



# Policies

<b>Mission Statement</b> .....	<b>1</b>
<b>Library Service Policy</b> .....	<b>1</b>
Special Areas to Note.....	1
Hours of Operation .....	2
Library Bill of Rights .....	2
<b>Statement of Confidentiality</b> .....	<b>3</b>
First Amendment.....	3
Fourth Amendment.....	3
Code of Iowa 22.7 "Examination of Public Records (Open Records)" .....	3
American Library Association Code of Ethics .....	3
<b>Confidential Operational Information</b> .....	<b>4</b>
Procedures .....	4
<b>Protection of Library Property</b> .....	<b>6</b>
<b>Library Access for Registered Sex Offenders (Against a Minor)</b> .....	<b>7</b>
<b>Collection Development</b> .....	<b>8</b>
General Principles.....	8
Collection Maintenance .....	9
Challenging an Item in the Collection.....	9
<b>Gifts</b> .....	<b>10</b>
Donations of Material to the Library are Encouraged .....	10
Collections and Special Interest Materials .....	10
Monetary Donations .....	10
Valuation .....	10
<b>Library Code of Conduct</b> .....	<b>11</b>
Misconduct Procedures.....	12
Safe Child Policy .....	12
Photographs .....	12
Photocopies.....	12
<b>Circulation Policy</b> .....	<b>13</b>
Obtain a Library Card .....	13
Replacement Card .....	13
Card Holder Responsibilities.....	13
Borrowing Procedures .....	14
Fines .....	15
Damaged Materials.....	15
Overdue Materials .....	15
<b>Internet and Computer Use</b> .....	<b>16</b>
Wireless Internet Use.....	17
<b>Genealogy Research</b> .....	<b>18</b>
<b>Meeting Room</b> .....	<b>19</b>

<b>Proctoring</b> .....	<b>21</b>
Student Responsibilities .....	21
Library and Staff Responsibilities .....	21
<b>Emergencies</b> .....	<b>22</b>
Inclement Weather .....	22
Tornadoes .....	22
Fire or Evacuation .....	22
<b>Accidents, Injuries or Illness on Library Property</b> .....	<b>23</b>
<b>Volunteers</b> .....	<b>24</b>
<b>Friends of the Library</b> .....	<b>25</b>
<b>Board of Trustees</b> .....	<b>26</b>
Ethics Statement .....	26
Iowa Code 69.16A Gender Balance .....	26
Compliance .....	27
Members .....	27
Meetings .....	27
<b>Sheldon Public Library Forms</b> .....	<b>29</b>
Code of Conduct Incident Report Form .....	30
Gifts and Memorials .....	31
Meeting Room Agreement .....	33
Statement of Concern Form .....	34
Volunteer Waiver of Liability .....	36

## Mission Statement

The Sheldon Public Library is enriching a vibrant community with access to information and technology, serving as a community gathering space, fostering readers, and stimulating minds.

## Library Service Policy

All patrons, regardless of status, are assisted in their search for information and treated with utmost courtesy, respect, strict confidentiality, and within policy guidelines.

Service will not be denied or abridged because of age, disability, religious, racial, social, economic, sexual orientation, or political status.

Information on each library card is protected by confidentiality laws and can only be released to the person listed on the card, unless proper procedures have been followed.

Incorporating the principles of The Library Bill of Rights, the library endeavors to

- Select, organize, and make available necessary books and materials.
- Provide guidance and assistance to patrons.
- Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- Cooperate with other community agencies and organizations.
- Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- Lend to other libraries upon request.
- Develop and provide services to patrons with special needs.
- Maintain a balance in its services to various age groups.
- Provide service during hours which best meet the needs of the community, including evening and weekend hours.
- Regularly review library services being offered.
- Use media and other public relations mechanisms to promote the full range of available library services.

## Special Areas to Note:

### Homework Questions

Homework assignments are intended to teach students the process of learning and finding information. The Library can assist in the use of Library tools but will not provide answers to the homework.

### Legal Questions

Staff can assist patrons in finding citation information from codes and help access other legal resources but legal advice and/or explanation of the information found cannot be offered.

### Medical Questions

Factual information can be provided from medical dictionaries, books and other sources, but questions that involve interpretation and opinion cannot be answered by the library staff.

### Tax Information

The library attempts to provide basic forms for state and federal taxes when possible. The library staff can assist the public in locating and copying forms, but the staff cannot suggest which form to use or provide help in completing any tax documents.

## Hours of Operation

### Library Hours

Monday	10:00 a.m. – 8:00 p.m.
Tuesday – Friday	10:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 2:00 p.m.
Sunday	Closed

### Exceptions

New Year's Day	Closed	Thanksgiving Day	Closed
Memorial Day	Closed	Christmas Eve Day	Closed
Fourth of July	Closed	Christmas Day	Closed
Labor Day	Closed	New Year's Eve	Closed

### Story Time

Story time sessions will be made available throughout the year. Times and dates are available at the Library. In the case of inclement weather, story time may be cancelled.

- If Sheldon Public Schools are closed, story time will not be held.
- If Sheldon Public Schools start late, morning story time will not be held.
- If Sheldon Public Schools let out early, afternoon story time will not be held.

Cancellation announcements can be found on the KIWA Web site and/or radio station.

*Last updated and adopted on 08/16/2017*

## Library Bill of Rights

Source: American Library Council, 1996

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

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

## Statement of Confidentiality

The confidentiality policy of the Sheldon Public Library is based on the First and Fourth Amendments of the U.S. Constitution, the USA Patriot Act (Public Law 107-56), the Iowa Code, and the Code of Ethics of the American Library Association.

### First Amendment

Congress shall make no law... abridging the freedom of speech...

### Fourth Amendment

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but with probable cause, supported by oath or affirmation, and particularly describing the place to be searched and the persons or things to be seized.

## Code of Iowa 22.7 “Examination of Public Records (Open Records)”

### 22.7 Confidential Records

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

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

**18.** Communications not required by law, rule, or procedure that are made to a government body or to any of its employees by identified person outside of government, to the extent that the government body receiving those communications from such persons outside of government could reasonably believe that those persons would be discouraged from making them to that government body if they were available for general public examination.

## American Library Association Code of Ethics

We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

## Confidential Operational Information

Confidentiality is essential to protect the exercise of rights under the Constitution of the United States of America, the First and Fourth Amendments, the Patriot Act, the Code of Iowa, and the Code of Ethics of the American Library Association.

