

General Library Policies

The Library Policies on Personnel, Operations, and Collection Development

I. OPERATIONS

A. Borrowers: Any resident of this community may check out materials. Non-residents may check out materials under the Open Access policy of showing an Iowa library card.

B. Application Procedure: New applicants should first be informed of the rules of the library; application cards will be completed by the librarian on duty. Applicants for student library cards (K-12) must give the name of a parent or a guardian as a reference. New adult applicants must provide a reference (place of employment of self or spouse, an individual in the community with a library card, etc.) Person listed as a reference must be in good standing with the library. Amount of materials new borrowers (or borrowers with fines or overdue items) may check out can be limited by the librarian.

C. Materials

Books and Audio Tapes are checked out for 2 weeks and may be renewed for an additional two week period. An additional renewal is possible for items not in demand, however "new books" may be renewed only once.

Magazines are checked out for 1 week and may be renewed for an additional week.

Reference books may be checked out for 1 week at the librarian's discretion.

Cake Pans and Supplies are checked out for 1 week unless the pan/supplies are reserved and need to be returned earlier. The borrower pays \$1.00 into fund for pans and supplies. Pans may be reserved for a specific date. Borrower will pay for items lost or damaged.

Videos are checked out for 1 week; renewal is possible but discouraged. Borrower will pay for videos lost or damaged. A charge of 50 cents per video is charged if it is not rewound.

D. Fines: A grace period of 1 week will be allowed for fines on books and magazines. Fines are 10 cents a day after the grace period. There is no grace period for videos; if videos are returned late, the fine is \$1.00 per video/DVD per week or part of a week. Librarian will use her discretion in notifying about overdue materials. After 6 weeks of being lost, the replacement charge may be assessed.

E. Computer use: Patrons may sign up to use the computer for an hour at a

time; limit of two hours per week unless school assignment takes longer. If computer user is just 'playing' and someone else needs to use the computer for school work, the time limit may be 30 minutes. Users who do not know how to use the computer must be accompanied by someone who does; the librarian will give only basic instructions to patrons. No more than two people may be at the computer at one time. Patrons may not attach accessory equipment to any of the library's computers. Users are responsible for any damage or loss: if they notice something wrong, report it immediately. There is no fee for the use of the computer; however, a charge of 10 cents per b/w page and 25 cents per colored page will be made for printing pages from the computer. If a patron wishes to save any creation, he may ask the librarian for a disk to save it on.

F. Meetings: With the approval of the librarian or the board, the library may be used by other organizations such as educational, civic, cultural, and government groups when no admission is charged and meeting does not interfere with regular library hours.

II. COLLECTION DEVELOPMENT

A. Materials Selection: The librarian shall be responsible for the selection of books and other materials for the collection. Selection shall be based on information found in standard library selection aids, on reviews by competent critics, direct examination of materials when feasible, the specific needs and interests of the community and on the library's existing collections, services, and budget.

B. Weeding: Every item in the library's collection is to be evaluated for retention, replacement, or withdrawal at least every three years to determine its usefulness according to the library's collection development policy.

C. Gifts: Gifts of money, real property, or other properties will be accepted when they are outright gifts. Gifts of cash are most particularly welcome since they can most easily and quickly be used to implement the library's programs. All other gifts are subject to the discretion of the librarian and the Board.

D. Memorials: Gifts of money for the purchase of books and materials as memorials are welcomed. Items purchased on this basis will be appropriately identified. An attempt will be made to match the content of memorial books to the interests of the person to be honored. These books will be shelved with the regular collection.

E. Interlibrary Loan: If the library does not have material requested, the

Librarian will be glad to try to borrow these materials on interlibrary loan. Such items will be subject to the rules and regulations of their lending libraries.

F. Reconsideration of Materials: Complaints about material in the library collection shall be directed to the librarian and the Board and shall be in writing. The "Citizen's Request for Reconsideration of a Book" will be filled out for a formal complaint.

III. PERSONNEL

A. Personnel Procedures

1. Vacancies will be dealt with by the board: the board will post the open position and appoint the new library director or assistant librarian.
2. The board treasurer will maintain personnel records and a performance evaluation will be done each June.
3. Staff development and training will be encouraged and paid for by the library.
4. Staff on-the-job conduct is professional and staff dress code is business casual

B. Salaries and Position Classifications

1. Job Descriptions

a. Library Director

- Maintains complete and accurate records of the library
- Attends library board meetings; reports new trends, publications, etc.
- Attends county meetings
- Prepares annual reports for the Board, City, County, and State
- Orders books, magazines, and other items needed for the library
- Follows up on over-due books and fines
- Maintains a neat and attractive library and uses posters, bulletin boards, etc.
- Writes library news articles for the local and regional newspapers
- Attends continuing education classes: will be reimbursed for time and mileage
- Brings no small children to be under librarian's supervision during working hours
- Performs weekly light housekeeping chores, i.e. dusting, vacuuming

- Supervises the summer reading program

MUST ENJOY AND WORK WELL WITH PEOPLE OF ALL AGES!

b. Assistant Librarian -- basically does all the duties of the library director including the processing of new and donated books;with the exception of ordering books, attending meetings, and preparing the annual reports.

c. Volunteers -- are welcomed, but always at the discretion of the librarian. Volunteer workers are unpaid staff who give of their time and talents to assist the library staff in the operation and programming of the library. Volunteers may work with short-term projects/programs or give continuing service over an extended period.

2. Wages are determined by the board and adjustments are made beginning July 1 each year.

C. Benefits

1. Travel and business expenses will be reimbursed by the library.
2. Workers compensation will be provided by the City of Ashton.
3. The library director will find replacement staff when vacation time is requested.

Revised _____