

POLICIES

revised in 2000, 2003, 2004,2005,2006,2007

MISSION STATEMENT

The mission of the Rockwell City Public Library is to serve as an innovative, dynamic resource, central to a literate and informed citizenry. The library reflects and responds to the community and is committed to:

- Intellectual freedom.
- Equal accessibility for our population.
- Lifelong learning, beginning with the young child.
- Enhancement of cultural and leisure activities.

THE BOARD OF TRUSTEES

The Rockwell City Public Library is governed by the Board of Trustees as established in the Code of Iowa and the Code of Ordinances of the City of Rockwell City, Iowa.

Recommended qualifications for Trustees are:

- An interest in and use of the library.
- A willingness to serve.
- An interest in the community and an understanding of local social, economic and governmental conditions.
- A recognition of the vital force of the library as a cultural, recreational and educational center.
- The ability to work with others.
- Open-mindedness, conviction and recognition of others' rights to disagree.
- Courage, enterprise and mental resourcefulness necessary to develop policy.
- Loyalty to the library while seeking ways to continually improve services and operation.

The Board of Trustees endorses the Freedom to Read statement and the Library Bill of Rights (see the Appendix).

GENERAL SERVICE PRINCIPLES

The library is a public institution supported by taxation and thus it belongs to the people. Therefore, the first duty of the library staff is service to the public. All patrons, including children, shall be given friendly, courteous and prompt service. All requests for assistance, service and materials shall be treated as important.

PUBLIC RELATIONS POLICY

In recognition of a public library's responsibility to communicate with present and potential users of its services and resources, the Board of Trustees of the Rockwell City Public Library adopts the following resolution as a matter of policy.

The objectives of the Rockwell City Public Library's public relations programs are to promote community awareness of library services and stimulate public interest in the library and its role in

the community.

The following means may be used to accomplish these objectives:

- An annual plan of specific goals and activities shall be developed; sufficient funds shall be allocated to carry out the plan; and the plan shall be evaluated periodically.
- Training sessions, workshops and other aids shall be made available to library staff members to assure courteous, efficient and friendly contact with library patrons and the general public.
- Staff and Trustees shall maintain personal and group contact with government officials, opinion leaders, service clubs, civic associations and other community organizations.
- Surveys of the community shall be taken as needed to assure the library's responsiveness to interests and needs of all citizens.
- Local media shall be utilized to keep the public informed of library resources and services.
- Newsletters, brochures or other promotional materials shall be produced and distributed and other effective means of reaching the public shall be explored.
- The library may sponsor programs, classes, exhibits and other library-centered activities and shall cooperate with the Friends of the Library and other groups to organize events that meet educational, cultural, recreational or informational needs of the community.
- The library director or a designated qualified staff member shall have the responsibility for coordinating the library's public relations and public information activities.

COLLECTION DEVELOPMENT POLICY

Collection development includes evaluating the needs of users and potential users, allocating resources to address these needs, and determining the subject specializations, depth, formats and languages of materials to be included in the library's collections. Collection development also addresses resource sharing and networking to gain access to materials outside the library, evaluating use, and maintaining the collections through preservation and weeding. As the mission statement indicates, the needs of the Rockwell City community are not static. Priorities established in the process of strategic planning for the library will affect collection development on an on-going basis.

Authority

Authority for selection of materials is delegated by the Library Board of Trustees to the Library Director and the Director's designated staff. Any library materials so selected shall be held to be selected by the Library Board.

Evaluation of Materials

The selection of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens of the area. Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. All acquisitions, whether purchased or donated, are evaluated by the following standards. Clearly, however, an item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive. The order of the general criteria does not indicate relative importance.

The following general criteria are used:

1. Present and potential relevance to community needs;
2. Suitability of subject, style and reading level for the intended audience;
3. Importance as a document of the times;
4. Appropriateness and effectiveness of medium to content;
5. Reputation and/or significance of author, publisher or producer;
6. Positive critics' and/or staff members' reviews;
7. Relationships to existing materials in the collection;
8. Within limits of budgets for materials;
9. Not available, or with limited accessibility, from other lending sources;
10. Insufficient materials available on the same subject;
11. Author or illustrator is local;
12. Format is appropriate to library use and is not easily damaged;
13. Enhances a specific collection within the library;
14. Author or producer is already represented in the collection;
15. Literary and artistic merit;
16. Accuracy of content;
17. Popularity with library patrons.

Gifts and Memorials

Gifts and memorials are welcome. All gifts are treated the same as other library materials. This includes weeding procedures and disposal.

Replacement and Weeding

Materials lost, stolen or damaged will be replaced at the librarian's discretion and as the budget allows.

Every item in the collection will be evaluated for retention, replacement or withdrawal at least every three years. Weeding is an essential part of selection and is the responsibility of the librarian with the approval of the library board. Weeding should be done systematically on a regular basis (preferably a different section each year). Materials that may need to be weeded are duplicate copies, titles no longer in demand, obsolete or outdated editions and damaged or worn-out materials.

Sources of Materials

The librarian will determine the best source of obtaining desired materials.

Censorship

The board and staff support free access to and exchange of ideas, as stated in the Library Bill of Rights and the Freedom to Read statement. In an effort to provide a well-rounded and balanced collection, the board recognizes that not everyone will always agree with the inclusion of some topics and/or titles in the collection. Any request for the removal of any item from the library must be submitted in writing and signed by the protesting patron on the available Request for Reconsideration of Library Materials form (see the Appendix). The librarian will present the Request

at a specially called meeting of the Board of Trustees, where the request will be considered. The patron will be advised in writing of the board's recommendation. If the patron does not agree with the board's decision, the patron may meet with the board to discuss it.

CREDIT CARD POLICY

The purpose of the credit card policy of the Rockwell City Public Library is to facilitate business transactions that are consistent with the current budget and policies, while maintaining accountability.

