



**Bylaws
Policies and Procedures
Handbook**

Upham Memorial Library

Fredericksburg, Iowa

August 2015

Mission Statement

The Upham Memorial Library will provide access to materials and services for all community members, which will meet their recreational, educational, and intellectual needs.

**Libraries
Opening Minds
Inspiring Hearts**

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The Upham Memorial Library

City of Fredericksburg, Iowa 50630

Hours:

The library is closed on Sunday and Monday

Tuesday 9:00 am – Noon, 1:00 pm – 7:00 pm

Memorial Day – Labor Day afternoon hours are 1:00 – 5:30

Wednesday 1:00 pm – 7:00 pm

Thursday 9:00 am – Noon, 1:00 pm – 5:30 pm

Friday 9:00 am – Noon, 1:00 pm – 5:30 pm

Saturday 9:00 am – 1:00 pm

The library is located at:

138 W. Main Street

Fredericksburg, Iowa 50630

Mailing address:

Upham Memorial Library

P.O. Box 281

Fredericksburg, IA 50630-0281

Telephone 563 237-6498

FAX 563 237-6218

Email address is director@fredericksburg.lib.ia.us

Web site is www.fredericksburg.lib.ia.us

Bridges website www.bridges.lib.overdrive.com

Facebook page www.facebook.com/uphammemoriallibrary

The Upham Memorial Library is a Tier III State of Iowa accredited library. It is also a member of American Library Association, Iowa Library Association, Iowa Small Libraries Association, and the Chickasaw County Library Association.

Library Board of Trustees

Aaron Anderson

Angela Nelson

Gail Holmes

Harold Nordaas

LaVonne Hartson

Library Staff

Katherine Rich, Director

Kayla Wendland, Children's Librarian

Joan Schultz, Librarian

Jeannie Suckow, Janitor

BYLAWS

I. Library Board

- A. Upham Memorial Library of Fredericksburg, Iowa shall be controlled by a Board of Library Trustees, consisting of five (5) members appointed by the mayor and with the approval of the Fredericksburg City Council. All terms shall be for six years. If a trustee is unable to complete the term, the mayor will appoint a new trustee with the approval of the city council. The board of trustees shall submit a list of prospective board candidates to the mayor. Only bonafide citizens and residents of Fredericksburg or the immediate surrounding area are eligible for this board. The board will consist of four resident members and one rural Chickasaw County member. If a trustee moves from the Fredericksburg area, a new trustee shall be appointed to fill the unexpired term. Members of the board shall receive no compensation for their service.
- B. The general powers and duties of the Upham Memorial Library are outlined in Chapter 378 of the Code of Iowa.
- C. The board shall exercise its powers and duties by:
 1. Employing a competent director who meets the standards set forth by the Board.
 2. Determining compensation.
 3. Cooperating with the library director in adopting written policies to govern the operation and programs of the library including personnel policies and policies governing the selection of library materials, supplies, and equipment.
 4. Reporting to and cooperating with other public officials, boards, and the community as a whole to support a public relations policy for the library.
 5. Assisting in the preparation of and seeking support for the annual budget.
 6. Developing long range goals for the library and working toward their achievement.
 7. Setting library hours.
 8. Removing by a two thirds vote of the board the library director and providing procedures for the removal of employees for misdemeanor, incompetency, or inattention to duty.

II. Officers

- A. The officers of the board shall consist of a president, a vice president and a secretary. Officers shall be elected at the June meeting and hold office until their successors are elected and installed. Officers may succeed themselves in office, provided that none serves more than three consecutive one-year terms in the same office.
- B. The duties of all officers shall be such as are dictated by custom, law, and the rules of this board.
- C. The board with the library director shall, before the fifteenth day of January of each year, prepare the annual budget for the following fiscal year.

III. Meetings

- A. Regular meetings shall be held on the last Monday of the month at 7:00 p.m. in the library or such other place as the board may determine.
- B. The annual meeting will be held in June of each year.
- C. A special meeting may be held at any time at the call of the president or secretary or at the call of any two members of the board, provided that notice thereof be given to all trustees at least twenty-four hours in advance of the special meeting.
- D. A quorum at any meeting shall consist of three or more members of the board.
- E. The order of business shall be as follows:
 - Call to Order
 - Pledge of Allegiance
 - Approve Agenda
 - Approve Minutes
 - Correspondence
 - Approve Bills and Review Budget
 - Librarian's Report
 - Old Business
 - New Business
 - Adjournment
- F. All meetings of the board are open to members of the public who wish to observe. Non-board members who wish to address the board shall request a place on the agenda not later than twenty-four hours before the time established for the meeting. The request may be directed to the president, the secretary or the library director.
- G. Roberts Rules of Order shall govern in the parliamentary procedure of the board. The Freedom of Information Act supersedes Roberts Rules of Order as determined by the State Library of Iowa Committees.

III. Committees

The board may appoint special committees as needed.

POLICIES

I. Library Operation

The library shall not be used as a base for distributing or exhibiting promotional leaflets, pamphlets, magazines or books. All types of materials for the library shall be selected by the director or personnel of the library in consultation with board members as deemed necessary and with regard to the library collection and the collection development policy.

Within the provisions of the state laws, the board of trustees has adopted the following policies:

1. Public Relations

The library will provide information to the public concerning library, community, county and state activities that apply to the town of Fredericksburg. The library will use the local papers, pamphlets, brochures, signs, and other methods of communication to keep our community informed.

