EARLY PUBLIC LIBRARY

PO BOX 399 | 107 N MAIN ST | EARLY, IA 50535

PHONE: (712)273-5334 | FAX: (712)273-5334

earlylibrary@gmail.com

www.early.lib.ia.us

www.facebook.com/EarlyPublicLibrary

POLICY MANUAL

Page 1 Approved: March 27, 2023

TABLE OF CONTENTS

1. Mission Statement

2. Library Board By-Laws

3. Library Bill of Rights

4. Freedom to Read

5. Freedom to View

6. City Ordinance - Library

7. Hours, Holidays, and Inclement Weather Policy

8. Unattended Child Policy

9. Circulation Policy

10. Distribution and Display Policy

11. Library as a Meeting Place Policy

12. Disaster Policy

13. Computer Use and Internet Policy

14. Gifts and Donations Policy

15. Copy, Fax, Print, and Scan Policy

16. Programming & Community Relations Policy

17. Library Access for Registered Sex Offenders Policy

18. Collection Development Policy

19. Hot Spot Policy

20. Personnel Policy

21. Miscellaneous Policies

22. Disclaimer

23. Change Log

APPENDIX

A. Request for Reconsideration of Library Materials Form

B. Hotspot Lending Agreement

C. Employee Evaluation Form

Page 2 Approved: March 27, 2023

SECTION 1: MISSION STATEMENT

The Early Public Library is a tax supported institution which uses print and electronic technologies to provide access to information for patrons of all ages to meet their educational, cultural, and recreation goals. The Early Public Library serves a diverse population in its quest for leisure, knowledge, and learning or programs and services that are provided equitably in an atmosphere that is friendly, responsive, and comfortable.

Page 3 Approved: March 27, 2023

SECTION 2: LIBRARY BOARD BY-LAWS

ARTICLE I - GENERAL

The Board will comply with the Code of Ordinances, Early, Iowa and the Code of Iowa.

ARTICLE II - MEMBERSHIP

The Board of Trustees of the Library, hereinafter referred to as the Board, consists of five (5) members. A minimum of three (3) shall be resident members, and the balance shall be nonresident members. Members shall be over the age of eighteen (18) years.

All resident members are to be appointed by the Mayor with the approval of the Council. The nonresident members are to be appointed by the Mayor with the approval of the County Board of Supervisors.

Each term shall commence on July 1.

All appointments shall be for six years, except to fill vacancies.

Vacancies will be filled by the Mayor, with approval of the Council, for an unexpired term.

All actions by the Board shall require a majority vote of the members present. The removal of a Library Director shall require a two-thirds vote of the full Board membership.

ARTICLE III - OFFICERS

The officers of the Board shall consist of a President, Vice President, and Secretary. The City Clerk shall serve as the Board Treasurer, but shall not be a member of the Board.

Officers shall be elected at the June meeting, with the office becoming effective July 1.

Terms of office shall be for two years, beginning in July of even-numbered years.

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

The Secretary shall record meeting minutes for the Board. In the absence of the Secretary, the President shall appoint another member to record the minutes.

ARTICLE IV - COMMITTEES

The Board may create committees as needed, with the committee chairperson being appointed by the President.

ARTICLE V - MEETINGS

Regular meetings shall be scheduled for the fourth Tuesday of each month at 6:00PM, from January through November. No December meeting shall be scheduled. All meetings will be held in the library.

Page 4 Approved: March 27, 2023

A quorum shall consist of three board members. Board members may attend meetings physically or via electronic communications.

Special meetings of the Board may be called by the president, secretary, or the call of any two board members. Public notice of the monthly meeting shall be provided by the Library Director by posting a copy of the agenda 24 hours prior to the meeting.

All meetings of the Board are open to members of the public, except those that qualify for closed session according to Code of Iowa, Chapter 21.5.

Non-board members who wish to address the Board should request a place on the agenda at least 24 hours prior to the meeting.

The Board shall record meeting minutes and keep copies of the minutes available for the public. The Library Director shall be present at each meeting of the Board.

The Board shall conduct its meetings according to Robert’s Rules of Order.

Absence from six consecutive meetings with no acceptable explanation shall be cause for removal from the Board.

ARTICLE VI - AMENDMENTS TO THE BYLAWS

Amendments to these bylaws may be adopted at any regular board meeting, provided that notice of the proposed amendments is given to all members of the Board in advance of the meeting. Approval of changes in the bylaws shall be by a majority vote of the Board members present.

Page 5 Approved: March 27, 2023

SECTION 3: LIBRARY BILL OF RIGHTS

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

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of “age” reaffirmed January 23, 1996.

Page 6 Approved: March 27, 2023

SECTION 4: FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

Page 7 Approved: March 27, 2023

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political af iliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for ef orts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the ef orts of writers to achieve artistic expression. To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a

Page 8 Approved: March 27, 2023

free society individuals are free to determine for themselves what they wish to read, and each group is

free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by: American Library Association, Association of American Publishers

Subsequently endorsed by: American Booksellers for Free Expression, The Association of American University Presses, The Children's Book Council, Freedom to Read Foundation, National Association of College Stores, National Coalition Against Censorship, National Council of Teachers of English, The Thomas Jefferson Center for the Protection of Free Expression

Page 9 Approved: March 27, 2023

SECTION 5: FREEDOM TO VIEW

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content. 4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Page 10 Approved: March 27, 2023

SECTION 6: CITY ORDINANCE - LIBRARY

CODE OF ORDINANCES - EARLY, IOWA

CHAPTER 21

LIBRARY BOARD OF TRUSTEES

21.01 PUBLIC LIBRARY. The public library for the City is known as the Early Public Library. It is referred to in this chapter as the Library.