As an employee of the Sheldon Public Library, you may learn confidential operational information. During and after employment with the Sheldon Public Library, confidential operational information may not be shared with non-employees of the Sheldon Public Library and may only be shared with Sheldon Public Library employees on a need-to-know basis.

1. The Library will not reveal the identities of the individual users nor the information sources they consult unless required by law.
  - a. Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired.
  - b. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable use of library materials, facilities, or services.
2. The Library will hold confidential the names of card holders and their registration information and not provide access for private, public, or commercial use.
3. The lawful custodian of the records is the Library Director.
4. The Library will not release registration, circulation, or other records protected under the Iowa Code unless it is required by law to release the information.

Violation of this confidentiality policy may result in disciplinary action.

## Procedures

### Request to Custodian of the Records

1. The Library staff member receiving a request to examine or obtain information relating to registration or circulation records identifying the names of Library users, shall immediately refer the requestor to the Director.
2. To avoid any misunderstanding, the staff member should not discuss what information may or may not be available or what the Library can or cannot do, with the person making the request.
3. If the Director is not available, the staff member should inform the requestor when the Director will be available. If pressed to act sooner, the staff member should attempt to contact the Director immediately.

### Court Order, Warrant, or National Security Letter (NSL)

The Director shall meet with the requestor of the information. If the requestor is a law enforcement officer, the officer must have a court order, a warrant issued under the USA Patriot Act, or a NSL to receive the requested records. If the officer does not have the proper court order, warrant, or NSL compelling the production of the records, the Director shall refuse to provide the information.

### Legal Counsel

If the records requested cover registration, circulation, or other records is protected under the Iowa Code, and the Director is uncertain about whether the order, or presented to the Director is sufficient to require release of the records, the Director may immediately consult with legal counsel.

### **Defects**

If any written request, process, order, or subpoena is not in proper form or does not otherwise appear to be sufficient to support releasing the records, the Director shall insist that such defects be cured before any records are released.

### **Release**

If the Director in consultation with the Library's attorney determines that the order, warrant, or NSL is sufficient and compels the release of records, the Director shall release the records.

### **Gag Order**

If the request is made pursuant to the USA Patriot Act, the Director is authorized to obtain legal counsel regarding the request. As required by the USA Patriot Act, the Director shall not discuss the request with anyone other than legal counsel.

### **Refusal**

If the requestor is not a law enforcement officer and has not presented any type of court or administrative order requiring the release of the requested information, the Director shall refuse to provide the requested records.

### **Further Legal Action**

If the Director and legal counsel deem appropriate, the Director is authorized to take legal action, such as moving to quash a subpoena, to resist releasing requested registration, circulation, or other records protected under the Iowa Code.

### **Reports from Staff**

Any threats or unauthorized demands concerning circulation and other records identifying the names of library users shall be reported to the Director. Any other problems relating to the privacy of circulation and other records identifying the library users which are not provided for above shall be referred to the Director.

## Protection of Library Property

The library is entrusted by the citizens of Sheldon to provide, maintain and track items that have been purchased with taxpayer dollars. In order to protect public property the library may take action against those accused of harming library property (theft, vandalism, etc).

### **Iowa Code 714.5 Library Materials and Equipment — Unpurchased Merchandise — Evidence of Intention.**

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

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

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

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

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

### **Iowa Code 808.12 Detention and Search in Theft of Library Materials and Shoplifting**

Persons concealing property as set forth in section 714.3A or 714.5, may be detained and searched by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee, provided that the detention is for a reasonable length of time and that the search is conducted in a reasonable manner by a person of the same sex and according to subsection 2 of this section.

No search of the person under this section shall be conducted by any person other than someone acting under the direction of a peace officer except where permission of the one to be searched has first been obtained.

The detention or search under this section by a peace officer, person employed in a facility containing library materials, merchant, or merchant's employee does not render the person liable, in a criminal or civil action, for false arrest or false imprisonment provided the person conducting the search or detention had reasonable grounds to believe the person detained or searched had concealed or was attempting to conceal property as set forth in section 714.3A or 714.5.

## **Library Access for Registered Sex Offenders (Against a Minor)**

The purpose of this policy is to ensure that the Sheldon Public Library complies with the provisions of Iowa Code Chapter 692A which mandates that certain registered sex offenders who have been convicted of sex offenses against a minor must be excluded from public libraries. This policy adopts the definitions of Iowa Code Chapter 692A, as amended.

In accordance with Iowa Code Chapter 692A, the Board of Trustees prohibits the presence of sex offenders convicted of sex offenses against minors upon or within 300 feet of library property without the written permission of the Director. The Director may only give such written permission as the result of a vote at a meeting of the Board of Trustees at which a quorum is present.

The issuance of a library card to a registered sex offender convicted of a sex offense against a minor does not constitute written permission from the Director for that offender to be present on Library property.

Persons barred from Library property under the law may remain eligible for library service. It is the responsibility of the Library user to arrange for a courier to select, check out, and return materials to the Library through possession of the library user's card. Under any of these circumstances, the sex offender convicted of a sex offense against a minor will remain responsible for all activity on their library card. The Library user may access information and resources via the telephone or using the Library's web site. Persons barred from Library property under the law will not be served by the Library's homebound delivery service.

Registered sex offenders convicted of sex offenses against a minor may not loiter as defined in Iowa Code Section 692A.101(17) within 300 feet of Library property.

Violations of this policy will be immediately reported to law enforcement.

# Collection Development

## General Principles

Responsibility for collection development lies with staff who will apply professional knowledge, experience, and this policy in making decisions. Ultimate responsibility for collection development lies with the Director.

Materials for the library collection are chosen to support the mission of the library. The library serves the whole person by providing materials, reference assistance, and helps to meet the cultural, informational, and recreational needs of members of the community. The library is dedicated to providing service to persons of all nationalities, age, sex, religious persuasion, or disability. The library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty, with consideration towards cost, available space, current holdings, and demand.

Including materials in the library collection does not constitute an endorsement of the contents of an item. The library recognizes that any given item may offend any one person, 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. The library subscribes to the principles embodied in the *Library Bill of Rights*, *Freedom to Read* and *Freedom to View* statements adopted by the American Library Association.