Staff members will be involved in making attractive and professional library displays, signs, exhibits, and presentations.

Staff members and board trustees will be involved in community activities and advocate for the library and its programs.

2. Community

Community events sheets can be displayed in the entrance on the bulletin board strip. Materials will be limited to space, length of time before the event and the Sumner-Fredericksburg school area. Materials must be to inform not influence.

The meeting room at Upham Memorial Library is intended for cultural, civic, recreational, charitable or educational purposes of the community. Use of the meeting room in no way implies library endorsement of ideas expressed, nor the group's policies or beliefs.

Although there is no charge for the use of the meeting room, any donation given to the library will be gratefully received. The meeting room is not available for the sale of merchandise, for solicitation of future sales or for order placement. All meetings must be held free of charge.

Exception: With approval, permission may be given for professionals to charge a fee for educational, training or cultural purposes.

The following libraries policies regarding the meeting room use are as follows:

- a. Controlled substances, alcohol, and tobacco products are prohibited.
- b. Food and non-alcoholic beverages may be served.
- c. Each group/individual is responsible for any damage done to library property.
- d. Users are responsible for setting up and returning room to original condition.
- e. The library is not responsible for any material left in the library.
- f. The library is not responsible for any accident, injury, loss, or damage.
- g. The meeting room has a capacity of 30 people, according to fire code.
- h. Users of the meeting room are expected to observe the rights of other library users, and staff members; all conduct policies apply.
- i. The meeting room may be reserved a month in advance and may only be used during library hours, unless agreeable arrangements are made with the board or staff.

The library board, staff, and the Friends of the Library are exempt from the above restrictions if the meeting room use directly relates to/benefits Upham Memorial Library.

3. Gifts

The Upham Memorial Library welcomes gifts of new and used books, audiocassettes, videocassettes, DVD, and other similar materials. The library board and staff reserves the right to refuse any gift if deemed unsuitable. Items will be added to the collection in accordance with the collection development policies. Once donated, the items become the property of the Upham Memorial Library. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The library will acknowledge receipt of the items but is unable to set fair market value or appraisal value. It is recommended that the donor make a list of items donated if the items are being donated to obtain a tax benefit. It is the donor's responsibility to establish fair market value. The library also reserves the right to decide when the gift added to the collection must be withdrawn. Monetary gifts, bequests, and memorial or honorary contributions are particularly welcome. Funds donated will be used to purchase items in accordance with the library's planning vision and the collection development policy. Books, videos or other materials purchased with bequests or memorials will be identified with special donor plates whenever possible. Any monetary gifts above \$50 will be acknowledged with a thank you card. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible. Acceptance of donations, equipment, real estate, stock, artifacts, works of art, collections, etc. will be determined by the library board based on the suitability to the purposes and needs of the library, the laws and regulations that govern the ownership of the gift, and the library's ability to insure and cover maintenance costs associated with the donation.

4. Disaster Planning

The Upham Memorial Library wants to provide a healthy and safe atmosphere. The library is a smoke and drug free environment. Safeguarding patron and staff lives are of the utmost importance and unaccompanied minors will be a top priority, if a caretaker does not arrive within one half hour, the Chickasaw County Sheriff's Department will be called and the minor will be given into their custody. Staff will be paid at their normal pay level for time assisting at the library in the case of a disaster. There are situations in which the staff has little control and the following steps will be taken.

A. Fire

1. Call 911 and remain on the scene until it is determined that library staff assistance is no longer needed.
2. Evacuate the building as quickly as possible and pull out the office computer tower, if possible.
3. Call parents or guardians of unaccompanied minors and remain at the scene until a caretaker arrives.
4. Call the library director, board president, and the city administrator as soon as possible.
5. Call the Northeast District Office of Iowa Library Services at 1(866)642-7919 as soon as possible.
6. Contact a professional cleaning service to coordinate clean up.

B. Tornado

1. Move all patrons to the restrooms when the tornado sirens sound and remain there until all clear.
2. Call 911 if assistance is necessary.
3. Call parents or guardians of unaccompanied minors and remain at the library until a caretaker arrives.
4. Call the library director, board president, and the city administrator as soon as possible if damage is sustained.
5. Call the Northeast District Office of Iowa Library Services at 1(866)642-7919 as soon as possible if there is damage.
6. Call for volunteers to secure the building and a professional cleaning service, if necessary.

C. Flooding

1. Determine where the water is coming from. If it is natural flooding, evacuate the building, and seek higher ground and pull out the office computer tower, if possible. If the flooding is from water pipes, call the city to turn off the water.
2. Call 911 if assistance is necessary.
3. Call parents or guardians of unaccompanied minors and remain at the library or higher ground until a caretaker arrives.
4. Call the library director, board president, and the city administrator as soon as possible if damage is sustained.
5. Call the Northeast District Office of Iowa Library Services at 1(866)642-7919 as soon as possible if there is damage.
6. Call for volunteers to move materials, electronics, furniture, etc. and contact a professional cleaning service, if necessary.
7. Place wet books in a plastic bag and freeze until damage can be assessed.

D. Lock Down

In the event of a town or school lock down in Fredericksburg, Upham Memorial Library will follow the Chickasaw County Sheriff's recommendations or will follow school lock down procedure if there are students present. The director and board president shall be notified in the event of a lock down at the library.

5. Library closings

The library will close at 4:00 pm the day before Thanksgiving Day and New Year's Eve. The library will close at noon the Tuesday before Dairy Day.

