

Atkins Public Library Policies

Sept. 12, 2018 revised

Mission Statement: To provide quality service,resources, and life long learning opportunities.

Hours of Service

Monday – Friday 10 – 12 and 1 - 6

Saturday 9-12

The library will observe the following holidays:

New Years Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Eve Day

Christmas Day

In addition the Board may, at its discretion, close or open the library on specific dates. When possible, notice will be published prior to such dates. Revised January 13, 2016

User Eligibility

Any person aged 10 or older, residing within the city limits of Atkins is eligible to receive an Atkins Library card. Parental/guardian permission required

Any person, aged 10 years or older, possessing and presenting a current library card from their local library participating in Open Access or can provide proof of residence within the service area of their local participating library may receive an Atkins Library Card.

Any person aged 10 or older, residing within an unincorporated area of Benton County is eligible to receive an Atkins Library Card.

Must present a form of ID or other paperwork with current Atkins address (such as utility bill) when opening an account. Revised February 10, 2016

Open Access

The Atkins Public Library will sign a letter of agreement with the State of Iowa to participate in the Open Access program.

Open Access will be provided to all whom live outside the Atkins Public Library's service area who have a current card from their local participating library or who can provide proof of residence within service to patrons in our service area of the local participating library. Funds generated for this program will be used to offset the costs of providing inter library loan service to patrons in our service area. The remainder will be used to purchase new materials for the library.

Circulation of Materials Policy

Two Weeks

Books – unless otherwise designated (10 fiction total)

Magazines

Audio

CD

DVD five per family

Non Circulating items
Reference books

Revised July 8, 2020

General Usage Policies for Library Materials

Provide materials for all ages free of charge such as, but not exclusively-books, periodicals, newspaper, DVD's CD's and Audio's,
DVD player is in house use only.(council chambers)
Provide a copy machine available to the public for a fee determined by the Director.

Reserve Materials

Provide inter library loan service for those materials not in our collection.
Contract with the State Library of Iowa to provide Open Access.
Provide publicity of materials and programs.
Allow special exhibits of public interest.

Inter Library Loan Policy

The Atkins Public Library will provide inter library loan service to all Atkins and Rural Benton County residents.

Staff members will determine, on an individual basis, if inter library loan service will be provided to Open Access patrons.

If the patron does not pick up the materials within four business days after the patron has been contacted the materials will be returned and they will no longer have this privilege in the future. A \$1.50 will be collected per item requested.

Confidentiality of Library Records

The circulation records and other records identifying the names of library users with specific materials are confidential in nature. Such records shall not be made available to any individual or agency of federal, state, or local government except in the pursuant to such process, order, or subpoena as may be authorized under the authority of and Pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedure or legislative investigative power. Upon receipt of such process, the library's officers will consult with legal counsel to determine if such process, order or subpoena is in proper order or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process order or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Selection Policy

The Atkins Public Library endorses the Library Bill Of Rights as adopted by the American Library Association.

The Library belongs to the entire community and an effort will be made to provide a balanced collection.

An attempt is made to represent all sides of controversial issues. Our function is to provide information.

The Library applies the same principles of evaluation of gift materials that applies toward purchased items.

A patron may object to specific books or other materials, they will be asked to complete the form "Citizens Request for Reconsideration of Material" or no action can be taken on any item.

Collection Development Policy

The Library Director is responsible for selecting materials, which conform to approve collection development policies. Library staff may be involved in the selection process under the Director's Supervision. Other interested persons are encouraged to make suggestions and recommendations.
Revised September 17, 2014

Donations

The Atkins Public Library accepts donations of any kind. Once an item is donated to the Atkins Public Library it becomes the property of the library. The donation will be evaluated and used at the library's discretion. Adopted September 10, 2018

General Principles for Selection

In general, items selected should be useful to the community, and should be representative of the best materials available. The following general criteria should be considered during the selection process.

Popular appeal or current community interest.