Selection is based primarily on following criteria:

### Borrower Demand

An attempt is made to acquire materials in high demand within the limits of space and finances. The library welcomes suggestions and comments from the public and will consider purchasing those materials of reasonable cost and value to the collection. Regardless of an item's popularity, the library may choose not to purchase an item because of the type of format or other issues.

### Collection Need

Areas of the collection will be updated and expanded in response to the need of the community. The library does not specialize in curriculum support through the purchase of textbooks. It does, however, attempt to fill the information needs of students at all levels as a supplement to school and college libraries. Textbooks may be purchased if they contain the best (or only) information on a given subject.

### The Library Collection

The collection currently includes books, videos, DVDs, magazines, newspapers, puzzles, games, puppets, kits, and equipment. In addition, the library's collection also includes downloadable eMaterials. Staff will constantly investigate emerging formats, and strive to include them in the collection as community demand and budgets allow. Conversely, the library will evaluate existing formats and remove those formats/ items no longer used by the public (example: cassette tapes, LPs.)

### Access to Other Collections

If the library does not own an item, for a minimal cost patrons can request the item through Inter Library Loan. The library also participates in "Open Access" through the Iowa State Library. The goal of Open Access is to provide Iowans with direct access to more library materials and information resources through a reciprocal borrowing program that enables customers from a participating library to go to other participating libraries and directly check out materials. As part of this program, residents of Sheldon are able to access the Ramaker Library on the Northwestern campus and all other public libraries in Sioux County (and over 600 libraries throughout the state).

## Collection Maintenance

To ensure that the library's collection is current and relevant to the community's needs, the usefulness of materials previously added to the collection is evaluated on a regular basis. Items that are outdated, damaged, duplicated, or not being used will be considered for removal. Some factors in this decision are space, the cost of replacement, and the appearance of the collection. Locally significant materials are not held to these standards and are generally retained. Withdrawn materials may be sold at the library's used book sale, recycled or discarded.

## Challenging an Item in the Collection

Anyone wishing to question the inclusion of an item in the collection should talk with the Director and complete a [Statement of Concern](#) form (page 34). Written objections will be taken to the Board of Trustees for their consideration. A review committee of three Board members will be appointed by the Board President to evaluate the material and Statement of Concern. A written report by the review committee will be filed with the Director.

Last updated and adopted on 02/20/2019

# Gifts

## Donations of Material to the Library are Encouraged

This is with the understanding that the donated items will be added to the collection only after using the same criteria used for purchased items and compliance with the Library's policies. Donations are not intended to replace regularly budgeted library expenditures; however, private resources can extend and enrich Library services.

Once items are donated to the library, the items become the property of the library, and are subject to the same collection maintenance procedures as other library materials. Items not added to the collection will be handled in the same manner as withdrawn library materials.

The library does not accept text books or books in poor condition.

## Collections and Special Interest Materials

These will be added when space permits. Although many excellent and important items may be added to the collection in this fashion, the Director shall have the prerogative of refusing to accept materials which he/she believes do not contribute to the purpose of the library. Collections may not be kept intact. Even special interest items should meet the criteria outlined in this policy.

Once the library accepts a gift, it is clearly understood that it becomes the property of the library, to be used or disposed of in strict accordance with policies of the library.

The library will not accept materials that are not an outright gift. It is not the policy of this library to place plaques on donated used items.

## Monetary Donations

The Library welcomes gifts of cash or stocks. If the gift is used to purchase library materials, the donor's preferences will be accommodated to the best of the staff's ability. A plate with the donor's name can be affixed to the items purchased, if desired.

A [Gifts and Memorials](#) form (page 31) should be completed for monetary donations.

## Valuation

A receipt for donated items will be given upon request with no monetary value listed. No library personnel shall attempt to offer a monetary valuation statement to the donor for tax or other purposes.

# Library Code of Conduct

The Sheldon Public Library will provide a safe, comfortable environment that is conducive to the use of library materials and the safety of users and staff.

Patrons using the library are expected to behave in a way that is appropriate to the library's purpose as stated above. No person shall engage in any conduct which interferes with the legitimate use of the library, including - but not restricted to - the following:

1. Any behavior that is illegal
2. Willfully annoying, harassing, or threatening another person
3. Any behavior that is disruptive of the library environment. This includes running, loud talking (including on a cell phone).
4. Any physical or verbal behavior that is abusive of staff members or other patrons
5. Any use of the library that interferes with the library's purpose
6. Any use of tobacco, alcohol, or controlled substances is prohibited or be under the influence of alcohol or controlled substances
7. Library users must wear appropriate dress; including shoes and shirts
8. No pets are allowed unless the animal is designated as a service animal and recognized by the American with Disabilities Act. Animals for a library sponsored program can be allowed with the Director's approval.
9. Possessing any firearm, knife, any device which could be used as a weapon or other weapon prohibited by city ordinance or state statutes.
10. Defacing or destroying library property
11. Sleeping in the library
12. Remaining in the library after closing hours
13. Soliciting, posting notices, fundraising, or selling; unless authorized by the Director or Library Board of Trustees
14. Interfering with patrons' use of the library through poor bodily hygiene which is so offensive as to constitute a nuisance
15. Using skates or a skateboard in the library
16. Playing audio equipment (personal or library) at a volume that is disturbing to other users
17. Campaigning, petitioning, interviewing or surveying patrons or staff in a manner that is disruptive to library activities
18. Willfully expose patrons and staff to offensive images or language
19. Interfering with the library's right to maintain a clean, pleasant and safe facility.
20. Relocating or tampering with tables, chairs, equipment, or other furniture without staff permission

A **Code of Conduct Incident Report** (page 30) should be filled out for any exchange that required a second warning. The completed report should be placed on the Director's desk.

Abuse of Library privileges will result in suspension of some or all privileges at the discretion of the Director. A patron who feels he/she has been unfairly suspended may file an appeal in writing with the Board of Trustees. Appeals will be considered at the next regular meeting of the Board of Trustees.

## Misconduct Procedures

**In cases where there appears to be immediate danger or a serious threat to public safety, any staff member may call 9-1-1.**

The primary responsibility for enforcing this policy rests with highest ranking library staff member on duty when an incident occurs. However, all staff members have responsibility for enforcing the policy.

The first step is to discuss the inappropriate behavior with the patron and ask the patron to modify their behavior.

The staff member in charge will give a second and final warning, stating that if the behavior doesn't change the patron will be asked to leave.