The library will be closed on:

New Years Day, Dairy Day, July 4th, Veterans Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, and Christmas Day

II. PATRON

1. **Electronic library cards**

Electronic applications for library cards are to be filled out for each individual using the library.

- a. All new patrons with their family members collectively shall be able to check out only three articles at one time for the first two months.
- b. New patrons will be asked to supply their name, address, phone number, driver's license, or other identification and proof of residency.
- c. Iowa code 613.6 holds parents financially accountable for their children's fines or the costs of lost or damaged materials.
- d. Fines must be paid before new materials can be checked out.
- e. Library privileges will be revoked when fines accumulate to a value of \$20.00 or the borrowing patron has failed to return materials after 2 months.

2. **Confidentiality of patron**

All staff members shall keep patron records in confidence.

- a. Said records will not be available to any agency of state, federal or local government except as required by legal process.
- b. All requests for confidential information must be considered by the board in consultation with the city attorney.
- c. A search warrant to see circulation records must be served on the city attorney and action taken according to his direction.
- d. Confidentiality extends to information sought or received and materials consulted, borrowed, or acquired. Confidentiality includes database search records, reference interviews, interlibrary loan records, computer use records, data related logs, digital records, system backups, and all other personally identifiable uses of library materials, facilities or services.
- e. The library director is the lawful custodian of the records.
- f. The library will hold confidential the names of card holders and their registration information and not provide access for private, public, or commercial use unless the library receives a valid court order requiring the library to release registration, circulation or other records protected under the Iowa Code.

3. **Failure to return library materials**

- a. Two months or more after the date the person agreed to return the library materials or failure to return equipment for one month or more is evidence of intent to deprive the owner. The library shall make a reasonable attempt, including the mailing by restricted certified mail of notice that such materials or equipment is overdue. Civil or criminal action will be taken to reclaim the materials or equipment (Code of Iowa, section 714.5 and Code of Fredericksburg section 115.13).
- b. Persons concealing library materials may be detained and searched pursuant to law (Code of Iowa, section 808.12).
- c. All items overdue 120 days are no longer returnable. The item must be paid for by the borrowing patron or borrowing library. Payment is considered final. No refunds will be given if the item is returned later. Patrons will lose their library privileges until all materials are either returned or paid for and all fines are paid in full.

4. Safety

- a. Children age 7 and under must be accompanied by a responsible individual. The library cannot assume responsibility for the safety of young children.
- b. Children age 8 and over may be left unattended, at the discretion of a responsible individual. The library cannot assume responsibility for the safety of minors left unattended. They will be subject to the rules and regulations of the library concerning behavior, conduct, and demeanor. Failure to comply will result in the child being asked to leave the library. Failure to leave the library when requested may result in police intervention. At the first request to leave, an attempt will be made to call the child's parent or responsible adult, and he/she will be asked to pick up the child. If the parent or responsible adult cannot be located within one half hour, the sheriff's department will be called and the child will be given into their custody.
- c. Parents or caregivers, not library staff, are responsible for the actions and safety of the children visiting the library. Staff members will inform accompanying responsible individuals of problem behaviors should they fail to notice or volunteer correction.
- d. If injury occurs the staff shall seek immediate aid for the victim(s) by notifying the proper authorities and the employee will immediately notify the library director or the board president.
- e. A staff member shall not take a child out of the building, except in the case of a natural disaster or approved programming.

5. Inclement weather

In the event that weather conditions threaten the safety of the patrons or staff, the librarian on duty, in consultation with the director and board president, shall temporarily close the library. If neither the director nor board president is available, the librarian shall consult any board member. The librarian on duty will be paid for any hours normally worked if the library closes due to weather conditions. If an unattended minor has been left at the library for more than 15 minutes after a weather related closing, the Chickasaw County Sheriff's Department will be called and the child will be given into their custody.

6. Cell phone

Cell phones can and do disturb the rights of others. Cell phones brought into the library must be set to silence, vibrate, or off. Incoming calls may be quietly answered and the patron requested to go outside. Outgoing calls must be made outside. Failure to comply will result in a verbal warning from staff.

7. Problem Patrons

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and library privileges and the rights and library privileges of others. The library board and director will determine when behavior is inappropriate in the library and action needs to be taken. The response to inappropriate behavior will be immediate and if repeated offenses occur, library privileges may be revoked and the patron barred from the library. If the safety of patrons or staff is in jeopardy and the offender does not leave the library, the Chickasaw County Sheriff's Department will be called. The types of behaviors not tolerated in the library and that are deemed inappropriate are:

- a. Any behavior that endangers the safety or health of any persons.
- b. Violation of local, state, or federal laws.
- c. Destruction or vandalism of library property.
- d. Disruptive actions, noises, or other behaviors.
- e. Use of abusive or offensive language.
- f. Other kinds of behaviors deemed inappropriate by library patrons and/or staff. Documentation will be kept for the library board and director to review.
- g. Animals, except for approved programming and service animals.

8. Sex Offenders

In accordance with the State of Iowa law chapter 692A of the Subtitle 16 of the code of Iowa.

1. The board of Trustees prohibits the presence of sex offenders convicted of sex offenses against a minor upon or within three hundred feet of the library without written permission of the library director.
2. The library director may only give permission as the result of a vote at a meeting of the Upham Memorial Library Board of Trustees at which a quorum is present.
3. Persons barred from library property under the law remain entitled to library service. It is the responsibility of the patron to arrange for a courier to select, check out, and return materials to the library through possession of the patron's library card.
4. Persons barred from library property under the law will not be served by the library's homebound delivery service.
5. Violations of this policy will be immediately reported to law enforcement.