Quality, for books, this include there style, validity, readability, etc.

For non-print items this includes content as well as physical format

And technical quality (sound, picture, construction, packaging, etc)

Relationship to materials already in the collection

Permanent value, such as a classic work in a given area, a basic reference source,
a record of the times depicted.

Availability of the same or similar materials in the local area

Intended audience

Price

Each item should be evaluated according to its merit in and of itself. Items will not be excluded because of race, religion, political views or reputation of the author. Items will not be excluded due to judgment based on individual passages taken out of context. Library materials are not marked or identified to indicate approval or disapproval of their content. Parents and legal guardians are responsible for supervising their children's reading. Selection of materials for adult collections will not be restricted by the possibility that children may obtain materials that are considered inappropriate by their parent or guardians. Controlled or restricted access to certain items may occur when it is apparent to the Director or the Board that such a step is necessary to preserve item from physical damage or theft.

Selection Policy of the Atkins Public Library

The purpose of the Atkins Public Library is to provide circulating and reference materials to meet the needs of all citizens of Atkins and Surrounding areas regardless of age. It is the Policy of the library to select materials that fulfill informational occupational, educational and pleasurable needs. Also materials of contemporary and historical significance, permanent value and purely recreational interest. The following four particples from the "Library Bill of Rights" shall be adopted and applied to the selection of library materials.

1. As a responsibility of the library services, books and other library materials selected should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of race or nationality, or social, political or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of views concerning

the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas. In choosing materials for its collection it is the intent of the library to serve all of the community, neither to promote nor censor the ideas or opinions of any particular group within or outside the area. Because of limited budget and space the library does not consider it necessary or desirable to collect all materials on a given subject or to duplicate the same. It does not attempt to act as a research library or to supply materials that relate only to the curriculum of the schools. However, curricular items of interest to the general public will be considered. The library acts as a selector rather than a censor. In censoring, materials they are intentionally withheld, because of a part of their contents. In selection, materials are judged in their entirety, balancing the item under consideration with the library's present collection, community needs and desires and budget. Works are viewed with regard to their literary educational, informational value, authority and effectiveness of presentation.

Responsibility

Material selection and all library activities rest with the librarian who works under the authority of and the policies determined by the Board of Trustees. The librarian's attempt to identify community needs to determine areas of the collection that are inadequate, as well as those areas need to be updated.

Junior Fiction and Young Adult

These materials are intended to serve patrons between the ages of eleven and sixteen. They are marked JF or YA before the call number, and are shelved in their own area. Junior fiction should entice and encourage young and often reluctant readers; increasing their sense of enjoyment in reading. Special attention is given to materials of particular interest of this age group.

Children Books

These materials are intended to serve patrons between the ages of preschool and ten. They are to be marked Easy before the call number, and are to be shelved in their own area of the library. These materials are selected to serve everyone from preschool through age ten. We have board books for the very young, easy readers, picture books and beginning chapter books. The best in Children fiction generally includes well- knit plots, imaginative writing and illustrations with strong characterization and appropriate literary styles.

Parental Supervision of Children Reading

The library makes no attempt to assume the rightful role of parents in monitoring, controlling, or curtailing the reading of children. Parents should be interested and involved in what reading their children do. The library does not assume responsibility for the possible miss use of information found in the collection of young readers.

Fiction General

The fiction collections are intended to meet the needs and interests of the readers with widely differing tastes, interests and reading levels.

Non Fiction

The nonfiction collections are intended to serve a wide variety of interests and a much diversified clientele. When an issue of current interest seems controversial or unresolved, the Library will attempt

to collect materials showing a variety of viewpoints and differing opinions on that issue. The Library does not endorse particular viewpoints contained in the collections, and the Library maintains a neutral stance on unresolved and controversial issues.

5. Weeding

A careful and continuous weeding program is necessary to maintain a collection that continues to have matters that contribute to educational, informational, cultural and recreational needs of the community. Those books and materials that no longer serve these needs must be removed from the collection. Removal is determined by the lack of current use and/or condition of the material.

