

# Policy Manual



NORTH LIBERTY  
Community  
Library

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## **MISSION STATEMENT**

**Your Library: A place to be, connect, enrich, create, thrive.**

### **Library Service Program**

The North Liberty Community Library is open seven days a week, for a total of 64 hours. The Library operates in conjunction with an advisory board composed of six (6) trustees.

# COLLECTION DEVELOPMENT POLICY

## I. Purpose Statement

The collection development policy exists to guide librarians in selecting materials and to inform the public about the principles behind collection development decisions.

Collection development refers to the decision to add materials to the collection, retain materials already in the collection, withdraw materials from the collection, and choose materials for library programs, promotions and professional development in an effort to increase both the quality and quantity of the entire collection.

Materials selected for the collection will meet both the current and long-term needs of North Liberty and area residents of all ages and abilities for information, education, culture and recreation.

The library staff strives to offer the widest possible range of subjects and views in varying formats and reading levels, within budget and space, and in consideration of current holdings and demand.

Collection development will support the priorities of the library's targeted Service Responses approved by the Library Board of Trustees.

## II. Selection Guidelines

- A. The library's mission statement and chosen roles for service.
- B. Cost to acquire and/or maintain the material.
- C. Selection is based on the merits of a work in relation to the needs and interests of the community. The collection does not attempt to duplicate the resources of larger research institutions.
- D. Popular demand is considered an important factor in materials selection particularly concerning books on bestseller lists for which there is persistent local demand.
- E. It is not possible for library staff to review personally the large number of materials published, therefore professional reviews in periodicals and online will be used as a basis for evaluation. These reviews are used in conjunction with publishers' catalogs and advertisements for some materials.
- F. The basic principles of the Library Bill of Rights, Freedom to Read and Freedom to View statements adopted by the American Library Association (ALA) shall be supported:  
<http://www.ala.org/advocacy/intfreedom/librarybill>  
<http://www.ala.org/advocacy/intfreedom/statementspols>
- G. Every effort will be made to represent all points of view.
- H. Purchasing materials for the collection does not include endorsement of their contents by the staff of the library or the City of North Liberty.
- I. Patron suggestions for materials selection will be taken into consideration within the parameters of the Collection Development Policy, budget and physical space.

## III. Access

- A. Censorship is a purely individual matter. While an individual or group is free to reject material, no one shall restrict access to the rest of the community.
- B. Selection of materials is not restricted by the possibility that children may obtain materials their parents consider inappropriate. Additionally, materials are shelved by recommended age but patrons of any age may use materials in all sections of the library

(see *ALA Bill of Rights, Article V*). Responsibility for children rests solely with their parents or legal guardians.

#### **IV. Selection Responsibility**

- A. Responsibility for collection development lies with librarians who apply professional knowledge, experience and the criteria of this policy to making selection decisions for the library.
- B. Formats may include but not be limited to fiction and non-fiction print materials for all ages, , magazines and newspapers, DVDs, audiobooks, and electronic content, and databases. Evolving formats will be identified and added as technology changes, reliability and availability improve and patron demand increases.

#### **V. Collection Maintenance**

- A. To ensure that the library's collection remains up-to-date and relevant to the community's needs, it is the responsibility of the selectors to reevaluate, on a regular basis, the usefulness of materials held in the collection.
- B. Selectors will remove materials from the collection as they become out-of-date, badly worn, damaged or are no longer being used. Space, cost of replacement, and appearance of the collection are also factors. Locally significant materials are not held to these standards and are generally retained. Materials withdrawn from the North Liberty Community Library may be sold in library book sales or recycled.

#### **VI. Reconsideration of Materials Procedure**

- A. The Library Board recognizes that the diversity of the collection may offend some patrons that will result in complaints. Therefore, the following procedure has been developed to hear those complaints:
  - 1. The individual or group wishing to protest the presence of an item in the collection will contact the Director in writing. The Director, upon receiving the complaint, will send a written response to the complainant within ten (10) days of receipt.
  - 2. If the complainant wishes to carry his/her objections further, a Reconsideration of Library Materials Request Form will be filled out and signed. The party making the complaint must be eligible to receive a North Liberty Community Library card and have read, listened to, or watched the entire material in question.
  - 3. The written complaint will be taken to the Library Board of Trustees at their regularly scheduled meeting. The complainant may appear before the Board if desired. The Board will reply within thirty (30) days in a written response. No item shall be removed from the library collection without a court order if the Board of Trustees and Director deem it appropriate for the collection. If the decision taken by the Board of Trustees is to refuse the reconsideration request, the complainant may then direct their appeal to the district court system.
- B. It is our wish to discuss the complaint with the patron and solve the matter without formal procedures.

## **VII. Gifts & Donations see Iowa City's policy at review**

- A. Gifts are vital to the establishment and growth of the Library. The Library retains unconditional ownership of any accepted gift. Any gift considered by the Library for inclusion into the Library's collection must meet the same selection criteria as purchased materials. The Library staff further reserves the right to decline gifts and to decide when a gift added to the collection will be withdrawn.
- B. Donations may include library materials and monetary gifts. Monetary gifts are extremely useful in supplementing the Library's budget. Gifts may be given to be used at the discretion of Library Administration for programs and services currently in greatest need or may be designated by the donor for specific purposes within the library's programming, collection, and services criteria. Gifts are tax-deductible but Library staff may not set fair market or appraisal values for donated materials. Receipts are available upon request.
- C. Materials may be donated only in formats that are also available in the library including but not limited to: print books, unabridged audiobooks on CD, DVDs, and cake pans. Donations of magazine subscriptions, designated by the donor or the choice left up to the library staff are also accepted.
- D. Materials with the following conditions will not be accepted:
  - Moldy/musty, with strong odor, or water damaged
  - Dirty (greasy, food stained, insect infested, etc.)
  - Marked by pens, pencils, crayons or highlighters
  - Physically damaged (i.e. have broken bindings, loose or torn pages, or damaged covers, damaged cases)
- E. The library is unable to accept:
  - Textbooks/Medical books
  - Condensed Books (for example, Readers Digest Condensed Books) or abridged audiobooks.
  - Nonfiction titles over five years old, except for use in the library's book sale
  - VHS tapes, audio tapes, or music CDs
  - Materials weeded from other libraries
  - Single or back donated issues of magazines (these may be put in the magazine give away)

