

BERTHA BARTLETT PUBLIC LIBRARIES

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I. Operations

BERTHA BARTLETT PUBLIC LIBRARY

Story City and Gilbert, Iowa

PATRON POLICY

The purpose of the Patron Policy is to affirm the rights of all people to free and equal access to information and use of the Library without discrimination, intimidation, threat of harm or invasion of privacy. Bertha Bartlett Public Libraries strive to provide a safe, clean, comfortable environment conducive to the use of Library materials and facilities. The Library is intended for the use of all members of the public. Customers are expected to observe the rights of other customers and staff members and to use the Library for its intended purposes.

Misconduct will not be allowed in the Library and may be subject to follow-up by law enforcement. Library staff members are responsible for identifying incidents of misconduct and for policy enforcement. Customers who observe misconduct should avoid confrontation and immediately notify Library staff.

I. Decorum of Library Patron

It is expected that the library patrons will behave with respect and courtesy to the library staff and other patrons and that they will observe policies and rules at all times.

Examples of prohibited behaviors include and are not limited to: Using threatening, abusive or foul language, fighting or challenging to fight, shoving or throwing things, failing to comply with a staff request, unauthorized entry in a staff area or failure to leave the library during emergencies and at closing time, taking pictures or videotaping people, except at events and/or authorized by the Director, hygiene, odor or scent that constitutes a nuisance to others or poses a health risk, bringing animals inside Library buildings, with the exception of service animals and those allowed during special Library programs, introducing bed bugs or other pests via returned materials or personal belongings, use of tobacco products, bullying or harassment, etc.

II. Assistance.

While Librarians will make effort to assist all patrons, we have limited staff and time. At librarian discretion, assistance can be limited to 15 minutes of time per patron per day.

III. Food and Drink

Light, easy to clean up snacks and covered drinks are generally permitted throughout the library except near electronic equipment. We ask patrons to refrain from eating products that are noisy, messy, or have strong odors. Librarians may ask patrons to move to a designated area at their discretion.

Food may be eaten in designated areas. All food and drink consumption is always at the discretion of the Librarian on duty and patrons are expected to respect Librarian direction as to appropriate behavior. Damage caused to materials or equipment is at the responsibility of the patron.

IV. Sex Offenders

Sex offenders convicted of sex offenses against minors may be eligible for library service, depending on their residence address. They may register for a card directly via telephone or online, or by designee, making arrangements for a person of their choosing to select, check out, and return materials using that card. Under any of these circumstances, a sex offender convicted of sex offenses against minors will remain responsible for all activity on their card. They may access information resources via telephone or online if eligible.

Sex offenders convicted of sex offenses against minors may not loiter, as defined under Iowa Code Section 692A.113(1)(g), as amended, within three hundred (300) feet of library property.

V. Unattended Child

Preschool children are expected to be accompanied and supervised by a responsible person. Older unattended children who are disruptive will be dealt with according to the library's stated policy. Toddlers and infants must have an adult caregiver with them at all times. Pre-school children must have a parent or care-giver present in the building.

VI. Enforcement/Consequences

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct as determined by the staff on duty or Director.

- Customers who engage in misconduct may be warned and asked to behave in an appropriate manner. Customers who do not modify their behavior after one warning may be asked to leave the Library and its premises.
- The patron who continues his/her disruptive behavior may be denied some or all library privileges at the discretion of the Director. Under these circumstances the Director will notify the Library Board and a parent if the patron is a minor
- Customers who engage in misconduct, that in the judgment of a staff member is extreme, will be ordered to leave the building and grounds immediately.
- If necessary, library staff may call the police.

Customers who engage in repeated or egregious misconduct may receive a written notice or be subject to additional action, including being banned from the Library.

Security cameras are located in public and staff areas of the Library to protect the safety and security of people, the building, and its contents.

VII. Appeal.

A patron who feels he/she has been unfairly suspended may file an appeal in writing with the Library Board of Trustees which shall be delivered to the Library Front Desk a minimum of seven days prior to the monthly Board Meeting.

Approved: March 27, 1989
Revised 9/98

Reviewed: 5/2001, 1/2003
Revised: 1/08, 5/10

Reviewed 5/14, 7/18
Revised: 7/21

Revised 02/2025

BERTHA BARTLETT PUBLIC LIBRARY

PATRON REGISTRATION POLICY

GOAL: the establishment of a numerical identification system for library patrons.

- OBJECTIVES:**
1. To protect the patron's right to privacy within our capacity to do so.
 2. To identify the patron and his/her specific location.
 3. To identify materials borrowed.
 4. To facilitate the return of borrowed materials.
 5. To provide a means of gathering statistical data.
 6. To present efficient service to the patron.
 7. To promote public relations.

In accordance with the traditional belief and practice that all persons should have access to a library, the Board of the Bertha Bartlett Public Library, Story City, upholds the concept of an "open door" policy with discrimination toward none.

Anyone wishing to become a user of the library must file an application for registration and show proof of residency. (Digital proof is acceptable) Children under 14 are accepted users of the library on the basis of application for registration by one parent or guardian.

Service area residents are residents of the library's financially supportive tax base, which is Story City, rural Story County, and locals which have contracted for library service. Users of this classification will be issued a library card identifying them as registered patrons of the Bertha Bartlett Public Library. This will validate the patron's identification at any cooperating library for open access.

Cards will be issued to permanent residents of other Iowa locations outside our service area in compliance with the State Library of Iowa Open Access program. The user will be asked to provide an identification card from their home library or provide a valid identification. Bar codes may be placed on the patron's home town library card, if available, otherwise a new card will be issued.

Visitors of a service area resident may use that resident's library identification card to borrow materials. Out of state residents may get a card for a \$5.00 annual fee.

Vacationers and campers are welcome to use the library on an in-house basis, but are limited to borrowing paperbacks for use outside the library.

Business and/or institutions where library materials are circulated to a group may be assigned a collective identification number. Day care providers may choose to use their own identification number for the children under their care or request a separate library card for their day care. In doing this, they assume full responsibility for the return of materials borrowed. If the material is to be signed out to the parent of the child, either the

operator,

the guardian or babysitter must be able to supply that parent's identification number to promote efficient use of time at the circulation desk.

The library identification card will be renewed every three years. If the card is lost or severely damaged, the patron will be charged for a replacement card.

The patron will be encouraged to present his/her identification card to the librarian whenever checking out materials.

Approved 6/88
Revised 3/07
Reviewed 11/10, 8/14
Revised 7/18
Reviewed 7/21

Bertha Bartlett Public Library
Story City, Iowa

POLICY FOR MEDIA EQUIPMENT

The media equipment is for use in the library only. Any person or group wishing to use this equipment must be briefed by the library staff member.

Library sponsored programming has priority over individual use.

Approved 5/91
Revised 2/99
Reviewed 1/08, 11/10, 12/14, 7/18, 7/21

BERTHA BARTLETT PUBLIC LIBRARY

Story City, Iowa

FINE/OVERDUE MATERIALS POLICY

Fines

The library will not charge fines for overdue materials.

Lost/Overdue materials

Overdue materials will follow the following schedule in terms of notices to patrons:

- 1 week overdue email
- 3 weeks call and email
- 4 weeks letter and email
- 6 weeks overdue final email sent and materials are considered lost and will be replaced at the discretion of library staff

When an item has been lost and replaced, the patron's account will be billed for the replacement cost. Prior to replacement of the item, there is no charge to patron account if the items are returned in good condition. Once an item is replaced the patron is responsible for those charges.

Damaged Materials

The guidelines of charges for damaged materials will be as follows:

- | | |
|---|-----------------------------|
| 1. Cover ruined (damaged, torn, chewed, etc.) | \$2.00 to total replacement |
| 2. Barcode damaged | \$1.00 |
| 3. Water soaked | Total replacement |
| 4. Mildewed | Total replacement |
| 5. Colored or written in, dirty or sticky | \$.25 per page |
| 6. Ruined plastic jacket | \$2.00 |
| 7. Cut or torn but mendable | \$.25 per page |
| 9. Plastic hanging bags (replace) | \$ 2.50 |

Costs for lost or damaged items:

Will be the actual replacement cost, if available, or as listed below:

Books

- | | |
|-------------------------|----------|
| Adult fiction/biography | \$ 32.00 |
| Adult non-fiction | \$ 37.00 |
| Juvenile | \$ 22.00 |
| Children (E/ER) | \$ 15.00 |
| Board Books | \$ 7.00 |

Paperbacks

- | | |
|-----------------|----------|
| Adult paperback | \$ 10.00 |
| Mass market | \$ 5.00 |
| Adult Trade | \$ 18.00 |

Periodicals

\$ 8.00

Replaced Materials

Once payment is received for replaced materials, patrons have the option to keep damaged materials

Suspension of Account

Adult patrons will not be allowed to check out any further items once they have reached an accumulated fine of \$15.00. Children (under 18 years of age) who have fines over \$15, may, at the Director's discretion, check out one item at a time until they or their parents have paid down their fines to under \$15.00.

The State Code of Iowa states that library materials not returned in three months are considered stolen, the City policy also defines failure to return materials within this time frame as theft. After 3 months, account will be turned over to collection.

To avoid suspension of library card or having account turned over for collection, patrons are highly encouraged to talk with librarians and make arrangements for material return or replacement. Appeals for penalties may also be made in writing to Library Board.

Replacement of Library Cards

New or renewed cards will be issued for lost or damaged cards when fines are paid in full. Replacement fee for a lost or damaged library card is \$2.00. The first replacement card will be free.

Policy established 1/1986

Revised 8/2006

Updated 12/2008

Revised 8/2011

Updates 12/2014

Updated 10/2018

Revised 7/2021

Revised 04/2024

BERTHA BARTLETT PUBLIC LIBRARY

Story City, IA

BASIC CIRCULATION POLICY

Books and other circulating library materials (other than DVD's) may be checked out for three week period. New borrowers may check out two items.

Books and materials may be renewed for an additional three week period. An additional renewal will be at the discretion of the librarian. Renewals may be confirmed by telephone or in person.

Patrons may check out any number of books. A limit of 8 periodicals, 4 music CD's, and 4 DVD's may be checked out. Number may be increased at discretion of librarian based on patron history.

RESERVED MATERIALS:

Holds

1. Patrons may request that an item be held for them by filling out a patron request form, or by placing item on hold from computer catalog. A librarian may also place a hold for patron directly into the catalog by phone or in person.
2. When the item is available, the first person on the In-stock Hold list is notified.
3. If the item is not picked up within 5 days after notification, it will be given to the next person on the list, or returned to general circulation. If the patron still wants the item, their name may then be re-placed at the end of existing holds list.

Reserves:

1. Patrons who want an item for a specified future period of time, may reserve that item for those dates. This can be done through the online catalog or by staff. Reserves can be made for as far as one year out from the date, and item reserved may have a shortened checkout date if someone would choose that item from the shelf.
2. If someone has requested an item for purchase, the first one to request the item should be the first to receive the item when it has been fully cataloged.

If a patron is waiting for an item that is currently checked out by another patron, that person's name will not be released by staff members. Please refer to the ***Confidentiality and Library Users Record policy***.

Approved 1/90
Revised 9/98
Reviewed 6/01

Revised 3/03, 5/07,
Revised 10/11
Revised 11/14

Revised 12/17
Reviewed 7/21
Revised 1/22

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

CONFIDENTIALITY AND LIBRARY USER RECORDS POLICY

The Board of Trustees of the Bertha Bartlett Public Library respects the privacy of users and recognizes its responsibility to protect that privacy in accordance with the Code of Iowa and the American Library Association's statement of professional ethics. Confidentiality of library records is central to intellectual freedom and directly related to the right to open inquiry without having the subject of one's interest examined or scrutinized by others. The Board of Trustees believes that public access to names of persons who hold Bertha Bartlett Public Library cards could discourage use of the Library.

