and regulating the behavior of children or other persons requiring supervision is the responsibility of the parent/guardian or a caregiver aged 12 or older.
- Parents and caregivers are responsible for the behavior, safety, and supervision of their children at all times in the library and on library premises. Youth aged six and under must be kept with a parent/guardian or a caregiver aged 12 or older at all times.
- When children or persons requiring supervision are unattended, staff will make effort to locate the responsible parent, guardian, or caregiver. If necessary, appropriate law enforcement or child protective authorities will be notified to assume responsibility for the welfare of the child or person in need of attention.

- Parents/guardians who repeatedly leave a child unattended will be reported to the police.
- The library staff is not responsible for the safety, care, or supervision of children of any age at any time whether in the library or on library premises.

4.3 Penalties

Failure to comply with the patron behavior policies will result in the following penalties:

- First infraction will result in a warning.
- Second infraction, the patron will be asked to leave.
- Third infraction involving a child, will result in the parents being notified. Third infraction involving an adult, will result in appropriate law enforcement being called.
- Any illegal activity, harassment, or abuse will be reported to the police.

5. Publicity – *Approved April 4, 2022*

5.1 Facebook

- The library will use Facebook to keep patrons and the community updated on current programs and offerings. Other material that may have significance to the community may also be posted at the discretion of the library director.
- Updates are posted by the library director.
- Updates will occur in a timely manner and accounts are checked and updated on a regular basis.
- People and businesses are allowed to like the Redfield Public Library account.
- The library advertises its use of Facebook to make the public aware of this method of receiving information about the library and library services.

5.2 Redfield Review Publication

- The Redfield Review is a free monthly publication that is distributed to the community.
- The library will use the Redfield Review to keep patrons and the community updated on current programs and offerings. Other material that may have significance to the community may also be posted at the discretion of the library director.
- Updates are submitted by the library director.
- Library board meeting minutes are submitted by the library board secretary.
- The library will have copies available for patrons to pick up.

6. Computer and Internet Policy – *Approved February 7, 2022*

- Computers are available for use by the public at no charge during library hours.
- Parents/guardians, not the library staff, are responsible for the internet use by their children.
- Computers are available on a first come first served basis.
- The library is not responsible for damage to any user's storage device or computer, or any loss of data, damage, or liability that may occur from patron use of the library's computers.
- Patrons are expected to treat library equipment with respect and care. The library reserves the right to restrict or terminate use of the computers if computer use guidelines are not followed.
- Library staff cannot provide in-depth training concerning the internet or computer programs. Staff will assist patrons with basic services. Due to the constantly changing and expanding nature of technology, library staff will not be familiar with every aspect of computers and the internet.
- Library staff will help students with reference work by suggesting sources of information. The library staff will not do the homework.
- Printing is available for \$.25 per black and white prints \$.50 per color print.
- If patrons choose to save or download files, they must do so to a removable data storage device. Nothing may be saved on the library computer's hard drive. Although the library uses virus protection software on the computers, this will not completely protect materials downloaded.
- It is the patrons' responsibility to comply with all local, state, and federal laws including but not limited to those concerning copyright, fraud, privacy, or obscenity. Users may not use the computers to gain unauthorized access to restricted files or networks. Users may not install or download any software.
- The library disclaims any liability or responsibility arising from access to or use of information through its electronic information systems, or any consequences thereof.
- The library makes no representations about the suitability of the information contained in the documents from its computers for any purpose.
- Privacy will be respected to the extent possible, however may be monitored by library staff if inappropriate or illegal use of the computer is suspected.

7. Gifts – Approved April 4, 2022

- Gifts of books and other materials may be made directly to the library. The library does not accept materials that are not outright gifts and reserves the right to assign any of its materials wherever the need is greatest. Materials will be considered for addition to the library collection using the same principals of materials selection applied to items purchased for the library collection.
- All gifts of books and materials must be in useable physical condition. Due to limitations of space, money, and staff, the library reserves the right to accept or discard, at its discretion, any materials given to the library.
- Gift materials not utilized for the library collection will be disposed of through sales and recycling as deemed appropriate by the library director.
- Unrestricted gifts of money, lands, or property will be reviewed by the library board before acceptance or rejection.
- The library does not provide appraisals of gifts or potential gifts.

9. Programming Policy – *Approved April 4, 2022*

A program is a planned interaction between library staff and program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming will include activities such as:

- Storytimes, films and activities on no-school or early out days.
- Summer library program for children.
- Speakers.
- Book or author discussion groups.

The library direction and library board will establish a budget and goals for programming to facilitate the effective implementation of these programs.

10. Meeting Policy – Approved April 4, 2022

Requests for using the library for meetings by the public must be submitted to the library board for approval by majority vote.

- The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or board.
- It is understood that library programming will have priority in library use.
- There will be no charge for the use of the library.
- No admission may be charged by the group.
- The people using the library shall leave it in neat, clean, orderly condition.
- The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.
- The library staff and board do not assume any liability for groups or individuals attending a meeting at the library.

11. Alcohol Policy – *Approved March 7, 2022*

Alcoholic beverages are sometimes served in conjunction with programs or special events held at the library. This policy clarifies how and under what circumstances alcohol can be served.

- Alcoholic beverages are strictly prohibited in the library building except in accordance with the provisions of this policy.
- Wine and beer may be served at events organized by the library in compliance with state and local laws regarding the serving, possession, and consumption of alcohol.
- Occasions at which alcohol is served shall have prior written approval by the Redfield Public Library Board.
- Occasions at which alcohol is served shall be attended by at least one adult Library employee.
- Alcoholic beverages will be given away free of charge.
- On each occasion, alcoholic beverages will be served for no more than a two-hour period.
- Those serving alcoholic beverages will monitor the alcohol consumption of individuals and may discontinue service if deemed necessary.
- Alcoholic beverages will not be purchased with operating funds. Presenters at tastings or other programs that include beer or wine may be compensated for their time from operating funds