21.02 LIBRARY TRUSTEES. The Board of Trustees of the Library, hereinafter referred to as the Board, consists of five (5) members. A minimum of three (3) shall be resident members, and the balance shall be nonresident members. All resident members are to be appointed by the Mayor with the approval of the Council. The nonresident members are to be appointed by the Mayor with the approval of the County Board of Supervisors.

21.03 QUALIFICATIONS OF TRUSTEES. All resident members of the Board shall be bona fide citizens and residents of the City. The nonresident members of the Board shall be bona fide citizens and residents of the unincorporated County. Members shall be over the age of eighteen (18) years.

21.04 ORGANIZATION OF THE BOARD. The organization of the Board shall be as follows: 1. Term of Office. All appointments to the Board shall be for six years, except to fill vacancies. Each term shall commence on July 1. Appointments shall be made every two years of one-third the total number or as near as possible, to stagger the terms.

2. Vacancies. The position of any resident Trustee shall be vacated if such member moves permanently from the City. The position of a nonresident Trustee shall be vacated if such member moves permanently from the County or into the City. The position of any Trustee shall be deemed vacated if such member is absent from six (6) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City of County. Vacancies in the Board shall be filled in the same manner as an original appointment except that the new Trustee shall fill out the unexpired term for which the appointment is made.

3. Compensation. Trustees shall receive no compensation for their services.

21.05 POWERS AND DUTIES. The Board shall have and exercise the following powers and duties: 1. Officers. To meet and elect from its members a President, a Secretary, and such other officers as it deems necessary. The City Treasurer shall serve as Board Treasurer, but shall not be a member of the Board. 2. Physical Plant. To have charge, control, and supervision of the Library, its appurtenances, fixtures, and rooms containing the same.

3. Charge of Affairs. To direct and control all affairs of the Library.

4. Hiring of Personnel. To employ a Library Director, and authorize the Library Director to employ such assistants and employees as may be necessary for the proper management of the Library, and fix their compensation; provided, however, that prior to such employment, the compensation of the Library Director, assistance and employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

5. Removal of Personnel. To remove the Library Director, by a two-thirds vote of the Board, and provide procedures for the removal of the assistance or employees for misdemeanor, incompetence, or inattention to duty, subject however, to the provisions of Chapter 35C of the Code of Iowa.

6. Purchases. To select, or authorize the Library Director to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other Library materials, furniture, fixtures, stationery, and supplies for the Library within budgetary limits set by the Board.

7. Use by Nonresidents. To authorize the use of the Library by nonresidents and to fix charges therefore unless a contract for free service exists.

Page 11 Approved: March 27, 2023

8. Rules and Regulations. To 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 the business of the Board, fixing and enforcing penalties for violations.

9. Expenditures. To have exclusive control of the expenditure of all funds allocated for Library purposes by the Council, and of 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 rentals collected under the rules of the Board.

10. Gifts. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the Library; to execute deeds and bills of sale 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. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City by action against the Council. (Code of Iowa, Ch. 661) 12. Record of Proceedings. To keep a record of its proceedings.

13. County Historical Association. To have authority to make agreements with the local County historical association where such exists, and to set apart the necessary room and to care for such articles as may come into the possession of the association. The Trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of historical and educational nature and pay for the same out of funds allocated for Library purposes.

21.06 CONTRACTING WITH OTHER LIBRARIES. The Board has power to contract with other libraries in accordance with the following;

1. Contracting. The Board may contract with any other boards of trustees of free public libraries, with any other city, school corporation, private or semiprivate organization, institution of higher learning, township, or County, or with the trustees of any County library districts for the use of the Library by their respective residents. (Code of Iowa, Sec. 392.5 & Ch. 28E)

2. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five percent (5%) in number of the electors who voted for governor in the territory of the contracting party at the last general election. The petition must be presented to the governing body not less than forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party seeking to terminate the contract.

21.07 NONRESIDENT USE. The Board may authorize the use of the Library by persons not residents of the City of County in any one or more of the following ways:

1. Lending. By lending the books or other materials of the Library to nonresidents on the same terms and conditions as to residents of the City, or County, or upon payment of a special nonresident Library fee. 2. Depository. By establishing depositories of Library books or other materials to be loaned to nonresidents. 3. Bookmobiles. By establishing bookmobiles or a traveling library so that books or other Library materials may be loaned to nonresidents.

4. Branch Library. By establishing branch libraries for lending books or other Library materials to nonresidents.

21.08 EXPENDITURES. 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 its President and Secretary. (Code of Iowa, Sec. 384.20 & 392.5)

21.09 ANNUAL REPORT. The Board shall make a report to the Council immediately after the close of the fiscal year. This report shall contain statements as to the condition of the Library, the number of books added, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the Library during the year, together with such further information as may be required by the Council.