CONFIDENTIAL INFORMATION

The Library will not reveal the identities of individual users for private, public or commercial use. The Library will hold confidential personal registration information such as address, phone number, and e-mail address, and personally identifiable uses of Library resources, including but not limited to:

- information sources consulted;
- information sought or received;
- reference interviews;
- materials used or borrowed;
- interlibrary loan records; and
- Internet and database search records.

All parties with authorized access to Library User Records are required to uphold confidentiality as specified by Library policies and applicable provisions of the Iowa Code, unless excepted below.

EXCEPTIONS

- The Library Director may authorize specific uses of the data contained in the Library's User Records by the Library in order to conduct Library business.
- The Library Director may authorize use of Library user contact information by Bertha Bartlett Public Library Foundation for such purposes as fundraising, marketing, or advocacy.
- The Library interprets possession of a card (or card number) as consent to use it, unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.

- Library User Records may be revealed to a collection agency or law enforcement personnel in the course of attempting to recover property or collect charges. Library User Records may be accessible by third party support personnel while providing routine software maintenance or troubleshooting.
- The Library contracts with third party vendors and library consortia that distribute electronic content through licensing agreements. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from these vendors. Some vendors may gather information about library patrons through the registration process and/or library transactions for their own marketing purposes. Customers using these resources are subject to the individual third-party terms and privacy policies.
- Contact information provided by the user to book a meeting room is considered public information.
- Illegal activity is not protected and Library Users have no expectation of privacy as to activity that violates the law. The Library may review User Records when a violation of law or Library policy is suspected.
- Library User Records shall be released to a criminal or juvenile justice agency when pursuant to a valid search warrant, subpoena or court order, or when otherwise authorized by law. Library staff will consult with the City's Legal Department in the event of such request for release of Library records, and will respond to the request according to the advice of counsel.

REFERENCES

This policy has been developed in concert with Code of Iowa Chapter 22, "Examination of Public Records (Open Records)" and *Code of Ethics of the American Library Association*.

Approved: (Jan. 2022)

Bertha Bartlett Public Library
Story City, Iowa

Inter-library Loan Services & Book Club Policy

Bertha Bartlett Public Library participates in the Open Access and Open Access Plus programs. These are partially funded through the Enrich Iowa program which allows us to offer books to other libraries for loan to individual patrons or to book club groups.

There is a \$1.00 charge to Bertha Bartlett Public Library patrons who request items which need to be borrowed from another library. Patrons who request an Inter-library loan must be in good standing with the library, and agree to pay the \$1.00 fee when the book is received. Non-residents (those who live outside Story City whose primary library would not be Story City) who request an interlibrary loan through our library at will pay a \$3.00 fee upon request of the interlibrary loan which will usually cover the cost of postage. Story County residents who use Story City as their primary library would still pay \$1.00.

The Enrich Iowa Program includes: Direct State Aid (for public libraries), Open Access and Access Plus.

- Direct State Aid for public libraries is intended to improve library services and reduce inequities among communities.
- Open Access makes it possible for Iowans from participating libraries to check out materials at other participating libraries, thereby providing them with direct access to more materials and information resources.
- Access Plus provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries.

A limited number of titles have been purchased for the Bertha Bartlett Public Library book clubs. These are then made available to other libraries which are listed on the Central Iowa Library Services website. The number of books loaned to other libraries through this program, are recorded for the state reimbursement program.

Approved 1/08
Reviewed 11/10, 12/14, 8/16,
Revised 10/18
Reviewed 8/21, 1/22

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

REFERENCE POLICY

The Bertha Bartlett Public Library's reference policy is to try to meet the needs of every citizen of the community. All patrons are assisted in their search for information and treated with utmost courtesy, respect, strict confidentiality and no censorship.

Statement of Procedure:

In helping patrons in their search for information librarians and aides must determine the need of the user by conducting a reference interview.

I. REFERENCE INTERVIEW:

ESTABLISH:

1. Specific needs of patron
2. Recommend sources in addition to books, vertical file material, computer and on-line reference.
3. Assist in finding materials
 - a. Show where books are on the shelf---do not point.
 - b. Follow up to make sure that patrons are getting what they need.
4. Remain objective

Know that each patron feels his or her request is legitimate and important even though it may not seem so to the interviewer.

Conduct service on a "first come, first served basis" whether by telephone or walk-in patron.

Give patrons prompt attention.

If patron is wandering around the room, librarian should offer assistance. Judgment is necessary here...some patrons want to browse and do not want to be interrupted or bothered. Others may be hesitant about asking for help.

II. Homework:

Because homework assignments are usually made for the purpose of teaching students, the process of finding information, the library sees as its primary role the instruction in the use of library tools rather than the provision of "answers".

III. Contest Questions, Quiz Programs, Crossword Puzzles:

These questions are not answered but the patron is directed to sources from which he may seek his/her answers unless questions may be answered as a quick fact.

IV. Medical Questions:

Factual information can be provided from medical dictionaries and books, but questions that involve interpretation and opinion cannot be answered.

V. Legal Questions:

Citation from codes can be given and other legal resources suggested but legal advice and/or explanation cannot be offered.

VI. Genealogy Research:

- a. The library provides genealogy books for patron use, both loan materials and for in library use.
- b. Postage for any materials ordered through Interlibrary Loan Services should be governed by the regulations of the agreements for Interlibrary Loan, Open Access and Access Plus.

VII. Reference Books:

- a. Reference books are not circulated except for older editions or at the librarians' discretion.

VIII. Internet Sources:

- a. Help direct patron to established, unquestionable sites, using legitimate online sources whenever possible. If locating information for patron reference question, the staff will include the site location where they found the answer.

Approved 1/90

Revised 9/98

Reviewed 1/02, 7/04

Revised 1/08, 11/10,
12/14, 10/18

Reviewed 8/21

Revised 12/21

BERTHA BARTLETT PUBLIC LIBRARY MEETING ROOM POLICY

***The Bertha Bartlett Public Library welcomes public use of its meeting rooms.
Meeting rooms may be used for civic, community, cultural or educational purposes.***

Guidelines

1. The meeting room is available on an equitable basis regardless of the activities, affiliations, beliefs or policies of the individual, group or organization requesting use. Permission to use the meeting room does not constitute Library endorsement. Permission to use the meeting room in no way implies that the Library supports the views of the group.
2. Library-sponsored activities are given priority. With adequate notice, the Library reserves the right to revoke permission to use the meeting room. If a meeting must be canceled, the Library expects to be notified within a reasonable time so that another group may use the space.
3. The Library meeting room is available for group meetings. Conduct disruptive to the Library's general function as a place of quiet study is prohibited, as determined by the staff on duty. Activities must not disrupt the usual operations of the Library. The Library director is authorized to deny permission to use the library meeting room to any group or individual that behaves in a disorderly or inappropriate manner. Library policies and applicable federal, state and local laws are to be obeyed. If a question or objection is raised regarding use of the meeting room, the Library Trustees are the final authority in granting or refusing permission.
4. Plans for decorations must be approved by the Library prior to installation. Materials which might deface the property will not be used; exits will not be obstructed at any time; decorations must be removed prior to leaving the facility.
5. In consideration of the Library's granting permission to use the facility, the users promise, and agree to hold the Library and the City of Story City, its officers and employees harmless and to indemnify them against any claims for loss of property or personal injuries resulting from or arising out of the activities to be held and conducted by the users on the premises.
6. Meeting rooms must be left in an orderly condition with all personal property removed, trash placed in receptacles and tabletops cleaned.
7. The Library will bill for loss or damage of Library property, if more than routine cleaning is necessary or if tables and chairs are not returned to the standard arrangement.
8. Lighted candles are not permitted.
9. Privacy is not guaranteed. Meeting rooms are not soundproof.
10. Promotional materials may not state or imply Library sponsorship and may only be distributed or displayed in the meeting room.
11. Hours/Days of availability -- 7 a.m. - 10 p.m.- Monday through Sunday
12. Selling and fundraising in the Library's meeting rooms and lobby are prohibited except for events that benefit the Library. Book selling by the presenter or local bookstore is permitted when the author is speaking at a Library-sponsored or co-sponsored event.
13. Admission may not be charged for any events in Library meeting rooms except for fundraising events sponsored by the Library or BBPL Foundation that benefit the Library.

Reservations

14. Reservations for the use of the meeting room are to be made online, by phone or in person with the librarian on duty and are subject to Director approval. Rooms may be booked a maximum of 6 months in advance or at librarian discretion. The reservation procedure involves the completion of an application, including a signature of a responsible party (over 18 years of age). Signature may be completed at time of the event if reservation if needed. Groups or individuals who repeatedly use meeting rooms may have an application and signature on file that may be used for events throughout the year. No group may transfer use of the meeting room to another group. Rooms are reserved on a first-come, first-served basis.
15. If a key is needed, the person signing the responsibility form shall be responsible for picking up the key to the meeting room at the library during library hours. The group who uses the room will be responsible for locking the room and returning the key to the librarian. Keys can be returned by dropping them in the book return. The expense of replacing a lost or damaged key will be assessed to the individual who signed the responsibility form. Any failure to return a key or to pay a fine for a lost or damaged key may cause the loss of the privilege of reserving the room in the future. The person/group signing the reservation form shall be held responsible for problems or cost resulting from the specified use. Furniture must be returned to the original arrangement and the room(s) left clean and in order.

Equipment/Services/Resources/Rooms Available

16. **Kinne Wing** – with special arrangement during library hours 3 tables, chairs and Steinway piano
Study Room 1 (Capacity of 4)– has 2 chairs, a table and 1 computer
Study Room 2 (Capacity of 6)– 6 chairs, 2 tables, 1 computer

Main Meeting Room (Capacity of 50)– 8 tables, 50 chairs, large tv monitor, computer, access to kitchenette

This is the only room in which food and beverages can be enjoyed that is not part of regular library programming. A kitchenette is available for the serving of light refreshments. The kitchenette shall be left clean. All equipment and supplies shall be provided by the users. Smoking is not permitted in the building.

17. A valid library card is required to use library equipment.
18. Tables and chairs may be arranged to suit the needs of the user but must be returned to the standard arrangement.
19. Wi-Fi access is available. The Library's Computer Use Policy governs use of this service. A connection to the Internet or a specific site is not guaranteed.

Fees

20. There is no charge for use of the study rooms.
21. Fees for using the Main Meeting Room and/or Kinne Wing: Non-profit community groups, no charge. For-profit groups and private events \$15 for up to 4 hours, \$25 for all day. Non-profit organizations from outside the Story City area will be limited to one use per month without charge. Fees or the decision to waive said fees is at librarian discretion.

Meeting Room Use Application

Today's Date _____ Reservation Date & Time or Ongoing _____

Name: _____

Phone Number: _____

Address _____

Library Card number and/or Driver's License Number: _____

Organization using a room at the library: _____

Type of use (Please circle all that apply): Local non-profit Out of area non-profit For-profit
Educational Personal/Private Event Community Civic Business

Equipment Needed (Circle items needed.) Meeting OWL Laptop Computer Speaker
*Library card is needed to check out equipment
other: _____

I have reviewed the Bertha Bartlett Meeting Room Policy and understand that by signing this document I am personally responsible for any damage/loss to the building, library property, key (if needed) and any cleaning fees. (Any decorations used need to be approved prior to being attached to the walls and/or ceilings.) In addition, I am responsible to remove trash, return the room to its original condition, secure the room after use, and to ensure conduct during meeting room use is consistent with library policy.

Responsible Party Signature: _____ Date: _____

Library Staff: _____ Date: _____

Fees charged: _____ Fee paid date: _____ Staff initials: _____

Fees for using the Main Meeting Room and/or Kinne Wing:

- Non-profit community groups (no charge)
- For profit groups (\$15 for up to 4 hours, \$25 for all day)
- Private individuals/groups (\$15 for up to 4 hours, \$25 for all day)
- Non-profit organizations from outside the Story City/ Gilbert area will be limited to one use per month without charge. (Additional uses \$15 for up to 4 hours, \$25 for all day)

Payment should be made payable to BBPL.