If the behavior continues beyond the second and final warning, the patron shall be asked to leave the library. If the patron refuses to leave, the staff member in charge is authorized to call the police.

## Safe Child Policy

The library is a public space, much like a park, and patrons of all ages are welcome. The Library will not assume the responsibility of surrogate care provider for children in the Library (e.g. serving as a care-taker for school age children after school). Parents are responsible for their children's behavior while on library property. Children under the age of 8 must be accompanied by a parent or caregiver (who is 14 years of age or older) who is to remain in the library with the child at all times. Children age 6-7 years-old may only be unaccompanied before/after a library program for them, not to exceed a combined total of one hour.

### Disruptive and Unaccompanied Children

Disruptive children will be asked to leave the building after receiving a second warning. If the disruptive child is under 12 years-old and no accompanying adult is in the library, the staff will attempt to locate the parent by telephone and require that an adult take the child from the library immediately. Police may be called to provide assistance. More than one such occurrence, or the inability of the parent to provide immediate assistance, may result in suspension of library privileges of the child or parent(s) of the child at the discretion of the Director.

### Unattended Children at Closing

If unattended children are left at the library at closing time, two staff members will wait with the child (and attempt to call the parent). Fifteen minutes after closing the Sheldon Police will be called and the child will be placed in their custody. Under no circumstances will a staff member leave a child alone outside after closing or take the child with them.

A [Code of Conduct Incident Report](#) (page 30) should be filled out for every time that an unattended child is left at closing and the police assume custody.

*Last updated and adopted on 10/16/19*

## Photographs

The Sheldon Public Library may use photographs of patrons and events in its publications and communications (e.g. web site and Facebook). The Library has the right to use and discontinue use of the photographs at the Library's discretion. Library users in the photographs will not be identified by name.

## Photocopies

The copyright law of the United States governs the making of photocopies of copyrighted materials. The person requesting the copies is liable for any infringement of the law.



## Circulation Policy

The purpose of the Circulation Policy is to establish who may obtain a library card at the Sheldon Public Library, the privileges associated with a library card, and what might cause those privileges to be suspended. The Circulation Policy establishes fines and fees for overdue, lost or damaged materials, and other circulation services.

### Obtain a Library Card

A free library card is available to residents of Sheldon and the surrounding area. Adults may be issued a Library card upon receipt of a completed and signed registration form along with a photo ID and proof of residency (i.e. current utility bill with mailing address).

Student cards are issued to children who are entering kindergarten through sixth grade. A parent or guardian present at the time of registration.

Residents of the Third Judicial District Residential Treatment Facility are not eligible for Library cards.

### Replacement Card

A charge of \$3.00 will be made for replacement of a lost or damaged Library card.

A replacement Library card will be issued after a patron has paid all fines and/or returned all overdue material borrowed on the previous card.

### Card Holder Responsibilities

When you sign up for your Library card, you sign a statement agreeing to the following:

- Abide by the library's policies.
- I accept responsibility for all items checked out on my card.
- I accept responsibility for all items checked out on my card by persons that I have loaned my card to.
- The information provided is accurate and I accept the responsibility to keep my address, phone, and email information current so that I will receive library notices in a timely manner.
- If my card is missing or stolen, I will report it immediately to minimize library materials being checked out on my stolen card.

## **Borrowing Procedures**

- The library card should be presented each time loans are made.
- Library privileges may be suspended if a fee or fine of more than \$3.00 is on the patron library card.
- Items may not be renewed if another patron has reserved them.
- Items that are already overdue two weeks may not be renewed unless the patron comes in with the item to check it out again.
- It is unlawful for persons to willfully, maliciously, or wantonly tear, deface, mutilate, injury, or destroy, in whole or part, any property belonging to the Library. No person shall take possession or control of Library property with the intent to deprive the Library thereof.
- Persons believed to be concealing Library materials may be detained and searched pursuant to law.

### **Books, Audio Books, and Puppets**

All books are loaned for a period of two weeks. Books on reserve or obtained through interlibrary loan may not be renewed.

### **Periodicals**

Periodicals are loaned for a period of one week and may be renewed once, if not reserved. The most current issue of periodicals is not checked out.

### **Interlibrary Loan**

Loans from other libraries shall be loaned under the same policies as Sheldon Public Library materials. Postage and applicable copy fees are the responsibility of the borrowing patron.

Items not returned shall be billed to the borrowing patron as billed by the lending library. Overdue and billing charges shall be included.

Failure to return interlibrary loan materials will result in loss of library privileges.

### **DVDs**

DVDs are loaned for two weeks. There is a limit of five video materials per family.

### **Outdoor Book Drop**

A book drop is located on the outside of the building for patrons wanting to return items when the library is closed. Items returned in the book drop after the library is closed, will be checked in on the next day the library is open.

## Fines

As the library does not wish to penalize anyone for using library services, overdue fines are not assessed. Patrons are expected to return their items when they are due or renew them as appropriate. Patrons with items that are 4 weeks overdue will be considered lost and the patron will be billed the cost for replacement.

Library privileges may be suspended if a fee of more than \$3.00 is on the patron's library account.

## Damaged Materials

Patrons are responsible for the care and return of items checked out on their account. If Library materials are returned damaged and the extent of the damage is such that the Director or Assistant Director determines that the item cannot be put back into circulation, the patron will be assessed the following fees.

- The original cost of the item, as listed in the Library's circulation records.
- \$10 processing fee to help cover the cost of putting the new item into circulation.

Patrons are responsible for paying the above fees. Replacement items, provided by the patron, are not accepted.

## Overdue Materials

The library is entrusted by the citizens of Sheldon to provide, maintain and track items that have been purchased with taxpayer dollars. In order to protect public property the library has a schedule it follows for overdue materials.

### First Notice

Two weeks after the item is due, the patron will be called by phone and, if not reached, a letter will be sent itemizing the overdue items. The patron will not be allowed to "renew" the items to avoid incurring replacement charges.

### Second Notice

Four weeks after the due date, a bill notice is sent from the Director asking for a return of the items and stating the replacement charges for lost items. The replacement charge includes the value of the item and processing fees.

### Eight Weeks Past the Due Date

Eight weeks past the due date the library will consider additional actions. Possible actions include sending a certified letter of "notification of criminal action" as described in Iowa Code section

714.5. If the certified letter gets no result, the Director may contact law enforcement or the City Attorney. Keeping library materials after library personnel have followed these steps to get public property back constitutes the crime of theft.