1. The credit card may only be used by the Director for goods or services for the official business of the Rockwell City Public Library.
2. Credit card payments shall be itemized or summarized on the monthly financial report for the Board of Trustees. Documentation detailing the goods and services purchased must be submitted to the Board of Trustees before payment will be approved.
3. The Director shall strive to insure that credit card payments are made as promptly as possible and within the grace period provided by the agreement to avoid finance charges.
4. The Director is responsible for the protection of the credit card and shall immediately notify the financial institution issuing the card if the card is lost or stolen.
5. The library's credit card may not be used to purchase personal expenditures, items unrelated to library operations, or gas.
6. If a transaction is found to be inappropriate or not authorized, the individual shall make immediate compensation for the expenditure to the library.
7. Unauthorized or inappropriate use shall be subject to disciplinary action as determined by the Board of Trustees.
8. The Director must immediately surrender the credit card upon leaving the employment of the library.

reviewed 03.13.2007

LIBRARY CONDUCT POLICY

The Rockwell City Public Library strives to maintain a safe and pleasant environment for all library patrons. With this in mind, the Library Board of Trustees has adopted a number of guidelines which are designed to give a clear, common understanding of appropriate behavior in the library.

The essential behavior while using the Rockwell City Public Library is to be considerate of others. The library will make every effort to maintain an environment that maximizes each patron's use and enjoyment of library services.

Maintaining a Safe Library Environment

In the interest of safety, any behavior or weapon that is dangerous to a person or property is not permitted.

1. Children under the age of 6 must be accompanied at all times by a parent or care giver

- of at least 16 years of age while in the library.
2. Shirt and shoes must be worn at all times while on the library premises.
 3. Smoking, the use of tobacco products, and the consumption of alcoholic beverages are strictly prohibited in the library. People found in violation of this guideline will be required to leave immediately.
 4. Climbing or standing on furniture or structures, placing small children on tables or counters, running, parking bikes in front of entrance, etc. is hazardous to the individual and to the property, and is not allowed.
 5. For the benefit of keeping library property in good condition, food or drink of any kind may not be brought into the library, with the exception of the downstairs kitchen and meeting room or with prior approval from the Director.
 6. Defacing library materials or other library property is prohibited.

Maintaining an Environment Conducive to Library Use

Any behavior that interferes with another person's ability to use the library or staff to perform their job is prohibited. This may include, but not limited to the following:

1. Behaving in a disorderly, loud, or boisterous manner.
2. Harassing, annoying, verbally abusing, threatening or repeated unwelcome advances toward another person.
3. Soliciting, selling, campaigning, petitioning, interviewing, survey taking, etc. unless authorized by the Library Director.
4. Picture taking or video taping of people except at a library sponsored event or program unless authorized by the people involved and/or by the parents if the subjects are minors.
5. Using personal listening devices that disturb others.
6. Receiving and/or making telephone calls on a mobile phone.
7. Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
8. Transmitting over-powering, offensive, and/or obnoxious odors that become a nuisance to other persons.
9. Bringing animals into the Library, other than those animals required by persons who are physically challenged.
10. See Also: INTERNET POLICY

ENFORCEMENT

The Library Director and his/her designated staff are authorized to interpret these rules to ensure appropriate behavior of all persons in the library. In the case of minor disturbances, warnings will be issued before the patron is asked to leave the library. In the case of extreme misconduct, the offender may be ordered to leave the building immediately. The police may be called as appropriate.

INTERNET USAGE POLICY

The Rockwell City Public Library provides free public access to the Internet at a computer workstation. The information and resources available expand the Library's services beyond the traditional means of delivery. The Internet is a rapidly changing and unregulated environment. Not all Internet sources provide accurate information and some sites may be offensive.

The Library is mindful of its commitment to the principles of freedom of access, but sensitive to the fact that the Internet workstation is in a public location. Staff members reserve the right to prohibit viewing or reading material that, in their judgment, is inappropriate for viewing or reading in this public area. Parents, guardians and care-givers are ultimately responsible for their children's use of the Internet. Rules that stipulate usage (for example, time limits, entry in daily usage log, number of users allowed at one time, etc.) are posted and are explained to users before they log on.

The Library will comply with federal legal requirements for technological protection measures. This technology is not reliable and the library cannot be held responsible for prohibited information that may be displayed or for useful information that may be blocked. Adult patrons may request the filter be disabled for any lawful purpose that meets Rockwell City Public Library guidelines.

- All patrons who wish to use the Internet Access Computers must sign an Internet Use Agreement, which will be kept on file at the Library. All persons under 16 years of age also must have their Agreement signed, in person, by a parent or guardian. No exceptions will be made to this procedure.
- Parents, not the Library staff, are responsible for the Internet information selected by their children. Parents and their children are encouraged to discuss the use of the Internet in relation to their family's values and boundaries.
- Patrons must always sign in at the Circulation Desk to use the Internet Access Computers.
- Time will be restricted to one hour per day. After 3:00 on school days, time will be restricted to 30 minutes per day. You may go beyond your reserved time if no one else has asked for the computer. From the time someone reserves the computer, you will have 10 minutes to finish up what you are doing and close down all programs.
- The Library staff reserves the right to end an Internet session at anytime if it is creating a disturbance.
- One person per machine unless patrons are working on a project together and have permission from the library staff.
- If a patron has overdue books, the Librarian has the right to revoke Internet use privileges until books have been returned and/or payments have been made.
- The Library makes no guarantee, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information on the Internet is accurate, current, or complete. Users are encouraged to evaluate the validity of information accessed.
- Users may not download, install, or modify any programs, screens, or settings on the library computers. If you need to save anything, it must be done on a floppy disk that you take with you.
- Papers printed out must be paid for at the time of printing and taken with you. Anything that is left will be disposed of.
- Internet Access computers WILL NOT be used for unauthorized, illegal or unethical purposes. No one may send, receive or display text or graphics which may reasonably be construed as offensive or obscene. Library staff will have final authority in judging the

nature of a site. If caught purposely browsing a pornography, hate, or violence-related site, individuals must immediately close the Internet and leave the workstation.