III. EQUIPMENT

1. Digital camera

- a. Patrons must be 18 or older and hold an Upham Memorial Library card in good standing.
- b. The patron must show knowledge of the equipment.
- c. The camera may be checked out for a seven day period; it may be reserved but not renewed.
- d. An overdue fee of \$5.00 per day will be charged.
- e. The patron must sign the digital camera contract before the equipment may be checked out. (See attachment A)

2. Overhead Projector

- a. Check out is for seven days and may be reserved but not renewed.
- b. The patron must be 18 years or older with an Upham Memorial Library card in good standing.
- c. The patron must show knowledge of the equipment.
- d. The patron must pay for any damage that occurs.
- e. The patron will pay a fine of five dollars per day if overdue.
- f. The projector contract must be signed and deposit received before the projector can be checked out. (See attachment B)

3. FAX Machine

- a. Patrons may use the FAX machine and will assume the cost of two dollars for the first page and one dollar for each additional page.
- b. Library staff may use the FAX machine for library business at no charge.
- c. After hour access to the FAX machine shall be allowed for the public at the availability of staff. The service fee for staff attending the FAX machine after hours is ten dollars for the first half hour plus ten dollars for each additional half hour.
- d. International FAX charges will be ten dollars per page.
- e. A fee of ten cents per page will be charged for incoming faxes.

4. Copier

A copier is available and the patron will assume user cost of 10 cents per black and white page, 25 cents per colored page, and \$2.00 per page that uses excessive ink, at the librarian's discretion. There is a charge of fifteen cents per page for legal sized paper. If the patrons supply their own paper, the cost becomes 5 cents for letter size and 10 cents for legal size. Students may print up to ten homework pages for free per day in accordance with the library's goal to support education. Library staff can help patrons needing copies but will not make copies for patrons due to possible copyright infringement.

5. E-Readers

- a. Patrons must be in 6th grade or older and hold an Upham Memorial Library card in good standing for at least two months.
- b. The device may be checked out for a 14 day period and may be reserved but not renewed. An overdue fee of \$5.00 per day will be charged.
- c. The patron must sign the E-Reader Contract before checking out device. If the patron is under the age of 18, a parent/legal guardian must co-sign the contract. (See attachment C)

- d. Library staff will verify that the device is in working order before it is checked out and will verify the same before checking it back in.
- c. The patron is responsible for the return of the device, charger, and any accessories in the condition it was in when it was checked out. The return of the items must be made at the circulation desk only. Any damage, loss or theft is the responsibility of the patron for full replacement value plus a \$5.00 processing fee.
- d. Upham Memorial Library is not responsible for any damage to the borrower's computer resulting from using the library's e-reader devices.

6. Computer

- a. Children seven and under must have direct supervision by a responsible individual. A signed internet permission form must be on file for users seventeen and under. (See attachment D)
- b. Users must show competency to use computers.
- c. Any costs of damage to the computer hardware or software by the user will be assessed to the user.
- d. Patrons may download to pre-approved devices.
- e. Staff research, work, or maintenance on computers shall have priority over patron use.
- f. Patrons may reserve a computer.
- g. Patrons must sign in and out at the circulation desk.
- h. Computer data is not collected and is discarded daily.
- i. Printing costs shall be \$2.00 for each color page with excessive ink, at the librarian's discretion, 25 cents for each color page, and 10 cents for each black and white page.

7. Wii

- a. The Wii gaming system and accessories may be used on the library premises during library hours. A signed permission form must be on file for users seventeen and under. (See attachment E)
- b. Users must show competency to use the gaming system.
- c. Children 7 and under must be accompanied by a responsible individual.
- d. Any costs of damage to/replacement of the Wii, games, and/or accessories shall be paid by the user. If the user is a minor, the parents/guardians will be held financially responsible.
- e. There will be a one hour time limit on gaming unless there are no other patrons waiting.
- f. Failure to follow these policies will result in loss of gaming privileges.

8. MP3 Players

- a. Patrons must be 18 or older and hold an Upham Memorial Library card in good standing.
- b. The player may be checked out for a fourteen day period and may be reserved and renewed.
- e. An overdue fee of \$5.00 per day will be charged.
- f. The patron must replace the batteries at their own cost.
- g. The patron will pay the replacement cost of the player, case, and earphones if damaged, lost, or destroyed. The MP3 player cost is \$90 with the earphones, the case is \$5.00, and the earphones are \$5.00.

IV. SPECIAL PROGRAMS

1. **ILL (Interlibrary Loan) Open Access and Access Plus**

These programs are administered by the Iowa Library Services. The programs are available to all of our patrons free of charge, with the exception of lost or damaged materials.

ILL is a database which allows patrons state wide access to the card catalogs of all participating libraries in Iowa.

Open Access allows our patrons to borrow materials from other participating libraries according to the protocol of that library. Access Plus allows other libraries to borrow materials from the Upham Memorial Library free of charge. Open Access and Access Plus are funded by Iowa Library Services. The Upham Memorial Library does receive reimbursement for participation.

- a. No charges will be made for the use of ILS equipment.
- b. Library staff shall have priority use of ILS equipment.
- c. All programs shall be available during library hours.
- d. Any materials lost or damaged under Open Access, ILL, or Access Plus must be paid for by the borrower.