Reconsideration of Library Materials

The patron who objects to the presence of any particular library material should fill out the "Reconsideration of library materials" form, which may be obtained from the director or any staff person. After the form is completed, the Director will re-examine the material. If the form is not completed, no reexamination or reconsideration will take place. When the director makes a decision regarding the material, the board and the patron will be notified as to the decision and the reasons for it. If the patron wishes to contest the decision, he/she may present the complaint to the Board of Trustees for final review; either by letter or by making prior arrangements to be on the agenda of a board meeting. The board will consider the complaint and the director's decision and will make the final decision.

Atkins Public Library Sex Offenders Policy

The purpose of this policy is ensure that the Library is in compliance with Iowa Code Chapter 692A that excludes registered sex offenders convicted of offenses against minors from public libraries. Sex offenders convicted of a sex offense against a minor shall not be present upon the real property of a public library and they shall not loiter on public library boundaries. The code provides an exception to this prohibition if the library administrator provides written permission.

The Library Director will not give written permission for registered sex offenders convicted of sex offenses against minors to be in the library. This decision can be appealed to the Library Board of Trustees. The issuance of a library card at any time is NOT permission to enter the library.

Registered sex offenders convicted of sex offenses against minors may be eligible for some library services. They may receive information via telephone. They may register for a card directly with the Director via telephone and make arrangements for a person of their choosing to select, check out and return materials using that card.

Violations of this policy will be immediately reported to law enforcement, and violators will lose all library privileges. Violators will be subject to prosecution for violation of the Iowa Code. **Iowa Code section 692A.113** is entitled "Exclusion zones and prohibition of certain employment-related activities," and subsection 1(f and g) prohibits a registered sex offender with a conviction against a minor from being present on a public library's property. **THIS IS STATE LAW**, which has authority over any local ordinances or city edicts. The statute does

not anticipate or address the legal conundrum of another essential city service--from which such sex offenders are not barred--located on library property. Furthermore, there is no case law or any other kind of legal guidance on this subject matter.

Adopted: 9/9/2015

Fax Policy

The Policy for using the fax machine includes:

- \$1.00 per first page
- \$.40 each additional page
- Incoming fax
- \$.25 per page

Copy Machine

- A charge of \$.20 per page
- Color \$.50
- Non profit organizations in town may have free copies
- Copy machine must be operated by the library staff Updated November, 2015

DVD

- DVD's may be checked out by anyone
- There will be a \$25.00 per lost DVD
- DVD's will have a two week check out period.

Bulletin Board Policy

The use of the bulletin board in the library will be used as follows:

- Advertisement for any community function.
- Ads for work by employers
- People looking for jobs.
- Day Care openings
- School Activities
- Boy Scouts, girls scouts and brownie functions.
- Anything else is at the Discretion of the Library Board

Telephone Policies

One phone call per person per day for a total of five minutes. Adapted March 14, 2018

Handicapped Policy

The Atkins Public Library is handicapped accessible; the following policy has been established. A home bound delivery is available to any handicapped person for any age and any senior citizen upon request.

Computer Use Policy

The computers are for public use. There will be a half hour time limit unless no one else is waiting for a computer. No software may be brought in and loaded onto public computers. Someone needing the computer for school or business have priority. Games may be played if no one is using the computer, you may call and reserve a computer and time. Revised April, 2014

Bill Payment Policy

The Atkins Library Board gives the Director of the library the ability to pay the bills and then submit them to the board at the next available meeting. October 12, 2016

Space Heater Policy

Space heater will not be allowed under desks or in offices in the City Hall/library building. Adopted May 9, 2018

Policy: Responsibilities and ethical use of the internet

Resource shall be used for educational, informational, and recreational purposes only. Transmissions of any material in violation of any U.S. or state regulations are prohibited. This includes but is not limited to, copyrighted materials, threatening or obscene materials or materials protected by trade secrets. If in doubt check with the staff person on duty. Illegal activities are strictly prohibited. Sending, receiving, or displaying, text or graphics, which may be reasonably construed as profane, will not be tolerated.

Respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to data belonging to others; by not seeking unauthorized access to any computer system. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or any of the agency or other networks that are connected to the internet. This includes, but not limited to, the uploading or creation of computer viruses.

Use of the computer is on a first come first served basis. You may call and reserve a specific time and computer which you would like to use. There is a half hour time limit per machine unless doing business or school work on said machine. Your time can be extended at the discretion of the staff person in charge.

There is a fee for printing per sheet of paper; rates will be posted. If it is for school it will be in black and white and is free.

The Atkins Public Library, City of Atkins, Library Board or the Library Director or staff will not be held responsible for any damages the patron suffers. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or patron error or omission. Computer users are responsible for damage to equipment or to library materials and will be billed for full repair or replacement cost of the system if necessary.

Internet Policy, the Rights of Users and Equity of Access

Internet is a vast network of computer networks linking millions of computers around the world. Electronic information flows across boundaries and barriers despite attempt by individuals, governments, and private entities to channel or control it. The constant emergence and change of issues arising from still developing technology of computer mediated information generation, distribution and retrieval needs to be approached by libraries from a context of established policy and constitutional principles. Freedom of expression encompasses the freedom of speech and foundation for self-government. Freedom of expression encompasses the freedom of speech and corollary right to receive, the exercise of these rights by selecting, producing, providing, access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of format or technology. The rights of all users, regardless of age shall in no way be abridged. Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their children. The library does not act in the place or in absence of the parent and is not responsible for enforcing in any restrictions which a parent may place on a minor's use of this resource. Users have

both the right of confidentiality and the right to privacy. Users should be advised, however that because security is technically difficult to achieve, electronic transactions and files could become public. The library cannot control or monitor information accessed through the Internet and does not accept the responsibility for the accuracy of its content. Users also have a right to information, training, and assistance necessary to operate hardware and software provided by the library when possible. Updated September 17, 2014

Fines and Overdue

A charge of \$0.05 per day is made on all overdue items except pamphlets and periodicals.

Automation: All books must be brought back and the fine paid before new materials can be checked out or renewed. The library will not check out items to a person owing a fine. The Atkins Public Library Board will limit the number of items to 10 per household. Each cardholder is responsible for items checked out on his/her library card.. No person may use another persons card without obtaining permission in advance from that person. Revised May 8, 2019

Patron Behavior Policy

The Atkins Public library believes that patrons have the right to use the library materials and service without being disturbed or impeded by other library users and that patrons and employees have the right to an environment that is secure and comfortable. In order to provide an environment in which all patrons may safely and freely use and enjoy the library, some expectations regarding patrons conduct must be enforced. All patrons observing proper conduct in the library are allowed to freely make use of the library. Those whose conduct is disruptive to library operations and other patrons use of the library may have the privilege of using the library shortened or denied to the extent necessary to deal with the problem.

Rules of Behavior

Misconduct that disturbs library users or staff or that hinders others from using the library or its materials is prohibited. The patron receives one verbal warning; at the time of the second offense the patron will be ordered to leave the building immediately. Conversations of sounds that exceed an acceptable noise level that are prolonged, abusive, indecent, and profane or are disturbing to the other patrons or library staff is prohibited. Running in the library is not permitted. Harassing others, either verbally or through actions is prohibited. Harassment may include initiating unwanted conversations with other library users or staff, impeding access to the library property or building or any area of the building, throwing objects, hitting another person or any other action deemed inappropriate by the library staff. Fighting is prohibited. All patrons involved must leave the building immediately. Smoking or chewing tobacco is prohibited. Beverages are allowed only in containers that can be closed. No beverage containers may be in the computer area of the building. If the patron is being abusive of this privilege, he/she will be required to put the drink away, remove drink from the library or dispose of the drink in the waste container. Patrons whose bodily hygiene disturbs employee or other patrons to the extent that the use of the facilities, collections or services is disrupted shall be requested by library personnel to remedy the hygiene problem before resuming use of the library. If, following the request, the patron fails to comply, or responds to the request in an abusive fashion, he/she will be required to leave the library premise immediately. The library reserves the right to limit the number of people to one person to computer. Exceptions may be made at the discretion of the library staff on duty. Equipment and furniture may only be used for their intended purpose. Standing or climbing on