- Since the Internet Access computers are located in public areas which must be shared by Library users of all ages and backgrounds, the Library reserves the right to ask individuals to discontinue the display of information and images which violate this Policy.
- **NOTE:** First-time violators of the COMPUTER AND INTERNET USAGE POLICY & PROCEDURES will receive a written warning. Parents or guardians will also receive written warning in the case of offenders under the age of 18 years. Upon the second violation, your Internet privileges will be permanently withdrawn.

UNACCEPTABLE USES:

Among the uses that are considered unacceptable and which constitute a violation of this Policy include the following:

1. Uses that violate the law or encourage others to violate the law:

- ▶ transmitting offensive or harassing messages
- ▶ offering for sale or use any substance the possession or use of which is prohibited
- ▶ viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law
- ▶ intruding into the networks or computer of others; downloading or transmitting confidential, trade secret information, or copyrighted materials

2. Uses that cause harm to others or damage to their property. For example:

- ▶ engaging in defamation
- ▶ employing another's password or some other user identifier that misleads others to believing that someone *other than you* is communicating
- ▶ uploading a worm, virus, or other harmful form of programming or vandalism
- ▶ participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems

NETIQUETTE

All users must abide by rules of network etiquette, which include the following:

- ✓ Be polite
- ✓ Use appropriate language
- ✓ No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language
- ✓ Avoid language and uses which may be offensive to other users
- ✓ Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation

PATRON'S AGREEMENT

Every user regardless of age must read and sign below:

I have read, understand, and agree to abide by the terms of the COMPUTER AND INTERNET USAGE POLICY. Should I commit any violation or misuse my access to the Internet, I understand and agree that my access may be terminated.

Patrons under age 18 agree to follow the posted Safety Tips regarding dissemination of personal identification information, especially when using electronic mail, chat rooms, and other forms of direct electronic communication.

Name (Print Clearly)

Signature

PARENT'S OR GUARDIAN'S AGREEMENT

To be read and signed by parents or guardians of patrons under age 18.

As the parent or legal guardian of the above patron, I have read, understand and agree that my child shall comply with the terms of the library's COMPUTER AND INTERNET USAGE POLICY. I understand that it is my child's responsibility for abiding by the Policy. I hereby give permission for my child to use the Library's computers.

Name (Print Clearly)

Signature

PERSONNEL POLICY

The Board of Trustees sets policies. The librarian administers these policies. The board assumes final responsibility for all duties given it by law and should employ the best-educated, best-trained librarian possible and let the librarian work. The board should:

- Support the librarian's decisions.
- Consult the librarian for professional advice.
- Interpret the community to the librarian.
- Study the community with the librarian to discover new ways to serve needs.
- Give the librarian power and authority to run the library day to day.

Librarian

The librarian shall be the library director. The job description for this position is printed in the Appendix.

The board selects, appoints and evaluates the librarian, who serves as chief administrator with full professional responsibility for administering library policy, personnel selection and management, development and administration of programs and services, and selection of materials.

The librarian and the board share the responsibility to study, plan and develop library policies and review them at least every three years. This shared responsibility should include study of library developments elsewhere and applicable legislation.

When the library director independently changes or fails to follow established policy, or when the board engages in direct management, both are violating standards of sound administration.

The librarian shall have a bachelor's degree and shall be certified in Public Library Management through the State Library of Iowa.

There shall be access to and regular use made of a librarian with a master's degree in Library Science through regional or other library services.

Other Personnel

Appointment of members of the immediate families of board members is prohibited. Appointment of the immediate families of librarian or staff, even for hourly employment, is made only with the approval of the Board of Trustees.

The board will hire an assistant (or assistants) for as many hours as deemed necessary by the librarian. See the Appendix for current job descriptions.

Discipline

Employment is at will. Staff discipline is at the discretion of the librarian. Discipline of the librarian is at the discretion of the Board of Trustees.

Dismissal and Resignation

Any employee may be separated from employment by written notice. A permanent full-time employee who is separated from employment will receive at least ten working days' notice of separation or shall receive the employee's regular rate of pay for ten working days, whichever the Board of Trustees deems appropriate. A permanent part-time employee who is separated from employment will receive at least five working days' notice of separation or shall receive the employee's regular rate of pay for five working days, whichever the Board of Trustees deems appropriate.

The librarian has the right and authority to recommend to the board the dismissal from the staff an employee whose attitude, professional ethics, conduct or performance of duties warrants such action. In every case the employee shall have the right to present his/her case to the librarian and to the board. The board retains the right to dismiss the librarian in the same manner.

The board requests 30 days' notice in the event of resignation or retirement.

Leaves

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies.

Paid Leaves

In the interest of maintaining a healthy balance between work and home, the Library Trustees offer paid leaves to eligible regular full-time employees, working at least 35 hours per week. Time off is paid using your base hourly rate only.

Holidays

Recognized Holidays

Regular full-time employees, working at least 35 hours per week, are eligible for holiday pay. The following holidays are recognized by the City of Rockwell City, Iowa, including the Library, as paid holidays:

New Year's Day

Martin Luther King Day (third Monday in January)

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Day following Thanksgiving

Christmas Eve (Close at 12:00 noon)

Christmas Day

Holiday Policies

All national holidays are scheduled on the day designated by common business practice. If a holiday occurs during your scheduled vacation, you remain eligible for the holiday. You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

Vacations

Vacation is a time for you to rest, relax, and pursue special interests. The Library Trustees have provided paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills, and talents.