Meeting Room Checklist

Please sign and date checklist and leave in book drop with the key or return this form to staff after your event.

Please DO NOT prop open the front door. The hex key that you have been loaned will allow you to have the front door unlocked, so there is no need to prop the door

- Please leave the meeting rooms and restrooms as you found them
- If you put food in the garbage cans or have filled it, please take the bag(s) to the trash receptacle.
- Please wipe down tables. Rags are under kitchen sink in kitchenette. Please leave wet rags in the sink.
- Please unplug toaster oven, coffee pots or other devices.
- Make sure all lights are turned off including:
 - Kitchenette
 - Meeting Room
 - Men's Restroom
 - Women's Restroom
 - Entry
- Lock the Meeting Room door
- Lock Library door if room was used after regular Library hours.
- Sign and date this checklist
- Return this form and keys to front desk or drop in book drop.

Signature: _____ **Date:** _____

BBPL Staff: _____

You may be charged for damages or if cleaning is necessary due to your event.

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

Reading Room Policy – Kinne Wing

1. The room is to be used only during open library hours.
2. Conduct disruptive to the library's general function as a place of quiet study is prohibited, as determined by the staff on duty. The Kinne Wing may be used as an alternative meeting room, when main room is booked or deemed too small. Large children's programs and special activities would be exempted from the quiet zone. The library director is authorized to deny permission to the use of the library reading room to any group or individual that behaves in a disorderly or inappropriate manner.
3. Reservations for the use of the meeting room are to be made with the librarian on duty. The room may be booked a maximum of 6 months in advance. (Same rules apply to this area as apply to the other rooms). Please place reservations in purple notebook denoting that the use is other than the main meeting room.
4. Usage will be limited to cultural and literary meetings only, with children's library programs included in this criteria. (No admission fee can be charged to people attending the programs).
5. If the meeting room is available it should be used first.
6. Meetings should not last longer than two (2) hours.
7. Patrons wishing to use the room to browse for books, magazines or other library materials must be allowed to use the room during the meeting.
8. Use of the room is free other than piano programs. The room must be left as it was found.

9/95

Reviewed 11/98

Reviewed 5/2001

Reviewed 6/04

Reviewed 1/08

Updated 10/11, 11/14

Reviewed 10/18

Revised 1/22

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IA

Computer Usage Policy

Public Computer policy

To use the library's public computer(s):

- Patrons and Guests must sign in (print clearly) at the Circulation Desk. Guests need to note which city they live in.
- Sign in for 60 minute time frames, may be extended if no one is waiting at the discretion of the librarians on duty. Patrons can log in a second time if no one is waiting for computers.
- Children under 8 should be accompanied by a responsible person, and will be asked to leave if disruptive.
- The charge for printing is 10 cents for an 8-1/2 x 11" page for black and white copies, your paper or ours. The cost increases for larger sized pages, proportionately, and increases to 50 cents for color for 8-1/2 x 11" paper, increasing proportionately for larger sized pages. See list of pricing attached to this policy.
- The number of people per station should not interfere with other patrons. The staff on duty will decide if the number of people at a single station is creating a problem for other library users. Neither children nor adults should share chairs.
- A limited number of headphones are available for use at the circulation desk in zip-lock bags, patrons are encouraged to purchase personal earbuds.

Staff Computer policy

- All staff computers should have a password protected log-in
- Computers should be used in a secure User login, not administrative log-in
- Only paid staff or designated volunteers who are trained on the computers by authorized staff members, may use the staff computers
- No children or family members of employees should be on staff computers at any time, unless they have been authorized and trained. Any exceptions must be cleared with library director
- Social Media should be used primarily for library purposes during working hours. Personal pages may be viewed as part of employees' personal break or lunch time.
- If in an emergency situation the only way a patron can access critical materials is through a staff computer, they should not be left unattended.

Adopted 9/1994

Revised 6/06

Revised 6/09

Reviewed 12/11

Revised 12/12

Updated 12/14

Updated 10/18

Revised 12/21

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

OUTREACH PROGRAM POLICY

The Bertha Bartlett Public Library provides materials and limited services to individuals who are unable to access the library at publicly managed facilities.

Materials are prepared and delivered regularly by a staff person and distributed. Records are kept of individuals checking out materials, including their interests to tailor the selection delivered.

Storytime Express will provide in-home storytime to home daycares with four or more children not related to the provider. This service includes book delivery and story hour. This service is provided during the school year and is offered monthly.

The Timberland Book Club is held at Timberland Village once each month. This is open to all members in the community to participate in this outreach program. Library staff identify and locate books for participants and lead discussion

Sept. 1987

Revised 11/98

Reviewed 6/01, 4/03

Revised 1/08

Revised 11/10

Revised 12/14

Revised 12/17

Bertha Bartlett Public Library Makerspace Use Policy

The Bertha Bartlett Public Library Makerspace (“BBPL,” “Makerspace,” or the “Library”) is an innovative creative space that provides library patrons access to high quality equipment to support their entrepreneurial, educational, and personal endeavors.

Eligibility and Rules of Use

Eligibility

The BBPL Makerspace is available to Library patrons ages 14 and up. An adult must accompany users under age 14 at all times. Users 14-17 must have a parent or legal guardian sign the agreement form on their behalf before using the Makerspace.

Users must complete and sign the Bertha Bartlett Public Library Makerspace Agreement before using Makerspace electronic equipment including but not limited to the Cricut and the 3d Printer.

Rules of Use

Use of the BBPL Makerspace is subject to the rules in this policy as well as any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Makerspace use privileges.

Users of the Library’s Makerspace agree to respect any and all applicable copyright laws and licensing agreements. Further users agree not to use the Makerspace in violation of any local, state, or federal ordinances, regulations, or laws.

Users agree to be courteous to other Makerspace users and Library patrons.

Some of the equipment located in the Makerspace may contain aspects, parts, or components that will cause injury to the user if all rules, policies, procedures, and restrictions are not followed. Mandatory training may be required for certain pieces of equipment prior to first use. Applicable safety supplies will be available in the Makerspace to be used as directed. Any accident or injury that occurs in the Makerspace must be reported to a staff member. Users agree to release and hold the Library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Makerspace, including the equipment, tools, and materials.

The computers located in the BBPL Makerspace are intended for patrons utilizing the specialized software programs or equipment located in the Makerspace. The Library reserves the right to reassign patrons to other computers in the Library if they are not utilizing the Makerspace computers for their intended purpose.

The Makerspace is a self-directed area, with the expectation that users will complete designs and projects mostly on their own, following initial guidance and information from Makerspace staff on the capabilities, safety, and basic operation of Makerspace equipment and software. Staff may not be experts on use or operation of everything that is available in the Makerspace. One-on-one

appointments can be made with Makerspace staff to learn the more in-depth initial operation of Makerspace software and hardware.

No food or drinks of any kind are permitted in the BBPL Makerspace.

Makerspace Materials and Tools

There may be a charge for use of some Makerspace equipment. Likewise, there may be a charge for use of some material and supplies used by some Makerspace equipment. Any applicable costs are listed in the Makerspace Fee Schedule. Users are responsible for paying for all use and material costs associated with use of the Makerspace, even if the project attempted fails or does not complete. Failure to self-report material usage and pay for use of equipment and/or material will result in suspension of Makerspace use privileges.

Select material, equipment, and tools may require a library card and/or valid, government-issued photo ID to check out. When using your photo ID to check out these items, your photo ID will be held and returned once all material and use fees have been paid and all equipment, tools, and unused materials have been returned.

If equipment breaks, please alert staff immediately. Patrons may be responsible for replacement costs for damage to equipment or the physical space incurred due to patron negligent usage or intentional misuse.

Checking In, Reservations, Session Length and Limitations

Patrons are required to check-in with Makerspace staff prior to using equipment in the Makerspace to ensure a Makerspace Agreement has been completed and that equipment is available for use.

Reservations for Makerspace equipment are not required but are highly encouraged. The Library reserves the right to make advanced reservations for special purposes and events. The Library does not guarantee the availability of any equipment in the Makerspace.

Use of any Makerspace equipment is limited to two hours per day, which may be extended if no other patrons are waiting to use a piece of equipment. For equipment that can be shared between two users, attempts should be made to share access to the equipment. The Library reserves the right to extend or reduce session length at its sole discretion.

The Makerspace closes 15 minutes before the Library closes. With prior permission, projects, print jobs, etc. may be left running or suspended while the Library is closed. The Library assumes no responsibility for projects. Patrons are responsible for all use and material costs associated with incomplete projects.

Limitations On Use

The BBPL Makerspace is designed for design, production and fabrication for entrepreneurial, creative, and recreational purposes. The space and equipment are not intended for significant production or manufacturing, and the Library reserves the right to refuse or limit the use of any equipment or service.

The Makerspace equipment, including, but not limited to, 3D printers, craft and cutting machines, etc. may be used for lawful purposes only. Patrons are not permitted to use the Makerspace equipment for projects or to produce materials that:

1. Violate local, state, or federal laws or regulations;
2. Look like, function as, or appear to function as weapons, knives, or parts thereof;
3. Appear unsafe, harmful, dangerous, or that otherwise pose a threat to the health or safety of others;
4. May be construed as obscene or otherwise inappropriate for the Library environment; or
5. Potentially violate the intellectual property rights of another

The Library reserves the right to limit use of Makerspace equipment and refuse to produce any projects, including, without limitation, those that it believes may violate this policy or any other applicable library policy, or that may result in legal action against the Library or its employees.

Protection of Patron Intellectual Property

While the Library encourages patrons to use its Makerspace equipment and services for innovation and invention, due to the public nature of its facilities, the Library cannot guarantee the security of patrons' intellectual property rights such as copyright or trade secrets. Projects may be produced within view of the public, and the Library may photograph and/or record the printing process and publish such photographs and/or recordings in any type of media now in existence or hereafter created, including, without limitation, print, social media, television, and the Internet. Patrons using the Library's Makerspace equipment and services must accept the risk that their intellectual property may be exposed to or copied by others. The Public Library reserves the right to delete patrons' design, model, or files submitted to the library or saved on library computers at any time. By utilizing Makerspace equipment, submitting or requesting content or objects to be produced, the patron agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to the production of that item, as set forth below

3D Printing Service

The BBPL Makerspace contains 3D printers that are reservable for direct use by patrons. Patrons are limited to printing one 3D item at a time and may have only one item in the print queue at a time. If a 3D model consists of multiple separate parts, each part will constitute a single item. Because of limited staff and hardware resources, Library staff cannot guarantee completion times. If models are not picked up within three weeks following completion, then Library staff may dispose of them in any manner it deems appropriate.

The cost for 3D printing is based on the weight of plastic used and is determined after printing is complete. Library staff may estimate the price prior to printing the model, but the exact price will be given to patrons after printing is complete. All 3D models must be paid for in full before being released to patrons. The cost of 3D models not paid for and collected within three weeks following completion of the print may be charged as a fee against the patron's library card.

Because of inherent limitations with equipment, the Library does not guarantee that any 3D model will print successfully. If a print fails due to hardware failure, the Library will attempt to reprint the object, and the patron will not be charged for the failed attempt, except as stated in the next paragraph. The Library may refuse to reprint the object after two unsuccessful attempts.

The Library may refuse to print 3D models that clearly contain errors or that are, as determined by Library staff, beyond the capabilities of the Library's equipment. The cost of failed prints due to errors within the 3D model and 3D models that are beyond the equipment's capabilities may be charged to the patron.