Page 12 Approved: March 27, 2023

21.10 INJURY TO BOOKS OR PROPERTY. It is unlawful for a person willfully, maliciously or wantonly to tear, deface, mutilate, injure or destroy, in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture or other property belonging to the Library or reading room. (Code of Iowa, Sec. 716.1)

21.11 THEFT. No person shall take possession or control of property of the Library with the intent to deprive the Library thereof. (Code of Iowa, Sec. 714.1)

21.12 NOTICE POSTED. There shall be posted in clear public view within the Library notices informing the public of the following:

1. Failure to Return. Failure to return Library materials for two months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one month or more after the date the person agree to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the meaning by restricted certified mail of nice that such material or equipment is overdue and criminal actions will be taken, has made to reclaim the materials or equipment. (Code of Iowa, Sec. 714.5)

2. Detention and Search. Persons concealing Library materials may be detained and searched pursuant to law. (Code of Iowa, Sec. 808.12)

Page 13 Approved: March 27, 2023

SECTION 7: HOURS, HOLIDAYS, AND INCLEMENT WEATHER POLICY

REGULAR HOURS

Sunday: Closed

Monday: Closed

Tuesday: 9:00AM-11:00AM, 12:30-4:30PM

Wednesday: 9:00AM-11:00AM, 12:30-6:00PM

Thursday: 12:30PM-4:30PM

Friday: 12:30-4:30PM

Saturday: 9:00-11:00AM

SUMMER HOURS

(to follow Schaller-Crestland CSD School Calendar)

Sunday: Closed

Monday: Closed

Tuesday: 9:00AM-11:00AM, 1:00-6:00PM

Wednesday: 9:00AM-2:00PM

Thursday: 9:00AM-2:00PM

Friday: 9:00AM-2:00PM

Saturday: 9:00-11:00AM

HOLIDAYS CLOSED

New Year’s Day Martin Luther King Jr.’s Birthday President’s Day

Good Friday Saturday of Easter weekend Memorial Day

Juneteenth Independence Day Labor Day

Columbus Day Veterans Day Thanksgiving Day

Friday After Thanksgiving Christmas Eve Christmas Day

If the holiday occurs on a day outside of regular Library hours, then the Library will be closed on the subsequent business day.

INCLEMENT WEATHER

If the Schaller-Crestland CSD chooses to close for a day, delay opening, or close early, the Library will follow that decision. The Director may also use his or her own discretion to close the Library or delay opening due to inclement weather. The Director shall post a notice of closing on the Library’s Facebook page.

Page 14 Approved: March 27, 2023

SECTION 8: UNATTENDED CHILD POLICY

When using library facilities, all children under the age of six (6) years of age must have a parent or caregiver present with them at all times. A caregiver can be defined as a sibling ten (10) years of age or older or any other person twelve (12) years of age or older. The caregiver should have a mental and physical capacity to care for the child, should an emergency arise.

In the event a child under the age of six (6) is left unattended for more than one hour, the staff will attempt to contact a parent, guardian, or other caregiver. If a parent, guardian, or other caregiver cannot be contacted within thirty (30) minutes of the library closing, the staff will contact the police.

Page 15 Approved: March 27, 2023

SECTION 9: CIRCULATION POLICY

LIBRARY CARDS

All persons, residents and nonresidents, wishing to borrow any materials should obtain a library card and be assigned a number.

No fee will be charged for the issuing of a library card.

New adult patrons need to present a photo ID and proof of current address in order to be issued a library card. Acceptable types of ID include, but are not limited to, a driver’s license, passport, employee ID, or student ID. Acceptable documents for proof of current address include, but are not limited to, a billing statement, pay stub, or vehicle registration.

Library card applications for children ages 0-18 must be signed by a parent or guardian. Both child and guardian must be present.

Card owners are responsible for all items checked out on their cards. Card owners assume full responsibility for damage, loss, or theft of library materials.

Patrons are responsible for notifying the library of any change of home address, email address, or phone number. LOAN PERIODS AND LIMITS

BOOKS: 3 Weeks

DVDs: 1 Week

Board Games: 1 Week

Video Games: 1 Week

Puzzles: 1 Week

Cake Pans: 2 Weeks

Hot Spot: 2 Weeks

It is at the Library Director’s discretion to limit borrowing privileges when a patron has abused borrowing privileges. The Library Director must at least allow one item borrowed at a time.

INTERLIBRARY LOANS

The Library offers Interlibrary Loan (ILL) services to all patrons with a current library card. All ILL requests should go through the Library Director. The Director will notify the patron when the requested item arrives. If the item is not picked up, it will be returned to the lending library by the due date.

Any fees for borrowed materials will be passed on to the patron. Fees are payable when the item is picked up. Patrons will be charged for replacement costs of any ILL materials that are 30 days overdue.

We lend items requested by other libraries in accordance with statewide policies established by the State of Iowa Libraries Online (SILO).

We do not loan any material that we have owned for fewer than six months.