Regular full-time employees, working at least 35 hours per week, are eligible to accrue paid vacation, based on length of employment, as follows:

<u>Years of Employment</u>	<u>Total Accrual Per Year (In Days)</u>
Prior to First Anniversary Date	Sixty (60) Hours; (2.31 hrs per pay period)
First to Eighth Anniversary Date	Eighty (80); (3.08 hrs per pay period)
Eighth to Twelfth Anniversary Date	One hundred twenty (120) hours; (4.62 hrs/ pay period)
Twelfth to Nineteenth Anniversary Date	One hundred sixty (160) hours; (6.15 hrs / pay period)
After Nineteenth Anniversary Date	One hundred seventy-six (176) hours; (6.77 hrs / pay period)

Permanent part-time employees working at least 20 hours per week are eligible to accrue paid vacation, based on length of employment, as follows:

<u>Years of Employment</u>	<u>Total Accrual Per Year (In Days)</u>
After First Anniversary Date	Twenty (20) Hours; (0.77 hrs per pay period)
After Second Anniversary Date	Forty (40) Hours (1.54 hrs per pay period)

Vacation Policies

Specific vacation dates must be approved by the Library Director. Requests will normally be granted as long as your absence will not seriously affect the Library's operation. Only one employee may be out on a vacation day at any one time.

If you are on an approved leave of absence for less than thirty (30) calendar days, your vacation eligibility will not be affected. If your approved leave of absence extends beyond thirty (30) calendar days, vacation time will not continue to accrue.

If you have unused vacation days upon the termination of your employment with the Library, you will be paid for that time at your regular base hourly rate.

Accumulation Rights

Employees are encouraged to use their vacation to take regular time off each year. Vacation hours may accumulate to a maximum of 160 hours for full-time employees, and a maximum of 80 hours for permanent part-time employees.

Exceptions to this policy may be made in unusual circumstances. Each case will be viewed, upon request of the individual, by the Library Board of Trustees.

Payment in lieu of time off is not permitted.

Sick Leave

Sick Leave hours begin accruing at date of hire at a rate of 3.7 hrs. per pay period for full time employees.

Sick leave can be accumulated to a maximum amount equal to 800 hours. Sick leave typically shall not be available to, either during employment or upon termination, be converted to monetary compensation.

Sick leave shall be used only when the employee is unable to perform the employees' regular job duties by reason of physical or mental injury or illness which is not compensated under the Iowa Workers Compensation Act, and during enforced quarantine of an employee in accordance with community, county or state health regulations.

Sick Leave Policies

Only accrued sick leave may be taken.

In addition to utilizing sick leave in the event of your own illness, sick leave may also be used for the purpose of visiting doctors, dentists or other recognized practitioners. Sick leave may also be used for the purpose of tending to an illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this policy, immediate family includes spouse, child, parent, parents-in-law or sibling.

The Library Board of Trustees may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed.

If you are on an approved leave of absence for less than thirty (30) calendar days, your sick leave eligibility will not be affected. Any accrued sick leave will be paid at the time the leave begins. Should the leave extend beyond thirty (30) calendar days, sick leave will not continue to accrue for the next period.

In the event of an illness or injury which is covered by workers' compensation insurance, this Sick Leave Policy will not apply, but will defer to state statutes.

Other Paid Leaves

Funeral (Bereavement) Leave

Up to 5 working days of leave with pay (not charged to other leave time) shall be granted to regular, full-time employees upon request to make arrangements for and attend funeral services of the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner, brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

With the Board of Trustee's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, unused personal time off or a day of accrued vacation may be used for this purpose.

Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence,

you may not receive holiday or vacation pay in addition to paid funeral leave.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, you must notify the Board of Trustees within forty-eight (48) hours of receipt of the jury summons.

The Library will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. The Library will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of fifteen (15) business days. Any mileage or meal allowance paid to you by the court will not be deducted from the difference between your jury pay and your regular pay.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to the Board of Trustees. This document is issued by the court.

Unpaid Leaves

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job. It is the policy of the Board of Trustees to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Time off for any reason during a working day will count first against your allotted sick days or personal days, as appropriate, in hourly, quarter day, half day or full day increments. Once you have used all of your accrued sick or personal days, the time may be counted against your accrued vacation time. Thereafter, unless specifically excepted, any time off will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform the Board of Trustees of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to the Board of Trustees. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

There are several types of unpaid leaves for which you may be eligible.

Family / Medical Leave of Absence

The Library will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, national origin, sex, age, religion, creed, physical or mental disability, marital status or veteran status.

In general, a leave of absence is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as

described within this Family / Medical Leave of Absence Policy, which shall be administered in accordance with applicable state and federal laws as follows:

1. Employees are eligible if they have been actively employed for twelve (12) months, and worked at least 1250 hours during those twelve (12) months.
2. Employees may request one (1) or more family care or medical leaves, however, the total amount of leave taken cannot exceed twelve (12) workweeks in any twelve- (12) month period. You may request an intermittent leave or reduced schedule leave to care for a seriously ill family member or if you have a serious health condition that warrants such a request.
3. The “twelve month (12) period” referred to in this policy is the period of twelve (12) consecutive months starting with the date of FMLA leave and rolling back for twelve (12) consecutive calendar months.
4. A family leave shall be granted upon the birth or adoption of a child of the employee, or upon the serious health condition of the employee's child, spouse, or parent.
5. A medical leave shall be granted upon the employee's own serious health condition.
6. In appropriate circumstances, we may require you to be examined by a designated physician, at the Library's expense.
7. In the event of a serious health condition to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee must provide us with notice, as soon as practicable, of any needed time off, and a written doctor's certificate. The certification must include the date on which the health condition occurred, the probable duration of the condition, an estimate of the amount of time you need to be off work to care for the family member or for your own health condition, and confirmation that the nature of the condition warrants you to be away from work to care for yourself or your dependent.
8. Employees shall be required to give thirty (30) calendar days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two (2) weeks advance notification of your intended return date. Failure to do so may delay your return date.
9. For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward. If the child is over eighteen (18), he/she must be unable to care for himself/herself due to a serious illness.
10. A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
11. A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving 1) inpatient care in a hospital, nursing home, or hospice; or 2) outpatient care requiring continuing treatment or supervision from a health care professional.

12. Leave of absence rights available to you under other sections of the Library's leave policies shall be counted towards the total time off available under this section.

13. A Family Care Leave that relates to the birth or adoption of a child must be completed within twelve (12) months of the birth or adoption.

14. Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one.