Supervising the printing of a patron's 3D model or item by the Library or with staff assistance does not relieve a patron of the indemnification obligations discussed below and shall not expose the Library to liability. Printing or supervising the printing of a patron's 3D model by Library staff does not constitute an acknowledgment that the patron's 3D model comports with this policy, any other library policy, intellectual property laws or other laws, or that the 3D model is safe or fit for patron's specific purpose (and in fact the Library expressly disclaims any knowledge thereof).

Indemnification and Disclaimer of Liability

Indemnification

By using the Library's Makerspace equipment and/or services, you agree to release from, indemnify, and hold harmless the Bertha Bartlett Public Library, its officers, employees, board members, agents, and representatives from and against any and all suits, claims, damages, losses, expenses (including reasonable attorney's fees), settlements, and judgments arising out of or relating to your use of Makerspace 3D equipment and services, including, without limitation, any claims for personal injury and infringement or misappropriation of any copyright, trademark, or patent

Disclaimer of Liability and Warranty

By using the Library's Makerspace equipment and services, you agree to assume the risk of, and acknowledge that the Library disclaims all liability for, any and all injuries (including death) resulting from use of equipment and/or items created using equipment owned by the Library. You also agree that objects produced may contain certain inherent weaknesses and limitations and may not be suitable for all applications, including, without limitation, those for which they are designed and intended. You further agree to assume the risk of, and acknowledge that the Bertha Bartlett Public Library disclaims all liability for, damages or claims for infringement of intellectual property rights arising from your use of the Library's Makerspace services.

THE BERTHA BARTLETT PUBLIC LIBRARY DISCLAIMS AND EXCLUDES ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, ASSOCIATED WITH ITEMS PRODUCED AND/OR DESIGNED USING ITS EQUIPMENT.

Makerspace Material Fees

3D Printer Filament	\$0.10/gram
Cardstock	\$.50/sheet
Vinyl, standard adhesive, 24" roll, per inch	\$0.15/inch
Print standard adhesive, 8.5" x 11" sheet	\$1.00/sheet
Vinyl, heat transfer, 12" roll, per inch	\$0.25/inch
Print Vinyl, heat transfer, 8.5" x 11" sheet	\$1.00/sheet
Window cling material, 30" roll, per inch	\$0.25/inch
Specialty/Limited Run Items	Varies

Makerspace materials fees are charged for all materials consumed, including errors and waste. Not all materials may be in stock. Users may provide their own approved materials at no cost.

Bertha Bartlett Public Library's Makerspace
Agreement and Waiver

By signing this agreement and waiver, I indicate that I understand the terms of the current policies, procedures, and fees associated with the Makerspace and agree to abide by it when using the equipment. I will not hold Bertha Bartlett Public Library, its employees or volunteers responsible for any damages that may occur.

Print Name

Signature

Date

Phone Number

E-mail address

Parent or Legal Guardian's Signature (if under 14)

Signature

Date

Completed Training _____ staff signature

Must be renewed annually

II. Collection Development

BERTHA BARTLETT PUBLIC LIBRARIES
Story City and Gilbert, Iowa

COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT:

The Bertha Bartlett Public Libraries will strive to meet the needs of the community by offering access to information, education, recreation and communication services and materials for its patrons. The library will continuously improve its materials and services.

I. PURPOSE

The Library is committed to providing the best collection to support the community's information and leisure needs. The purpose of this policy is to guide librarians selecting materials and to inform the public about the principles guiding collection development decisions.

II. SELECTION

Materials selected for the collection will meet current and long-term needs of patrons of all ages and abilities for information, education, culture, and recreation. The Library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty. Other considerations include cost, space limitations, availability from approved vendors, current holdings and demand.

Generally, collections are broad, current and popular, not archival or comprehensive.

The Library subscribes to the principles embodied in the Library Bill of Rights and its interpretations, Freedom to Read, and Freedom to View statements adopted by the American Library Association.

Including materials in the collection does not constitute endorsement of their contents by the Library. The Library recognizes that any given item may offend some patrons, but, because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

III. PARAMETERS OF THE COLLECTION

- A. The library continues to add books, audio-visual materials, periodicals, large print books and other items to benefit the community to its collection.

B. Computer hardware and software for patron and staff use

C. Materials for staff development and program support

IV. PRIORITIES

The library may not have all the books needed to fill patron demands but will seek to fill all patron requests either through purchase or through interlibrary loan.

Patrons are an essential part of the library and their suggestions and comments are encouraged. The library will try to purchase patron suggestions from the Suggestion Box if it is content appropriate, financially feasible, and provides balance or depth to the collection.

V. CONTROVERSIAL MATERIALS

The library recognizes that some material is controversial and may offend some readers. Material selection, therefore, is not based on anticipated approval or disapproval, but primarily on:

- A. The merits of the material in relation to the varied needs and interests of the community's citizens, and
- B. The need to balance the library's collection.

To label or sequester material because of its potential controversial nature is an act of censorship. The library, therefore, does not restrict access to the library materials except for the express purpose of protecting material from mutilation or theft.

Access to Library materials will not be restricted based on age except in the case of select circulating equipment, which may require parent/guardian permission for checkout to patrons under the age of 14 due to high replacement costs

See the Controversial Materials Policy for the reconsideration procedure.

VI. RESPONSIBILITY

The Library Board of Trustees endorses this Collection Development Policy which serves as the guidelines for purchases. The Board of Trustees delegates this responsibility to the librarian. If questions arise concerning policy, the librarian will direct the matter to the Board of Trustees for resolution.

V. EVALUATION OF COLLECTION FOR WITHDRAWAL

The staff continually examines the collection. Items will be withdrawn when they meet any of the following criteria (please see the Weeding Procedure for further information):

1. Out of date.
2. Poor condition.
3. Questionable because of newer materials.
4. Circulation patterns.
5. Community interests.
6. Availability of newer or more valid materials.
7. Books or materials of local history will be maintained as space and budget permit assuring local materials remain available either through the library or Story City and/or Gilbert Historical museums.
8. Books or materials with desirable titles that are withdrawn because of condition or loss will be considered for replacement as the budget allows.

Adopted 3/89

Revised 05/2025

Revised 3/07

Reviewed 11/10

Revised 7/14,10/18

Reviewed 9/21

Revised 11/21

BERTHA BARTLETT PUBLIC LIBRARY *WEEDING PROCEDURE*

Objectives:

1. To make space for more valuable items.
2. To provide a more appealing, more up-to-date collection.
3. To make the library easier for patrons and staff to use.
4. To maintain a reputation for providing reliable information.
5. To encourage patrons to handle materials carefully.
6. To provide feedback on strengths and weaknesses of the collection.

Criteria:

1. Poor physical shape
 - A. Film or paper brittle
 - B. Colors faded
 - C. Paper yellowed or torn
 - D. Book (materials) covers scratched or warped
 - E. Bindings ragged
2. Poor format
 - A. Small print
 - B. Poor quality pictures
3. Poor content
 - A. Out of date information, especially, science, medicine, health, technology, geography, travel, transportation
 - B. Trivial subject or approach
 - C. Mediocre writing
 - D. Inaccurate or false information
 - E. Repetitious series
 - F. Superseded editions
 - G. Not on standard lists
 - H. Inflammatory or Insensitive terminology or views
4. Inappropriate for the specific collection
 - A. Neither circulated nor used for reference
 - B. Unneeded duplicates
 - C. Unneeded titles in little-used subject areas. Retain a few basic titles
 - D. Interest or reading level inappropriate for clients
 - E. Change in curriculum and/or age group served
5. What not to weed
 - A. Classics except when more attractive format is available
 - B. Local, Iowa history, Scandinavian materials, unless can replace with better or new copies
 - C. Annuals and other major publications of the school or community college
 - D. Materials such as public relations brochures, and bound advertising which could be considered archival, if no other unit of the institution maintains such files.
 - E. Items incorrectly classified or poorly promoted which might circulate under changed circumstances.

Adopted 2/93

Revised 6/00

Reviewed 1/03

Revised 1/08, 11/10

Revised 7/14

Reviewed 10/18, 9/21

Revised 11/21

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

GIFTS POLICY

The library welcomes gifts of all types including library materials, money, and real property. The library, however, reserves the right to refuse gifts it feels are inappropriate, and to dispose of gift materials as its needs dictate.

Gifts of library materials are accepted if they fit with the scope of the Collection Development Policy. Materials purchased as memorials will be selected for their long term usefulness and will remain in the collection for many years. Gift materials will not be shelved in any special section, but will take their place with the regular collection. Gift books may be identified with a book plate giving the name of the donor.

Gifts of cash should be directed to the Bertha Bartlett Public Library Foundation or designated for current purposes.

Gift items will be withdrawn from the library according to the same principles as purchased items. The library cannot assume the responsibility for notifying the donor of the withdrawal.

All gifts to the library are tax deductible. The library cannot provide donors with an estimate of the gift's value for tax purposes. A letter of recognition and appreciation will be sent for donated gifts. Donors can complete a form to use for tax purposes that identifies quantity, not value.

The Bertha Bartlett Public Library is a non-profit, tax supported agency. It is our policy not to make gifts or donations to other individuals, groups, or organizations.

Approved 4/1985
Revised 7/2000
Reviewed 2/02, 8/04, 1/08
Updated 12/11

Reviewed 10/18
Reviewed 9/21
Revised 11/21

BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IOWA

CONTROVERSIAL MATERIALS POLICY

The Library endorses the ***Freedom To Read*** statement prepared by the American Library Association, the Freedom to View statement adopted from EFLA and The Library Bill of Rights. (See Appendix).

Because of the rich diversity of human experience and opinion, it is inevitable that some materials in the Library's collection will be objectionable to some people in the community.

The Library, in a very real sense belongs to the whole community, to the minority as well as the majority. It has a real responsibility to serve that community in all its variety. That responsibility includes providing for the needs and the interests that may offend a few or even a great many people.

A great effort is made to provide a balanced collection. The Library attempts to represent all sides of controversial issues within the limits of budget and space.

In no case does the library take an official stand on any public question. The function of the library is to provide information, not advocate specific points of view.

The Library welcomes comments and criticisms of its collection. However, no citizen in a democracy has a right to prevent another from using any specific material by demanding it's removal from the Library's shelves. Anyone wishing to make a formal complaint may do so by filling out the Request for Reconsideration of Library Materials form. The form will be considered by the Board of Trustees and their decision will be final.

Adopted 5/89

Reviewed 4/94, 8/98, 3/02, 1/08, 12/11, 5/14, 10/18

Bertha Bartlett Public Libraries

Request for Reconsideration of Library Material

Please be aware your request will be reported to the Bertha Bartlett Public Library Board of Trustees and will be a matter of public record.

Title _____

Author _____

Format ☐ Book ☐ Audio Book ☐ Music ☐ DVD ☐ Magazine ☐ Other ____

Did you read, hear, or view the entire material? ☐ Yes ☐ No

If no, what parts did you read, hear, or view? _____

What do you find objectionable about the material? Please be specific by citing passages, scenes, etc.

Have you read any reviews of the material? ☐ Yes ☐ No

If yes, what reviews did you read? _____

What would be a satisfactory resolution to your request, considering others may want to read, hear, or view the material?

