

# SHEFFIELD PUBLIC LIBRARY'S POLICIES

## Mission Statement

The Sheffield Public Library strives to be a place to connect, enrich, create, and grow all patrons in the city of Sheffield and the surrounding communities.

## 1) CIRCULATION

- a) To receive a Patron Card an individual must provide a picture ID along with proof of their current address (such as a current utility bill or rental agreement). Information access will be available to all card holders. A child under the age of 13 must have a parent with them to provide this information.
- b) The e-card number for each patron is the last 5 digits of their library card number. This will be issued at the time they receive their Patron Card and will be provided information on how to access their e-card account. The card holder will have access to all State materials available in all formats.
- c) The use of the Library or its services may be denied for due cause. Such causes may be failure to return books or other materials, destruction of Library property, disturbance of other patrons, any other objectionable conduct on Library premises, or nonpayment of fines.
- d) Loan Periods and Limits
  - i) The first loan period is limited to no more than 5 items checked out: once those materials are returned normal policy resumes.
  - ii) 7 days – Cricut cartridges, hot spots, lamination machine.
  - iii) 14 Days: Magazines, books, audio books, dvd (limit 4 per patron), games, lego builds (1 per patron)
  - iv) There is no limit to materials checked out under a patron card.
  - v) Certain reference materials and older magazines are for in-house use only and cannot be checked out.
- e) All materials may be renewed at the discretion of library staff.
- f) All materials may be reserved, and patrons will be contacted when material is available for them.
- g) Reference services are available during Library hours. Help on homework assignments will be given as librarian's time allows. If reference questions are phoned in, we will try to find the answer to the question and return the patron's call as soon as time allows. If we cannot find an answer, we will tell the patron we can research further through other resources but cannot guarantee a time period. Reference questions will be handled as they are received. There is no charge to the patron for this service unless it involves copies of materials.
- h) The use of the Library or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public. Such demands may include those made by students, and others whose demands for staff time, available materials, or space would limit attention and service to other individuals or groups.
- i) OVERDUE MATERIAL
  - i) In the interest of making access to the Library's collections more convenient for everyone, and realizing the immeasurable value in terms of public relations there will be no overdue charges for items.
  - ii) If materials are more than 30 days overdue, they will be deemed lost. The patron will be billed the replacement cost of the material(s) as noted in the catalog system.
  - iii) Materials unaccounted for after two months will be subject to the Iowa theft law and will be duly processed in accordance with the law. (Iowa Code 714.5)
- j) The Board recognizes that the circulation records of this Library are confidential in nature and advises all Library employees that such records shall not be made available to anyone, including any agency of federal, local law relating to civil, criminal, or administrative investigatory power, unless ordered by court. (Iowa Code 22.7) Any inquiry about releasing records will be addressed by the Director.

k) USE OF LIBRARY EQUIPMENT

i) Fees

Copy Machine	Color \$0.25 - B&W - \$0.10 - \$0.25 large paper	Bring own Paper - \$0.05
Card Stock	\$0.25 per page	
Cricut Usage	To use only at the library – no cost	
Cricut Cartridges	No cost to check out	
Fax	\$1.00 a page	No Services outside the US
Hotspot	No cost to check out	\$25 to replace lost or broken device
Lamination	\$0.25 per lamination sheet	
Laminator	No cost to check out	\$40 to replace lost or broken machine
Lego Builds	No cost to check out- replacement cost logged in card catalog	
VHS to USB	No cost for Service	\$20 for library provided USB

ii) Use of Typewriter, Fax Machine, Lamination Machine and Computers

- (1) Everyone is eligible to use these machines. If a patron abuses this privilege they may be denied further use and are liable for any damages. The policies for the computers can be found under the Internet Use Policy.

iii) Use of Copy Machine

- (1) Any patron may use the photocopy machine. See fee chart above for reference.
- (2) The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement.
- (3) Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use”, that user may be liable for copyright infringement.
- (4) The Library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.
- (5) Library staff is available to assist patrons in the use of the copier, but not to do large amounts of copying.