2. **Bridges**

Bridges is an online collection of audio and e-books that is available to patrons of participating library in northeast Iowa.

- a. Users must have an Upham Memorial Library card in good standing.
- b. Users must not divulge their library card number to others.
- c. Users may use their own devices and internet.
- d. Users may use the library's internet, computers, or devices, according to those library policies.
- e. Restriction of a child's access to Bridges is the responsibility of the parent/ legal guardian, as with other library materials.

V. THE COLLECTION AND SERVICES

1. DVDS

- a. DVD's may be checked out and are renewable.
- b. Materials lost or damaged must be paid for by the borrowing patron; if repeated loss of library materials occurs, library privileges will be revoked after the third occurrence.
- c. Materials requested on Interlibrary Loan (ILL) shall be obtained free of charge and if damaged or lost the patron will assume the cost of the material.
- d. Patrons may not check out materials using another patron's number.
- e. Fines are one dollar per day.
- f. DVD selection by minor children is the responsibility of the parent/legal guardian.

2. Audiobooks, Magazines, Music CD's, and Books

- a. All audiobooks, magazines, music CD's, and books may be checked out for two weeks and are renewable.
- b. Materials lost or damaged must be paid for by the borrowing patron, if repeated loss of library materials occurs, library privileges will be revoked after the third occurrence.
- c. Materials requested on Interlibrary Loan (ILL) shall be obtained free of charge and if damaged or lost the patron will assume the cost of the material.
- d. Patrons may not check out materials using another patron's number.
- e. Patron will be charged for cost of newsstand magazine if not returned.
- f. Material selection by minor children is the responsibility of the parent/legal guardian.

3. Internet

The Upham Memorial Library provides free public access to the internet to fulfill its mission for all community members to meet their recreational, educational, and intellectual needs. Wireless (Wi-Fi) and hard-wired internet access will be granted during regular business hours, except in times of internet outages or maintenance. Wi-Fi access is password protected and may be used in accordance with library policies.

Upham Memorial Library Board of Trustees and staff does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content or damages of any type resulting in the use of the library's internet. Internet use is not secure; therefore, patrons assume all risk when divulging personal information. Illegal use of the internet is prohibited (e.g. viewing child pornography, gambling, illegal downloading, etc.) and will result in immediate loss of internet privileges.

All children 17 and under must have a signed internet permission form. Restriction of a child's access to the internet is the responsibility of the parent or guardian, as with other library materials. Failure to follow the internet policies will result in the following action.

- a. first offense – verbal warning
- b. second offense – written warning
- c. third offense – loss of internet privileges for one month
- d. fourth offense – permanent loss of internet privileges

4. Reference Services

Reference services are the personal assistance given by library staff to individuals seeking information. The staff shall:

1. Accept telephone, email, and in person reference questions and respond in a timely manner.
2. Assist students in finding information and materials to meet their educational needs.
3. Inform patrons that materials may also be obtained from
 - a. Iowa Library Services Interlibrary Loan Program – (ILL)
 - b. Another source when the information is not readily available.

VI. STAFF

Information:

Staff education requirements are a minimum of a high school diploma or its equivalent. As an employee, each person should be aware of his/ her duties, responsibilities and benefits of the job and understand the business of the library as a whole. Each employee shall dress appropriately for his or her duties. Staff members are to meet the State Library of Iowa requirements for certification and to maintain that certification. The director will determine work hours and time off with staff members. Grievances and disciplinary action begin with the director and the staff person. If further action is needed, the president of the board will resolve the situation. Staff members will be expected to maintain a professional and courteous attitude in regard to patrons, specifically assigned duties, and in the community as a library advocate. The library will pay for membership to the Iowa Library Association. No employee of Upham Memorial Library may be closely related to any other employee or member of the board of trustees. Employees are expected to give a minimum of thirty days written notice before resigning.

Staff guidelines:

- ❖ To maintain the principles of the American Library Association (ALA) *Library Bill of Rights* and the *Freedom to Read* statement.
- ❖ To learn and execute the policies and procedures of the Upham Memorial Library.
- ❖ To maintain an objective and open attitude of understanding, courtesy, and concern for patron's needs.
- ❖ To protect the confidential relationship which exists between library users and the library.
- ❖ To serve all patrons equally, according to their needs.
- ❖ To make the resources and services of the library known and easily accessible to all users.
- ❖ To carry out those activities assigned under the policies of the library in a spirit of cooperation.
- ❖ To share knowledge and expertise with others.

Applications for all positions shall be without regard to color, race, religion, creed, gender, age, disability, marital or military status, sexual orientation, national origin, or any other legally protected status.

1. Each staff member shall be on probation for three months. If the board or director wishes to terminate employment during that initial period, it may do so without appeal.
2. Each staff member, with the exception of maintenance staff, shall work to complete certification requirements set by the State Library of Iowa. Volunteers or temporary staff shall be excluded from this requirement.
3. Extended leaves of absence shall be subject to approval by the board.
4. All staff members are covered under the City of Fredericksburg's workmen's compensation insurance, if injured on library property or at a library sponsored event.
5. Part-time staff members do not receive paid time off, sick leave, health insurance, or bereavement pay.
6. All staff will participate in the Iowa Public Employees Retirement System and Social Security.