Page 16 Approved: March 27, 2023

OVERDUE, LOST, OR DAMAGED ITEMS

The card holder is responsible for returning materials by the due date.

All loans can be renewed upon request, unless the item is on a waiting list.

The Library does not charge overdue fees.

The library will charge patrons replacement costs for items lost or damaged.

Payment for lost or damaged items is considered final and no refunds will be made.

Patrons may purchase their own replacement item only with prior approval from the Director.

The Library Director may provide a courtesy phone call, written reminder, or email notice once an item is 10 days overdue.

Once an item is 6 months overdue, it is considered lost. The Director will use USPS certified mail to send the patron a bill for replacing the item. The patron will have 30 days to return the item or pay the replacement fee without penalty. If the patron does not respond within 30 days, and with Board approval, the matter will be turned over to the City Attorney.

If materials are lost or damaged, borrowing privileges will be unavailable until materials are returned or replacement fee is paid.

BOOK DROP

All library materials, with the exception of the hot spots, may be returned to the secure, 24-hour book drop located outside of the library. The Director will empty the book drop on a regular basis.

CONFIDENTIALITY OF RECORDS

All library circulation records, individual reference requests, and reading interests of patrons are confidential. Information may be released only under the provisions of the Code of Iowa.

Page 17 Approved: March 27, 2023

SECTION 10: DISTRIBUTION AND DISPLAY POLICY

Anyone wishing to post items on the bulletin board shall contact the Director. Notices of local programs, events, and activities of educational, cultural, recreational, occupational, or informational nature will be posted as space permits. Once posted, they become the Library’s property and may be removed, rearranged, or discarded by the library staff at any time.

Anyone wishing to set up art, exhibits, or other displays shall contact the Director. Displays should be set up and taken down at a date and time determined by the Director. The Library is not responsible for any items that belong to a display and does not carry insurance for these items. Displays not removed after 365 days will become property of the library and may be stored, displayed, sold, donated, or discarded by the library staff.

Page 18 Approved: March 27, 2023

SECTION 11: LIBRARY AS A MEETING PLACE POLICY

Room reservations must be made in advance by contacting the Director.

The meeting should take place during hours the library is open unless other arrangements have been made by the Director.

The Director or a Board member must be present at all times.

No alcohol, smoking, or vaping allowed.

Room capacities must be observed.

The group is responsible for any damage done to library materials or equipment during the meeting time. The Library is not responsible for any damage done to personal materials or equipment of the group members. The group is responsible for returning all tables and chairs to their original location.

The group is responsible for cleaning up after the event. The Library will provide a vacuum and basic cleaning supplies.

Hanging decorations, signs, or other materials must be approved by the Library staff.

It is at the Director’s discretion to deny any group use of the library as a meeting room.

Page 19 Approved: March 27, 2023

SECTION 12: DISASTER POLICY

In case of a fire:

Call 911. Make sure all people are evacuated from the library. Alert anyone else inside the municipal building. If the fire can clearly be put out with a fire extinguisher, proceed to do so.

In case of a tornado or severe weather:

If the warning siren sounds, direct all patrons in the library to the basement of the municipal building. If this door is locked, return to the library and take cover in the magazine storage room or bathroom. Stay away from windows. Do not shelter among shelves. Remain sheltered until the all-clear is given.

In case of a health emergency:

Library staff should use their own judgement on administering basic first aid. In the event of a medical emergency, call 911.

Page 20 Approved: March 27, 2023

SECTION 13: COMPUTER USE AND INTERNET POLICY

Internet access, wireless access, and computer use at the Library is available to the public at no charge. COMPUTER USE

Any person wishing to use a library computer may only do so after agreeing to the following policy and signing a consent form. Any person under 18 years of age must have a parent read and sign the consent form.

By using a public computer at the Library, the patron agrees to the following policy.

Patrons may use the public computers on a first come, first serve basis. If all computers are in use, and a patron is waiting for a computer, then computer use time will be limited to 30 minutes per user.

Maximum daily computer use time per patron is 3 hours.

Computer use time must end 15 minutes prior to Library closing.

Patrons with fees due for overdue materials may not use the computers.

Only software already installed on the computer is available. Patrons will not be allowed to install their own programs or software.

Files can be downloaded to the public computers but will be deleted on a regular cadence. Users may save files to a personal flash drive.

Users agree to take proper care of computers, software, and other computer equipment. Users agree to pay replacement cost of any materials damaged by the user.

No food or drink in the computer area.

Computers in the children’s room are for children’s use only. No adults should use these computers unless they are accompanying a child.

Users should log out of all personal accounts at the end of each computer session.

Headphones must be used if the computer’s volume is turned on.

The computers may not be used for unauthorized, illegal, or unethical purposes.

Printing services are available for a nominal fee. Library staff may refuse to print any file deemed inappropriate.

If the user notices something wrong with any of the equipment, it should be reported to the library staff immediately.

INTERNET USE

By using the internet at the Library, the patron agrees to the following policy. Internet access is available through the library's public computers or to patrons with wireless devices. The library does not control specific information on the internet. Parents or guardians are responsible for the

Page 21 Approved: March 27, 2023

internet information selected and/or accessed by their children, and are advised to supervise their children’s internet sessions.