- l) The Library accepts a responsibility for securing information beyond its own resources by obtaining information and borrowing materials which are not owned by the Library or which cannot be purchased. We will participate

in the State InterLibrary Loan program. There will be no charge to patrons for any type of material received. We will also loan our materials to other libraries upon request at no charge. Our Library patrons have a priority in use of material over Inter Library Loan patrons. The Library also participates in the State Reimbursement Program.

- m) The Library participates in the State Open Access Program. Anyone who is a patron of another Open Access library is welcome to have all Library privileges given to our own residents. Open Access participants must also follow the same rules as our own patrons.
- n) The Library will endeavor to maintain a balance of its services to all patrons. The Library will cooperate with, but cannot perform the functions of, school or other institutional libraries which are designed to meet curricular needs.
- o) Library services will be provided during the hours that best meet the needs of the community.
  - i) Mondays 10AM-6PM
  - ii) Tuesdays 1PM-6PM
  - iii) Wednesdays 1PM-6PM
  - iv) Thursdays 10AM-6PM
  - v) Fridays 1-6PM
  - vi) Saturdays 10AM-2PM
  - vii) Sundays – CLOSED
- p) Library Closings: The Library shall be closed on: New Year's Day; July 4<sup>th</sup>; Thanksgiving Day; and Christmas Day. The Library may be closed on days preceding or following the above holidays, or on other holidays, at the discretion of the Director.

## **2) BORROWER'S RESPONSIBILITIES (CONDUCT AND UNATTENDED CHILDREN)**

- a) We strive to give equal service to all patrons of the Library and in return ask patrons to:
  - i) Return materials on time.
  - ii) Keep materials, facilities, and property in good, clean condition and report any damage or defects so repairs can be made promptly.
  - iii) Conduct themselves in a proper manner so as not to disturb other patrons.
  - iv) Pay fines promptly.
- b) Observance of Library policy and rules is expected at all times. Abuse of Library privileges will result in a warning or restriction of services by the Director or in his/her absence by the staff member in charge. Continued abuse may result in suspension of some or all Library privileges at the discretion of the Director. A patron who feels he/she has been unfairly suspended may file an appeal in writing with the Board. Appeals will be considered at the next regular meeting of the Board.
- c) Unruly or Disruptive Patrons: At the discretion of the Director, or the staff in charge, the unruly or disruptive patron may be asked to leave the premises for a specified period of time, or he/she may lose certain Library privileges. If the patron is a minor, a parent may be notified of the disciplinary action.
- d) Destructive Patrons: While some destructive patrons can be careless or thoughtless, others can be dangerous. If the patron seems harmless, making him/her aware that employees are observing him/her should be enough to stop the problem. If the patron is obviously not approachable, the police may be called for assistance. Examples of destructive behavior are:
  - i) Destroying or damaging Library material.
  - ii) Destroying or damaging Library equipment.
  - iii) Vandalism of Library property.
  - iv) Bullying patrons or staff.
- e) Unattended Children: The use of the Library as a temporary baby-sitting service by parents is not allowed. Library staff cannot be responsible for unattended children. Children 7 years old and younger must be accompanied by a parent or caretaker 14 years of age or older unless it is during their typical programming. Children must be directly supervised by a parent or the responsible caregiver while in the library. Parents or caregivers are responsible for the safety and appropriate behavior of each child in their care. Fifteen minutes

before closing time, any children that are not picked up and cannot walk home should be informed of the time and inquire about when he/she will be picked up. Efforts should be made to contact parents or care givers. 15 minutes after closing time, if the child still has not been picked up, the police may be contacted.