15. If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.

16. You must use any accrued vacation during your family care or medical leave. If the leave is related to your own serious health condition, you must use any accrued sick leave during your medical leave.

17. While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of twelve (12) weeks leave during any one (1) year period. If your leave extends beyond twelve (12) weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules.

18. Other accumulated fringe benefits such as retirement, service credits, sick pay, vacation pay, and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during any such leave period.

19. During a period of disability, you may be eligible for disability pay benefits. Please refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars.

20. If additional family care or medical leave is required beyond the twelve (12) weeks provided by law, you must, prior to expiration of the family care or medical leave, submit additional certification to the Library Board of Trustees.

21. Should you seek a leave of absence for reasons other than described above, we will evaluate such a request based on particular circumstances present at that time, including but not limited to your current and anticipated work responsibilities, performance, and company needs. The Library Board of Trustees reserves the right to refuse such a request at its sole discretion.

Disability (Including Pregnancy) Leave of Absence

The Library may grant an unpaid leave of absence for illness, disability or pregnancy. To request a disability leave of absence from the Board of Trustees, you should submit, or have someone submit for you, a statement of ill health or disability from your doctor. Pregnancy is treated, for the purposes of this policy, the same as an illness or disability. An approved disability leave may be granted for up ninety (90) calendar days. If necessary, you may request extensions in thirty (30) calendar day increments for a maximum of one (1) year. Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In the case of pregnancy, please inform the Board of Trustees as soon as possible of the date you and

your doctor anticipate that you will begin your leave. Your job status will be protected in that we will make every effort to hold your position open, or return you to a similar position if one is available, for which you may be qualified.

At the time the disability leave begins, any accrued personal leave or sick leave will be used. Vacation time previously accrued (but not used) at that time will also be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty (30) calendar days. This policy applies to all employees. Your group insurance booklet should be reviewed to determine your insurance coverage during a leave of absence.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to the Library's usual hiring policies.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions will be required to submit a physician's statement. This statement must give approval that continued full-time employment in his/her present position will not jeopardize his/her health or the safety of others, in the event she/he continues to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law.

Military Leave of Absence

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to the Board of Trustees as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with the Library.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months of active duty for training, you must apply within thirty (30) days after discharge.

Military Reserves or National Guard Leave of Absence

Employees who serve in U. S. military organizations or state militia groups may take the necessary time off to fulfill this obligation, will be granted pay as provided by Iowa Code Section 29A.28, and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued personal leave and unused earned vacation time to the leave if they wish, however, they are not obliged to do so.

You are expected to notify the Board of Trustees as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

Personal Leave of Absence

In special circumstances, the Library may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from the Board of Trustees. A personal leave of absence must not interfere with the operations of your employment at the Library.

A personal leave of absence may be granted for up to thirty (30) calendar days. If your leave is extended for more than thirty (30) calendar days, vacation and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

Accepting Other Employment or Going Into Business While on Leave of Absence

If you accept any employment or go into business while on a leave of absence from the Library, you will be considered to have voluntarily resigned from employment with the Library, as of the day on which you began your leave of absence.

Insurance Premium Payment During Leaves of Absence

The Library will continue to pay its share of insurance premiums for employee coverage and dependent coverage for a maximum of twelve (12) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from the Library, other than FMLA leave, you will be responsible for paying the total premiums for your coverage and that of your dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.

For issues not contained in these policies, employees should refer to their City of Rockwell City Employee Manual.

Continuing Education

As it is of great benefit to the library for board members to attend continuing-education meetings, registration, meal and mileage for board members' attendance of such meetings will be paid after board approval.

The librarian shall take continuing-education hours required to maintain certification by the State Library of Iowa. The library shall pay salary, registration, meal and mileage expenses for the librarian while the librarian attends continuing-education classes.

The library assistant may earn forty (40) contact hours of continuing education in library science-related fields in each five years. The library shall pay hourly wages, registration, meal and mileage expenses while the assistant attends continuing-education classes.

Equal Employment Opportunity/Affirmative Action

The Rockwell City Public Library will not discriminate against any applicant or employee because of race, creed, color, religion, sex, national origin, age, ancestry or disability (Americans with Disabilities Act). Affirmative action will be taken to ensure that applicants are employed, and that employees are treated during employment, without regard to race, creed, color, religion, sex, national origin, age, ancestry or disability (ADA).

Sexual Harassment

Sexual harassment is illegal and against the policies of the library. Sexual harassment can be verbal, non-verbal or physical and involves, but is not limited to, Making unwelcome sexual advances or requests for sexual favors, whether verbal or physical.

Making submission to or rejection of such conduct the basis for employment decisions. Creating an intimidating, offensive or hostile work environment by such conduct.

Any report of sexual harassment shall be examined by the Program and Personnel Committee. An employee should present the complaint to the committee within three days of the incident. After receipt of the complaint, steps should be initiated to effect a resolution of the complaint acceptable to both parties.

Drug-Free Workplace

The Rockwell City Public Library abides by the city policy in establishing a drug-free workplace. See the Appendix for the text of the city policy.

OPERATING POLICY

Hours of Operation

The library hours of operation are: Monday through Thursday 11 a.m.-6 p.m.; Friday 11 a.m.-5 p.m.; and Saturday 9 a.m.-12 p.m. The library will be closed on the following holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day.

Confidentiality

According to the Code of Iowa, Sec.22.7(13), a public library may not reveal to a third party the titles of items patrons have borrowed. This includes materials borrowed by children. See the Appendix for the code citation.

Lost and Concealed Materials

Library-card holders obligate themselves to take care of all materials borrowed on that library card. This includes the cost of repair of items or replacement when the item is lost or beyond repair.

The library will use provisions of the Code of Iowa, Sec. 714.5, for return of materials that are overdue for two months or more (concealed materials). See the Appendix for the code citation.

As a community agency, the library is serious about seeing that public property is returned. The library also abides by city policy concerning checks for insufficient funds. Notices concerning concealed materials and returned checks are posted in the library.