Staff Information and Conduct

1. Evaluations of the director and staff shall be done every year before the budget meeting. The board will evaluate the director and the director will evaluate the staff. A short summary of the employee evaluations will be given to the board.
 2. No employee shall solicit, accept, or receive any gift having a value of three dollars or more in one occurrence, in accordance with the Code of Iowa. No employee shall accept money or gifts for an act which the employee is required or is expected to render in the course of the employee's regular duties as a library employee.
 3. Staff members shall be able to lift 40 pounds and stand for an indefinite amount of time. Shelving materials may require the use of a footstool or possibly kneeling.
 4. In the case of accidents that result in staff injury the following steps will be taken:
 - a. Notify the director or board president.
 - b. Notify the city clerk within 24 hours to report injury as required by state law.
 5. No alcoholic beverages or controlled substances shall be stored or consumed in the library by staff members. A violation of the policy will result in the immediate suspension and/or termination of the employee. An employee shall notify the library director or library board in writing of their conviction for a violation of a criminal drug statute occurring in the work place no longer than five calendar days after such conviction.
 6. Sexual harassment is deliberate or repeated unsolicited verbal or written comments, gestures, or physical contact of a sexual nature which is unwelcome and such contact will not be tolerated. Violation will result in immediate suspension and/or termination of the library employee and a board member will contact the police. If the employee witnesses or experiences sexual harassment by a patron or visitor, he or she will contact the police.
 7. Employees are expected to maintain a level of personal appearance and grooming that is professional and appropriate, considering the course of one's work.
 8. Theft or misuse of library property or money is prohibited.
 9. Failure to satisfactorily and consistently perform the duties of the position, negligence, or inefficiency will result in disciplinary action.
 10. It is a violation of library policy for any staff member to reveal confidential library records, violate the privacy rights of patrons, or misuse staff authority.
- If any policies are deliberately or repeatedly violated by staff the following actions will be taken.
- a. A verbal warning with redirection and/or solutions will be given on the first offense.
 - b. A written warning will be given on the second offense.
 - c. Another written warning from the director will be given on the third offense. Additionally, the offense will be discussed at the next board meeting. Termination of employment will be discussed and dismissal can occur by a majority vote of the board.

Compensation

- A. All staff wages and benefits will be determined by majority vote of the board during the annual budgeting process.
- B. The staff shall be paid for attending board meetings.
- C. The director is to keep record of hours worked by the staff.
- D. The library staff are City of Fredericksburg employees and will be paid on the last work day of each month.
- E. The director will be paid for seven holidays –New Year’s Day, Dairy Day, 4th of July, Veterans Day, Thanksgiving, Christmas Eve, and Christmas at six hours per holiday.
- F. Salaries and benefits will be determined according to experience, education, job responsibilities, and city policy. Vacation time will also be determined by the board with consideration to time of employment and experience.
- G. Compensation for completion of the educational requirements will be considered in the annual salary negotiations.
- H. Mileage, registration, and luncheon fees are paid in full for all workshops and meetings that board members and/or employees attend.

Job Descriptions

A. Director

The director shall be the executor of the policies adopted by the board.

1. To have full charge of the library as stated in the by-laws.
2. To select library materials and purchase all supplies at the discretion of the board.
3. To inform the board continually and completely regarding the finances, public service, physical plant, personnel, collection and other developments, changes or problems in the library.
4. To attend the meetings of the board except those at which his or her salary is to be discussed or decided.
5. To work 36 hours per week.
6. To hire, train, orientate, and assign staff members with the approval of the board.
7. To determine the operating procedures of the day to day running of the library.
8. To provide the community with adult programming.
9. To plan and/or direct all library programs.
10. To keep all records of library operations.
11. To make recommendations on board policies.
12. To represent the staff at salary negotiations.
13. To prepare the annual report for the board, city, county, and state authorities.
14. To supervise the upkeep of the collection and the building.
15. To serve at the circulation desk.
16. To provide orientation of the library policies, operations, goals and philosophy for new library board trustees.
17. To direct all public relation activities.
18. To maintain state certification.

B. Children's Librarian

1. To work as scheduled, serving at the circulation desk.
2. To shelve and complete other tasks as required by the director.
3. To provide programming for children and young adults as well as story hours, summer reading programs, and other programming as requested by the director.
4. To provide supervision at children's programs with a positive attitude. If children are misbehaving, the children's librarian will maintain a calm and quiet demeanor while restoring order without the use of verbal or physical force.
5. Consequences for children with behavior problems at programs will be:
 - a. On the first offense, redirection and teaching.
 - b. On the second offense, the child's parent/guardian will be called and the child's behavior will be discussed.
 - c. On the third offense, the child's parent/guardian will be called and the child will be removed from the program.
6. To be a library advocate and promote library activities.

C. Janitor

The janitor will work at the circulation desk as needed and will do cleaning duties as assigned by the director as well as the following regular cleaning duties:

Tuesday and Thursday Evenings (or evenings following programming)

1. Dump all garbage cans.
2. Vacuum where needed.
3. Wipe down computer desks, circulation desk, young adult, child's, and front tables.
4. Check front doors for fingerprints and clean if there are.
5. Clean bathrooms.
6. Check all library areas and clean if needed.
7. Clean or vacuum door mats.
8. Spot clean stains on carpet or chairs, if any are noticed.
9. Clean water fountain.

Weekends

1. Bathrooms: Mop floors; clean toilets, sinks, and counters; disinfect and wipe everything down; clean mirrors; refill paper supplies as needed.
2. Vacuum entire library, including closets.
3. Sweep and mop entry way; sweep storage rooms.
4. Clean sink behind circulation desk.
5. Clean glass on windows and doors-weather permitting for the outside of the windows and doors.
6. Water plants.
7. Leave a cleaning supply list at the circulation desk if supplies are needed; leave a note if maintenance is needed on anything.
8. Check recycle bin and empty if full.