## SERVICE POLICY

Address: 520 W Cherry St., PO Box 320, North Liberty, IA 52317

Phone: (319)626-5701

Web page: [www.northlibertylibrary.org](http://www.northlibertylibrary.org)

### **I. Purpose Statement**

The purpose of the Service Policy is to affirm the rights of all people to free and equal access to information. The North Liberty Community Library is dedicated to providing respectful, courteous service in an inclusive and non-discriminating environment. This policy is set forth to outline use of the library, including library card registration, access to materials and technology, and the processes for overdue fines and account reconciliation. The North Liberty Library supports the American Library Association's *Library Bill of Rights* which states that "A person's right to use a library should not be denied or abridged because of origin, age, background, or views (Article V)."

(<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>)

### **II. Library Hours**

- A. The Library will have regular business hours posted.
- B. The Library will close for legal, City holidays, occasional library staff training or City events, and inclement weather, in compliance with City policy.

### **III. Confidentiality of Patrons**

- A. The Library Board of Trustees and library staff upholds the confidentiality of patron records, including but not limited to card application information, circulation and Internet records.
- B. The State of Iowa has deemed patron records to be confidential as cited in Chapter 22.7 of the Code of Iowa.
- C. Library records may be subject to disclosure to officials pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will seek legal counsel from the City Attorney's Office in the event of such request for release of library records, and will respond to the request according to advice of counsel.
- D. The library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from third-party digital services to which we provide access. When patrons use those resources, they are subject to the individual third-party terms and privacy policies.

### **IV. Registration**

- A. Citizens of North Liberty, rural Johnson County, and communities participating in Iowa's Open Access program may obtain a library card.
- B. Library cards are valid for three years, and may be renewed upon patron request at expiration.
- C. Library cards are issued to individuals. Family cards are not available.

- D. Adult patrons are asked to provide a current, government issued photo ID and proof of residence at time of registration. If proof of residence is not available, proof may be provided on the next visit. A library postcard may also be mailed to a new residence to confirm address, as needed.
- E. Children may register for a library card at any age when they can accurately provide full name, address, phone number, and birthdate. A follow-up welcome letter sent to the child's home and returned to the library may be used as an identifier and for verification of residence.
- F. Parent or guardian permission must be provided for children who are unable to provide accurate registration information.
- G. The staff will collect contact information for library use only and patrons will be contacted by their preferred means (text or e-mail).
- H. A patron may be limited in the number of items he/she may check out at a time at the discretion of library administration if he/she consistently has overdue materials or due to large fees on the card-holder account.
- I. A photo will be taken of each new patron to accompany their record for identification purposes.
- J. A \$2.00 replacement fee is assessed for lost cards and a \$.50 fee for barcode replacement on Recreation Center passes.

#### **V. Use of Library material**

- A. Check out loan periods:
  - a. Express books, DVDs and Cake Pans have a one (1) week checkout period.
  - b. Television series DVDs have a two (2) week checkout period.
  - c. Books, magazines and audiobooks have a three (3) week checkout period.
  - d. Miscellaneous collection items such as bike locks, book club kits, device chargers, and air quality monitors are also available for checkout. See staff for loan information.
- B. Loan periods are based on open business days and exclude holidays.
- C. All material types, excluding Express Collection, may be renewed if the title(s) is not on reserve for another patron.
- D. Items on the reserve list may be renewed one time for three (3) days.
- E. The most current issue of magazine subscriptions is not available for checkout until a new issue has arrived.
- F. Patrons may request materials for purchase or through interlibrary loan that are not owned by NLCL. For interlibrary loan, patrons are responsible for replacement cost for lost or damaged materials and any additional fees charged by the lending library.
- G. North Liberty and rural Johnson County residents with a current library card have access to a variety of electronic resources including subscription databases, e-books, e-audiobooks, and online magazines.

#### **VI. Reserve Material**

- A. Library material may be reserved in-person, by phone, by email, or on the library's website.
- B. Patrons will be notified by preferred contact method when a reserved item is available.
- C. Items are held for five days for pick up unless other arrangements are made. After five days, items are passed on to the next patron with a reserve or re-shelved.

## **VII. Equipment Use**

- A. Laptops with wireless Internet and printing are available for adult patrons free of charge on a first-come, first-served basis. Adult patrons must have a library card or a current photo ID to check out a laptop and a mouse. Laptops are for in-library use only and may not be used in the public restrooms or in the Teen Zone.
- B. Guest passes to access library computer stations are available at the Information Desk.
- C. Copying and printing charges are \$.10 per page for single or double-sided. There is no fee for scanning a document to email.
- D. Patrons under 18-years of age have access to desktop computers and iPads in the library at no cost on a first-come, first-served basis.
- E. An overhead projector is available to patrons at no charge to be used in Meeting Rooms CD upon request. White boards are also available for use in meeting rooms and may be checked out at the Information Desk.
- F. Card-holders are responsible for repair or replacement costs due to negligent damage to library equipment.

## **VIII. Notices & Displays**

- A. Display space and notice posting is available to educational, cultural, and nonprofit groups as long as they are not using obscenity or profanity, advocating violence, or in violation of the Iowa Hate Crimes Law. All notices and posters in designated public display areas will be reviewed and posted by staff.
- B. Objections to notices or displays may be brought before the North Liberty Community Library Board of Trustees through a written explanation of the objection and/or written request to discuss the objection with the Library Board at their monthly meeting.
- C. All notices posted in the library become property of the library and may be removed and discarded at any time.