Patrons who bring their own devices may connect to the wireless network. There is no time limit for Wi-Fi access on personal, wireless devices.

Patrons who bring their own devices may plug in their devices at the library, but must make sure cords are not in walkways.

Personal devices should be silenced unless headphones are attached.

VIOLATIONS

Violation of these rules may result in the loss of computer and/or internet access.

Upon a patron’s first offense, library staff may terminate the patron’s access for 1 day.

Upon a patron’s second offense, library staff may terminate the patron’s access for 10 days. Upon a patron’s third offense, library staff may terminate the patron’s access for 30 days. After a third violation, the patron must be reinstated by the Board.

Page 22 Approved: March 27, 2023

SECTION 14: GIFTS AND DONATIONS POLICY

The Library is enriched by monetary and material donations.

Gifts of money are gratefully accepted. The Board will determine the use of the donation unless specified by the donor. Library staff will supply a donation receipt if requested.

The Board shall accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the Library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the Library.

The Board shall enforce the performance of conditions on gifts, donations, devises and bequests accepted by the City by action against the Council. (Code of Iowa, Ch. 661)

For donations of materials, the Director shall decide whether or not donated items should be added to the Library. Materials that are not added will be available for the public to purchase through a free will donation. The Library reserves the right to dispose of any gifts that are given to the Library.

Anything that is wet or has been contaminated with mold, insects, food, or excessive dirt will not be accepted. The Library is also not accepting encyclopedias, dictionaries, textbooks, or VHS tapes.

Page 23 Approved: March 27, 2023

SECTION 15: PAPER SERVICES POLICY

COPYING

The cost of photocopying shall be posted for the public to see. These costs will apply even if the patron’s own paper is supplied. Library staff, not the patron, will operate the copier.

FAXING

The cost of receiving and/or sending faxes is posted for the public to see. Library staff, not the patron, will operate the fax machine.

PRINTING

The cost of printing is posted for the public to see. Patron’s may print files from the Library’s public use computers or from a personal device.

SCANNING

The Library offers scanning services free of charge. Scanned items may be emailed or saved to a flash drive provided by the patron. Library staff, not the patron, will operate the scanner.

FEES

All fees for copying, faxing, and printing must be paid at the time of service. Prices listed below apply per page.

Black & White Copying $0.25

Colored Copying $0.75

Outgoing Fax, First Page $2.00

Outgoing Fax, Additional Pages $1.00

Incoming Fax, First Page $1.00

Incoming Fax, Additional Pages $0.75

Black & White Printing $0.25

Colored Printing $0.75

Scanning No fee.

Laminating $1.00

Page 24 Approved: March 27, 2023

SECTION 16: PROGRAMMING & COMMUNITY RELATIONS POLICY

It is a primary goal of the Library to serve its present and potential users. A tri-annual plan of specific goals and activities shall be developed, written, and kept on file. Sufficient funds shall be allocated to carry out the programs, and the programs shall be evaluated annually.

PROGRAMMING

The Director is required to provide a summer reading program or cooperate with another organization to provide the program.

The Library Director is encouraged to plan additional public activities to promote the use of the library and its resources. Library Programs include, but are not limited to, story time, book clubs, workshops, presentations, performances, and demonstrations. The Director may choose to partner with other individuals or organizations to host any public program.

Library programs should be offered free of charge whenever possible.

All programs must be open to the public. If attendance needs to be limited, then it will be determined on a first-come, first-served basis or by pre-registration.

COMMUNITY RELATIONS

The Director will maintain at least one social media channel to share information about library programs, materials, services, and community announcements. The Director should present content in a polite and professional manner. The Director should refrain from writing about controversial or nonbusiness-related subjects. The Director should never disclose proprietary or confidential information about the Library or its patrons.

The Director may use the City Newsletter, Library website, and/or local newspapers to publish articles or announcements. The Director may also display posters in public locations.

The Library Director should offer outreach services for local daycares upon the daycare’s request.

The Library Director should make reasonable accommodations in order to provide access to its collections and services to persons with disabilities. This may include home delivery and retrieval of materials.

Page 25 Approved: March 27, 2023

SECTION 17: LIBRARY ACCESS FOR REGISTERED SEX OFFENDERS POLICY

According to Iowa Code 692A.113, a sex offender who has been convicted of a sex offense against a minor or a person required to register as a sex offender in another jurisdiction for an offense involving a minor shall not:

● Be present upon the real property of a public library without the written permission of the library administrator.

● Loiter\* within three hundred feet of the real property boundary of a public library.

● Operate, manage, be employed by, or act as a contractor or volunteer at a public library. Persons barred from library property under this law remain entitled to library services.

Individuals convicted of a sex offense against a minor may request written permission to use the library. The request will be considered at the next Board meeting. The decision of the Board will be communicated to the applicant in writing immediately following the meeting.

Violations of this policy will be reported to law enforcement and violators will lose all library privileges.

\*Iowa law defines loitering as remaining in a place or circulating around a place under circumstances that would warrant a reasonable person to believe that the purpose or effect of the behavior is to enable a sex offender to become familiar with a location where a potential victim may be found, or to satisfy an unlawful sexual desire, or to locate, lure, or harass a potential victim.