Are you a resident of Story City or Gilbert? ☐ Yes ☐ No

Do you hold a library card with one of our libraries? ☐ Yes ☐ No

Name _____ Signature _____

Address _____ Zip code _____

Phone (____) _____ Email _____

Date ____/____/____

Please send completed form to:

Director of Bertha Bartlett Public Library
503 Broad St.
Story City, IA 50248

or to LibraryDirector@CityofStoryCity.org

BERTHA BARTLETT PUBLIC LIBRARIES

PERIODICAL POLICY

- I. Reception of new magazines and other periodicals
 - A. Periodicals will be placed in reading area as they are received
 - B. Periodicals are available for check out
 - C. Newspapers will be kept for up to 3 months
- II. Reception of newspapers
 - A. Newspapers will be placed in reading area as they are received and are not entered into the catalog
 - B. Newspapers are not available for check out but are intended for in-house use
 - C. Newspapers will be kept for up to 3 months
- III. Iowa Periodicals
 - A. Iowa magazines will be kept according to patron interest and patrons will be directed issues that are available online, through ILL or from other sources
 - B. Annals of Iowa issues not available online will be kept for reference
- IV. The library will offer a magazine exchange. Withdrawn magazines and magazines patrons donate are offered free to anyone interested.
- V. Disposal
 - A. Most magazines will be discarded after a year or if they are in poor condition. Those with lasting interest to patrons including Consumer Reports, may be kept for up to 2 years. As new issues are added, issues over specified time limit will be removed.
 - B. Magazines will be made available in the exchange or disposed of
 - C. Newspapers will be kept for up to 3 months and then disposed

Adopted 1/86

Revised: 8/01

Reviewed 1/03

Updated 10/11

Reviewed 7/14

Updated 10/18

Reviewed 9/21

Updated 10/23

Updated 10/25

Previous to 10/23 revision this policy was known as: **Magazine Policy** and was renamed to reflect the inclusion of other materials

BERTHA BARTLETT PUBLIC LIBRARY
Story City, IA

DVD/VIDEO POLICY

The DVD and Video collection at the library will be based on patrons' interests. Gift DVD's and videos will be accepted and added to the collection as appropriate.

DVD's will be checked out for 1 week. Videos will be checked out for 3 weeks. A fine of ten cents per day will be assessed for materials overdue.

Exceptions may be made at the librarians' discretion.

12/1987
Revised 4/05
Reviewed 5/07
Reviewed 7/14
Reviewed 10/18, 9/21

BERTHA BARTLETT PUBLIC LIBRARIES

Wireless Hotspot Policy

1. Only library cardholders in good standing and active at least 15 days may borrow a Hotspot.
2. Only one (1) Hotspot per cardholder may be checked at any given time.
3. Hotspot may be put on hold or reserved.
4. The cardholder must have a current, working email address, postal mail address, and phone number on file in their library account.
5. Hotspots are loaned out for 1 week and may be renewed for an additional week. After one (1) renewal, Hotspots must be returned to the library. Renewals must be approved by the library staff either by phone or in person.
6. Hotspots should be physically returned in person to the Circulation desk by the due date. The cardholder should remain present until all equipment has been checked to ensure that all pieces are accounted for, checked in and cleared from the cardholder's account. All pieces must be present at time of return. Replacement cost: \$57 hot spot, case \$15, power cord \$10
7. Overdue fees will be charged for Hotspots not returned by their due date in the amount of \$10.00 per day. A maximum fine is \$40.00. This maximum fine does not include any and all equipment replacement costs, which are billed separately.
8. If a hotspot is not returned by the due date, the library will deactivate it remotely and seek to recover it.
 - a. If the hotspot is not returned within (14) days past the due date, the borrower's account will be charged for the replacement cost of the device and a FINAL NOTICE will be emailed and mailed by USPS. Borrowers are responsible for monitoring their email accounts and the library cannot guarantee the receipt of emails by borrowers.
 - b. If a hotspot is not returned within three (3) days of the date of the FINAL NOTICE, the library will begin efforts to recover the hotspot. After 30 days, an unrecovered hotspot will be referred to the Woodward Police Department as a theft under Iowa Code 714.5.
9. The Hotspot Borrowing Agreement must be completed with each checkout, acknowledging financial responsibility for lost, stolen, or damaged equipment.
10. Patrons are responsible for all applicable replacement costs and processing fees, up to \$122.00 for the hotspot and/or accessories if lost, stolen, or damaged while checked out. The library will not accept replacement Hotspots or accessories purchased by the patron. The minimum replacement cost of a Hotspot is \$57.00.

III. Personnel

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

EMPLOYEE POLICY

I. GENERAL GUIDELINE

1. NON-DISCRIMINATION POLICY

A. Guidelines:

The Bertha Bartlett Public Library is an equal opportunity employer. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, or because of race, national origin, or other non-merit factors shall be prohibited. Discrimination on the basis of age, sex, or physical or mental disabilities will be prohibited except when specific occupational qualifications are demonstrably necessary for proper and efficient operation and administration of the job.

2. FILLING VACANCIES

B. Library Director Guidelines:

1. A search committee will be formed consisting of two members of the Library Board, the city council liaison, and two members of the community. The members of the community will be chosen by the Library Board from all the people that apply. The Search Committee will advertise the position. The search committee will screen all the applicants and choose the three or four they feel are best qualified. The candidates will be invited to interview with the entire Library Board and the City Council liason. The Library Board will vote to decide which candidate should be offered the position of the director.

C. Staff Vacancies:

Staff vacancies shall be advertised by public notice. This can be done by using newspapers, online resources or public posting or a combination. Prospective employees are asked to submit a resume and references to the Library Director. (See City of Story City employment practice (3.02) employment of relatives)

The Director reviews the applications for staff positions, requesting interviews with persons to interview. Board members may be included in any level of this process. Preference will be given to those with a degree.

The Library Director will offer the job to the person they feel is most qualified.

3. LIBRARY RULES AND POLICIES: (See City of Story City Employee Policy Manual Section 8: Discipline & Discharge)

A. Guidelines: Violation of the provisions of these Rules and Policies shall be grounds for disciplinary action.

B. DISCIPLINARY ACTION

1) Reasons:

Any employee is subject to discharge, suspension, or demotion for any of the following:

Violation of work rules, inefficiency, insubordination, incompetence, failure to perform assigned duties, un-rehabilitated narcotic addiction, dishonesty, un-rehabilitated alcoholism, negligent conduct which adversely affects the employee's performance or the employer, conviction of a felony while employed with the Library, misconduct, or any other just and good cause.

C. Procedure:

It is the policy of the Library Board to follow a system of progressive disciplinary action as outlined below. However, a violation of a serious nature may be cause for stronger disciplinary action or immediate discharge.

- 1) first violation — a verbal warning shall be given by the Library Board or immediate supervisor.
- 2) second violation — a written reprimand shall be issued within seventy-two (72) hours of knowledge of the violation, signed by the Board President or supervisor and delivered to the employee in question stating the reason for the reprimand and the consequence of repeated action. This document becomes part of the employee's personnel file. If there is no repeated violation of this rule, or that of similar nature, within two (2) years, the reprimand will be removed from the employee's personnel file.
- 3) third violation — a suspension by the Library Board without pay or not more than five (5) working days and a written statement within forty-eight (48) hours of knowledge of the violation, indicating the reason for suspension.
- 4) fourth violation — discharge of the employee by the Library Board.

D. Termination:

Upon termination by board action, the person is no longer considered an employee of the library or the city. All vacation time proportionately accrued up to the termination date shall be paid to the employee, according to appropriate guidelines. In the case of termination, the employee shall not be granted any further

compensation beyond the termination date.

- E. Notices:
All reprimands, suspensions, demotions, reductions in salary, and discharges shall be in writing and given to the employee in private. A copy signed by the Library Board President, Supervisor, and the employee, shall be kept on file in the personnel folder by the City Clerk.

3. AMENDMENT OF RULES AND POLICIES

- A. Guidelines:
Amendments to these Rules and Policies shall be by Library Board action.

4. ANNIVERSARY DATE

- A. Limitations:
The employee's anniversary date is established on the first day of employment. This date will generate one additional floating holiday annually. The status of a re-employed person who has voluntarily resigned is that of a new employee and credit for previous service shall not be given. The anniversary year shall be used to calculate sick leave and other benefits.

II. RECORDS AND EVALUATIONS

1. CHANGES IN BASIC PERSONNEL RECORDS

- A. Guidelines:
Any change in name, marital status, withholding tax exemptions, address, or telephone should be reported promptly to the City Clerk.

The Library Board or library director shall notify the City Clerk of newly hired employees immediately. This procedure will insure prompt payment to the new employee at the end of the pay period.

2. EVALUATION OF EMPLOYEE WORK AND CONDUCT

- A. Guidelines:
An employee evaluation file shall be created for all employees. This file should be kept on record with the City personnel file for three (3) years after employment has ceased, in order to provide an accurate account of the employee's performance, as in the case of an employee using the City as a reference.
- B. Procedure:
The employee will be evaluated annually. Any financial changes due to increased employee skills and training will be brought to the Library Board for

consideration. Any alterations in the budget must be approved by the City Council.

III. WORK REGULATIONS

1. PROBATIONARY PERIOD

A. Reason for and duration:

The probationary period for all new employees shall be regarded as an integral part in the determination of their continued employment with the library. During this period, the Library Board shall evaluate the employee's work performance as well as his/her adjustment to the new position and discuss the evaluation with the employee. The normal duration of a probationary period will be twelve (12) months.

B. Procedure

If, during the probationary period, an employee is found to be incompetent or unqualified in performance duties of the position to which he/she was hired, the Library Board shall recommend immediate termination. At the end of a probationary period, the Library Board shall evaluate the employee's performance and make a recommendation as to any changes in the employee's wages or status.

2. HOURS OF WORK

A. Provisions:

Normal working hours are based on the hours the library is open to the general public. Specific hours are to be determined by the Library Board. A one (1) hour (unpaid) lunch period may be taken if scheduled through lunch or dinner hour. The option of taking a one-half hour (1/2) lunch period (unpaid) may be taken with the approval of the Library Director as long as the paid period does not exceed hours scheduled for the day.

B. Breaks:

Short rest periods or coffee breaks shall be limited to one (1) fifteen (15) minute break during each one-half (1/2) work shift. These periods must be scheduled to minimize the disruption of work in the library. Breaks should be taken on the library site unless specific permission has been obtained.

C. Resignations:

Upon the decision of an employee to resign, a written resignation should be submitted to the Library Board stating the reason for resigning and the termination date. The written notice should be submitted at least thirty (30) calendar days in advance of the final work day in order to provide the Library Board adequate time to fill the position. If this procedure is followed by the

employee, all compensation and fringe benefits accrued up to the resignation date shall be paid to the employee subject to the Library Boards approval. Employees who voluntarily resign, or are released for just cause, and who return to employment of the library shall return as a new employee.

D. Abandonment of Position:

An employee who is absent from duty three (3) consecutive work days without notifying the Library Board shall be deemed to have resigned his/her position. Renewed employment shall not be granted unless justifiable reason can be produced explaining the period of absence.

E. Reduction of Work Force:

When the situation arises in which the work force must be reduced because of a shortage of work or limitation of funds, a written notice of such action shall be issued to those employees that are affected within fourteen (14) calendar days prior to the date of separation from library employment. Separation of the employee shall be carried out with due consideration to status, length of service, and performance evaluations. An employee on lay off status returning to employment with the library after being laid off, shall have benefits restored to their prior level unless benefits offered to employees have changed. Employees may be maintained on a lay off status for a maximum period of twenty-six (26) weeks. During this period, the laid off employee will be contacted should a suitable position become available. Any employee laid off would still need to reapply, and is not guaranteed employment.

F. Lost Checks or Warrants:

In the case where an employee has lost his/her warrant, a report of loss should be made immediately to the City Clerk. The procedure followed in issuing a new check/warrant will be explained to the employee and upon completion of this procedure, a new check/warrant will be issued.

G. Death:

The estate of a deceased employee will receive all payment earned by the employee up to the time of death.

IV. COMPENSATION AND DEDUCTIONS

1. WAGE COMPENSATION

A. Pay Period:

Employees of the Bertha Bartlett Public Library are paid every two weeks. Distribution of pay checks shall be made through the City Clerk.