9. Dump all garbage cans and have garbage ready, tied in yellow bag, inside blue garbage container, and put outside for Tuesday's pick up.
10. Dust and wipe down all tables, chairs, computer desks, and book shelves in entire library.

Monthly or Periodically

1. Clean the bugs out of and wash the light fixtures-being extremely careful as the plastic is fragile.
2. Wash cabinet faces.
3. Clean window sills, inside and out.
4. Wash baseboards.
5. Look over entire library to make sure nothing has been missed.
6. Keep janitor room clean and organized.

ROLES OF THE LIBRARY

Primary Role:

Popular Materials Center

The collection will include popular, high interest materials for all ages to read, view, and listen to.

*Programming

Provide programming for all ages for educational and entertainment purposes as the Library and Friends budgets allow.

Secondary Roles:

Reference Library

The library will provide reference materials in different media forms as dictated by budget guidelines.

Formal Education Support Center

The collection will provide materials to support and supplement curriculum offered in the formal education centers in the Sumner-Fredericksburg School system, including reference materials, periodicals, indexing and abstracting services, and access to interlibrary loans.

Preschoolers Door to Learning

The library will promote early childhood and preschool programs through story hours and support of materials and services for preschools.

The Collection Development Policy

The collection of the Upham Memorial Library will provide for the interest, information, and enlightenment of the people of Fredericksburg and the surrounding area. The collection will include both print and non-print materials with regard to the long range plan, goals and objectives of the library. The collection of the Upham Memorial Library will reflect intellectual freedoms, such as the freedom to read, freedom to view, and the Library Bill of Rights. The library will promote no causes, further no movements and favor no viewpoints. It only provides free access to all expressions of ideas.

The collection will be expanded according to the following criteria:

1. Community needs and interests
2. Patron requests
3. Collection specialties
4. Space availability

Purchasing will be prioritized with regard to the primary and secondary goals as stated in the long-range plan. The collection purchases will also reflect non-print materials to meet the needs of the people of Fredericksburg and the surrounding area. Materials will not be excluded because of origin, background, or views of those contributing to their creation.

The collection weeding will be based on the following criteria:

1. Age of the material
2. Physical condition
3. Last check out date over seven years
4. Contaminated materials
5. Space availability

Weeding/inventory is to be done every three years minimum. Materials will not be proscribed or removed because of partisan or doctrinal disapproval. Weeding will not be used as a tool to remove materials presumed to be controversial or disapproved of by segments of the community.

LIBRARY PLAN

The Upham Memorial Library takes great pride in promoting programs and obtaining materials for all members of our diverse community. In order to meet this goal the library will plan:

Responsibility, = (B) board, (D) director, (C) children's librarian, (S) staff

2015-

- To maintain Public Library Standards to keep Tier 3 accreditation (B, D, C, S)
- To continue programs begun in previous years and to remain current with them (B, D, C)
- To promote and continue the nine month story time for preschoolers (B, D, C)
- To provide outreach programming and services for day cares (D, C)
- To support the summer reading program for grades K-12 and adults (D, B, C)
- To maintain a healthy and attractive library (D, B, S)
- To maintain the present network, computer stations, and printers by updating, upgrading, and replacing as needed (B, D)
- To provide a meeting room free of charge to all of Fredericksburg non-profit groups or individuals (B, D)
- To offer and support adult book discussion groups (B, D)
- To offer and support adult special interest classes (B, D)
- To offer and support family programming (B, D, C)
- To support local artisans by displaying their work (D)
- To continue in the reading partnership with the Sumner-Fredericksburg school system (B, D, C)
- To maintain a high quality relationship with the community by being advocates of the library at various community functions (B, D, C, S)
- To promote reading and literacy for all age levels (D, C)
- To provide service to ESL learners (D, C)
- To maintain the audio collection, video collection, and continue membership in the Bridges program (D)
- To maintain and improve any new technology (B, D)
- To maintain and update the library's internet presence (D)

2016-

- To maintain Public Library Standards to keep Tier 3 accreditation (B, D, C, S)
- To continue programs begun in previous years and to remain current with them (B, D, C)
- To remain current with computer programs and technology (D)
- To add more child and adult programming (B, D)
- To promote reading and literacy for all age levels (D, C)
- To continue the reading partnership with the school system (B, D, C)
- To maintain the quality of the physical building (B, D, S)
- To maintain quality leadership by the staff (D)
- To continue to support director certification (B, D)
- To maintain and update the library's internet presence (D, S)

2017-

- To maintain Public Library Standards to keep Tier 3 accreditation (B, D, C, S)
- To continue programs begun in previous years and to remain current with them (B, D, C)
- To promote reading and literacy for all age levels (D, C)
- To continue to explore new ideas and programs that would benefit the community (B, D, C)
- To continue developing strong community relationships (B, D, C, S)
- To continue and support computer classes (B, D)
- To maintain quality programming for children and adults (D, C)
- To maintain the physical building (B, D, S)
- To maintain and improve technology (B, D)
- To maintain and update the library's internet presence (D)

2018-

- To maintain Public Library Standards to keep Tier 3 accreditation (B, D, C, S)
- To continue programs begun in previous years and to remain current with them (B, D, C)
- To revise 5 year library plan (B, D)
- To promote reading and literacy for all levels (B, D, C)
- To study the feasibility of holding adult literacy program (B, D)
- To maintain the physical building (B, D, S)
- To maintain and improve technology (B, D)
- To maintain and update the library's internet presence (D)