## **IX. Overdue Materials & Fee Structure**

- A. The North Liberty Community Library does not collect overdue fines until items are overdue for two weeks past the due date.
- B. Patron will be notified by text message or e-mail of overdue material when past the due date.
- C. There are no fees for items returned within 14 days of the established due date.
- D. Items returned 15 or more days overdue are subject to a \$2 fee/item.
- E. Iowa Code addresses the theft of library materials or equipment in sections 714.5 and 808.12. Patrons may refer to these sections of the Iowa Code for more information.
- F. Replacement cost for items returned more than eight (8) weeks past the due date will be billed to the library patron who has the items checked out, along with a \$5 processing fee per item.
- G. Parents or legal guardians are responsible for all assessed library fees for minor children according to Iowa Code section 613.16(<https://www.legis.iowa.gov/docs/code/613.16.pdf>).
- H. Items that patrons “claim return” will be searched for in the library for 60 days and then will be considered lost and the card-holder may be billed replacement and processing fees.

## **X. Reconciliation & Suspension of Library Accounts**

- A. Library services, including material check out and use of library equipment and services, are suspended for account balances exceeding \$10.00.
- B. Lost material/replacement charges are the responsibility of the card-holder whose account bears the overdue items or the parent or legal guardian for minor children.
- C. Overdue fees may be paid with Food for Fines (one non-perishable food item/\$1 owed).
- D. Replacement costs for unreturned or long overdue library materials (past 8 weeks) and damaged equipment require cash payment or a replacement copy of the same title/material type unless other arrangements are made with library administration. In addition, a \$5 processing fee applies for each unreturned item.
- E. Minor children may also opt to read at the library for one hour per \$10.00 in fines owed.
- F. Patrons may set up a monthly payment plan with administration through the library's reconciliation program as needed.

## **LIBRARY CONDUCT POLICY**

### **I. Purpose Statement**

All patrons have the right to use the library undisturbed and library employees and volunteers have the right to work without undue interference. Library staff will follow established library procedure for the protection of all library patrons in order to maintain an environment free from disruption and in accordance with this Library Conduct Policy. In an effort to provide a safe, welcoming atmosphere for all, the Library Board has approved the following conduct policy:

### **II. Patron Responsibilities**

- A. Library patrons are expected to be engaged in the productive use of the library's resources and space. All library users, employees, and volunteers should be free of any threat of harm, invasion of property, or gross indignity.
- B. These guidelines are not to be considered a rigid policy, as each incident will have its own unique set of circumstances requiring judgement and flexibility.
- C. No person shall engage in any conduct which disturbs or interferes with others' use of the library, including but not restricted to the following:
  1. Willfully annoying, harassing or threatening another person by staring, following, photographing, or stalking.
  2. Interfering with staff members' or volunteers' performance of duties on Library property. This includes: engaging in conversation or behavior that monopolizes the attention of a staff member or volunteer for an inappropriate period of time; making inappropriate personal comments, sexual advances, verbally or physically harassing; or refusing to comply with staff requests.
  3. Behaving in a disorderly, loud or disruptive manner.
  4. Interfering with another person's passage within the library or on library grounds.
  5. Consuming, using or possessing alcoholic beverages or controlled substances on library grounds, or being under the influence of alcohol or controlled substances in a manner that causes public disturbance.
  6. Defacing or destroying library property.
  7. Remaining in the library outside regular business hours.
  8. Interfering with patrons' use of the library through poor bodily hygiene which is so offensive as to constitute a nuisance.
  9. Soliciting funds, or panhandling.
  10. Playing audio equipment at a volume level that is disturbing to other users or library staff.
  11. Using skates, a skateboard or other sporting equipment in the library.
  12. Campaigning, petitioning, interviewing or surveying patrons, staff, or volunteers in a manner that is disruptive to library activities.
  13. Willfully exposing patrons, staff, or volunteers to offensive images or language.
  14. Engaging in lengthy conversations (including cell phone conversations) that may disturb other patrons' use of the library.
  15. Interfering with the maintenance of a clean, pleasant and safe library facility.

### **III. Child Safety**

- A. The safety and welfare of children at the North Liberty Community Center is of utmost importance. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while the children are in the Community Center. The Library Board and staff respect the rights and privacy of all library patrons. Library staff will intervene only when juveniles are left unattended or concerns regarding safety, disruptive behavior, or well-being occur.

Patrons should refer to the [Library's Child Safety Policy](#) [hyperlink] for more information and to the North Liberty Recreation Center Child Safety Policy (Appendix D) regarding building use, as the policies differ between the Library and Recreation Center.

## **LIBRARY CHILD SAFETY AND VULNERABLE ADULTS POLICY**

### **I. Purpose Statement**

The North Liberty Community Library welcomes all ages and strives to provide an environment/place for all to enjoy. The safety and welfare of children and vulnerable adults at the library is of utmost importance, however, the library is a public building open to all. Vulnerable adults and young children should be supervised by age appropriate, responsible parties. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of persons in their care while they are in the library. The Library Board and staff respect the rights and privacy of all library patrons. Library staff will intervene only when juveniles or vulnerable adults are left unattended or issues relating to safety, disruptive behavior, or well-being occur. Library staff will follow established library procedure for the protection of the involved party and to maintain an environment free from disruption in accordance with the Library Conduct Policy.

### **II. Unattended Children/Vulnerable Adults in the Library**

- A. An unattended child is a minor of any age whose behavior requires them to be accompanied by a parent or caregiver. A vulnerable adult is a person over the age of 18-years-old who is unable or unwilling to care for themselves.
- B. The library does not have staff, staff training or State Certification to act as a child care facility or in lieu of trained staff or family for vulnerable adults.
- C. The library staff is not responsible for the care of unattended children and vulnerable adults and does not assume responsibility from the parents or caregivers for providing for the welfare of persons in their care.
- D. Library staff is not responsible for children or vulnerable adults interacting with or leaving the library with persons who are not appropriate caregivers.
- E. Library staff is not responsible for any consequences of parents or caregivers forfeiting their responsibilities.
- F. Library staff may refer to the police those children or vulnerable adults who are left unattended in the library when a parent/guardian cannot be reached or if the behavior of the minor child or vulnerable adult falls outside that of acceptable behavior in the library.
- G. Please refer to the Library Conduct Policy for more information and procedures for addressing issues with unattended children and vulnerable adults.