*Last updated and adopted on 08/16/2017*

## Internet and Computer Use

All Internet resources accessible through the library are provided to all library users. A library user is anyone who enters the door of the library. This includes library patrons as well as visitors to the community who wish to use the computers.

- Time limits are placed on library equipment in order to provide access to as many users as possible.
- The Library filters Internet content.
  - To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.
  - Subject to staff supervision, technology protect measure may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
  - Please be aware that no filtering system is infallible and the Sheldon Public Library does not assume any responsibility for the accuracy of its Internet filters. Parents are advised to supervise their children's Internet sessions.
- The Library is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.
- Use of the Library's Internet connection in an illegal, disruptive or destructive manner may result in the loss of Internet or library privileges.
- The Library is not responsible for any loss of data, damage to equipment, or personal liability that may occur from use of its Internet connection.

All persons under 18 years of age must have their parent or guardian come into the library to read and sign the Internet Use Policy and Agreement Form. Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents are advised to supervise their children's Internet sessions.

The Sheldon Public Library does not monitor and has no control over the information available on the Internet. The Library cannot be responsible for its content. The Internet is an un-moderated global network with a highly diverse user population and library Internet users use it at their own risk.

Internet users should avoid disclosing personal information over the Internet to preserve their own personal safety. Minors should use caution in their use of social networking sites, e-mail, chat rooms, and other forms of direct electronic communications, as these forms of communication can expose minors to dangerous situations. Minors should never disclose personal information, such as name, school, address, and telephone number to strangers on the Internet. Library Internet users are prohibited by law from disclosing, using, or disseminating personal information about minors without written authorization of the parent or legal guardian of the minors involved.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

Iowa and federal laws make it illegal to download or purvey child pornography, purvey pornography to children, or to commit fraudulent acts using the Internet.

Privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Customers are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else.

Use of the Internet workstations is for LEGAL purposes only. Internet users may not use the library's computers to display obscene materials or child pornography as determined by State and Federal Law. Other illegal activities which are also prohibited include but are not limited to:

- software piracy
- degrading or disrupting equipment or system performance
- gaining unauthorized access to resources or entities
- invading the privacy of individuals
- engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment
- violation of copyright or licensing agreements

U.S. Copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the library expressly disclaims any liability or responsibility resulting from such use.

## Wireless Internet Access

The library provides free, unsecured, wireless Internet access for public use. The library does not provide technical support for privately owned personal wireless devices. Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access is subject to the same policies regulating other types of public Internet access provided by the library.

The Library's public wireless network is not secure. Wireless networks are transmitted via radio waves, and are therefore susceptible to potential 'eavesdropping', so patrons should be aware of what they are transmitting over this open network. In addition, patrons are responsible for maintaining up-to-date antivirus software, firewalls, etc. Information sent from or to your laptop can be captured by anyone else with a wireless device and the appropriate software, usually within 300 feet. Also, wireless access is not guaranteed to be error proof or virus free.

The library cannot guarantee a connection at all times and in all places in the library.

Library staff is not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection to the public network.

Patrons must take responsibility for their own equipment. The Library assumes no responsibility for the safety, damage or theft of personal equipment, or for laptop configurations, security, or data files resulting from connection to the Library's network.

**Misuse of the computers/Internet/wireless connection may result in the suspension or loss of privileges. The length of the suspension is at the discretion of the library staff. Minor and major violations will be subject to progressive punishment.**

*Last updated and adopted on 02/20/2019*

## Genealogy Research

The Sheldon Public Library will provide public access to the Library's collection of genealogical and local history materials. Materials are primarily focused on people, places, and events in Sheldon, Iowa and the surrounding area.

Requests for research assistance may originate with a phone call, email, or letter. In these instances, staff will provide quick lookups of less than 15 minutes at no charge to the requestor. Research beyond 15 minutes is subject to the following fee schedule. Research is limited to a maximum of two hours per patron per month.

Requests that require in-depth research or completing a family tree will not be accepted. Research fees are due in advance and will not be refunded if the requested information is not found. The requestor is responsible for additional fees such as photocopies and postage. Materials and research results will be provided to the requestor after the final payment is received.

Reference Service	Fees
Research (Includes searching for information, time spent making copies, sending faxes, and preparing mailing)	\$5 per 15 minutes (\$20/hour) There is no charge if the research is completed in less than 15 minutes. If research and preparation time exceeds 15 minutes, the requestor is charged for the initial 15 minutes.
Photocopies	\$0.25 per page (8.5" x 11")
Fax	\$1.00 for first page \$0.50 for each additional page
Postage	\$5.00 for 1-25 pages \$7.00 for 26-50 pages \$9.00 for 51-75 pages \$11.00 for 76-100 pages \$0.10 for each page over 100 pages
Email	Charged based on Research fee (see above)

# Meeting Room

The Sheldon Public Library offers meeting rooms for individuals, community organizations, and those that wish to provide an open forum for knowledge, ideas, and cultural enrichment.

Room availability is at the discretion of the Director. The Sheldon Public Library reserves the right to cancel any scheduled activity when circumstances warrant such measures.

All bookings must complete the [Meeting Room Agreement](#) (page 33).

## General Information

- The library functions always have first priority for use of the facilities.
- The meeting rooms are available during library hours.
- Use of the library meeting rooms does not constitute an endorsement by the library of the philosophies, practices or viewpoints of the meeting participants.

## Rules and Requirements

- All meetings held in the meeting rooms must be free of charge.
- Admission or membership fees or the purchase of any item as a condition for attending the meeting are not allowed. Contributions cannot be solicited.
- Groups allowed to use the rooms free of charge\* include:
  - Non-profit corporations - defined as those entities granted tax-exempt status by the IRS under section 501(c)(3) or other tax exempt sections of the Internal Revenue Code
  - Candidate campaign committees - as defined in Iowa Code §68A.102(5)
  - Political committees - as defined by Iowa Code §68A.102(18)
  - Non-profit citizen's groups (book groups, scouts, civic organizations, etc.)
  - Governmental subdivisions - or a department/division/bureau of a governmental subdivision
- The room must be put back to the original arrangement and vacated 15 minutes before closing time.
- Smoking and alcoholic beverages are not permitted.
- Any group which fails to leave the room in a satisfactory condition (ex: does not clean the kitchen, or damages to premises) may be billed for the cost of repairs and/or cleaning fee (\$50.00) and may not be allowed to use a meeting room in the future.
- Groups doing craft projects must take measures to ensure that the tables, chairs and floors are left neat and clean or a \$50.00 fee will be charged (or possible replacement fee will be charged).
- All groups must abide by the Library Code of Conduct.
- The library is a shared community space. Loud talking or other loud sources of noise are not allowed to extend beyond the meeting room. CD players, microphones, and other electronic devices may be used, but the sound must be contained within the meeting room and not disturb the other library patrons.

