



Policy Manual

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Library policies are reviewed each year during the month of October.

MISSION STATEMENT

The Garner Public Library promotes an enjoyable learning experience and provides collections of resources to enrich the lives of all members of our community.

OBJECTIVES

In an effort to meet these roles, the library shall:

1. Assemble, preserve and administer an organized collection of educational and recreational library materials.
2. Provide an opportunity and encouragement for children, young people, men and women to educate themselves continuously.
3. Provide an opportunity for recreation through the use of literature, music, videos, and other art forms.
4. Identify community needs, provide programs of service to meet such needs, and cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community needs.
5. Serve the community as a center of reliable information.

CIRCULATION POLICY

WHO MAY USE THE LIBRARY

1. Residents living in the City of Garner and rural Hancock County are eligible to register for a Garner library account by completing a registration form. The first set of cards is free; replacement cards will cost \$3.00.
2. Non-residents (living outside Hancock County or in other towns in Hancock County) are eligible to register for a Garner library account as “Open Access” patrons. Persons from Beacon library communities will be encouraged to get a card at their home library if possible.
3. Open Access Patrons are entitled to the same borrowing and reference services as local users, except for interlibrary loan service. They will be encouraged to contact their home libraries for this service.
4. The use of the library or its services may be denied for due cause. Such causes may include, but are not limited to, failure to return materials, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

MATERIALS

1. Persons holding either a current Garner Public Library card or a card from a member Beacon library in good standing may check out materials.
2. Most circulating materials check out for four weeks and may be renewed if there is not a waiting list for the item.
3. The size of our collection and demand for specific materials for special class projects, seasonal items, etc. may require a limitation on the number of items checked out by any one person. The loaning of these materials is at the discretion of the Director.
4. Circulation periods and restrictions for some materials are as follows:
Pre-K Busy Bags and Nature Backpacks: 2 weeks
5. The usage of library materials by children and young adults is assumed to be a matter of parental responsibility.

OVERDUE MATERIALS

1. It is the belief of the Board of Trustees that citizens of this community are considerate of the needs of others and are aware that materials borrowed should be returned by the due date indicated and, therefore, should not be penalized by the levy of fines; however, those who are chronic or flagrant abusers shall have their privileges restricted as necessary.
2. Phone calls will be made once a week after the item(s) are one week overdue. A letter will be sent at four weeks. After 2 months, a final notice will be sent informing the borrower that the item(s) have been made lost and all borrowing privileges have been suspended until the item(s) have either been returned or paid for. All materials may continue to be used in the library regardless of patron standing.
3. Patrons having materials unaccounted for after two months will be subject to the Iowa theft law and may be processed in accordance with it.
4. Attachment: Notice of Law Governing Concealed Library Materials

EQUIPMENT USE

1. Use of the microfilm reader/printer will be on a first-come/first-serve basis. Preference will be given to out-of-the-area guests. Copies are \$0.10 per page.
2. Photocopier use:
Non-library-provided paper must be approved for use by staff.

Black and white copies are \$0.10 a page (\$0.50/11x17).

Color copies are \$0.50 a page (\$1.50/11X17).
3. Faxing:
 - a. The library will receive faxes for patrons at the cost of \$1.00 per document.
 - b. The library will send out faxes at the cost of \$1.50 for the first page and \$0.25 per page thereafter.
4. Computers: See Internet and Computer Use policy.
5. Equipment purchased for patron use in-house or at home may be requested from staff. Help will be provided as necessary.
6. Patrons are responsible for any equipment repair or replacement costs due to negligent damage.

CONFIDENTIALITY

1. The Garner Library Board of Trustees recognizes that the circulation records of this library are confidential in nature and advises all library employees that such records shall not be made available to anyone including any agency of federal, state, or local government except pursuant to federal, state or local law relating to civil, criminal, or administrative investigatory power.
2. Iowa Public Records Law (Iowa Code, Ch. 22.7) specifically exempts library records from being open records if those records would reveal the identity of the library patron checking out or requesting an item from the library. Thus, registration records or any other records, which when used in conjunction with circulation records would reveal the identity of the patron checking out or requesting materials, would also be exempt from public scrutiny.

Iowa Code Section 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 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.
3. The lawful custodian of the records is the Director of the Library.

COLLECTION DEVELOPMENT POLICY

SELECTION OF LIBRARY MATERIALS

The Garner Public Library aims to provide materials that will meet day-to-day informational, educational, and recreational interests and needs of the community.