### **III. Parent/Caregiver Responsibilities**

- A. Parents/caregivers should remain with persons in their care and be responsible for the care of those persons inside the entire Community Center building and on the premises. (NOTE: This expectation is for the entire facility.)
- B. Parents/caregivers should encourage positive behavior by persons under their care while in the library.
- C. Parents/caregivers should cooperate with the library staff if persons in their care are disruptive or if they interfere or endanger others or cause damage to property.
- D. Parents or guardians with children who are mature enough to be left alone at the library are expected to set reasonable time limits for their children's visits to the library and provide a means of transportation home from the library by the time the library closes.
- E. Please refer to the Recreation Center Child Safety Policy for requirements to use the Recreation and Aquatic Centers.

### **IV. Staff Guidelines**

- A. Staff will attempt to contact the parent, guardian, or caregiver to address concerns of lost, unattended, or scared children or vulnerable adults, or those with conduct issues.
- B. If the parent or responsible guardian cannot be found in the building or by phone, the proper authorities will be notified after a period of 15 minutes.

- C. An incident report will be filled out, given to appropriate Community Center personnel, and kept on record.
- D. Library staff may not take children or vulnerable adults out of the building, unless caregivers are located within sight of the facility, nor is staff permitted to transport children or vulnerable adults away from Library facilities.
- E. For the safety of a child or vulnerable adult left unattended in the library at closing, appropriate law enforcement authorities will be contacted to take custody after a time period of 15 minutes following closing if attempts to contact the parent, legal guardian, or custodian are unsuccessful.

## **INTERNET & TECHNOLOGY POLICY**

### **I. Purpose Statement**

The North Liberty Community Library (NLCL) provides public access to computers and to the Internet in order to augment the community's educational and informational resources for library visitors of all ages.

### **II. Responsibilities of Patrons**

- A. Library cardholders have access to technology and electronic devices for use in the library. Internet resources and computer access through the library are provided equally to all. Children have access to the same resources as adults. It is the right and responsibility of parents to guide their children in the selection of resources compatible with the values and beliefs of their family. The library cannot act in loco parentis and urges parents to work with their own children in their use of Internet resources.
- B. Patrons should be aware that the Internet is an unregulated global network and is neither a secure nor a private environment. The library is not responsible for security of personal information shared on or with non-library sites and users are encouraged to use caution before sharing personal information (name, address, password, telephone number, school or work, credit card number, etc.) online. This includes but is not limited to email, instant messaging, online purchasing, social media sites, and commercial sites. Customers handling financial transactions or other confidential activities do so at their own risk and should know that the internet may be subject to outside intervention. It should be noted that library staff may monitor Internet use in the usual performance of job duties.
- C. The library cannot guarantee the accuracy and/or authenticity of information discovered online and staff assumes no responsibility for the quality, accuracy or currency of Internet resources. Patrons who find information or subject matter that is erroneous, out of date, illegal, offensive, and/or controversial should contact the original producer or distributor of that work directly.
- D. Users may not incur any costs to the NLCL through access to fee-for-service information providers, shopping online or any other Internet use.
- E. The NLCL is not responsible for damage incurred to a patron's personal storage devices or personal laptops or for any loss of data, damage or liability that may occur from patron use of the library's Internet services.
- F. The library's technology equipment is for public use and patrons should log off any personal online accounts after using library technology and save any work created during the session to a personal device or account. Once library computers are restarted, any data saved on the computers is deleted and the computers revert to the default library settings.

### **III. Time Limits**

- A. Computers and other devices are available for one session daily up to 60 minutes.
- B. Patrons may request an extension of computer time based on availability and computer battery life.

- C. Arrangements for extended use for proctored exams or job searching/resume work may also be made.

#### **IV. Staff Assistance**

- A. Library staff may be able to answer basic computer questions. Patrons may also request individual training or attend free technology-related computer assistance offered by NLCL staff.
- B. Due to liability, the staff does not repair personal computers or devices. Nor does the staff check personal systems for viruses, malware or other damages to the computer or device.

#### **V. Ethical use**

- A. Staff reserves the right to end a session if there is suggestion of misconduct, misuse, or illegal use of library computers and personal devices accessing the library's wireless service.
- B. Violations of the Internet/Computer Policy will result in the suspension or loss of Internet/Computer privileges and may lead to financial responsibility.
- C. Illegal acts involving library computers or personal devices accessing the library's wireless service may also be subject to prosecution by local, state or federal authorities. It is against Iowa law to download or provide child pornography, or display pornography where it may be seen by children (Iowa Code, chapter 728.2).

#### **VI. Wireless Access at the Library**

- A. Unfiltered, wireless Internet access is provided free of charge to anyone using their personal laptop computer or device equipped with functioning wireless or wired network connection.
- B. The Library assumes no responsibility for wireless users' equipment or software and cannot guarantee the security of your files or transmissions.

## MEETING ROOM USE POLICY

### I. Purpose Statement:

Meeting rooms of the North Liberty Community Library are designed to meet general informational, educational, cultural, and civic purposes. Use of the library's meeting rooms does not constitute library or City of North Liberty endorsement or approval of viewpoints expressed by participants in the program.