Loan Periods

Books, audio books, and periodicals are loaned for two weeks (14 days). Videos/DVDs are loaned for 3 days. Some items that generally would not circulate (e.g., local history materials, microfilm) may be placed in limited circulation for a specified period at the discretion of the librarian.

Materials mailed out on Interlibrary Loan are loaned for one month (31 days). Transit time will effect the period the borrower actually has access to the materials.

Materials may be renewed upon request, with items in demand being allowed only one renewal. Renewal may be done by telephone.

Iowa Library Association

The library pays the annual dues for its membership in the Iowa Library Association.

Northwest Iowa Library Service Area

The Rockwell City Public Library is a member of the Northwest Iowa Library Service Area system of the State Library of Iowa.

Storage of Magazines

All magazine subscriptions are stored for one year prior to current year.

Insurance

The city insures the building and its contents.

Inventory

Materials and furnishings are inventoried. A complete shelf list and a list of library furnishings should be kept current.

Equipment Loan Policy

The Library may loan out equipment to Rockwell City organizations at the discretion of the Library Director. A \$10 deposit must be paid when the equipment is picked up, and the equipment must be returned during the next library business day in the same condition in which it was loaned out.

<u>Organization</u>	<u>Person Responsible</u>	<u>Date, Time Out</u>	<u>Date, Time In</u>	<u>Dep. Paid</u>	<u>Dep. Ret.</u>
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Meeting Room

The fee for using the meeting room and kitchen is \$10 per day for educational and service groups and \$25 per day for all others. The library will not be held responsible for loss and damage to any materials left unattended. The renter will review rules for use (see below) and will sign an agreement to abide by the rules.

Library functions take precedence over private use of the meeting room.

Users of the meeting room may not store materials or supplies on the library premises.

RULES FOR MEETING ROOM USE

1. Charges are \$10 per day for educational and service groups' use or \$25 per day for all others.
2. Contact a member of the staff to reserve the room.
3. Your group is responsible for any damage done.
4. Alcoholic beverages and smoking are not permitted on the library premises.
5. Refreshments may be served. There are equipped kitchen facilities.
6. Your group may rearrange the tables and chairs. Please leave the meeting room as you found it.
7. Furniture is not loaned.
8. Your group is responsible for cleaning up after use.
9. Rent of the meeting room entitles your group to use of the downstairs portion of the building. The main section of the library may be entered only during normal hours of operation.
10. Turn off the air-conditioner and lights and lock the door as you leave.

I have read the Rules for Meeting Room Use and agree to abide by them.

Signed _____ Date _____

SAFETY POLICY

EMERGENCY SITUATIONS

An emergency situation can be defined as any situation in which a person's actions present an imminent danger to the life or safety of him/herself, others or to library property. Such incidents may include assault and other crimes of violence, or the threat or attempt to commit such crimes. Library staff shall call the police immediately if such behavior should occur.

EMERGENCY MEDICAL SITUATIONS

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. 911 should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

INCLEMENT WEATHER

In case of inclement weather, such as a tornado, the staff will alert the public and direct them to the designated shelter area away from windows. In case of unattended children, staff assumes "loco parentis" and directs them to shelter. A person who wishes to stay in the main library cannot be forced to take shelter elsewhere; however, staff members do not have to stay with the patron. A radio is located in the shelter to listen to weather related announcements.

The library may close (or postpone opening) when weather conditions exist making it highly improbable for travel. The primary factor of any decision made will be the safety of the staff and the library patrons. However, maximum effort will be made to maintain regular library operation hours. Closing of the library due to inclement weather will be at the discretion of the Library Director or other senior staff member.

FIRE

Do not panic, but do not under-estimate the potential danger to patrons or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine the location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 and then clear the building. All staff should be familiar with the location and application of the fire extinguishers in the building.

Adopted 04.25.05

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BYLAWS

revised 1996; reviewed 2000, 2003

BOARD OF TRUSTEES

A. The Board of Trustees shall consist of nine members to be appointed from time to time by the Mayor with the approval of the City Council.

B. The Board shall exercise its powers and duties by:

1. Employing a competent and qualified librarian.
2. Cooperating with the librarian in determining and adopting written policies to govern the operation and program of the library, including personnel policies and policies governing the selection of library materials, supplies and equipment.
3. Reporting to and cooperating with other public officials, boards and the community as a whole to support a public-relations program for the library.
4. Assisting in the preparation of and seeking adequate support for the annual budget.
5. Developing short-term and long-term goals for the library and working for their achievement.

C. Legal liabilities of the Board of Trustees are:

1. **Errors in acts in excess of authority.** Trustees can be sued if they or their employees make errors when they act outside the scope of their library authority when they are on the job.
2. **Nonfeasance.** Trustees can be held liable for failing to act when they should have acted, either to do something required by law or to stop actions that are illegal.
3. **Negligence.** The trustees may be held liable for the negligence of the librarian or of themselves.
4. **Intentional tort.** Trustees may find themselves liable for statements made in haste or for angry actions of one of their own members or the library staff. The legal liabilities include slander and assault.
5. **Acts in contradiction to the law.** Trustees may find that they are liable for failure to act in compliance with state statutes or administrative rules.
6. **Conflict of interest.** This occurs when a conflict exists between a person's obligation to the public or constituency and his/her own personal interest.

OFFICERS

A. The officers of the board shall consist of a president, vice president and secretary. The librarian will serve as secretary. The terms of office for president and vice president shall be for two years. Officers shall be elected at the Biennial Meeting and hold office until their successors are elected and installed. Officers may succeed themselves in office, provided that no trustee serves more than three terms in the same office.

B. The duties of all officers shall be such as by custom, law and the rules of this board.

MEETINGS

A. Regular meetings shall be held monthly, with the date and hour to be determined by the board. The meetings shall be held in the library meeting room or such other place as the board may determine.

B. The Biennial Meeting to elect officers will be held in July of the even-numbered years.

C. Special meetings may be held at any time at the call of the president, secretary or any two members of the board, provided that notice thereof be given to all Trustees at least 24 hours in advance of the special meeting.