B. Payroll Deductions:

Deductions for Federal and State Income Withholding Tax are made routinely on

the basis of the number of exemptions claimed by the employee. Additional deductions shall be made for Social Security Tax and IPERS. Further deductions from an employee's pay check may be made upon an employee's written request and the consent of the City Administrator. All requests made by an employee concerning payroll deductions will be kept on file.

C. Benefits:

1. City insurance is available to employees working 1,900 hours a year.
2. Retirement benefits (IPERS) are provided for library employees, with the exception of students after 1 (one) year of employment.

2. Training and Education Reimbursement

A. Education:

The Library Board encourages the development of each employee to his/her fullest potential. One means of obtaining this goal is through education. Participation in and successful completion of special training programs in job related courses shall be considered for compensation. Evidence of successful completion of training programs should be filed in writing to the Library Board.

The director is expected to attend library meetings and conferences, as the budget permits, with approval from the Library Board. The library will pay for the director's and any other appropriate employees recommended by the director for membership in the Iowa Library Association.

B. In-Service Training:

Professional and instructional meetings and schools presented by different organizations, inside and outside the City, may provide a beneficial learning experience to certain employees. This training, subject to Library Board approval, may be used to improve the operating efficiency of the Library. The Library shall reimburse the employee for all Board approved travel expenses. Prior approval should be given by the Library Board for all reimbursable expenses prior to their incurrence. The Library Board President may grant approval if the enrollment application and fee is due before the next scheduled Library Board meeting. All reimbursements shall have been specifically appropriated in the department's budget for this purpose.

V. **TIME OFF FROM WORK**

1. HOLIDAYS

A. To Qualify:

All employees shall receive their regular compensation for the following legal holidays if it is their normal designated workday. Employees shall not receive payment for any holiday if they have an unexcused absence or are not on the

payroll their working day immediately preceding or following the holiday. Particular dates for each holiday will be determined by the City Council/Library Board at the beginning of each year.

- B. Designated Holidays:
- | | |
|-------------------------------------|---|
| New Year's Eve Day, close at 5 p.m. | Thanksgiving Day |
| New Year's Day | Christmas Eve (1/2 day – city closing varies) |
| Memorial Day | Christmas Day |
| Independence Day | Labor Day |
| Veteran's Day (see note) | Floating Holiday |
| President's Day (see note) | Day after Thanksgiving (see note) |

Note: The Library will be open Veteran's Day, President's Day, and the day after Thanksgiving. Employees working will receive, on another day, the equivalent number of hours worked.

- C. Floating Holiday:
To obtain the floating holiday, an employee shall notify his/her department head prior to the day being taken. If the leave places too much of a burden on the department at the time, the department head may require an alternate time.
- D. Religious Holidays:
It is the policy of the City/Library Board to permit absence from work with compensation for employees who wish to observe religious holidays of their faith, providing previous arrangements are made with the department head establishing an alternate work time. If an alternate work period cannot be arranged, an absence will be charged to vacation leave or to leave without pay.
- E. Week-end Holidays:
When a designated holiday falls on a Saturday, it shall be observed as the legal holiday and when the holiday falls on Sunday, the following Monday shall be observed as the legal holiday.

2. VACATION LEAVE

- A. General Regulations:
Each person regularly employed in a continuing position with the Library shall earn vacation pay reflecting longevity of service. Employees resigning or terminated before they have completed twelve (12) months of continuous employment will not be eligible for any prorated vacation benefits.
- B. Schedule:
Vacation leave shall be accrued in accordance with the following yearly employment schedule based on prorated hours worked per week.

TENURE

PAID HOURS OFF

During 1st year of continuous employment.....	40 hours
Beginning 2nd year of continuous employment.....	80 hours
Beginning 8th years of continuous employment	120 hours
Beginning 15th year of continuous employment.....	160 hours

- C. Procedure:
An employee shall notify the Library Director in advance of the desired vacation. The director will notify the Library Board. If it becomes necessary to limit the number of employees on vacation at one time, the Board will determine if the employee with the earliest request will be granted preference as to vacation time.
- D. Exceptions:
An employee shall not accrue vacation leave during periods of temporary lay off, suspension, or leave without pay.
- E. Limitations:
Vacation leave may not be taken in advance and employees may not waive their vacation right, in order to collect both vacation and work pay. If unused, a maximum of 4 weeks (160 hours) of vacation may be carried over each year.
- F. Accrued Vacation Payment:
Any person regularly employed in a continuing position separated from Library employment by reduction of force, resignation, death, or otherwise, shall be paid or have payment made to his/her estate or legal beneficiary in the amount of any unused vacation leave earned.

3. LEAVE OF ABSENCE

- A. Leave Without Pay:
The Library Board may grant a leave of absence for a reasonable purpose to employees for a limited period of time.
- B. Procedure:
A request for leave shall be in writing, which shall include the beginning date, duration, and reason for leaving. All requests must be submitted at least one (1) month prior to the leave, except in extreme hardship cases.
- C. Benefits:
Benefits and wages shall not be accrued during leave of absence.
- D. Failure to Report:
If the employee does not return within five (5) working days after the leave has

expired, the individual will forfeit all reinstatement rights to his/her position.

4. SICK LEAVE

A. Schedule:

- B. All full time employees shall accrue sick leave with pay at a rate of eight (8) hours per month of service up to 120 working days

C. Provisions:

Payment of accrued sick leave benefits will begin on the first (1) day of absence, computed at the employee's regular base pay. If a holiday falls within a paid sick leave, that day will be counted as a holiday and not as a sick day. Paid sick leave is a protection and is never to be considered as time off with pay or vacation time.).

C. Calling In:

An employee shall inform his/her co-workers that he/she is not coming in to work, no later than one (1) hour prior to the work period. The Library will not be closed due to the illness of its staff.

D. Verification:

The Library Board may require a written certificate from a licensed practicing physician, osteopath or dentist, stating the reason for taking sick leave. In the case of prolonged illness, a brief written physician's statement concerning the employee's condition and expected date of return to the job should periodically be sent to the Library Board President.

E. Limitations:

If an absence due to an illness or injury extends beyond the sick leave accrued by the employee, such additional time may be charged to vacation leave. If all sick and vacation leave has been utilized, the employee may be granted leave without pay by the Library Board.

5. FAMILY AND MEDICAL LEAVE

The City/Library in conjunction with the Family and Medical Leave Act of 1993 (FMLA) provides, upon written request, up to twelve (12) weeks of unpaid, job-protected leave for each fiscal year to regular full- and part-time employees for certain family and medical reasons. Employees are eligible if they have worked for the City for a least one year, and have worked 1,250 hours over the previous twelve months. Unpaid leave will be granted for any of the following reasons:

- A. To care for the employee's child after birth, or placement for adoption or foster care,
- B. To care for the employee's spouse, son, daughter, or parent who has a

- serious health condition, or
- C. For a serious health condition that makes the employee unable to perform the employee's job.

Any employee wishing to take such unpaid leave is required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met. The employee ordinarily must provide thirty (30) days advance notice when leave is "foreseeable." The City/Library may require medical certification to support a request for leave because of serious health condition, and may require second and third opinions (at the City's expense) and a fitness for duty report to return to work.

For the duration of FMLA leave, the City/Library will maintain the employee's health coverage under the group health plan, if applicable. In some cases, the City/Library may recover premiums paid for maintaining an employee's health coverage if the employee fails to return to work from FMLA leave. Upon return to work the employee will be placed back into their original or equivalent position with equivalent pay, benefits, and other employment terms.

Application for FMLA leave should be filed with the department head at least thirty (30) days prior to the anticipated beginning date of leave. The written application for extended leave shall:

- A. Be accompanied by the proper certification of illness, pregnancy, or impending adoption by the employee's physician or adoption agency.
- B. The date that leave is requested to begin.
- C. The anticipated return date the employee expects to return to normal duties.

An employee, upon request and approval from the City Administrator, may use forty (40) hours of paid sick leave to care for the employee's child after birth.

An employee, upon request and approval from the City Council, may be granted additional days of paid sick leave to care for the employee's child after birth.

6. INJURY LEAVE

- A. Accident Report:
When an employee of the Library suffers an injury, however, minor, while engaged in authorized Library work, a report of such accident shall be filled out promptly by the individual and submitted to the City Clerk's Office and the Library Board President. This report shall provide all known details and circumstances pertaining to the injury, as well as the names of all witnesses.
- B. Coverage:
Any Library employee who is injured while engaged in authorized Library work,

and as a result is absent from work, is allowed to use sick leave. When said employee is off work long enough to be eligible for Workmen's Compensation Benefits only that portion of pay which is not covered by Workmen's Compensation shall be deducted from the employee's accumulated sick leave days, i.e., a person receiving eighty (80) percent of his/her take home earnings will receive the remainder of his/her pay (minus deductions) from the Library and that portion (percentage) of wages will be deducted from accumulated sick leave. After all sick leave is used, the employee may be eligible for further compensation in accordance with the Workmen's Compensation Act.

C. Verification:

In order to receive such supplemental benefits, a written statement submitted by a physician, osteopath, or dentist describing in detail the nature and extent of the injury, may be required by the Library Board and the City Administrator. An employee may be required to provide additional periodic written statements by the physician, osteopath, or dentist describing the progress of his/her health and the recommended date for returning to work.

7. WORKERS COMPENSATION

Library employees operate under and are subject to the Iowa Worker's Compensation Act as found in the *Code of Iowa*.

If an employee suffers an accidental job related injury or disablement as the result of occupational disease, arising out of and in the course of his/her employment, he/she should follow the same procedure as previously stated for reporting the accidental injury. All related billings and record of time off must be forwarded to the City Clerk's office and the Library Board President.

City employees who suffer a work related injury or illness are covered through the City's general liability insurance program.

8. FUNERAL LEAVE

A. Limitations:

A period not to exceed four (4) days with pay may be granted to an employee upon his/her request, due to the death of a member of the employee's immediate family (parent, or step-parent, spouse, child, brother, sister, grandparents, mother-in-law, father-in-law, brother-in-law, or sister-in-law).

9. EMERGENCY LEAVE

A. Limitations:

The Library Board may grant an employee time off from his/her duties without compensation for personal reasons for a period not to exceed five (5) working

days, depending upon the seriousness of the problem.

10. MILITARY LEAVE

A. Limitations:

The employee, upon showing appropriate orders to the Library Board, shall be granted a military leave in accordance Section 29A.28 of the *Code of Iowa*.

The Library Board may grant additional time to employees when sufficient cause warrants an extension.

11. JURY AND RELATED DUTIES

A. Limitations:

Any employee shall receive full compensation during the employee's working day for appearance as a witness or jury member before court, legislative committee, or other judicial or quasi-judicial body, in an action involving the Federal Government, the State of Iowa, Story County (or county in which the employee resides), or a political subdivision thereof, in response to a subpoena or when such an appearance is ordered in connection with the employee's work by the City Administrator. Any compensation received by employees for court related activities shall be accepted with the amount of the compensation deducted from the wages received by the Library. Reimbursement for meals, travel, and lodging may be retained by the employee.

VI. RULES OF CONDUCT

1. CAMPAIGNING FOR PUBLIC OFFICE

A. Limitations:

An employee shall refrain from campaigning in any manner for a public office while the employee is working in an official role for the Library. He/she must refrain from soliciting funds or displaying campaign materials in City buildings.

2. FINANCIAL OBLIGATIONS

A. Guidelines:

Employees shall arrange and conduct their personal financial affairs prudently, so that creditors will not have to make use of City premises or procedures for the purpose of making collections. Repeated failure on the part of an employee to meet his/her financial obligations shall be grounds for disciplinary action or discharge.

3. ACCEPTANCE OF GIFTS

- A. Guidelines:
Employees shall not accept personal gifts worth more than \$25.00 as a result of their employment with the Library.

4. OUTSIDE EMPLOYMENT

- A. Guidelines:
The Library Board discourages outside employment or activities by employees which constitutes a conflict of interest with public duties, or are inconsistent or incompatible with public employment.