### II. Meeting room use guidelines

- A. Meeting rooms are available for the public on a first-come, first-served basis for use at times that do not conflict with daily operations of the library or library programming
- B. Meeting rooms are primarily for nonprofit use, non-commercial, non-political, and not religious.
- C. All nonprofit meetings shall be open to the public and not limited to membership of the group or organization sponsoring the meeting.
- D. Programs and promotion of library services or by the City of North Liberty for City-sponsored events will have priority for meeting room use. Meeting/study rooms may not be reserved exclusively for exhibition or display purposes
- E. No money or goods may be exchanged in the course of meeting room use and no fees may be charged for attending the meeting
- F. No solicitation for future sales is permitted without prior approval by library administration
- G. Reservations may start no less than 30 minutes before the library's closing time
- H. Meeting/study rooms may be reserved for a maximum of three (3) hours unless prearranged
- I. An individual or group may have up to three reservations scheduled at a time
- J. Refreshments are welcome. Cleaning equipment is provided for user(s) in white cupboards located in Meeting Rooms A & D
- K. Smaller groups may be asked to move into smaller rooms to accommodate a larger group
- L. The library staff is not able to serve as a point of information for patrons with questions regarding meetings other than providing directions to a meeting
- M. The North Liberty Recreation Department, ph. 319-626-5716, has fee-based meeting space available for for-profit purposes

### III. User Responsibility:

- A. Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff
- B. Reservations will be held for fifteen minutes after the beginning of the session reservation and will be cancelled if the individual or group does not check in for the reservation in that time frame
- C. After a meeting, the user should leave the room in its standard arrangement (see posted photos) and check out with library staff to secure the space
- D. Groups may request a large trash receptacle from library staff if needed

**Meeting Room Use Policy**  
**North Liberty Community Library**

- E. Any trash containing food or beverage products should be bagged properly and placed in the outdoor trash receptacles behind the recreation department before leaving
- F. Music or other audio should be limited in volume as to not disturb other library users
- G. Clean tables and floor as needed
- H. Meetings will not generally be scheduled before or after library hours. Group representatives may not enter library building or other meeting rooms, nor will deliveries be accepted, before regular library hours
- I. For larger meetings, presenters should direct attendees to park away from the main library doors (west entrance)
- J. Applicant placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation

Non-qualifying meeting room uses:

- Political campaign purposes (political forums and listening posts are permitted)
- Weddings, showers, reunions or individual/private parties
- Banquets
- Commercial use where personal or business profits are the chief aim of the meeting
- Selling or fund-raising is prohibited in the library's meeting rooms and lobby except for events that benefit the library

Please note:

Terms of use may not apply to library or City of North Liberty events. External advance reservations will not be cancelled without prior notification of at least six weeks.

The library reserves the right to refuse use of the rooms to individuals or groups who do not adhere to library policies or meeting room terms of use or are disruptive to normal library operations.

The library director shall have final authority regarding use of library meeting rooms.

**North Liberty Community Library**  
**Art Display Policy**

I. Statement of purpose:

The Library hosts art display areas to provide a space for self-expression and an opportunity for patrons to view public art. Display facilities are available for public and library use. Exhibits using the display space shall further one or more of these purposes:

- To display high quality original art by Iowa artists
- To highlight a theme related to library services, collections, or programs
- To bring together library materials from subject areas related to a theme of current interest
- To inform patrons of current issues, events or other subjects of public interest

The Library assumes no responsibility for theft, loss, damage, or destruction of items left for display.

All displays must meet existing state and federal laws on obscenity, libel, defamation of character, and invasion of privacy.

The Library does not accept responsibility for ensuring that all points of view are represented in any single display. Permission to display materials does not imply endorsement of content, nor will the Library accept responsibility for the accuracy of statements made in such materials.

Displays of original art will be accepted by a staff committee. The Art Selection Committee reserves the right to refuse exhibits which, in its opinion, do not further the library's mission or strategic plan.

The group or individual preparing the display may include name, contact information, and price of work (if applicable). All sales are between the Artist and Buyer.

The Library will designate spaces for particular types of displays to make best use of space and/or to make displays accessible to the intended audience.

All displays must adhere to established guidelines for installation (see Artists' Application and Agreement).

A single group or individual may be limited to a single display in a 12-month period. Length and parameters of all displays are determined by the Library's Art Selection Committee.

## PROCTORING POLICY

### **I. Purpose**

To meet the needs of students and institutions of higher learning, the North Liberty Community Library agrees to cooperate with patrons and institutions to support their lifelong learning goals by offering proctoring services. This service is based on the availability of personnel, facilities, and technology to do so. As such, the following responsibilities are set out.

### **II. Responsibilities of Student**

- A. The student will initiate contact with library staff to proctor the exam.
- B. The student is responsible for making arrangements to take the exam including confirming with library staff that the test has arrived (electronically or via mail) and scheduling a time to take the test. The student will schedule the exam time to end no less than 30 minutes before the closing of the library.
- C. If a study room is required for the exam, the student is responsible for creating an account and booking the appropriate space using the library's online booking software available on the library website.
- D. The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.
- E. The student will provide a valid driver's license or photo ID (if required) for verification of identity before the test will be proctored.
- F. The student will arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor if required.
- G. The student is responsible for the return postage and envelope for any exam that needs to be mailed. The library does not have fax capability.
- H. The finished exam will be mailed with other library mail or may be submitted electronically through scanning if that option is available.

### **III. Responsibilities of the Library and staff**

- A. The library staff will provide the student and institution with copies of this policy upon request.
- B. A library staff person on duty during the time the exam is taken will be considered the proctor of the exam. Specific librarians will not be assigned to proctor specific exams.
- C. The proctor may observe the student while performing other tasks and assisting other patrons. Proctoring at the library will include issuing the exam, being aware of the student taking the exam, periodically observing the student, signing the proctor form and mailing the completed exam, in self-addressed stamped envelope provided by the student. If an institution requires the student to receive constant, uninterrupted observation the library will be unable to proctor the exam.
- D. The staff person who begins proctoring the exam may not be at the Information Desk when the exam is finished, therefore the student may be returning the exam to a different librarian than the one who issued the exam to the student.

- E. The librarian will not sign the name of another librarian on the proctoring form or the exam. Unless prior arrangements have been made and it is possible with scheduling, the NLCL will not proctor an exam for which the signature of only one designated person is required.
- F. Library staff will not sign any statement required by the educational institution that is inconsistent with our policy or with how the test is administered.
- G. Library staff may refuse to proctor an exam that is too burdensome or exacting in its demands.
- H. The library is not responsible for technical problems of the institution's website or e-mail.
- I. The library is not responsible for exams that are lost by the postal system or electronically.
- J. The library does not keep copies of completed exams.