### **3) COLLECTION DEVELOPMENT**

- a) The Sheffield Public Library strives to provide materials in print and electronic resources to enlighten citizenship and enriched personal lives through guidance and stimulation in the communication of ideas. To do this requires assembling, preserving, and administering an organized collection of educational and recreational library materials.
- b) The Library shall:
  - i) serve the community as a center of reliable information and provide opportunity and encouragement to ALL to educate themselves continuously. (See Appendix: Library Bill of Rights, Libraries: An American Value, and Code of Ethics of the American Library Association.)
  - ii) will serve all residents of the city and surrounding areas. Service will not be denied or abridged because of religious, racial, social, economic, or political status.
  - iii) provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition in ideas.
  - iv) Will support educational, civic, and cultural activities of groups and organizations.
  - v) provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be censored or removed from libraries because of partisan or doctrinal disapproval.
  - vi) initiate programs, exhibits, books lists, etc., to stimulate the use of Library materials and activities for the enlightenment of all people.
  - vii) cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- c) Books and other library materials should be chosen for values of interest, information and enlightenment of the people of the community. These materials will not be excluded because of the race or nationality or the social, political, or religious views of the authors.
- d) Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
- e) Periodic review will be made of the Library service to determine whether the needs of the community indicate that present services should be added. The Director and the Board do not necessarily advocate all ideas found in the Library collection. The presence of a magazine, book or other material does not indicate an endorsement, but does indicate an objective attitude.
- f) Materials will be reviewed by the Board for reconsideration upon the receipt of a written request to do so. A form may be received from the library for this purpose. The intellectual freedoms of our patrons must be protected. We must realize that all materials will not be enjoyed by every patron.

### **g) MATERIAL SELECTION AND WEEDING**

- i) Books and/or library material selection and weeding is and shall be the responsibility of the Director. Suggestions by patrons are welcomed.
- ii) Materials selected will be to supply the needs of the Sheffield Community and will be acquired without consideration of race, creed, origin of birth or political persuasion. The four factors that should always be considered in the selection of all library materials are:
  - (1) The needs of the community (both expressed and inherent).
  - (2) The merit of the material.
  - (3) The adequacy of the materials already in the Library.
  - (4) With consideration of our roles as to popular materials and early childhood literacy.

- iii) Periodicals will be subscribed based on reader interest and cost consideration.
- iv) The present laws dealing with obscenity should be vigorously enforced. Beyond that, there is no place in our society for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. The usage of Library materials by children and young people is assumed to be a matter of parental responsibility.
- v) Due to the fact that books and other library materials are constantly being added to the collection, the problem of physical space available must be met. This will require the withdrawal and discarding of older, obsolete books and materials, ONLY if they no longer make a valid contribution to the overall collection. Ultimate decision is based on the evaluations given new acquisitions, and the listings found in "Standard Catalog" - an ALA publication covering many years and including all classics.
- vi) The manner of disposal will be determined by the approval of the Director. These discussions will be in alignment with other typical library practices.
- vii) All materials will be lent under library regulations and procedures except for reference books, rare, and fragile items.

## 2) PERSONNEL POLICIES

- a) Hiring/Firing: The Director is hired/fired by the Board of Trustees only. Other staff members are hired/fired by the Director only. Staff hours are to be determined by the Director.
- b) Salary: The Director's salary should be enough to attract and keep a competent person. Other employee's salaries should be comparable to those paid for comparable work. The Director will be paid for any hours required to complete the duties listed in the Job Description.
- c) Performance Appraisals: Each Board Member will do a written Performance Appraisal annually for the Director and then the President of the Board will review these and meet with the Director. The Director will do written Performance Appraisals annually of the other library staff members and meet personally with each of them. These will be on the month of their anniversary dates.
- d) Resignation: It is preferred that The Director should provide the Board with thirty (30) days written notice. Other staff members should provide two weeks' written notice. Personnel can terminate employment with or without reason. Also, personnel can be terminated with or without reason.
- e) Training: Travel expenses, registration fees, and regular pay will be allowed for workshops, meetings, and continuing education classes that offer job training for the Director and staff members.
- f) Benefits:
  - i) Library Staff are to be considered part-time unless they regularly work a minimum of 30 hours per week. All part-time employees are eligible for 8 hours of holiday pay in recognition of Christmas Day. Benefits for those that work a minimum of 30 hours are listed in the City of Sheffield Employee Handbook.
  - ii) Director – Time off is allowed in special circumstances, without pay is allowed as long as the Library Board approves.
  - iii) Other Staff – Time off is allowed without pay as long as the Library is properly staffed, and the Director approves.
- g) Other general policies such as those regarding Employment, Harassment, Disciplinary Actions and Procedures, Safety Rules, Dress Code and Appearance, Violence in the Workplace and such are located in the City of Sheffield Employee Handbook.

