

# Inwood Public Library

## Board of Trustees

### Inwood, Iowa

#### I. NAME:

This organization shall be called "The Board of The Inwood Public Library" existing by virtue of the provision of Chapter 392.5 of the Laws of the State of Iowa, and exercising the powers and authority and assuming the responsibilities delegated to it under said state.

#### II. OFFICERS:

- A. The officers shall be President, and a Secretary, elected from the appointed trustees at the annual meeting of the Board.
- B. Officers shall serve a term of Two (2) years from the annual meeting at which they were elected and until their successors are duly elected. If they wish they can serve more than 2 years.
- C. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees and generally perform all duties associated with that office.

#### III. MEETINGS:

- A. The regular meetings shall be held each month except August and December, the meeting will be held the second Monday of the month at 5:30 p.m. at the library.
- B. The annual meeting, which shall be for the purpose of the election of officers and the adoption for an annual report, shall be held at the time of the regular meeting in July of each year.
- C. The order of business for regular meetings shall include but not be limited to the following items which shall be covered in the sequence shown so far as circumstances will permit:

1. Call to Order
2. Reading and approval of minutes of previous meeting
3. Director's financial report of the library
4. Public comment
5. Progress and service report of Director
6. Unfinished business
7. New business
8. Adjournment

D. Special meetings may be called by the Secretary at the direction of the President, or at the request of two members, for the transaction of business as stated in the call for the meeting.

E. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person.

F. All meetings of the Board are open to members of the public who wish to observe. Non-board members who wish to address the Board should request a place on the agenda not later than twenty-four (24) hours before the time established for the meeting. The request may be directed to the President, the Secretary or the Librarian.

G. Conduct of Meeting: Proceedings of all meetings shall be governed by Roberts Rules of Order.

#### IV. The LIBRARIAN:

- A. The Librarian shall be the executive director of policies adopted by the Board.
- B. The Librarian shall attend all meetings of the Board and provide a Librarian's report at that time.

#### V. COMMITTEES:

- A. The President shall appoint committees of one or more members for such specific purposes as the business of the Board required from time to time. The committee shall be considered discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

## VI. MAJOR FUNCTIONS

- A. Hire and evaluate the library director.
- B. Set salaries and benefits for the library's personnel.
- C. Participate in the budget process and secure adequate financial support for the library's operations and services.
- D. Set policies for the library's operations and services.
- E. Engage in planning for the library's future.
- F. Ensure library director and staff participate in training and continuing education.
- G. Participate in board training and educational opportunities.
- H. Ensure the library's involvement in Iowa Services' initiatives.

## VII. GENERAL:

- A. An Affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board.
- B. Amendments to these Bylaws may be adopted at any regular meeting of the Board by an affirmative vote of a majority of the Board, provided that notice of proposed amendments given to all members of the Board at one regular meeting in advance of the meeting at which amendments shall be voted upon.

Revised 11/14/2014

Reviewed 1/10/2022

# LIBRARY OPERATION

1. Schedule of hours open to the public:
  - A. Regular Hours
  - B. Holiday Schedules
2. Registration of borrowers:
  - A. Eligible borrowers
  - B. A Person who has finished the eighth grade or who is fourteen years of age is classified as an adult. A juvenile must have the signature of a parent or guardian to obtain a library card.
  - C. New adult borrowers must provide information showing their name and current address.
  - D. It is the responsibility of borrowers to follow all rules and regulations of the library, to return all items borrowed on time and in good condition, and/or pay all required fees of overdue books and materials.
3. Loan Period
  - A. All books, magazines, music CD's, audio CD's, and educational items are on loan for fourteen days.
  - B. Requests can be made by patrons for books not yet ordered or received. Patrons can also reserve books and will be notified when the item is available. Library materials on reserve cannot be renewed.
  - C. All DVDs and Blu-rays are loaned for a one week period.
  - D. Some reference materials are available for in house use only.

E. There is no limit to the number of items that may be loaned, with exception to new borrowers. New borrowers may be restricted to the number of items for the first month they check out books.

#### 4. Interlibrary loan

A. Materials not available in the Inwood Library may be borrowed through the regional library system in Iowa. Patrons who have lengthy repeat overdue interlibrary loan materials may be denied their use of interlibrary loan privileges.

#### 5. Reference

A. General Policy: Staff members are to help patrons find materials which may be useful to them. Staff members are not to interpret materials for patrons.

B. Student Assignments: Responsibilities of the staff include helping students find materials they need and showing them how to use the library. The reference services include answering telephone requests for information. There are necessary limits however to the extent and type of information it is possible to give over the phone.

Updated September 2011

Reviewed & Updated April 2016

Reviewed and updated 3-12-18

Reviewed 2023

## Code of Conduct

### General Policy

The facilities of the Inwood Public Library are open to and may be used without charge by the citizens of Inwood and the rural residents of Lyon County as well as by such other persons as the Board may authorize from time to time. The library shall be open to the public during such hours and on such days as the Board designates. Service will not be denied or abridged because of religious, racial, social, economic, or political status.

Although the use of the library is a right, such right must be exercised by patrons in a manner as will not infringe upon the equal rights of others. The Board therefore reserves the right to deny the use of the library for various periods of time to those patrons who disregard or infringe upon the rights, of others, to be in violation of the rules, or for any other due cause. The denial of the use of library facilities for any longer period may be invoked only by the Board. Any patron whose rights have been suspended shall be entitled, upon written request directed to the Board, to a prompt hearing before the Board.