# VOLUNTEER POLICY

## **I. Purpose**

The following policy is designed to promote a maximum degree of excellence in the library's volunteer program. The North Liberty Community Library's volunteers are an important extension of the library's staff. Volunteers perform a wide variety of tasks that are vital to the institution.

## **II. Definition of a Volunteer**

One who performs a service of his or her own free will; one who contributes time, energy and talents directly or on behalf of the North Liberty Community Library and is not paid by Library funds.

## **III. Utilization of Volunteers**

1. In order to achieve the vision and mission statement of the North Liberty Community Library, we view the active participation of citizens, of a variety of ages, as a valuable resource to the library. Volunteers are recognized as contributors to the goals and services of the Library.
2. After fulfilling library procedures, the library staff accepts and encourages the involvement of volunteers in some areas of library service and within appropriate programs and activities. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to full involvement and participation, and the right to recognition of good work.

## **IV. Guidelines for Volunteers**

1. Each volunteer is required to complete a volunteer application. All personal information about the volunteer is for internal use only.
2. Volunteers must be approved by library staff prior to performance of assigned tasks.
3. Volunteers will receive regular training from designated library staff.
4. Volunteers may start service in 6th grade with parental permission.
5. All volunteers will wear a volunteer badge while performing volunteer work at NLCL.
6. Reasonable special accommodations may be made upon request.
7. A background check may be required on adult volunteers.
8. Procedures and requirements for the volunteer will vary with age of volunteer.
9. Should a Volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to resolve the situation with library administration.
10. Volunteers may be used to support staff in offering current library services.
11. Volunteers may not be used to establish and maintain new library services.
12. Volunteers will not be used to replace or reduce the number of paid staff.

13. Volunteers will be covered with respect to liability insurance in relation to their duties at the library.
14. Volunteers are responsible for maintaining the confidentiality of all library information. Failure to maintain confidentiality will result in immediate termination.
15. The library staff will, upon request, provide letters of reference for a volunteer, if deemed appropriate.
16. Volunteers will show respect to patrons, other volunteers and staff.
17. Volunteers are expected to adhere to all library policies and procedures during their volunteer shifts.
18. Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal substances and alcohol while volunteering.
19. The North Liberty Community Library reserves the right to terminate the services of the volunteer, if merited.

# LIBRARY ACCESS FOR SEX OFFENDERS AGAINST MINORS POLICY

City of North Liberty, Iowa

## I. Purpose

The Iowa Legislature passed, and the Governor signed, Senate File 340, which went into effect on July 1, 2009. Senate File 340 is a complete overhaul of Chapter 692A of the Code of Iowa, dealing with the registration of persons convicted of crimes designated as sex offenses. Senate File 340 includes new restrictions related to the use of public libraries on persons convicted of crimes designated as sex offenses against minors. The City of North Liberty has adopted this policy to ensure compliance with the new provisions of Chapter 692A regarding restrictions on public library access. For more information on Senate File 340 and the Iowa Sex Offender Registry, please visit [www.iowasexoffender.com](http://www.iowasexoffender.com).

## II. Application

This policy applies only to a person convicted of a sex offense against a minor as defined in Iowa Code Section 692A.101(28). All others are allowed access to the North Liberty Community Library under the same terms and conditions as the general public.

## III. Policy Statement

Pursuant to Iowa Code Section 692A.113(1)(f), a person who has been convicted of a sex offense against a minor may not be present upon Library Grounds without the written permission of the Board. In addition, a person who has been convicted of a sex offense against a minor may not "loiter", as defined in Iowa Code Section 692A.101(17), on or within 300 feet of the Library Grounds. Any person found to be violating these provisions will be immediately reported to law enforcement.

## IV. Definitions

- A. Board. The term "Board" shall refer to the North Liberty Community Library Board of Trustees.
- B. Library. The term "Library" shall refer to the North Liberty Community Library.
- C. Library Grounds. The term "Library Grounds" shall refer to the real property within the following boundaries:
  - i. Eastern boundary shall be a line extending roughly North and South from and parallel to the main entry doors to the North Liberty Community Library from the rest of the Community Center. Such boundary shall begin at a line extended from and parallel to the South edge of the sidewalk between the building and the North Community Center parking lot area and shall end at the North edge of the sidewalk between the building and the South Community Center parking lot area;
  - ii. The Northern boundary shall be the South edge of the sidewalk between the building and the North Community Center parking lot area;
  - iii. The Western boundary shall be the East edge of the sidewalk between the building and the West Community Center parking lot area;
  - iv. The Southern Boundary shall be the North edge of the sidewalk between the building and the South Community Center parking lot area;

- v. Any other room, structure or area within the North Liberty Community Center or at any other location during the time such room, structure or area is in use by the North Liberty Community Library for Library programs.
- vi. Person. The term “person”, unless otherwise noted, shall refer to an individual who has been convicted of a sex offense against a minor, as defined in Iowa Code Section 692A.101(28).

## **V. Application for Use Procedure**

- A. A person convicted of a sex offense against a minor who is classified as a Tier I Offender under the provisions of Iowa Code Section 692A.102 may petition the Board for permission to be upon the grounds of the Library. Any such person may contact the Library Director, or his/her designee, by telephone at 319-626-5701 for more information and an application form.
- B. No person shall be granted written permission to be upon Library Grounds if he or she has convicted of a sex offense against a minor and is classified as a Tier II or Tier III Offender under the provisions of Iowa Code Section 692A.102.
- C. No person shall be granted written permission to be upon Library Grounds if the person is subject to this Policy and has been convicted of an aggravated offense, as defined in Iowa Code Section 692A.101(1)(a), regardless of the age of the victim of the aggravated offense and regardless of the person’s Tier classification.
- D. Upon receipt by the Library Director of a completed application for permission to be upon Library Grounds, the Library Director shall present such application to the Board at the Board’s next regularly-scheduled meeting. The Board may consider the following factors in determining whether permission should be granted:
  - i. The offense for which the person has been convicted;
  - ii. The person’s likelihood to re-offend, if available from the Department of Corrections and/or Sheriff of the County of the person’s residence;
  - iii. Information obtained from the person’s parole or probation officer, if the person is on parole or probation;
  - iv. The person’s intended use of the Library; and
  - v. Any other information the Board deems relevant.
- E. The Board’s meetings are open to the public. Any applicant may speak before the Board in favor of his or her application. The Board may reasonably request additional information from any applicant, whether or not that person is present at the Board’s meeting.
- F. Any application that is incomplete or provides false information shall be denied. Any application for which the Board has requested additional information shall be denied, if the Board does not receive such information prior to the Board’s first regular meeting following such request.
- G. If the Board grants permission to a person to be upon Library Grounds, the Library Director shall notify such person and the parole/probation officer for such person via U.S. Mail.