Page 26 Approved: March 27, 2023

SECTION 18: COLLECTION DEVELOPMENT POLICY

SELECTION OF MATERIALS

Material selection is the responsibility of the Library Director. The library’s collection should be based on popular materials, community needs, and individual patron needs. Patron suggestions will be considered, with the Director making the final purchasing decision. Materials lost, stolen, or damaged will be replaced at the Director’s discretion. The Director will determine the best source of obtaining all selected materials. On average, three percent of the Library’s collection shall be added each year.

COLLECTION MAINTENANCE

On average, three percent or more of the Library’s collection should be withdrawn each year. Materials that are worn out, no longer accurate or factual, or with little or no circulation should be considered for weeding. Materials unique to the City of Early shall not be weeded without Board approval.

Weeded materials are first offered to the public for free will donation. Remaining materials may be donated or discarded.

STORAGE OF MATERIALS

To avoid damaging bindings, books need to be shelved in an upright position. Books should be separated by category and organized alphabetically by author’s last name. Magazines are stored as space and interest exists, usually for one year. Local newspapers are kept for the current year as well as the previous year.

INVENTORY

The Director shall maintain a current catalog of all materials on Library World. The catalog must include a way to search the Library’s collection by Author, Title, Subject, and Call Number. The catalog must be available online and available to all users.

PROCEDURE FOR MATERIAL RECONSIDERATION

A written request must be completed and returned to the library for any material to be reconsidered. (Appendix A) The Board will review the request. The patron will be advised of the Board’s decision.

Page 27 Approved: March 27, 2023

SECTION 19: HOTSPOT POLICY

GUIDELINES FOR BORROWING AND USE

● Only residents of Early and Nemaha who are 18 years of age or older and library cardholders in good standing may borrow a hotspot. “Cardholder” is defined as a resident having a library card for a minimum of 30 days. “Good standing” is defined as a library card account and any custodial children/guardians’ accounts having no fines.

● The cardholder must have a current, working email address and phone number on file in their library record.

● The cardholder must present a photo ID in order to check out a hotspot.

● Only one (1) hotspot per household may be checked out at any given time.

● Borrowers must read, understand, and sign the Hotspot Lending Agreement (Appendix B) every time a hotspot is checked out.

● Hotspots check-out for fourteen (14) days. They may only be renewed if there are no current holds and if they are brought in for inspection between first check-out and renewal. Only one renewal is allowed before the equipment must be returned. Library Director must approve renewals in-person. ● The hotspot cannot be used outside the US.

● Hotspots should be returned inside the library and not in the outside drop box.

● Borrowers, along with the Library Director, will verify that all accessories are present at the time of check-out and check-in. Hotspots returned in a book return will be assessed by staff prior to check-in. Charges may be assessed for missing items: hotspot device, case, charging cable, power adapter

FINES AND LIABILITY

● The overdue fine is $10 per day in which the library is open for a maximum of $100. This maximum fine does not include any and all equipment replacement costs, which are billed separately.

● When the hotspot reaches one (1) day past due, it will be deactivated, rendering the device unusable. ● The borrower is responsible for the costs associated with damage or loss of the hotspot and all accessories due to neglect or abuse. Replacement costs are as follows: Hotspot Device $150, Case $15, Charging Cable $20, Power Block $20, SIM Card (installed in hotspot) $25.

● Patrons will be held responsible for all applicable replacement costs and processing feeds, up to $250 for the hotspot and/or accessories if lost, stolen, or damaged while checked out. The library will not accept replacement hotspots or accessories purchased by the customer.

PROPER CARE AND USE

● Do not leave the hotspot in a hot vehicle or expose it to moisture.

● Do not remove the SIM card for any reason.

● If the hotspot prompts you to update its software, you may accept. The software update should only take a few minutes.

● We recommend keeping the hotspot plugged in when possible, as the battery can run down quickly when in use.

Page 28 Approved: March 27, 2023

SECTION 20: PERSONNEL POLICY

THE BOARD

Iowa public library boards have the type of authority referred to as “administrative authority.” This authority is granted to public libraries in Iowa by virtue of two documents, namely the Code of Iowa Chapter 392.5 and the local library ordinance.

As an administrative board, the Board has the power to:

● Hire and evaluate the Library Director

● Determine salaries and compensation for the Director and the Library staff

● Establish the Library’s budget within the funding limits established by the City Council ● Oversee spending and approve the Library’s expenditures

● Develop and adopt policies for the Library’s operation

● Engage in active short-term and long-range planning for the Library’s future

● Exercise general oversight and governance of the Library’s operation

LIBRARY DIRECTOR

It is required that the Library Director have a high school diploma or GED. A college education and/or previous library experience is desirable. Starting pay will be based on experience and funds available.

The Library Director should have the ability to work with patrons of all ages, supervise other employees, communicate with the public, operate a computer, manage a budget, attend meetings outside of regular business hours, keep an organized facility, and maintain a pleasant attitude.

The Director and the Board shall sign a Contract of Employment which states the hourly wage for the position, benefits, and other terms of employment. The Director should follow the terms as outlined in this contract. This contract shall be reviewed annually in November.