1. The Garner Library Board of trustees supports both "The Freedom to Read" statement by the American Library Association and the Association of American Publishers and the American Library Association's "Library Bill of Rights". (See attached)
2. Selection will be made with a view toward acquiring materials satisfying all age levels, a broad range of viewpoints, varying degrees of reading complexity, and a full scope of educational backgrounds.
3. Material selection may include any format.
4. Selection shall be regarded as the function of the Director and Youth Librarian, who will apply professional knowledge, experience, and this policy in making decisions. Library materials selected under this Selection Policy shall be regarded as being selected by the Board. All staff members and the general public may recommend materials for consideration.
5. Selection of textbooks and curriculum-related materials will not be made except as such materials serve the general public.
6. Legal and medical works will be acquired only to the extent that they are useful to the general public.
7. Selection must meet not just the needs of those who use the library regularly, but anticipate the needs of the potential user.
8. Including materials in the collection does not constitute endorsement of their contents. The library recognizes that any given item may offend some patrons, but, because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

GIFTS

1. The Library accepts gifts with the understanding they will be added to the library collection only if needed for library purposes. The same standards governing the selection of materials apply to the addition of gifts to the collection. Acceptance of a gift, therefore, does not imply that it meets these criteria. The Librarian has the authority to make whatever disposition they deem advisable.
2. It is the policy of the Library not to accept special collections of books or other items whose donor stipulates they be kept together as a separate entity.
3. Except for temporary exhibit purposes, the Library cannot accept storage responsibility for books or other items owned by groups or individuals.
4. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees and the Foundation Board.

WITHDRAWAL OF MATERIALS

1. Materials which are no longer useful in light of stated objectives of the library will be systematically weeded from the collection according to accepted professional practices.
2. Systematic withdrawal of lost, damaged, worn, or outdated materials which are no longer useful in maintaining an active, accurate collection is expected.
3. Items withdrawn which may have a potential resale value will be donated to the Friends of the Garner Public Library's periodic book sale. Disposition of other items will be determined by the Librarian.
4. See Attachment: Guidelines for Discarding

CENSORSHIP AND RECONSIDERATION

1. Censorship of materials, urged or practiced by volunteer arbiters of morals or political opinion or by organizations which would establish a coercive concept of Americanism, must be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment through the recorded word.
2. The Library Director and/or Library Board will only consider objections to library materials which come from residents of the City of Garner or rural residents of Hancock County, Iowa.

3. The selection of materials, if questioned, shall be reviewed in the following manner:
 - a. A person with an objection will be urged to discuss their concerns with the Director.
 - b. Patrons who wish to have an item reconsidered may do so by filling out a complaint form after reading the entire book (see blank form "Request for Reconsideration of a Book"). This complaint form, presented to them so they may submit a formal statement in preparation for a conference, will be returned to the Library Director.
 - c. The Board and the Director shall read the book and review it.
 - d. A conference will be held with the complainant, the Board and the Director.
 - e. The decision concerning further use of the material will be made by the Board and the Director by motion and vote.
 - f. An individual item in the collection will be reviewed for any given reason or set of grounds only once per calendar year. Library Director/Board decisions regarding objections or challenges will be kept on file for public review for that duration.
3. This method should serve to reassure citizens that thoughtful consideration is given to the selection of materials. It should also serve as a means of informing citizens that the Board will not be pressured by those who want only one point of view represented in the public library.
4. The Garner Public Library believes that the parents of a child are the only people who should be allowed to monitor the reading, watching, or listening of that child. Conversely, we believe that it is every parent's duty to monitor their child's activities, and that this is not the prerogative of the library.

Attachments:

Freedom to Read Statement

Library Bill of Rights

Request for Reconsideration of Library Materials

CREDIT CARD USE POLICY

1. Use of the library credit card provides a means of purchasing items that cannot be obtained through usual vendors, are needed immediately, or must be purchased online. It eliminates the needs for frequent reimbursement to library employees who otherwise would have to pay with personal funds or credit cards.

2. The card shall have a maximum limit of \$1000.

3. Authorized Card Use - The library director is authorized to use the library credit card to make purchases of the following items:
 - a) Postage (stamps, Inter-Library Loan packages);
 - b) Magazine subscriptions and renewals, DVDs, books, and other library materials;
 - c) Cleaning supplies and other building supplies, story hour or summer reading craft items, and items that cannot be charged to regular vendors;
 - d) Travel/workshop expenses when authorized by the board;
 - e) Volunteer or retirement gifts/recognition items;
 - f) Renewal of anti-virus software subscriptions, or payment of software obtained through online downloads, as authorized by the board of trustees.