## **VI. Terms & Conditions/Restrictions**

- A. A person who is granted permission pursuant to this policy to be upon the Library Grounds shall be subject to the same terms and conditions as the general public, and may be subject to additional restrictions as contemplated in paragraph B.
- B. A person who receives written permission to be upon the Library Grounds may be subject to Library use restrictions, including, but not limited to:
  - i. Time of day restrictions;
  - ii. Computer use restrictions;
  - iii. Study room use restrictions; and
  - iv. Any other restriction deemed advisable or necessary by the Board.
- C. A person who has been granted written permission to be upon Library Grounds will receive written notification of any restrictions on his or her use of Library facilities or services.
- D. Upon application of a person who is granted written permission or the Library Director, Library use restrictions imposed upon a person may be amended, at the sole discretion of the Board.

## **VII. Revocation of Permission/Removal from Library Grounds**

- A. Should the Library Director or Board discover, after the Board has granted a person permission to be upon Library Grounds, that the person provided false information on his or her application, such person's permission shall be immediately revoked and the person shall be notified of such revocation as soon as possible in person or via telephone, and by regular U.S. Mail.
- B. Should a person ever be found to have violated the general terms of conditions of the Library or any special restrictions on use established by the Board for such person, such person's permission shall be immediately revoked and the person shall be notified of such revocation as soon as possible in person or via telephone, and by regular U.S. Mail.
- C. Any person whose permission has been revoked under this section and who remains on or enters Library Grounds after receiving any notice of such revocation shall be immediately reported to law enforcement and shall be removed from Library Grounds.
- D. Any person who violates any term of this policy shall be immediately reported to law enforcement and shall be removed from Library Grounds.

## **VIII. Access to Library Materials**

- A. Any person who has been convicted of a sex offense against a minor, regardless of classification or whether or not such person has been granted written permission to be upon Library Grounds, may check out and use Library materials pursuant to this policy.
- B. In order to check out materials, a person who has not been granted written permission to be upon Library Grounds must contact the Library Director, or his/her designee, at 319-626-5701, and designate another who may check out materials on behalf of such person. Any person so designated must either not be subject to this policy or must have been granted written permission to be upon Library Grounds pursuant to this policy.

- C. Use of materials under this section shall be subject to the same terms and conditions established for use by the general public, and a person who utilizes this Section may be subject to use restrictions as stated TERMS AND CONDITIONS/RESTRICTIONS Paragraph B.

**North Liberty Community Library  
Personnel Policy Statement**

The North Liberty Community Library staff follows the personnel policy for the City of North Liberty as approved by North Liberty City Council.

## **BOARD OF TRUSTEES BY-LAWS**

### **Article I. Name**

This organization shall be called “The Board of Trustees of the North Liberty Community Library” existing by virtue of the provisions of the North Liberty City Ordinance No. 08-21 and Resolution No. 08-82 and exercising the powers and authority and assuming the responsibilities delegated to it under the said ordinance.

### **Article II. Members**

**Section 1.** There shall be six (6) members on the Library Board. Five (5) members being Residents of North Liberty and one member being a resident of Johnson County.

**Section 2.** Prospective members will complete an application and may be interviewed by the Mayor, City Administrator, and Library Director. The Mayor will then recommend an applicant from the city of North Liberty for the position on the Board at the appropriate Council meeting and the City Council will appoint a member at the next Council meeting.

**Section 3.** One member of the Library Board of Trustees shall be a resident of the unincorporated area of Johnson County and shall be appointed by the Mayor, upon the approval of the Board of Supervisors. Applicants shall submit applications for the position to the Board of Supervisors, who shall give copies to the City Council along with the Board’s approved appointment.

**Section 4.** Members may serve two (2) consecutive three (3) year terms. A member who has been appointed to complete a vacated term is eligible to serve two (2) consecutive three (3) year terms upon completion of the vacated term. Replacement of a trustee will follow North Liberty Ordinance No. 08-21 Section 1B.

**Section 5.** Rotation of members onto the Board shall be on a yearly basis within a three (3) year cycle. Terms shall begin on July 1 and end June 30 of any particular year.

### **Article III. Officers**

**Section 1.** The officers shall be a president, a vice-president and a secretary elected from the appointed members at the annual meeting.

**Section 2.** Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. An officer may be appointed to fill a vacated position for the remainder of a term until an officer is duly elected.

**Section 3.** The president shall preside at all meetings of the Board, appoint all committees, prepare an agenda for each meeting, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

**Section 4.** The vice-president, in the event of the absence or disability of the president, or secretary, or a vacancy in those offices, shall assume and perform the duties and functions of the president or secretary.

**Section 5.** The secretary shall keep a true and accurate record of all meetings of the Board. The secretary shall record in the Minutes the attendance of board members at meetings in the following manner: absent, not present and present. (Refer to City Ordinance 86-1, Section 6 Part B, Vacancies).

#### **Article IV. Meetings**

**Section 1.** The regular meetings shall be held ten times per year, with the date and hour to be set by the Board at its annual meeting.

**Section 2.** The annual meeting, which shall be for the election of officers, shall be held at the time of the regular meeting in August of each year.

**Section 3.** Board orientation/Board in-service shall be held once each year on a date to coincide with the appointment of incoming board members.

**Section 4.** The order of business for regular meetings shall include, but not be limited to the following: minutes, financial reports, reports of the Friends of the Library, committee reports, staff reports, old business, new business, and "other."