## 3) BULLETIN BOARD AND DISPLAY POLICY

- a) Exhibits are an extension of the Library's cultural and educational services and as such there is not a rental charge. The Library reserves the right to decline any exhibit or to schedule any exhibit in accordance with the Library's best interests.
- b) The Library is not responsible for the arrangement, care, supervision, or dismantling of exhibits, but reserves the right to approve or disapprove of the handling of any exhibit. The Library does not carry insurance on, and is not responsible for, any items owned by the displayer. The Library will not provide storage for the property of organizations or individuals displaying in the Library or take any responsibility for displayed items.

- c) No permanent exhibits or gifts or museum materials will normally be accepted, although the Library itself may solicit exceptional materials if available without conditions.
- d) All exhibit requests and schedules must be approved by the Director.
- e) No exhibit or show shall last for more than one month.

#### **4) POLICY REGARDING GIFTS AND DONATIONS**

- a) The Library accepts gifts with the understanding they will be added to the Library collection only if needed for Library purposes. It is the policy of the Library not to accept special collections of books or other items whose donor stipulated they be kept together as a separate physical entity.
- b) The donor of any gift should understand that the Library reserves the right to dispose of gifts if they are not acceptable or are no longer needed.
- c) Except for temporary exhibit purposes, the Library cannot accept storage responsibility for books or other items owned by groups or individuals.
- d) Offers of gifts or special collections of library materials and/or furniture, etc., shall be referred to the Board for consideration.

#### **5) MEETING ROOM**

- a) The Board is aware of the need in this community for a meeting room such as exists at the Library and believes that making these accommodations more fully available to the public is an additional service which the Library may render to the community under conditions set by the Board.
- b) Any group, association, or individual interested in promoting cultural, educational, civic, or other activities which will not interfere with the Library's principal function and which are appropriate to the facilities and not contrary to the public interest as determined by the Board or as provided by law, are encouraged to use the meeting room.
- c) The facilities may not be used: for the commercial benefit of private individuals; by groups that are largely commercial in nature; nor for the direct sales of goods and services.
- d) Groups meeting in the Library's conference room are subject to the following regulations:
  - i) Attendance at the meetings is to be limited to 20 persons.
  - ii) Any individual or representative of a group requesting reservations must receive confirmation by the Director. Requests to reserve the room will come on a first come, first serve basis.
  - iii) The kitchenette may be used for coffee and light refreshments. The person in charge must see that the room is left clean, and furniture returned to its original placement. The Library reserves the right to assess a \$25.00 cleaning or labor charge if necessary, to complete any cleanup.
  - iv) The person who receives confirmation from the Director shall accept responsibility for the group for the repair and replacement of damaged facilities or missing equipment.
  - v) Library activities and programs will always take priority in the use of the meeting room.
  - vi) The fact that a group meets in the Library does not constitute an endorsement of the group's policies or beliefs by the Board.
  - vii) Activities held during operating hours that involve singing or noise should be clearly advertised to let the public know when activities will be held.
  - viii) Children's groups must be supervised by an adult sponsor.
  - ix) Groups are responsible for their own set-up and take down.
  - x) No candles may be used.
  - xi) The director is authorized to deny use of the Library meeting room to any group or individual that is disorderly or objectionable in any way or that violates these regulations.
  - xii) The Library Board is not responsible for accidents.

#### **6) PUBLIC RELATIONS**

- a) Some of the primary public relations goals of the Library are:
  - i) Understanding the Library's objectives and services by governing officials, by civic leaders, and by the general public.
  - ii) Active participation in the varied services offered by the Library to people of all ages.
- b) The Board recognizes that public relations involves every person who has any connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the Library in every public contact. Good service supports good public relations.
- c) The Director and professional staff will be encouraged to participate in community activities representing the library. A reasonable amount of time will be allowed for staff members for preparation and speaking. Materials to be used by press, radio, television, or on social media will be approved by the Director.