the furniture is not allowed. Sleeping in the library is not allowed. The Library and its staff are not responsible for personal belongings left unattended. Unclaimed wallets, purses and other items of value may be turned over to the Benton County Sheriff's Office. **ONLY LIBRARY STAFF AND AUTHORIZED INDIVIDUALS ARE ALLOWED BEHIND THE PUBLIC SERVICE DESK!!!!** The violations of federal, state, or local laws will no be permitted. Theft, vandalism and mutilation of library property are criminal offenses that will be prosecuted.

Repeated Violation Of Rules Behavior

Adults - An adult patron who has caused repeated disturbances in the library will be warned that he/she privileges will be revoke and he/she will not be allowed to enter the building if this behavior continues. This warning will be in the form of a letter sent by the Director and will suggest that the patron contact the Director and/or Library Board if further discussion is needed. A no contact order will be issued if needed.

Minors

Minor – Children under the age of 10 must be accompanied by an adult or older sibling.

A child who has caused repeated disturbances in the library will be warned that his/her library privileges will be revoked and he/she will not be allowed to enter the library if the behavior continues. This warning will be in the form of a letter sent by the Director to the minor's parents or guardian describing the problems, warning them of the consequences, and suggesting that the parent/guardian contact the Director and/or Library Board if further discussion is needed. Minors who become a continuing disturbance in the library will not be permitted to use the library unless a parent or guardian accompanies the child to the library and supervises the minor while he/she are in the library. Parents need to make arrangements to pick their child up before closing, if they are here at closing and no parent has shown up the authorities will be called.

Drug Free Work Place

The Atkins Public Library provides a drug free work place. The unlawful manufacturing, distributing, dispensing, possessing, consuming or being under the influence of a controlled substance is prohibited on the premises of the Atkins Public Library or while conduction Library business. Violations will result in disciplinary action, which may include termination of rights. Under the influence includes but is not limited to: The ability to perform in a safe, productive manner. A physical or mental condition that creates a risk to the safety and well-being of the individual, or any employees, or the public, or the safety of the Atkins Public Library property or service.

Personnel Rules and Policies For the Library Employees

Full time personnel are entitled to

Full time is defined as working 35 hours or more in a one week period of time.

City benefits (See employee handbook)

Health Care Insurance

Vacations	Upon initial eligibility	1 week
	Completion of one years	2 weeks
	Completion of seven years	3 weeks
	Completions of fifteen yrs.	4 weeks

Two weeks of vacation may be carried over to the next year.

Sick leave may be accrued at six working days per year; you may build your sick leave up to 48 days.

Eligible employees may use sick leave benefits for an absence of their own illness or injury or that of a family member who resided in the employees household. See handbook pg. 13. Updated June 11, 2014, Revised July 2019

Part time staff

The Director will interview and employ part-time staff. Dismissal will also be the Director's responsibility.

Regular part time staff will be eligible for sick time, holiday and paid vacation at a prorated rate.

Qualifications

Typing, and clerical skills including computer knowledge and skill

Personable, neat, and clean

Willing to learn including taking classes given by the state.

High school students may be considered for part-time employee at the discretion of the Library Director.