2019 -

- To maintain Public Library Standards to keep Tier 3 accreditation (B, D, C, S)
- To continue programs begun in previous years and to remain current with them (B, D, C)
- To be a library advocate in all areas of the community (B, D, C, S)
- To maintain and improve technology (B, D)
- To promote reading and literacy for all levels (B, D, S)
- To maintain and update the library's internet presence (D)

Digital Camera Contract

Name _____	Upham Memorial Library
Address _____	138 W Main St P. O. Box 281
City _____	Fredericksburg, IA 50630
Phone _____	563 237-6498
	Staff _____

Date Out _____ **Date Due** _____

I acknowledge receipt of the digital camera and contents from the Upham Memorial Library. The value of the property is \$250.00. The digital camera and contents shall be used by the signee only.

- Contents
- 1 Digital Camera
 - 1 SD Card
 - 1 Rechargeable Battery
 - 1 USB Cord
 - 1 Camera Case with Strap
 - 1 Battery Charger

Acceptance of this property and signature on this contract constitutes the agreement that the property was in good and serviceable condition at the time of its delivery. The property shall be returned in good and serviceable condition.

I will treat such contents with the same degree of care as I would my own valuable effects, and shall return them on or before the due date. Failure to do so will result in a \$5.00 overdue fine per day. The camera and contents must be returned to the circulation desk.

Signed _____ Date _____

Projector Contract

Name _____ Upham Memorial Library
Address _____ 138 W. Main St. P.O. Box 281
City _____, IA Zip _____ Fredericksburg, IA 50630
Phone: _____ 563 237-6498
Cell Phone: _____
Email Address: _____ Staff Initials: _____

Deposit Received: Cash Check circle one

This deposit will be refunded when the projector is returned
in satisfactory condition and on time.

Date Out _____

Date Due _____

I acknowledge receipt of the projector from the Upham Memorial Library. I understand the value of this projector and agree that I will be responsible for its replacement cost. To recover my deposit, I must return the projector in satisfactory condition to the circulation desk. I also realize any late fees will be deducted from the deposit at the rate of \$5.00 per day. The projector becomes overdue at the close of the business day on the due date. The replacement value of the projector is \$500.

Signed _____

Deposit is \$40.00, no exceptions.

E-Reader Contract

Name _____
Address _____
City _____
Phone _____

Upham Memorial Library
138 W Main St P. O. Box 281
Fredericksburg, IA 50630
563 237-6498
Staff _____

Date Out _____

Date Due _____

I agree to spend a few minutes learning how to use the device before checking out.

I will not expose the E-Reader to moisture, food, anything that could scratch the surface, extreme heat or cold, or anything else that could damage it. I agree to pay replacement costs on any device or accessory that is damaged, lost or stolen plus a \$5.00 processing fee.

I understand that I am not to activate the Wireless. Library staff will download up to 3 E-Books of my choice from the Bridges website.

I agree to return the E-Reader and accessories in person to the library staff by the due date. I further agree to wait while the staff inspects the device in my presence to check for damage.

I understand that fines on an overdue E-Reader are \$5.00 per day and in accordance with Iowa Code 714.5 (posted in the library) criminal actions may be taken if the E-Reader is not returned within a month after the due date.

Signed _____ Date _____

Co-Signer, if borrower is under 18 _____ Date _____

Internet Permission

Parents/guardians, please talk with your child about internet safety and review the information here with your child before signing this internet permission form.

1. The library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.
2. The Internet is not confidential or secure; therefore, patrons assume all risk when divulging credit card numbers or other personal information on the Internet.
3. Children 7 and under must have direct supervision of a responsible individual and must show competency while using the computer.
4. Printing costs shall be \$2.00 per page with excessive ink or colored, and 10 cents per page for black and white copies, up to 10 homework pages may be printed for free per day.
5. Parents/legal guardians are responsible for any damage done to the computers or devices and for charges for copies.
6. Patrons may download to pre-approved devices.
7. Restriction of a child's access of the Internet is the responsibility of the parent/legal guardian, as with other library materials.
8. All children 17 and under, as well as the parent of the child, must sign this permission slip.
9. Viewing obscene or illegal websites will not be allowed and Internet privileges will be revoked if such sites are visited.

I give my child, _____ permission to use the Internet at the Upham Memorial Library.

_____ (Parent/Legal Guardian Signature)

_____ (Child Signature)

Date _____ Phone Number _____

Katie Rich, Director

Wii Permission

The Wii policies of the Upham Memorial Library are as follows:

1. The Wii gaming system and accessories may be used on the library premises during library hours.
2. Users must show competency to use the gaming system.
3. Children 7 and under must be accompanied by a responsible individual.
4. Any costs of damage to/replacement of the Wii, games, and/or accessories shall be paid by the user. If the user is a minor, the parents/guardians will be held financially responsible.
5. Gamers must check out the accessories and games and return all of the items to the front desk when finished playing.
6. The meeting room must be returned to its original state when done gaming.
7. There will be a one hour time limit on gaming unless there are no other patrons waiting.
8. Failure to follow these policies will result in the loss of gaming privileges.

I give my child, _____ permission to use the Wii gaming system at the Upham Memorial Library.

_____ (Parent Signature)

_____ (Child Signature)

Date _____ Phone Number _____

Katie Rich, Director