# Proctoring

Sheldon Public Library agrees to cooperate with patrons and institutions to support their lifelong learning goals by offering proctoring services. This service is based on the availability of personnel, facilities and technology to do so. As such, the following responsibilities are set out.

## Student Responsibilities

- The student will ask the library staff to proctor the exam.
- The student will be required to arrange for the exam and instructions to be sent to the library at least one week before taking the exam.
- The student is responsible for making arrangements to take the exam including calling the library to make sure the test has arrived (electronically or via mail) and scheduling a time to take the test. The student will schedule the exam time to end 30 minutes before the closing of the library.
- The student is responsible for ensuring that the computer resources at the library are adequate and available for test taking.
- The student will provide a valid driver's license or photo ID (if required) for verification of identity or the test will not be proctored.
- The student will arrive prepared with the necessary or required supplies to take the exam. These supplies will be made available for approval by the proctor if required.
- The student is responsible for the return postage and envelope for any exam which does not include a self-addressed stamped envelope. If it is required to fax the test to the institution the student will be responsible for that cost.
- The finished exam will be handled with other library mail.

## Library and Staff Responsibilities

- The library staff will provide the student and institution with copies of this policy upon request.
- A library staff person will proctor the exam. Specific librarians will not be assigned to proctor specific exams.
- The proctor will observe the student while performing other tasks and assisting other patrons. Proctoring at the library will include issuing the exam, being aware of the student taking the exam, periodically observing the student, signing the proctor form and mailing the completed exam. If an institution requires the student to receive constant uninterrupted observation the library will be unable to proctor the exam.
- The staff person who begins proctoring the exam may not be at the Circulation Desk when the exam is finished. The student may be returning the exam to a different librarian than the one who issued the exam to the student.
- The librarian will not sign the name of another librarian on the proctoring form or the exam. The library may not be able to proctor an exam for which the signature of only one designated person is required.
- Library staff will not sign any statement required by the educational institution inconsistent with our policy or with how the test is administered.
- Library staff may refuse to proctor an exam too burdensome or exacting in its demands.
- The library cannot provide proctoring for groups of students.
- The library is not responsible if the institution's web site or e-mail is not working.
- The library is not responsible for exams that are lost by the postal system or electronically.
- The library will not keep copies of completed exams.

# Emergencies

## Inclement Weather

The Library may close or postpone opening when weather conditions exist making it highly difficult for travel. The primary factor of any decision made will be the safety of the staff and the library patrons. However, maximum effort will be made to maintain regular library operating hours. The Director may close the Library or determine there will be a delayed opening based on snow, freezing rain, and/or severe wind chills.

If a decision is made to close or postpone, KIWA must be called (712-324- 2597) and/or emailed ([newstips@kiwaradio.com](mailto:newstips@kiwaradio.com)) to make necessary announcements.

## Tornadoes

If a tornado warning is issued or sirens are sounded the staff should do the following:

1. One staff member should make announcement informing patrons that there is a tornado warning in effect for our area. The staff member will ask that patrons move into the basement until the storm warning is over.
2. Another staff member should locate the flashlights and the battery operated radio.
3. All staff and patrons should be escorted to the basement.
4. If possible, normal routine may resume when the tornado warning expires.

## Fire or Evacuation

The Sheldon Public Library is equipped with a fire alarm system. In the event of a fire, the fire alarm system will be activated at the first detection of smoke.

In the event of a fire or other evacuation (e.g. gas leak or bomb threat) emergency, the library staff will follow the procedures listed below:

1. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire.
2. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.
3. Staff will make an evacuation announcement (please proceed to the nearest exit).
4. Each employee will be responsible for making a quick check for patrons in the area that he/she is working.
5. Staff will help guide any patrons in the areas designated as the fire exit for that part of the building. Administrative staff/ ranking staff should make a final but brief inspection, exiting the building and closing all doors.
6. At no point will a library employee put his or her safety at risk by trying to search the building or extinguish a fire.
7. All children and any other library visitors who remain will be asked to go to the Museum with the Library staff.
8. Normal routine may resume when the all clear sign is given

Last updated and adopted 02/20/2019

## Accidents, Injuries or Illness on Library Property

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

- If immediate assistance is needed, call 911.
- Never offer to drive the patron anywhere for medical assistance.
- Stay with the person and tell him that assistance is on the way.
- Do not provide medical aid (CPR, etc.) unless properly trained in appropriate techniques.
- Do not move the person but try to make him as comfortable as possible.
- No medication, including aspirin, should ever be given to the public.
- Be alert for blood borne pathogen exposure. If bodily fluids are present (blood, urine, saliva), wear protective gloves when touching the person. Be careful. If a Band-Aid needs to be used, give it to the individual and have him/her place it on the injury. A parent may do this for a child.
- Clear the area of bystanders. Recruit other staff members to help if needed.
- Remove any obstacles in the path of the Emergency Response team.
- Get the details of the accident, injury, or illness (person's name and address but do not search pockets, purse, etc.).
- Get names and addresses of any witnesses.
- Contact the Director.
- If cleaning the area, all disposable materials should be discarded in a plastic bag before discarding in the trash.
- Work supplies should be disinfected with bleach, followed by cleaning with soap and water.

## Volunteers

The Library welcomes volunteers from the community in order to:

- Help the library further its goals and objectives.
- Strengthen the link with the community by developing a group of citizens who, through their volunteer work, become knowledgeable about the Library's services and needs.
- Provide meaningful work experiences for college students and others needing to do community service, as suitable jobs are available.

Recruitment for volunteer positions, screening, placement, coordination, supervision will be the responsibility of the Director. Youth volunteers for the summer reading program will be managed by the Youth Librarian.