D. A quorum at any meeting shall consist of five or more members.

E. The order of business shall be:

1. Roll call.
2. Reading and approval of minutes of previous meeting.
3. Correspondence and communications.
4. Report of the librarian.
5. Financial report and approval of expenditures.
6. Committee reports.
7. Unfinished business.
8. New business.
9. Adjournment.

F. An agenda for board meetings shall be prepared by the librarian in cooperation with the president of the board.

G. All meetings of the board are open to members of the public. Non-board members who wish to address the board should request a place on the agenda at least 24 hours before the time established for the meeting. The request may be directed to the board president or the librarian.

H. Robert's Rules of Order shall govern parliamentary procedure of the board.

COMMITTEES

A. Standing Committees of the board are:

Budget and Finance.

Building and Grounds.

Long-Range Planning.

Program and Personnel.

The president shall appoint all members of committees, with the advice and consent of the board.

B. The president of the board may appoint such special committees as may be needed from time to time.

AMENDMENTS

A. Amendments to these Bylaws may be adopted at any regular meeting of the Board of Trustees, provided that notice of proposed amendments is given to all members of the board in advance of the meeting.

B. The Bylaws shall be reviewed at least every three years.

APPENDIX

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

— adopted June 18, 1948. Amended Feb. 2, 1961, June 27, 1967 and Jan. 23, 1980, by the ALA Council.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are pressured to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression

of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured

by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters, taste differs, and taste cannot be legislated nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

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

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that

ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Education Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised Jan. 29, 1972, Jan. 16, 1991, by the ALA Council and the AAP Freedom to Read Committee

A joint statement by American Library Association and Association of American Publishers; subsequently endorsed by: American Booksellers Association, American Booksellers Foundation for Free Expression; American Civil Liberties Union; American Federation of Teachers AFL-CIO; Anti-Defamation League of B'nai Brith; Association of American University Presses; Children's Book Council; Freedom to Read Foundation; International Reading Association; Thomas Jefferson Center for the Protection of Free Expression; National Association of College Stores; National Council of Teachers of English; PEN-American Center; People for the American Way; Periodical and Book Association of America; Sex Information and Education Council of the US; Society of Professional Journalists; Women's National Book Association; YMCA of the USA.

**REQUEST FOR RECONSIDERATION OF LIBRARY
RESOURCES**

Letter to Complainant:

Dear :

We appreciate your concern having _____ in our library. The library has developed procedures for selecting materials, but realizes that not everyone will agree with every selection made.

To help you understand the selection process, we are sending copies of the library's:

1. Mission Statement
2. Collection Development Policy

If you are still concerned after you review this material, please complete the Request for Reconsideration of Library Resources form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two weeks, we will assume you no longer wish to file a formal complaint.

Sincerely,

Director

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES FORM

The Rockwell City Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Director, and has established reconsideration procedures to address concerns about those resources.

Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the library.

Name_____ Date_____

Address_____ City, State, Zip_____

Phone_____

Do you represent self?_____ Organization?_____

1. Resource on which you are commenting:

- | | | | | |
|--|--|------------------------------------|---|-----------------------------------|
| <input type="checkbox"/> Book | <input type="checkbox"/> Textbook | <input type="checkbox"/> Video | <input type="checkbox"/> Display | <input type="checkbox"/> Magazine |
| <input type="checkbox"/> Library Program | <input type="checkbox"/> Audio Recording | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Computer/
Electronic
Information | |
| <input type="checkbox"/> Other_____ | | | | |

Title _____

Author _____

2. What brought this resource to your attention?
3. Have you examined the entire resource?
4. What concerns you about the resource? (Use other side or additional pages if necessary)
5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Revised by the ALA Intellectual Freedom Committee, 1995

LIBRARY DIRECTOR JOB DESCRIPTION

The Director of the Rockwell City Public Library shall serve as chief administrator, with full professional responsibility for administering library policy.

This position is full time and shall be compensated by an annual salary.

The Director's performance shall be evaluated annually by the Personnel Committee, with a recommendation to the Library Trustees to adjust the salary accordingly.

The Director shall have at a minimum a Bachelor's degree and shall complete continuing-education courses as required for state certification.

The Director of the Rockwell City Public Library shall be expected to:

1. Oversee operation of the library on a day-to-day basis.
2. Provide customer service, in person, by telephone, electronically and by mail.
3. Manage the library and its collections and services following standard library practices and local policy.
4. Serve as Secretary to the Board of Trustees, attending all regular and special meetings; follow required procedures under the Open Meetings Law; prepare monthly administrative reports and agenda; prepare bills for Board approval and submission to the City Clerk.
5. Prepare annual reports to the State Library of Iowa and to the City of Rockwell City.
6. Order all materials and supplies.
7. Supervise staff. This includes scheduling, evaluation, commendation and, if necessary, discipline and recommendation of dismissal.
8. Serve as a director of the Rockwell City Public Library Foundation, as provided in its bylaws.
9. Attend workshops to improve knowledge and skills and utilize the consulting services of Northwest Regional Library System whenever needed.
10. Be an active participant in all planning for the library, both immediate and long-range.
11. Be involved, either directly or through a staff liaison, in the work of adjunct groups, such as the Friends of the Library.
12. Promote the library to the community.
13. Assume additional duties and responsibilities as assigned by the Board of Trustees.

LIBRARY ASSISTANT JOB DESCRIPTION

The Library Assistant shall serve as children's librarian and shall be hired for the number of hours recommended by the Library Director and approved by the Board of Trustees. The assistant's performance shall be evaluated annually by the director and that evaluation shall be shared with the Program and Personnel Committee.

The Library Assistant of the Rockwell City Public Library shall be expected to:

1. Plan and implement programming for children and youth.
2. Attend workshops to improve knowledge and skills.
3. Assist library visitors, as necessary, with materials and equipment.
4. Check materials in and out.
5. Collect fines and fees.
6. Notify patrons, by telephone or mail, of overdue materials.
7. Assist in promoting the library to the community.
8. Complete Interlibrary Loan transactions.
9. Lend direction to and support the Friends of the Library.