The Director shall be paid hourly wages for time spent working at the Library, working at Library events, attending meetings, and traveling to and from meetings. The Director shall be paid a monthly $20 cellular phone stipend for use of the Director’s personal cellular phone for Library related transactions.

Upon completion of the first half of the State Library Endorsement Program, the Director shall receive a $1 per hour pay raise. Upon completion of the second half of the State Library Endorsement Program, the Director shall receive an additional $1 per hour pay raise. The Director shall obtain all needed CE hours to maintain this endorsement.

The Director shall notify the Board regarding any time off. Board approval is required for any time off that is more than two consecutive days. The Director may schedule volunteers during hours of absence.

The Board evaluates the Director annually in November. Each Board member shall complete an Employee Evaluation Form (Appendix C). The evaluation forms shall be combined into one average score to be given to the Director.

If the Director needs to purchase materials or supplies with personal funds, he/she may submit a receipt to the Board to request reimbursement. Upon Board approval, the Director will be reimbursed for the amount shown on the receipt.

Page 29 Approved: March 27, 2023

Actual costs incurred for lodging and meals that are required for Library conferences, meetings, and training will be reimbursed if the event requires participation for consecutive days and/or traveling a distance of sixty (60) miles or greater. Receipts for lodging and meal expenses should be presented for reimbursement.

GENERAL

All job openings at the Library shall be posted on social media and in local news outlets. The Board will determine a set amount of time to collect applications. Upon the application deadline, the Board will review the applications and select candidates for interviews. Once interviews are complete, the Board will select and appoint a candidate based on a majority vote.

The Library Director reports to the Board. All other employees will report to the Director and have job duties assigned by the Director.

Because the Library is funded by taxpayer dollars, employees shall not hold an elected office. Volunteers are welcome to assist at the Library.

All Library positions are open to the public. The Early Public Library is an equal opportunity employer. GRIEVANCE PROCEDURE

A grievance or group shall be defined as any dispute regarding the application, interpretation, or alleged violation of a specific term and/or provision of this policy.

Any employee or group of employees who feel they have not been fairly treated in keeping with the policies of the Library should , within five working days of the day of grievance, present the grievance in writing to the Board. The Board shall review the dispute and where warranted, meet in executive session within fifteen working days with the parties to the dispute and witnesses called by either party. A written reply to the employee shall be issued within twenty working days after hearing. The decision of the Board shall be final and binding.

Any employee who takes his or her employment problems outside of the Library without first attempting to resolve the problem in accordance with the grievance procedure outlined above, shall be subject to disciplinary action. However, nothing in his section shall be deemed to abrogate any legal means of redress to the courts.

DISCIPLINARY ACTION, SUSPENSION

When disciplinary action, suspension, and termination becomes necessary, the principles of corrective discipline or progressive punishment shall, to the fullest extent possible, be followed.

Disciplinary Action: A disciplinary action occurs when there is an infraction of Library rules or policies by an employee. The Board shall discuss the employee’s infraction of the rules or policies with the employee. The Board may have a notation of the discussion placed in the employee’s personnel file. Upon subsequent infractions, the Board may formally reprimand the employee in writing. Such reprimand shall be given to the employee. The employee shall receive a copy of all written matters pertaining to the employee’s service, and the employee shall have the right to inspect his/her personnel file at times convenient to the employee and the employer. The employee shall have the right to enter into his or her personnel files written response to any critical comments or reprimands in the file.

Page 30 Approved: March 27, 2023

Suspension: Upon continued infraction of the Board rules or policies, the Board may suspend the employee. The length of the suspension shall be based on the nature of the offense and the number and length of the previous suspension. Notification of a suspension shall be in writing to the employee and become part of the employee’s personnel record.

Termination. Failure of the employee to respond to corrective measures shall lead to his/her termination from Library employment.

TERMINATION

Expiration. All employee contracts expire at the end of the calendar year. The Board has the right to not renew any contract, therefore terminating employment at the end of the term set forth in the contract.

Without Cause. The Board may terminate an employee at any time without cause with thirty days written notice.

With Cause. Any employee is subject to termination for any of, but not limited to, the following reasons: inefficiency, insubordination, incompetence, failure to perform assigned duties, dishonesty, negligence, conduct which adversely affects the employee’s performance or is unbecoming of a public employee, conviction of criminal offenses, failure to observe health and safety regulations, or failure to comply with Library policies. Notice of such termination shall be made in writing and may be given without advanced notice. The employee has a right to appeal at a closed session with the full Board. If a closed session is scheduled, then the Board shall provide a written decision immediately following the meeting, and the Board’s decision shall be final.

Incapacity: Should an employee be unable to serve in his/her position due to a physical/mental condition, the Board may terminate the employee. The determination of the condition shall be based upon a written report by a licensed physician.

Resignation. An employee may resign at any time upon giving thirty days written notice. The contract shall terminate on the date the resignation is deemed effective by the Board. Failure to furnish a notice of resignation will result in forfeiture of unused PTO.

Upon termination, the employee shall be entitled to salary and benefits earned prior to the effective date of termination and shall not be entitled to any further compensation and benefits after the date of termination.