5. POSITIONS COVERED BY THIS MANUAL

- A. Guidelines:
it is the policy of the Library Board that these rules and regulations apply to all offices, positions, and employees of the Library, except those members of citizens boards, commissions, and personnel appointed to serve without compensation.

Approved 3/27/1989

Revised 1/2007

Revised 10/2010

Reviewed 11/2014

Reviewed 2/2018

Updated 1/19

Revised 10/21

Bertha Bartlett Public Library

Library Director

Job Description

Overview

Under the direction of the Library Board, the Library Director is responsible for identifying, planning, organizing, executing and evaluating an effective program of library service to the community.

Specific Responsibilities

- Ensures that library services are appropriately and effectively provided, in accordance with the mission statement and the goals of the Bertha Bartlett Public Library
- Develops and maintains the collection through developing a collection plan, initiating orders and supervising the ordering, cataloguing, classification and maintenance of the library collection.
- Ensures that a high quality of community programming is provided, based on assessed needs as opportunities arise, staff and financial resources permitting.
- Develops the library's ability to provide excellent quality reference service through staff training, reference collection development and customer training.
- Maintains an effective public relations program, represents the library's interests to appropriate community groups, the media, and the City of Story City and Gilbert.
- Maintains contact and oversees sharing of resources with the community of libraries on a regional and provincial level.
- Ensures proper liaison and support is provided to volunteers.
- Manages the library facility through ensuring effective maintenance, security and use of the building.
- Provides support and expertise to the Board in preparing a strategic plan and an annual budget.
- Develops and executes plans for automation of library routines and services.
- Provides reference enquiry and reader's advisory service.
- Reports monthly to the board, and serves as a liaison to the staff.
- Ensures the effective use of library employees through effective hiring, assignment of duties, discipline and dismissal. Maintains appropriate staff records, conducts regular performance appraisals, and determines training needs.
- Plans and executes staffing requirements including selection, orientation, training, development and scheduling.
- Applies for and administers grants to supplement and extend the library's services.
- Ensures accurate and timely reporting.
- Coordinates author tours.
- Develops policies for approval by the Library Board.
- Is the Library's ambassador to the community.

Required knowledge, ability and skills

- Experience in staff management, budget administration and working in a non-profit, community based environment.
- Excellent public relations skills with the Library patrons, the general public and the media.
- Ability to develop and maintain effective working relationships with the board and staff.
- Extremely well developed organizational skills.
- Excellent knowledge of and ability with computerized library methods and services.
- Ability to communicate effectively both orally and in writing.
- Knowledge of budgeting and accounting practices.
- A very good knowledge of literature, modern and classic.
- Knowledge of Dewey Decimal cataloguing procedures, Library of Congress subject headings, and MARC techniques.
- Willingness to work outside normal working hours and travel on occasion.

Desirable training and experience

- B.S. or B.A. or higher degree and Iowa Library Certification at level 3 Tier or above OR
- Masters in Library Science OR
- Five years of progressively responsible experience including administrative responsibilities in addition to a B.S. or B.A. or higher degree

Revised 11/11

Reviewed 11/14, 2/18, 10/21

Bertha Bartlett Public Library

Assistant Library Director

Job Description

Overview

Under the direction of the Library Board and the Library Director, the Library Assistant Director is responsible for assisting the Director in all phases of library operation.

Specific Responsibilities

- Ensures that library services are appropriately and effectively provided, in accordance with the mission statement and the goals of the Bertha Bartlett Public Library
- Assists in developing and maintaining the collection by initiating orders and managing cataloguing, classification and maintenance of the library collection.
- Supervises youth services program coordinators, and assists with programs as needed. Helps develop new and online programs and communicates with school staff and home schoolers
- Develops the library's ability to provide excellent quality reference service through staff training, reference collection development and customer training.
- Maintains an effective public relations program, represents the library's interests to appropriate media outlets and pertinent citizens in Story City, Gilbert, Story County and legislative representatives.
- Develops and executes plans for automation of library routines and services.
- Provides reference enquiry and reader's advisory service.
- Assists the Director with effective hiring, assignment of duties and scheduling of library employees.
- Assists the Director with staffing requirements including selection, orientation and training.
- Assists the Director in developing policies for approval by the Library Board.
- Web page design, authoring and maintenance.
- Monthly newsletter design, authoring and production.
- Assists with monthly reports, annual reports and accreditation. Works closely with library Director and attends board meetings when appropriate
- Assumes responsibility for the library in the absence of the Director.

Required knowledge, ability and skills

- Knowledge of web page authoring and desktop publishing.
- Familiarity of social media and design online programs and services
- Excellent public relations skills with the Library patrons, the general public and the media.
- Ability to develop and maintain effective working relationships with the staff.
- Extremely well developed organizational skills.

- Excellent knowledge of and ability with computerized library methods and services.
- Knowledge of literature for all ages, and able to provide readers advisory on multiple levels.
- Ability to develop, coordinate, and promote programs from pre-school to adult.
- Ability to communicate effectively both orally and in writing.
- A very good knowledge of literature, modern and classic.
- Knowledge of Dewey Decimal cataloguing procedures, Library of Congress subject headings, and MARC techniques.
- Knowledge of general office equipment.
- Ability to troubleshoot network and computer hardware and software problems.
- Willingness to work outside normal working hours and travel on occasion.

Desirable training and experience

- B.S. or B.A. or higher degree and Iowa Library Certification at level 3 Tier or above OR
- Masters in Library Science OR
- Five years of progressively responsible experience including administrative responsibilities in addition to a B.S. or B.A. or higher degree

Approved: 11/11

Reviewed 8/14, 2/18

Revised 11/21

YOUTH SERVICES COORDINATOR/Children's & Young Adult Services

The Youth Services Coordinator is responsible for the planning, development, and administration of the Children's and Young Adult Department of Bertha Bartlett Public Library. This employee performs supervisory work and professional duties of collection and program development and service to library patrons. The work requires considerable professional skill, initiative, and independent judgment. Work is supervised and evaluated by the Library Director & Assistant Director through regular meetings, annual performance evaluations, and review of reports and work performed.

Duties & Responsibilities

Planning, Development, and Administration

- Responsible for planning for the development of the Children's/YA Department and its collection.
- Responsible for the administration of the department and its programs.
- Responsible for staying current on Children's/YA literature and library services.
- Responsible for the appearance of the Children's area.
- Prepare monthly reports on the use of the department's materials, needs for purchase and program statistics (number of programs and attendance).
- Participate in the discussions of the department's annual budget, reviewing needs during the year and the Summer Reading Program, make request and support changes.
- Responsible for the management of the Children's computer area.
- Attend professional meetings, workshops and participate in statewide training in addition to any professional associations as approved by Library Director and the library board.
- Provide input into the development of department policies, rules, and procedures, for example, staffing, working alone, unattended children, computer time, and processing.

Supervision

- Train, supervise, and assist co-workers when appropriate and volunteers.
- Supervise the patron use of public access computers.

Collection and Program Development

- Responsible for the development of standards for the department's collection.
- Research and review new Children's/YA books, talking books and videos.
- Inventory the existing Children's/YA collection and make recommendations on removal of materials that are no longer used, or obsolete.
- Responsible for developing and presenting services to elementary students.
- Responsible for planning, developing, and promoting the Summer Reading Program for young library patrons in both Gilbert and Story City, and coordinate efforts with Gilbert staff. This includes coordinating incentives for both locations, and informing staff.
- Responsible for planning and conducting the Story Time Programs for preschool children.
- Responsible for planning and arranging for all special Children's/YA programs, such as Early-Out programs, puppet shows, plays, visiting authors, storytellers, and puppeteers.

- Responsible for the security and maintenance of all materials in the department.
- Responsible for determining the desired focus of the department's collection, with the approval of the Library Director.

Service

- Assist and instruct library patrons in the use of the department's materials and resources.
- Assist library patrons in the selection and location of library materials.
- Communicate department policies, rules, and procedures to library patrons.
- Provide information to the area schools and community groups on the department's materials, services, programs, and needs.

Job Requirements and Specifications

A Bachelor's Degree and previous library and work experience with children are minimal requirements for this position. An elementary education degree or experience as a Children's/Young Adult Librarian preferred. The specific skills required are as follows.

Managerial

- Ability to plan, organize, and implement department policies and activities.
- Ability to instruct and supervise others.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform administrative duties such as record keeping, scheduling work, and preparing reports and letters.

Technical

- Good working knowledge of the materials and equipment in the department.
- Knowledge of and the ability to stay current on Children's/YA literature and authors.
- Skilled with Word, Excel, Email and Desktop publishing and able to assist others.

Library Science

- Knowledge of the professional practices, procedures, and techniques of library science.
- Knowledge of proper library cataloging and classification.

Communication

- Ability to listen and communicate effectively with children, young adults and their parents.
- Ability to communicate department policies, procedures, and rules to the public.
- Ability to listen and communicate effectively with library staff.
- Ability to communicate effectively in writing and as a public speaker.

Desirable Qualities

- | | |
|----------------------------|---------------------------------|
| • Energetic & Enthusiastic | Creative |
| • Organized yet flexible | Enjoys young people of all ages |

Bertha Bartlett Public Library

Library Aide I

Job Description

Overview

This entry level position would be filled by persons with some childcare, library or education experience, and/or undergraduate degree. Library Aide II, will check-out and check-in materials, shelve books and perform all other duties assigned by the director or the library board. In the absence of the director, or the assistant director, the aide will assist in covering all duties and responsibilities. The aid must know and enforce all policies and procedures set forth by the library board.

- I. Patron Service
 - a. Reader advisor
 - b. Reference
 - c. Research
 - d. Information
 - e. Interlibrary Loan
 - f. Circulation
 - i. Complete opening and closing procedures when appropriate, including computer setup
 - ii. Charge out materials, including renewals
 - iii. Check in materials, clean books, and materials
 - iv. Reshelve materials
 - v. Maintain borrower files
 - vi. Remind patrons of overdue materials, look for lost materials, and assist in regaining long overdue materials.
 - vii. Make calls for holds, run reports
 - viii. Maintain statistics requested during shift, including reference assistance
 - ix. Monitor or proctor testing areas
- II. Physical Plant
 - a. Maintain a clean, neat library
 - b. Keep books in correct order on the shelves
 - c. Make simple repairs, (with assistance) or check out damaged materials to repairs
 - d. Suggest any needed equipment
- III. Clerical Duties
 - a. Word processing as conditions warrant.
 - b. Prepare catalog records or assist with patron cards, spine labels.
- IV. Other Duties as assigned
 - a. All employees will have at least one secondary area of responsibility, which will be determined based on their strengths and skills
- V. This person will work the agreed upon hours, including Saturdays and Sundays on rotation, and assisting with the evening hours as assigned.

Bertha Bartlett Public Library

Library Aide II

Job Description

Overview

This entry level position would be filled by persons with no childcare, library or education experience, and/or undergraduate degree. Library Aide II, under supervision of the Library Director or Assistant Director, will check-out and check-in materials, shelve books and perform all other duties assigned by the director or the library board. In the absence of the director, or the assistant director, the aid will assist in covering all duties and responsibilities. The aid must know and enforce all policies and procedures set forth by the library board.