All general employment practices will be applied in the recruitment, placement, supervision, and possible termination of all volunteer positions.

All volunteers must complete the [Volunteer Waiver of Liability](#) form (page 36) prior to commencement of volunteering. Volunteers will observe regular work rules (including rules of library confidentiality) while engaged in work for the Library.

The Library staff reserves the right to terminate a volunteer if the volunteer's performance does not meet the standards for the job in which they have been placed.

Volunteers will be used to augment basic services but will not be used to replace paid library staff positions.

## Friends of the Library

Friends of the Library are civic-minded people who know that quality library services are important to their community. Friends are dedicated to supporting, improving, and promoting the Library.

Friends work to promote the Library by enlisting public support for various activities including Library goals and raising funds for purchasing Library items.

Friends of the Library are supported by the Director and Board of Trustees, as appropriate. A free flow of information and communication is a source of community input, opinions, publicity, fundraising, programming, and volunteers. The Director will serve as a liaison to the Friends of the Library group and will attend all group meetings. Meeting minutes will be distributed to the Board of Trustees.

Friends of the Library are not authorized to set Library policy, speak on behalf of the Board of Trustees, or commit Library funds. Ideas from the group about Library operation must be submitted to and decided on by the Board of Trustees.

# Board of Trustees

## Ethics Statement

As a Board member of a public library, you are a public servant. The public expects your conduct to be above question and for the public good, not for your own interests or another special interest. The Association for Library Trustees and Advocates and the Public Library Association have adopted the following statements on ethics.

- Trustees, in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity, and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues, or the institution.
- It is incumbent on any trustee to disqualify him or herself immediately whenever the appearance of conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophy and attitudes and those of the institution, acknowledging the formal position of the Board, even if they personally disagree.
- A trustee must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of Library materials by groups or individuals.
- Trustees who accept Library Board responsibilities are expected to perform all of the functions of Library Trustees.

## Iowa Code 69.16A Gender Balance

1. All appointive boards, commissions, committees, and councils of the state established by the Code, if not otherwise provided by law, shall be gender balanced. No person shall be appointed or reappointed to any board, commission, committee, or council established by the Code if that appointment or reappointment would cause the number of members of the board, commission, committee, or council of one gender to be greater than one-half the membership of the board, commission, committee, or council plus one if the board, commission, committee, or council is composed of an odd number of members. If the board, commission, committee, or council is composed of an even number of members, not more than one-half of the membership shall be of one gender. If there are multiple appointing authorities for a board, commission, committee, or council, they shall consult each other to avoid a violation of this section.
2. All appointive boards, commissions, committees, and councils of a political subdivision of the state that are established by the Code, if not otherwise provided by law, shall be gender balanced as provided by subsection 1 unless the political subdivision has made a good faith effort to appoint a qualified person to fill a vacancy on a board, commission, committee, or council in compliance with subsection 1 for a period of three months but has been unable to make a compliant appointment. In complying with the requirements of this subsection, political subdivisions shall utilize a fair and unbiased method of selecting the best qualified applicants. This subsection shall not prohibit an individual whose term expires prior to January 1, 2012, from being reappointed even though the reappointment continues an inequity in gender balance.

## Compliance

The Board of Trustees of the Sheldon Public Library will comply with the Iowa Code in all questions of Library law and governance and will further comply with regulations set forth in the city's Library Ordinance.

## Members

The Board of Trustees consists of seven members. The Mayor of the City of Sheldon, with City Council approval, appoints all Board members. All members of the Board of Trustees shall be bona fide citizens of the city and must be over the age of 18 years. All appointments to the Board shall be for six years, except to fill vacancies. Each term shall commence July first.

The position of any Trustee shall be vacant if the Trustee moves permanently from the city or is absent from six regular meetings per year, except in the case of illness or temporary absence from the city. Vacancies shall be filled by appointment of the Mayor, with Council approval, and the new Trustee shall complete the unexpired term for which the appointment is made.

Any special privileges extended to members are in effect only during their term (e.g. longer loan periods and exemption from overdue fines).

## Meetings

### Logistics and Notification

The Sheldon Public Library Board of Trustees meets the third Wednesday of the month at 6:30 p.m. Notice will be given to the public one week in advance by publication in the Sheldon newspaper and by notice posted on the Library entrance. The Board shall meet no less than ten times per year.

Board meetings are open meetings in compliance with Iowa Code section 21.1.

### Responsibilities

The President shall preside at all meetings. In the absence of the President, the Vice President shall assume the President's duties.

A quorum shall consist of four Board members. The Director of the Sheldon Public Library shall be present and participate in each of the Board meetings. The Director will prepare an agenda for the meeting. The Director serves as the executive director of policies adopted by the Board.

### Powers and Duties

1. Meet and elect from its members a President, Vice President, and other officer as it deems necessary.
2. To have charge, control, and supervision of the Library, its appurtenances, fixtures, and rooms containing the same.
3. Direct and control all affairs of the Library.
4. Employ a Director and authorize the Director to employ such assistants and employees as is necessary for the management of the Library, including their compensation.
5. Remove the Director by a two-thirds vote of the Board and provide procedures for removal of assistants or employees for incompetence or inattention to duty, subject to the provisions of Chapter 35C of the Iowa Code.
6. Select or authorize the Director to select and make purchases of books, magazines, papers, and other materials, furniture, fixtures, and supplies for the Library within the budgetary limits set by the Board.
7. Authorize the use of the Library by nonresidents and fix charges thereof unless a contract for free service exists. The Board may authorize the use of the Library by persons who are not residents of the city or county.

8. Make and adopt, amend, modify, or repeal rules and regulations, not inconsistent with this Code of Ordinances and the law, for the care use, government and management of the Library and business of the Board, fixing and enforcing penalties for violations.
9. Exclusively control expenditures of all funds allocated for Library purposes by the Council, and all moneys available by gift, or otherwise for the erection of Library buildings and of all other moneys belonging to the Library, including fines and fees collected under the rules of the Board.
10. Accept gifts of real property, personal property, or mixed property, and devices and bequests, including trust funds; to take title to said property in the name of the Library; to execute deeds and bills of sales for the conveyance of said property, and to expend the funds received by them from such gifts, for the improvement of the Library.
11. Enforce the performance of conditions on gifts, donations, devises, and bequests accepted by the City on behalf of the Library.
12. Keep a record of its proceedings.