Page 31 Approved: March 27, 2023

SECTION 21: MISCELLANEOUS POLICIES

Animals are not allowed in the Library without the Directors approval, with the exception of service animals. Full clothing is required (shirt, pants, and shoes).

Alcohol is not allowed at the Library, except for during adult programs. The Library will not provide alcohol, but patrons may bring their own. Patrons consuming alcohol must be 21 or older.

Smoking, vaping, and chewing tobacco are not allowed in the Library.

The Library pays for dues for the Iowa Library Association.

The Library is a participating member of the Sac County Library Association.

The Library insures all Library contents since the Library is located in a city-owned building. The City insures the building.

Page 32 Approved: March 27, 2023

SECTION 22: DISCLAIMER

While these policies are intended to be as inclusive as possible, they will likely not cover every situation in which a decision needs to be made. In the event where a decision cannot wait until the next regular Board meeting, the Library Director will make a decision that is in line with the Library’s vision. The Director shall report such action to the Board at its next regular meeting.

Page 33 Approved: March 27, 2023

SECTION 23: CHANGE LOG

Library bylaws and policies should be reviewed and approved a minimum of once every three years.

Section 1 through 15 | Approved: January 26, 2023

Hot Spot Policy | Added & Approved: February 28, 2023

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Page 34 Approved: March 27, 2023

APPENDIX A: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

If you, as a patron of the Early Public Library, wish to recommend the removal of a book or other resource from the library, kindly answer the questions below and return this form to the Library Director.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Do you represent yourself? \_\_\_\_ Or an organization? \_\_\_\_ Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1. Resource on which you are commenting:

\_\_\_ Book (e-book) \_\_\_ Movie \_\_\_ Magazine \_\_\_ Audio Recording

\_\_\_ Digital Resource \_\_\_ Game \_\_\_ Newspaper \_\_\_ Other

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author/Producer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. What concerns you about the resource? Be specific (cite pages, etc.).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. What action are you requesting the committee consider?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Signature of patron.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 35 Approved: March 27, 2023

APPENDIX B: HOTSPOT LENDING AGREEMENT

I agree to:

● Follow the Early Public Library’s Guidelines for Borrowing and Use above, which apply to the use of this device. It is my responsibility to know, understand, and abide by these guidelines. Initials \_\_\_\_\_\_\_ ● Return my hotspot promptly so other patrons may also have access to the device. Initials \_\_\_\_\_\_\_ ● Use proper care for the hotspot as outlined above. Initials \_\_\_\_\_\_\_

I have read this document and my signature below indicates my agreement with the above statements. Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Borrower Signature at Checkout \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check for Inclusion and Condition: Hot Spot \_\_\_\_\_\_\_\_ Case \_\_\_\_\_\_\_\_ Charging Cable\_\_\_\_\_\_\_\_ Power Block \_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EPL Library Card # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Government ID Type / #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Initials \_\_\_\_\_\_\_\_

HOTSPOT RENEWAL

If you want to renew your hotspot, you must bring in all equipment for inspection and receive approval for renewal by the Library Director. If there are no current holds and your card is still in good standing, the Library Director may renew the hotspot for an additional two (2) week period. Please initial below indicating you acknowledge that the agreement above still applies.

Date Renewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ New Due Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Initials \_\_\_\_\_\_\_\_\_\_ Patron Initials \_\_\_\_\_\_\_\_\_\_ HOTSPOT RETURN - REQUIRED AFTER ONE RENEWAL

Return Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Late fines: None or $\_\_\_\_\_\_\_\_\_

Check for Inclusion and Condition: Hot Spot \_\_\_\_\_\_\_\_ Case \_\_\_\_\_\_\_\_ Charging Cable\_\_\_\_\_\_\_\_ Power Block \_\_\_\_\_\_\_\_ Hotspot Condition: Satisfactory \_\_\_\_\_\_ Problem Observed (Explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Initials \_\_\_\_\_\_

I understand that: hotspot kids will be visually inspected by staff upon return, prior to check-in. If upon further inspection, damage such as a missing SIM card is observed, fees will be assessed, and I will be noticed. Initials\_\_\_\_\_\_

Borrower Signature at Return \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Return\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 36 Approved: March 27, 2023

APPENDIX C: EMPLOYEE EVALUATION FORM

Employee Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please evaluate the employee’s job performance below according to the following criteria:

5. Significantly exceeds standards. Consistently outstanding performance which significantly exceeds even that which would represent accomplishment beyond the original duties and responsibilities of the employee’s job.

4. Exceeds standards. Consistent performance noticeably above or better than that called for in fully executing the duties and responsibilities required in the employee’s job.

3. Meets standards. Consistent performance at a level which meets but does not significantly exceed the duties and responsibilities of the employee’s job.

2. Needs improvement. Performance which is noticeably below that required to accomplish the duties and responsibilities of the job but tolerable pending improvement.

1. Not acceptable. Performance which is obviously far below the acceptable level which cannot be long tolerated.

CATEGORY RATING COMMENTS

Performance of Primary Job Functions

Quality of Work

Initiative

Follow-Through

Communication

Supervision of Others

Positive Attitude

Working with Others

Attendance

Appearance and Demeanor

AVERAGE

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Member Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_