4. Inappropriate Card Use - The library credit card is not to be used for any of the following:
 - a) Items for personal use;
 - b) Cash or cash advances;
 - c) Payment of travel/workshop expenses for which reimbursement claims are filed.

5. Payment of Credit Card Bills

Billing for the credit card will be through the City of Garner; bills will be paid by the City Clerk after approval by the library board of trustees.

INTERNET AND COMPUTER USE POLICY

The Internet offers access to many valuable local, national, and international sources of information. Be advised, however, that the Internet also contains information which may be inaccurate, outdated, or personally offensive. Use of the library's Internet access should be consistent with this policy.

1. The Patron Conduct policy applies to the behavior of customers using the Internet.
2. Check in at the desk for hours of use. An Internet computer may be reserved for one hour per week up to one week in advance. If no one has signed up, it may be used on a first-come, first-served basis.
3. Users are advised to refrain from accessing sites that are prohibited by law to minors or which minors in the library may inadvertently view. The first violation of either of these restrictions will result in a verbal warning. A second violation will result in the user being prohibited from Internet use on library computers.
4. Absolute privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Users assume all risk/liability when divulging a credit card number or other personal information on the Internet. The library is not responsible for charges, damages, or injuries resulting from such use.
5. No telecommunications or other fees shall be charged to the library by Internet users.
6. Misuse of or damage to the computer or Internet access will result in loss of computer privileges. This includes adding, deleting or altering any programs or settings, or using personal disks or software on library computers without the express permission of staff.
7. Printing costs: black and white - \$0.10/side; color - \$0.50/side.
8. Library staff will provide instruction in the use of the computer or any programs on an individual basis as time allows.
9. The library is not responsible for copyright infringement by a user. U.S. Copyright law prohibits the unauthorized reproduction of copyrighted materials, except as permitted by the principles of "fair use."
10. The library staff reserves the right to adjust the guidelines as needed.

PATRON CONDUCT

Patrons are to conduct themselves in a manner that does not interfere with other patrons and is in keeping with the library's programs and services. Any activity not connected with these library programs or services may be deemed inappropriate and such patron is subject to removal from the building and premises and /or restriction of library privileges.

The library is a smoke-free and drug-free building, including the use of electronic cigarettes or vaping devices.

Parents or guardians are responsible for their children's behavior. Library staff cannot and shall not assume liability for children's safety and behavior.

Children under the age of five, or with special needs, may not be left unattended in the library. Special needs may be related to, but are not limited to, physical or mental abilities, disruptive behavior, emotional problems, lack of adequate attention span, and incomplete social skills.

MEETING ROOMS POLICY

1. The Community room and the Conference room will be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members. The intended use of the rooms is to provide community meeting space.
2. To eliminate scheduling conflicts, advance arrangements must be made with the Librarian in writing or by phone. Any organization or individual desiring to use the room on a weekly basis must obtain approval from the Library Board of Trustees. Any changes in regularly scheduled meetings should be brought to the Librarian's attention as soon as possible.
3. There will be no charges for Civic, Non-profit, and senior citizens organizations; however, donations will be gladly accepted. Charges will be assessed for functions of a "private nature" (i.e. which are not open to the general public). This includes showers, birthday parties, sorority parties, and homemakers groups. A deposit fee will be paid in advance with a rental fee paid when the key is picked up. The deposit fee will be returned once the event has taken place and everything is in order. Profit making activities will not be allowed. This does not include such activities as bake sales which are sponsored by a non-profit organization. No alcoholic beverages are allowed.
4. All groups making use of the room will exercise reasonable care to insure that furniture, equipment, fixtures and/or appearance of the library building and rooms are not damaged in any way. Compensation for any damages will be determined by the Library Board.
5. A key is required for meetings which begin or end during periods when the library is not open. The person in charge of reserving the room should pick up the key in advance and return it in the book drop after locking the building.
6. In accordance with state law regarding smoking in public buildings, smoking, including e-cigarettes and all other electronic smoking devices, is prohibited in any and all areas of the library building, community room and grounds.