Updated August 20, 2014

Public Library, Sec. 12.5

Chapter 12

Public Library

12.1 Purpose

12.2 Public Library

12.3 Library Trustees

12.4 Qualifications of trustees

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12.6 Powers and duties

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12.9 Library Account

12.10 Annual Report

12.11 Recovery of library materials

12.12 Injury to library property

12.13

12.1 Purpose. The purpose of this chapter is to provide for the establishment of a free public library for the city and for the creation and appointment of a city library board of trustees, and to specify that board's powers and duties. (Ord. 105, Sec. 1 1974

12.2 Public Library. There hereby established a free public library for the city, to be known as the Atkins Public Library. (Ord. 105, Sec. 2, 1974; Ord.104, Sec. 104, Sec 1. 1974

12.3 Library Trustees. The board of trustees of the Atkins Public Library here in after referred to as the board, consist of four (4) residents and one (1) nonresident member. All resident board members are to be appointed by the mayor with the approval of the council. The nonresident member shall be appointed by the mayor with the approval of the Board of Supervisors. (Ord. 105, Sec. 3, 1974; Ord. 104 Sec. 2, 1974

12.4 Qualifications of Trustees. All members of the board shall be bonafide citizens and

residents of the city except the nonresident member, and shall be over the age of eighteen.
(18). (Ord. 105 Sec. 4, 1974; Ord. 104, sec. 2, 1974

12.5 Organization Of the Board.

1. Terms of office. All appointments to the board shall be for six(6) years, except to fill vacancies. Each term shall commence on the first of July. Appointments shall be made every two years of one-third the total number as near as possible, to stagger the terms. The present incumbents are confirmed in their appointments and terms.
2. Vacancies. The position of any trustee shall be vacant if he moves permanently from the city or county in the case of a nonresident county member; or if he is absent from six (6) consecutive meetings of the board, except in the case of sickness or temporary absence from the city. Vacancies in the board shall be filled by appointment of the mayor, with approval of the council or the board supervisors in the case of the nonresident member, and the new trustee shall fill out the unexpired term fro which the appointment is made.
3. Compensation. Trustees shall receive no compensation for their service. Ord. 105, Sec. 5, 1974; Ord. 104, Sec. 3, 1974

12.6 Powers and Duties. The board shall have and exercise the following powers and duties:

- 12.7 1. To meet and elect from its members a president, a secretary, and such other officers as it deems necessary. The city treasurer shall serve as board treasurer, but shall not be a member of the board.
2. To have charge,control and supervision of the public library, it appurtenances, fixtures and rooms containing the same.
3. To direct and control all the affairs of the library.
 4. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided, however that prior to such employment. The compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the board voting in favor thereof.
 5. To remove by a two-thirds vote of the board the librarian and provide procedures for the removal of assistants or employees for misdemeanor, incompetence or inattention to duty, subject, however, to the provisions of Chapter 70, Code of Iowa.
 6. To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, paper, maps, journals, other library materials, furniture, fixtures, stationery supplies for the library within budgetary limits set by the board.
 7. To authorize the use of library by nonresidents of the city and to fix charges therefore.
 8. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with ordinances and the law, for the care, use, government and management of the library and the business of the board, fixing and enforcing penalties for violations.
 9. To have exclusive control of the expenditure of all funds allocated for the library purposes by the council, and of all moneys available by gift or otherwise for the erection of buildings and of all other moneys belonging to the library including fines and rentals collected, under the rules of the board.
 10. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust fund; to take title to said property in the name of the library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement

of the library.

11. To keep a record of its proceedings.
12. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the city by action against the city council.
13. To have authority to make agreements with the local county historical associations, where such exists, and to set apart the necessary room and to care for such articles as may come into possession of the association. The trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles are are not in their judgment of a historical and educational nature and pay for the same out of funds allocated for library purposes. (Ord. 105, Sec. 6, 1974; Ord. 104, Sec. 4, 1974)

12.7 Power to contract with others for the use of the library.

12.8 Contracting. The board may contract with any other boards of trustees of free public libraries, any other city, school corporation, private or semi-private organizations, institution of higher learning, township, or county or with the trustees of any county library.