- I. Patron Service
 - a. Reader advisor
 - b. Reference
 - c. Research
 - d. Information
 - e. Interlibrary Loan
 - f. Circulation
 - i. Complete opening and closing procedures when appropriate, including computer setup
 - ii. Charge out materials, including renewals
 - iii. Check in materials, clean books, and materials
 - iv. Reshelve materials
 - v. Maintain borrower files
 - vi. Remind patrons of overdue materials, look for lost materials, and assist in regaining long overdue materials.
 - vii. Make calls for holds, run reports
 - viii. Maintain statistics requested during shift, including reference assistance
 - ix. Monitor or proctor testing areas
- II. Physical Plant
 - a. Maintain a clean, neat library
 - b. Keep books in correct order on the shelves
 - c. Make simple repairs, (with assistance) or check out damaged materials to repairs
 - d. Suggest any needed equipment
- III. Clerical Duties
 - a. Word processing as conditions warrant.
- IV. Other Duties as assigned
 - a. All employees will have at least one secondary area of responsibility, which will be determined based on their strengths and skills. Those duties are performed when the library is the least busy or when there are other support staff available to help keep the library functioning.
- V. This person will work the agreed upon hours, including Saturdays and Sundays on rotation, and assisting with the evening hours as assigned.

**BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IOWA**

PROFESSIONAL LEAVE POLICY

Any employee of the Bertha Bartlett Public Library may request permission to attend a workshop, seminar, training session, or convention with pay. The request needs to be made prior to attendance and needs to be made to the BBPL Board. Coverage for duties and responsibilities in operating the library will need to be worked out by the library staff before approval is granted by the board. The library board will grant such requests provided sufficient funds remain available (currently the amount is 40 hours), applicable to the employee's duties at BBPL. The registration fees for all such requests will be paid for by the BBPL if the request is granted. Mileage will be paid. Meals will only be paid if the cost cannot be separated from the registration.

Any employee of the BBPL may request permission to attend a workshop, seminar, training session or convention without pay. The procedure would be the same as stated above. Registration fees for all such approved requests will be paid for by the BBPL. Mileage will be paid for such approved training at the rate currently in effect by IRS provided a bill stating the amount of miles accumulated in attending such a session is presented to the library board to be considered for reimbursement.

Employees may take time off without pay for issues beyond training with approval by the library director and/or the library board. If an employee is earning vacation and/or holiday time, that time should be used first.

Adopted 1/92
Revised 5/97
Reviewed, 3/99, 11/02, 5/04, 1/08, 11/10
Updated 12/14
Reviewed 3/18
Reviewed 10/21

IV. Internet Use

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

INTERNET USE PURPOSE AND GUIDELINES

This policy applies to all users of the Bertha Bartlett Public Library computers and networks.

Purpose

A goal of the library is to provide equal access to information, materials, and services within the environment that welcomes interaction and personal enrichment for educational and informational purposes for all the people of our community.

The Internet offers access to many valuable local, national, and international sources of information. Be advised, however, that the Internet also contains information which may be inaccurate, outdated, or personally offensive.

The library does not control any of the resources available on the Internet. Although library staff will make every effort to provide access to reliable resources on the Internet, it is not possible to apply the same selection criteria which are used for other resources. The library cannot guarantee confidentiality on the Internet.

Responsibilities of Users

*** Choosing and evaluating sources**

The Internet is a global entity with a highly diverse user population and information content. Library patrons use it at their own risk. A good information consumer evaluates the validity of information found. Your use of Internet resources carries with it the responsibility to evaluate the quality of the information accessed. If you feel information obtained through this service is inaccurate or offensive, we suggest you contact the original producer or distributor of that information. The availability of information does not constitute endorsement of the content by the Story City Bertha Bartlett Public Library.

***Supervising children's use**

It is the library's policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. There may be some resources which parents feel are inappropriate for their children. Concerned parents should let their children know if there are materials they do not wish them to use and are encouraged to monitor their children's Internet use.

*** Using the Internet**

Patrons who wish to use the library's Internet access computer must conform to these guidelines:

1. Patrons are required to sign in at the desk before using the computer, and sign out when finished.
2. You may sign up for a 60 minute session. Reservations may be made by phone or in person.
3. Patrons who reserved the computer must arrive no later than 15 minutes past their scheduled time or the reservation will be cancelled and the time made available to another patron.
4. If the computer is not scheduled, it may be used on a first come, first served basis.
5. Patrons may bring their own devices for downloading. Patrons downloading material should be aware that the same copyright restrictions apply to on-line materials as print materials. The library is not responsible for copyright infringement by patrons.
6. Patrons using the Internet access computer should be knowledgeable in basic computer operation. Only minimal instruction as time permits, can be offered by the library staff.
7. Patrons assume all risk/liability when divulging a credit card number or other personal information on the Internet; the library is not responsible for charges, damages, or injuries resulting from such use.
8. Inappropriate use of a computer can be a felony. Patrons may not use the library computers for illegal or criminal purposes, including:
 - a. Violation of Iowa state law, which makes it illegal to download or purvey child pornography, purvey pornography to children or to commit fraudulent acts using the Internet.
 - b. Violation of U. S. copyright law (Title 17, U. S. Code) which prohibits the unauthorized reproduction of copyright materials, except as permitted by the principles of "fair use".
 - c. Make any attempt to alter or damage computer hardware or software.

DISCLAIMER: *The Bertha Bartlett Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.*

Reviewed 10/18
Reviewed 12/21

V. Other

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa
EMERGENCY PROCEDURES POLICY

In case of an emergency, call 911. If possible, use paging system to notify of patrons of type of emergency. Meeting room, bathrooms and Kinne wing need to have someone notify patrons using those areas if at all possible. Ask all patrons to come to circulation desk or to leave the building.

FIRE: In case of fire, evacuate the building immediately. Check all areas of the library including the meeting room and bathrooms. Call 911. Fire extinguishers are located by the entrance to the library, the meeting room entrance and the emergency exit to the North. Fire alarms are located in the furnace room and the book drop room.

TORNADO: If you are working at the library and the Emergency Alert system warns with the siren for a sighted tornado, alert all patrons immediately and give them a choice to leave or take cover. If time, please post a sign and switch the open sign to closed, but **DO NOT** lock the building if you stay inside. You have two choices:

- 1) We have a key to the front door of City Hall, and you can immediately lock the library up and go to the basement of City Hall. Please post the appropriate sign which will inform people that you have evacuated to City Hall.
- 2) Move to the inner portions of the library. The rooms that have no outside walls are the men's and women's bathrooms, staff bathroom and break room and kitchenette. Try to take a cell phone with you if you have one. If you are uncomfortable, call the business number of the police department (733-2646) and tell the person or the machine who you are, where you are and how many people are with you. 911 is the other choice which will dispatch emergency assistance.

GAS LEAK: Evacuate the building immediately and call the gas company from a phone outside the library. Our gas service is provided by Black Hills Energy and their emergency number is 1-800-694-8989

BOMB THREAT: In case of a bomb threat, evacuate the building, lock the door and call 911.

MEDICAL EMERGENCY: Call 911 and use basic first aid techniques as needed. If there is blood or fluids present, plastic gloves are located in the workroom area. Do not begin assistance until those are in place. Hard candy is available in the staff drawer by the sit down station, and in the medical kit for seizures or diabetics.

FLASHERS: Call 911 for police help. Be able to identify the person.

PROBLEM PATRONS: If you feel you are at risk from a patron, call the non-emergency number for the Story City police, or a board member or other staff. The non-emergency number for the police is 733-2646 for the office. If you get an answering machine, contact Story County dispatch non-emergency and they will locate a local officer. That number is 733-4305.

Approved: 1/1990

Revised: 10/1998

Reviewed 5/2001, 2/2003, 1/08, 10/11, 12/14,

Revised 11/18

Reviewed 11/21

BERTHA BARTLETT PUBLIC LIBRARY STORY CITY, IOWA

FINANCE PROCEDURES AND POLICIES

Fines, Faxes, Copies: At the end of the month, or at any point during the month the cash in the drawer exceeds \$200, cash is counted and recorded on a Cash Receipts report, then taken to a bank for verification, with coinage and bills reduced to a minimum number of currency. All money and report is then given to the city clerk.

Petty Cash: When petty cash is depleted turn in all receipts for petty cash to the city clerk and request a warrant be issued in the amount of \$75.00. All receipts should be attached to a summary of expenses and identified as to what was purchased and the reason for purchase.

Line Budget: The Library Director will review and create a list all invoices/bills to be paid, using city assigned account numbers. Copies of that list are to be distributed to each board member. Copies of all bills to be paid are made and brought to board meetings for discussion. Original bills are processed by the librarian and given to the city clerks office to review and cut checks. After the board approves the bills, the list of approved bills are signed off by an officer of the board. The librarian is to deliver an approved copy of the list of bills to the clerks office.

Postage: The library may charge the interlibrary loan user up to \$1.00 per item to offset postage and handling.

Gifts: All checks and contributions written to the Bertha Bartlett Public Library must be turned over to the city clerk for the general fund or the Library Trust and Agency fund. Expenditures of these monies are to be made according to the resolution passed in October 1984, allowing gifts and donations to be spent without reducing the city support of the budget. Checks and contributions written to the Bertha Bartlett Public Library Foundation should be recorded and turned over to the Treasurer of the Foundation.

Charges: Money received due to charges for lost books is to be maintained by the library to replace books.

Lost books: If a lost book has been paid for and then is returned, the patron's money is refunded out of the lost materials fund, if replacement copy has not been purchased.

Adopted 8/1988

Revised 11/01, 6/04, 1/08

Updated 12/11, 12/14

Revised 11/18

**BERTHA BARTLETT PUBLIC LIBRARY
STORY CITY, IOWA**

GIFT GIVING POLICY

The Story City Bertha Bartlett Public Library is a non-profit, tax supported agency. It is our policy not to make donations to other individuals, groups, or organizations.

Reviewed 5/18

Reviewed 12/21

Bertha Bartlett Public Library

Community Bulletin Board Policy

The library has one community bulletin board that is available for organizations and area businesses to promote their events. This is located in the hallway near the meeting room and restrooms. This policy is in place for the community bulletin board. A second small bulletin board is located inside the library proper. This small bulletin board is to be used exclusively for library activities, events or co-sponsored events.

- All posters must be no larger than 8" x 10".
- Posters must be approved by a staff person and dated when they go up on the bulletin board. Posters will not be posted for more than 3 weeks/
- Only one poster will be allowed per event. Multiple activities at the same event must be included on one poster.
- Items for sale cannot be posted.
- Signs should be neat and clean.
- Activities or events cannot be posted for activities further than 45 miles.

The library staff reserves the right to remove posted activities for any reason. Priority is given to Story City events and activities.

Created: 10/15/2012

Reviewed 5/18, 11/21

Bertha Bartlett Public Library Travel Policy

Employees who are employed by the Bertha Bartlett Public Library, are subject to the travel policies as dictated by the City of Story City. Travel for continuing education, meetings and other activities required to perform their jobs are all subject to approval by the library director and/or the library board of trustees. Mileage reimbursement rate is set by the City of Story City.

Mileage is a reimbursable expense if and only if:

- The employee drives his or her personal vehicle.
- The employee is on the clock and paid for travel time between work sites. That is, when working at multiple sites on the same shift, mileage will be paid for any travel from the site of the first shift to the site of the last shift and sites in between.
- The standard expense reimbursement sheet is fully completed Is approved and signed by supervisor
- Is received by the 25th of the month
- Contains 1 months expenses per sheet unless total reimbursement is \$10 or less.

Other stipulations:

- Mileage will be reimbursed at the City approved rate.
- No reimbursement will be made for mileage when the employee is traveling to the first work site of the shift or when the employee is returning home after the last shift of the day.

All staff are responsible for reporting to the assigned work location at the appointed time, according to the library schedule. Any branch location assigned on a schedule would be considered the place of employment for that day. On days when materials need to be picked up or delivered to the branch location, time will begin when items are picked up. For example: Gilbert has three items requested by their patrons that are located in Story City. Employee working in Gilbert lives in Story City. If employee is scheduled to be at Gilbert by 3:15 p.m., and there are items to be taken to Gilbert, their timesheet will report that they reported for work at 3:00 p.m., allowing 15 minutes to pick up materials and to drive.

Approved 8/13
Reviewed 1/19
Reviewed 11/21