Charges:

Monday – Friday: half-day \$30.00	full day \$60.00
Saturday – Sunday: half-day \$45.00	full day \$90.00

GARNER PUBLIC LIBRARY BY-LAWS

ARTICLE I. LIBRARY BOARD

1. According to the requirements of Chapter 22, Code of Ordinances of the City of Garner, Iowa, (2022), the Library Board of the Garner Public library shall consist of six resident members and one non-resident member. All members shall be appointed by the Mayor with approval of the Council.
2. Members may be re-appointed an unlimited number of times.
3. The general powers and duties of the Garner Public Library Board are outlined in chapters of the Code of Iowa and Chapter 22, City Code.
4. The board shall exercise its powers and duties by:
 - a. Employing a competent and qualified librarian.
 - b. Assisting in the preparation of and seeking adequate support for the annual budget.
 - c. Cooperating with the librarian in determining and 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.
 - d. Developing long-range goals for the library and working toward their achievement.
 - e. Reporting to and cooperating with other public officials, boards, and the community as a whole to evaluate current services and advocate for advancements.

ARTICLE II. OFFICERS

1. The officers of the Board shall consist of a President, a vice-president and a Secretary. Their terms of office shall be for one year. Officers shall be elected at the Annual Meeting and hold office until their successors are elected and installed. The City Treasurer shall serve as Board Treasurer, but shall not be a member of the Board. Officers may succeed themselves in office, provided that none serves more than three consecutive terms in the same office.

ARTICLE III. MEETINGS

1. Regular meetings shall be held monthly, except for July and August; date and hour to be determined by the Board, or such other place as the Board may determine.
2. The Annual Meeting shall be held in September each year.
3. Special meetings 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 24 hours in advance of the special meeting.
4. A Quorum at any meeting shall consist of four or more members.
5. Order of business:
 - Call to Order
 - Approval of the Agenda
 - Approval of Minutes
 - Director's report
 - Bills allowed
 - Citizens Opportunity to Address Board
 - Unfinished Business
 - New Business
 - Report of Trustees
 - Report of Committees
 - Discussion
 - Adjournment
6. An agenda for Board meetings shall be prepared by the Director in cooperation with the Board President.

7. 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 should request a place on the agenda not later than 24 hours before the meeting. The request may be directed to the President, the Secretary or the Director.
8. Each Board member shall have one vote. Voting by proxy is not permitted.
9. Robert's Rules of Order shall govern in the parliamentary procedure of the Board.

ARTICLE IV. COMMITTEES

1. The Board may appoint such special committees as may be needed from time to time.

ARTICLE V. DIRECTOR

1. The Director shall be considered the executive officer of the Board. Among their duties and responsibilities shall be:
 - To select library materials.
 - To recruit, train, and assign members of the library staff.
 - To maintain and operate the physical plant.
 - To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the library.
 - The Director shall be in attendance at all meetings of the Board.

ARTICLE VI. AMMENDMENTS TO BY-LAWS

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

PERSONNEL POLICIES

With exceptions noted in this policy and provisions of Chapter 22, Code of Ordinances of the City of Garner, 2021, the Garner Library Board adopts the City of Garner Employee Policy Handbook (adopted 4/24/2018, amended 5/24/2022) as its personnel policy.

LIBRARY CLOSURES

1. At the director's discretion, the library may be closed. Reasons for closing include, but are not limited to, days around holidays, carpet cleaning, snow accumulation and storms, floods, water main interruption, acts of God, and other emergencies.
2. If closing the library is deemed necessary due to weather or an emergency, the KIMT weather office and KIOW, KLSS, and KGLO radio stations will be contacted to announce the closing. A sign will be placed on the front door of the library explaining the closing if possible.
3. Employees will be paid for the hours worked. Any employee wanting to make up missed hours due to closings may do so at the discretion of the director.
4. Library staff assistants who have complete one year of employment and who are regularly scheduled to work a minimum of ten hours per week shall be granted three hours of regular pay for each of the following holidays they would normally be scheduled to work:

New Year's Day	Labor Day	Thanksgiving Day
Memorial Day	Veteran's Day	Friday after Thanksgiving
Independence Day		Christmas Day

PROFESSIONAL DEVELOPMENT

It is the intent of the Library Board to encourage participation in workshops, meetings, continuing education courses, conferences and conventions to acquire and maintain state certification. Time off with pay, dues, travel expenses, and registration fees will be allowed. Mileage will be paid at the amount designated per mile by the City. Permission to travel out of state for meetings is required from the Board. The Board will pay the director's annual membership dues to the American Library Association and the Iowa Library Association.

RESIGNATION

The director is required to give one month's written notice to the Board of Trustees. Employees are required to give two weeks written notice.