### **Financial Responsibilities**

All money appropriated by the Council for the operation and maintenance of the Library shall be set aside in an account for the Library. Expenditures shall be paid for only on orders of the Board, signed by the President.

The Board shall make a report to the Council after the close of the fiscal year. This report will contain statements as to the condition of the Library, number of materials added, number of items circulated, amount of fines and fees collected, and amount of money expended for the maintenance of the Library during the year.

### **Additional Requirements**

In addition to the requirements provided by the Iowa Code and the Code of Ordinances of the City of Sheldon, the Board shall:

1. Report to and cooperate with other public officials, boards, and commissions, and the community as a whole, to support a public relations program for the Library.
2. Assist with the preparation of a budget and seek adequate support of the annual budget.
3. Develop long-range goals for the Library and work toward their achievement.

Special meetings may be held at any time, at the call of the President or Secretary, or at a call from any two members of the Board, provided that notice is given to all Trustees at least 24 hours in advance.

Amendments to these by-laws may be adopted at any regular meeting of the Board, provided that notice of proposed amendments is given to all members of the Board in advance of the meeting.

Last updated 02/20/2019

---

---

# **Sheldon Public Library**

## **Forms**

---

---

## Code of Conduct Incident Report Form

Use this form to describe a violation of the Code of Conduct as soon as possible. Place the completed form on the Director's desk.

Staff person filling out this form \_\_\_\_\_

Date incident occurred \_\_\_\_\_ Time incident occurred \_\_\_\_\_

Witnesses (staff, patrons) \_\_\_\_\_

Name of person(s) in violation of policy \_\_\_\_\_

Describe the incident as specifically as possible.

---

---

---

Describe the staff response as specifically as possible.

---

---

---

Additional comments/notes \_\_\_\_\_

---

---

Director's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Gifts and Memorials

I/we would like to make a donation to enrich the lives of all people who use the Library. Please make checks payable to *Sheldon Public Library*. Mailing address is 925 4<sup>th</sup> Ave Sheldon IA 51201.

Donor Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Do you want a memorial designation on the gift?  Yes  No

If yes, do you want your name included?  Yes  No, I'd like to remain anonymous

This gift is  In memory of  In honor of  Other \_\_\_\_\_

Whom is the gift in name of? \_\_\_\_\_

Donation amount  \$50  \$100  \$250  \$500  Other \_\_\_\_\_

Please direct my donation to the following:

Book (provide title or suggestion) \_\_\_\_\_

Book(s) selected by the Library based on collection need.

Other media (CD, DVD, computer software) selected by the Library based on collection need. Note: It may not be possible to apply memorial information on these items.

---

Staff member who received completed form and donation \_\_\_\_\_

Date received \_\_\_\_\_

*Note: If donor asks for a receipt, provide them with a copy of this completed form.*

## Meeting Room Agreement

I have received and read a copy of the Sheldon Public Library Meeting Room Policy. I agree to abide by the policy (page 20) and to be responsible for the condition of the room.

Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Statement of Concern Form

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Who are you representing?     Yourself     Organization

If organization, what is the name?

What type of resource are you commenting about?

Book     Movie     Magazine     Newspaper     Content of Library     Other  
Program

Title \_\_\_\_\_

Author \_\_\_\_\_

Did you read the entire book, listen or view the whole production?     Yes     No

If the answer is No, what part did you read, listen or view?

To what in the book or other material do you object? Be specific and include page numbers.

---

---

What do you feel might be the result of reading this book or viewing or listening to this material?

---

---

Are you aware of the judgment of this book or material by critics?

---

---

In its place, what material of equal literary quality or material of equal value would you recommend?

---

---

What do you recommend the Library does with this material?

---

---

Additional comments

---

---

## Volunteer Waiver of Liability

This Release and Waiver of Liability (the "Release") executed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by (the "Volunteer") in favor of the Sheldon Public Library, its Board of Trustees, officers, employees, and agents, including the City of Sheldon (collectively, the "Library"). The Volunteer desires to work as a volunteer for Library and engage in the activities related to being a volunteer (the "Activities"). The Volunteer understands that the Activities may include office work, shelving books and/or participating in special events and fundraisers and other activities that may involve physical work. The Volunteer hereby freely, voluntarily, and without duress executes this Release under the following terms:

Release and Waiver: Volunteer does hereby release and forever discharge and hold harmless Library and its successors and assigns from any and all liability, claims, demands, obligations, costs, expenses, attorney's fees, actions and causes of action of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with Library. Volunteer understands that this Release discharges Library from any liability or claim that the Volunteer may have against Library with respect to any bodily injury, personal injury, illness, death, or property damage that may result from the Volunteer's Activities with Library, whether caused by the negligence of Library or its officers, trustees, employees, or agents or otherwise. By signing below, volunteer expressly acknowledges and agrees that volunteer is waiving any and all claims against Library, including all claims related to future acts, omissions or acts of negligence by Library.

Financial Assistance: Volunteer also understands that Library does not assume any responsibility for or obligation to provide financial assistance or any other assistance, including but not limited to medical, health, workers' compensation or disability insurance in the event of injury or illness.

Medical Treatment: Volunteer does hereby release and forever discharge Library from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's Activities with Library.

Assumption of the Risk: The Volunteer understands that the Activities include work that may be hazardous to the Volunteer, including, but not limited to, office work, shelving books and/or participating in special events and fundraisers and other activities which may involve physical work. Volunteer understands that the specific risks vary from one activity to another, but range from relatively minor injuries such as scratches, bruises, sprains, allergic reactions, to more serious injuries, including, but not limited to, eye injuries or loss of sight, cuts or gashes, broken bones or other joint or back injuries, loss of limb, paralysis or death. Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases Library from all liability for injury, illness, death, or property damage resulting from the Activities.

Insurance: The Volunteer understands that, except as otherwise agreed to by Library in writing; Library does not carry or maintain health, medical, or disability insurance for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

Photographic Release: Volunteer does hereby grant and convey unto Library all rights, title, and interest in any and all photographic images and video or audio recordings made by Library during the Volunteer's Activities with Library, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Other: Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Iowa and that this Release shall be governed by and interpreted in accordance with the laws of the State of Iowa. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

**Volunteer Waiver of Liability continued**

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.

Volunteer Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature  
(If Volunteer is under the age of  
18)

\_\_\_\_\_