INDEPENDENT CONTRACTOR AGREEMENT

The Board of Trustees will negotiate with an independent contractor to provide care-taking services for the Rockwell City Public Library. The contract will be reviewed annually. The independent contractor shall be expected to:

1. Furnish labor, equipment and cleaning supplies needed to:

- a. At least weekly clean the interior of the library building. This entails vacuuming, dusting, disposing of trash, cleaning restrooms and other reasonable duties.
- b. As needed tend the library grounds.

2. Perform the work in a workmanlike manner according to standard practices.

The contractor and board may agree to extra services and work, but any such extras will be set out and agreed to in writing by both parties.

The contractor shall agree to indemnify and hold the Board of Trustees harmless from any claims or liability rising from the contractor's work under the agreed-upon contract.

CONFIDENTIAL RECORDS

Code of Iowa, Sec. 22.7 (13)

22.7. The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

...

13. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

LIBRARY MATERIALS AND EQUIPMENT

Code of Iowa, Sec. 702.22

702.22(1) "Library Materials" include books, plates, pictures, photographs, engravings, paintings, drawings, maps, newspapers, magazines, pamphlets, broadsides, manuscripts, documents, letters, public records, microforms, sound recordings, audiovisual materials in any format, magnetic or other tapes, electronic data processing records, artifacts, and written or printed materials regardless of physical form or characteristics, belonging to, on loan to, or otherwise in the custody of any of the following:

a. A public library. ...

(2) "Library equipment" includes audio, visual, or audiovisual machines, machinery or equipment belonging to, on loan to or otherwise in the custody of one of the institutions or agencies listed in subsection 1.

LIBRARY MATERIALS AND EQUIPMENT —

**UNPURCHASED MERCHANDISE —
EVIDENCE OF INTENTION
Code of Iowa 714.5**

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

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

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

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

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

**DETENTION AND SEARCH IN THEFT
OF LIBRARY MATERIALS AND SHOPLIFTING
Code of Iowa Sec. 808.12**

- 808.12 (1). Persons concealing property as set forth in section 714.5, may be detained and searched by a peace officer, person employed in a facility containing library materials, merchant or merchant's employee, provided that the detention is for a reasonable length of time and that the search is conducted in a reasonable manner by a person of the same sex and according to subsection 2 of this section.
2. No search of the person under this section shall be conducted by any person other than someone acting under the direction of a peace officer except where permission of the one to be searched has first been obtained.
3. The detention or search under this section by a peace officer, person employed in a facility containing library materials, merchant or merchant's employee does not render the person liable, in a criminal or civil action, for false arrest or false imprisonment provided the person conducting the search or detention had reasonable grounds to believe the person detained or search had concealed or was attempting to conceal property as set forth in section 714.5.

DRUG-FREE WORKPLACE POLICY

The City of Rockwell City views the use of illegal drugs by employees, both on and off the job, as being a significant threat to the safety of fellow employees and the public, and to the maintenance of a productive work environment. Furthermore, tolerance of the use of illegal drugs by its employees adversely affects the ability of the City to fulfill its responsibility as a local government, charged with the duties of enforcing drug laws and dealing with many of the problems associated with illegal drugs, to serve as an active and credible force in deterring and, where possible, stopping the traffic and use of illegal drugs in the community. Therefore, the following rules governing the conduct of employees are to be prescribed:

1. On-the-Job Conduct. The use or personal possession (e.g., on the person or in a locker, desk, lunch box, vehicle, etc.) of illegal drugs while on the job, including rest breaks and meal periods, is absolutely prohibited and shall result in disciplinary action, and may include discharge. Law-enforcement officials shall also be notified to investigate the matter for possible criminal prosecution.

Employees, other than law enforcement officials, who discover apparently illegal drugs while on the job shall immediately notify their supervisor. The supervisor shall investigate the matter and shall promptly turn over the illegal drugs to the police. Law-enforcement officials who discover apparently illegal drugs or have drugs turned over to them shall handle and maintain the drugs as evidence in accordance with regulations issued by proper authorities.

2. Off-the-Job Conduct. Any manufacturing , processing, distributing or sale (including possession with the evident intent to sell) of illegal drugs while on or off the job is absolutely prohibited and shall result in disciplinary action and may include discharge. A determination regarding whether to discharge an employee on this basis may be delayed until the conclusion of a criminal prosecution, although a criminal conviction is not necessarily required and discharge may be immediate.

The use or personal possession of illegal drugs while off the job may subject an employee to disciplinary action, which may include discharge. Off-the-job use or personal possession of illegal drugs shall also constitute grounds for management to order an employee to be evaluated for possible treatment.

3. Treatment. When the council has reasonable cause to believe that an employee may be using illegal

drugs on or off the job, even though there may initially be insufficient evidence to sustain disciplinary action, an employee may be ordered to be evaluated for possible treatment. Where the treatment is recommended, the employee shall enter and fully complete an acceptable, bona fide treatment program to retain their employment. The employee shall execute any necessary releases to authorize the City to receive periodic verification of the employee's full participation in the treatment program. Generally, only one treatment opportunity will be available during an employee's term of employment.

Employees are strongly encouraged, if they are involved with illegal drugs, to seek treatment before it comes to the City's attention. Employees with fringe benefits not only have health-plan coverage to pay the costs of treatment but can utilize sick and vacation leave to avoid loss of income during an in-patient admission. Where the City becomes aware of the drug-related problem only by the voluntary seeking of treatment by the employee, law-enforcement officials will not be notified and no disciplinary action will be taken though it may be deemed appropriate to restrict an individual's work assignment for a period of time.

4. Testing. The City currently has no generally applicable drug-testing program though it reserves the right to implement one in the future if deemed necessary. There are proposed federal regulations now being considered which will likely mandate that the City institute a drug-testing program for a number of employees, to continue to receive some substantial amounts of federal funds. Should a testing program be instituted, it shall conform to State and/or Federal laws.