**Section 5.** Special meetings may be called by the secretary at the direction of the president, or at the request of two (2) members for the transaction of business as stated in the call for the meeting.

**Section 6.** A quorum shall be required for the transaction of business at any meeting. Four (4) members will constitute a quorum. Voting by proxy will not be allowed.

**Section 7.** Notice of regular and special meetings shall comply with open meeting rules of twenty-four (24) hour posting.

**Section 8.** The agenda for the next meeting, the minutes of the previous meeting, and any other materials needed for consideration by the Board shall be available to the members at least two (2) days before each scheduled meeting.

**Section 9.** Conduct of meetings and proceedings of all meetings shall be governed by Robert's Rules of Order.

#### **Article V. Committees**

**Section 1.** The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

**Section 2.** All committees shall make a progress report to the Library Board at each of its meetings.

**Section 3.** No committee will have other than advisory powers, unless by suitable action of the Board, it is granted specific power to act.

## **Article VI. General**

**Section 1.** An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may make a motion and is entitled to vote when the vote is by ballot and in all other cases where the vote would change the result.

**Section 2.** The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been submitted to all members prior to the meeting at which such action is proposed to be taken.

**Section 3.** If a majority of the Board members feel that another member is not meeting his/her obligations as a member of the Board, the Board may forward a recommendation to the mayor to remove the member from the Board. The recommendation must be approved by a majority of the Board members present and the Board member who is the subject of the recommendation may vote. The president of the Board and the member who is subject of the recommendation should attend the next regularly scheduled City Council meeting or otherwise provide input to the City Council regarding the recommendation. As the appointing authority of the Board, the mayor has the authority of the Board to admonish Board members to fulfill their obligations, or the mayor may dismiss any Board member at any time, regardless of any recommendation from the Board.



6. What do you request Library Board of Trustees do with this resource?
  
7. What resource(s) do you suggest to provide additional information on this topic?
  
8. What review(s) have you seen of this resource?
  
9. Is there anything you like about this resource?
  
10. Additional Comments

Reviewed/Approved by the Library Board of Trustees, September 2019

7. What resource(s) do you suggest to provide additional information on this topic?

8. What review(s) have you seen of this resource?

9. Is there anything you like about this resource?

10. Additional Comments

Reviewed/Approved by the Library Board of Trustees, September 2018

## Appendix C – Library Use Application for Sex Offender Against Minors

Name:

Birthdate:

Aliases:

Address:

Phone:

Occupation:

Specific Offense:

Tier One Offender \_\_\_\_\_ Tier Two Offender \_\_\_\_\_ Tier Three Offender \_\_\_\_\_

Probation/Parole Officer's Name:

Probation/Parole Officer's Phone:

Permission to contact Probation/Parole Officer: Yes \_\_\_\_\_ No \_\_\_\_\_

Terms of parole/probation, if applicable:

Please explain why you feel you should be granted permission to be on North Liberty Community Library premises. What is your intended use of Library services and/or materials?

NOTE: Incomplete applications will be denied; successful applicants providing false information will have permission to be on Library premises rescinded.

Reviewed/Approved by the Library Board of Trustees, October 2017



Recreation Department 520 West Cherry Street PO Box 77 North Liberty, IA 52317

Phone: 319-626-5716

Fax: 319-626-5733

## **Child Safety Policy**

Revised as of November, 2018

The North Liberty Community Center welcomes all ages and aims to provide an environment / place for all to enjoy. Patron safety and welfare are top priorities. The community center is the heartbeat of the City and we strongly promote family use. Recreation Staff have been researching ways to minimize recent incidents of unattended children, theft, bullying, fighting, pool safety jumps and disrespectful actions among patrons, towards staff and to the facility. We have also researched other facilities in preparing our recommendation:

**Children in Grade 6 or older may use the facility without supervision.**

### **Unattended Child Age:**

Children in Grade 5 and under must be accompanied by an adult, sibling, sitter who is at least 16 years old for drop-in use or enrolled in a supervised activity/program when using the facility. Supervision must be in visual contact and same area of facility.

Children who have completed Grade 5 in May and will be in Grade 6 in the Fall must obtain a Facility Pass and may utilize designated drop-in use areas without supervision. Cannot use track or weight & exercise equipment unless supervised by an adult and pay associated fees.

Grade 7 & 8 must show a current School ID or obtain a Track Pass and may utilize the facility on own; except for the weight area in which they must be under the guidance of an adult and pay associated fees.

Grade 9-12 must show a current School ID or obtain a Membership Pass and may utilize the facility including the weight area and pay associated fees with no adult supervision.

**Facility Pass / Identification:** Children in Grade 6 or older without a school ID, must obtain a Facility Pass and present it upon each visit to facility, unless enrolled in a supervised activity/program. The Facility Pass will help identify and monitor usage during free play in the gymnasium, pools, library or community center grounds.

Facility passes can be purchased on a monthly or annual basis. North Liberty residents: \$10 per month, \$60 annual. Non-residents: \$13 per month, \$75 annual. A \$2 replacement fee will be assessed to all for each new card printed. Facility passes can be obtained and completed with a parent or guardian in person at the North Liberty Community Center during regular business hours.

**Loitering / Non-supervised Areas:** Appropriate behavior to others, to staff and to the facility is expected and is the responsibility of each person. Rec Staff are present to answer questions, clarify rules and resolve issues that are brought to their attention. Library/Recreation Staff do not have direct supervision of children at all times and in all areas of the facility, loitering and random wandering throughout the facility will not be tolerated. Locker rooms for example should not be a place for kids to hang out. Facility drop-in use parameters for approved areas of use, expectations and conduct rules may be requested by parent and child.

**Patron Discipline Policy:** Use of the North Liberty Community Center is a privilege. If patrons are involved in any issue of theft, bullying, fighting and disrespectful actions among patrons, towards staff and to the facility disciplinary action will be enforced. A copy of the Patron Disciplinary Policy may be requested by parent and child.

Sincerely,

Shelly Simpson  
Recreation Director