### Specific Rules

These rules are posted to provide for the protection of all who use the facilities of the building and on the library grounds. We ask your cooperation in maintaining an environment to study and enjoy the use of the library. Anyone known to have violated any of these rules may be excluded from the library as a matter of administrative policy.

1. Food and drink, unless part of a library program, are prohibited.
2. Use of alcohol, tobacco, or controlled substances is not permitted on library property. Individuals who are drunk/or disorderly shall be banned from the library. We are adopting a Tobacco-free/Nicotine-free policy which specifically prohibits the use of electronic/vaping devices.
3. No weapons (guns-knives-etc.) allowed in the library building.
4. Conversations with others or on cell phones should be kept quiet enough not to disturb other library users or to disrupt library activities.
5. Appropriate dress requires shoes and shirts.

6. Soliciting and loitering is prohibited.
7. Running is not permitted in the library
8. Belligerent, abusive or profane language will not be tolerated. Excessive noise is not permitted in the library.
9. Animals, other than those used to allow mobility (Seeing Eye, hearing companions, etc.) are not allowed in the library.
10. Defacing or damaging library materials, furniture, computers, or other property is not allowed and may be punishable by law.
11. Removing library materials from the building without checking them out is not only prohibited, it is unlawful.
12. Patrons may only use public areas of the library.
13. Children aged 6 and under must be accompanied by a parent or responsible childcare provider while in the library. All children are welcome in the library but the library staff cannot be responsible for their care or safety.
14. Radios, televisions and other devices with external speakers may not be used in the library.
15. Stalking, harassing or intimidation of patrons or library staff anywhere on library property is prohibited and may be punishable by law.
16. Picture taking or videotaping of people, except at library-sponsored events, unless authorized by the Director or by patrons involved (or their parents or guardians if minors), is not allowed.
17. Anyone using our Internet service-including via wireless- are subject to the Library's Computer/Internet Use Policy and the Library's Conduct Policy.
18. Parents of juvenile violators will be notified.
19. Any behavior or use of the library that interferes with the Library's stated purpose is not permitted.

Enforcement:

\*In most cases, persons who are behaving inappropriately in the library will be given one warning and asked to behave in an appropriate manner. People who do not change their behavior after one warning will be asked to leave the library for the rest of the day.

\*In the event of misconduct that is considered extreme by the library staff, the offender will be ordered to leave the building immediately or the police will be called.

Notice to parents of juvenile violators:

Student's name: \_\_\_\_\_

Type of Misconduct: \_\_\_\_\_

Date of Misconduct: \_\_\_\_\_

Disciplinary Action Taken: \_\_\_\_\_

Parent's Name and Address: \_\_\_\_\_

The Inwood Library Code of Conduct states that:

“Although the use of the library is a right, such right must be exercised by patrons in a manner as will not infringe upon the equal rights of others. The Board therefore reserves the right to deny the use of the library for various periods of time to those patrons who disregard or infringe upon the rights of others who violated any of the rules, or for any other due cause. Any patron whose rights have been suspended shall be entitled, upon written request directed to the Board, to a prompt hearing before the Board.”

We ask your cooperation by instructing your child in proper library conduct.

Board of Trustees

Inwood Public Library

Updated March 2019



## Emergency Procedures

**Medical:** In case of a medical emergency dial 911

**Tornado:** A tornado WATCH is declared when conditions are favorable for tornadoes but no one has been sighted. A tornado WARNING is declared when a tornado has been sighted in the area. The city's tornado siren will be activated. When the tornado siren sounds:

1. The librarian in charge will notify patrons "A tornado warning is in effect for the Inwood area. This means that a tornado has been sighted. Please move into the back room until the all clear signal is received."

**Snowstorm:** The director must use her best judgment about opening the library after a snow storm. If it is possible to make it in and stores in town are open, then open. If a storm starts during the day, stay tuned to news reports and close early if the weather advisory recommends people don't drive. Put a CLOSED sign on the front door.

### Inclement Weather Policy

The Inwood Public Library's weather policy is as follows:

\*If there is no travel advised for the county or a blizzard warning in effect for the area the library will be CLOSED.

\*If area schools are closing or closed due to weather conditions please call ahead to see if we are open.

\*If there is six inches of snow or more on the community center roof, the library will be closed.

\*For your safety and ours if in doubt please call ahead to see if we are open. (753-4814)

**Fire:** In case of a fire dial 911 The librarian in charge should make an effort to see that everyone leaves, directing everyone to exit the building as quickly as possible.

An emergency kit containing various bandages, flashlight, and fresh batteries is located behind the circulation desk.

## **INWOOD PUBLIC LIBRARY**

### **Safe Child Policy**

The Inwood Public Library is not responsible for unattended children:

The Library cannot ensure the safety of any library patron of any age. Library staff duties cannot include babysitting or taking over any parental responsibilities for children in the library. While the Inwood Public Library is concerned about the safety and welfare of all children, parents and caregivers are responsible for the children's safety and welfare and for monitoring children's activities and behavior.

Children 6 and under must be directly supervised by a parent or responsible caregiver at all times while in the library. Parents or caregivers are responsible for the safety and appropriate behavior of each child in their care. Parents or caregivers cannot leave young children unattended while in the library.

Children or groups of children visiting the library from any preschool, child care, or babysitting facility must be directly supervised at all times by caregivers to ensure safety and to monitor behavior.

A child (or children) left habitually unattended is deemed to be at risk:

If a parent or guardian of an unattended child under the age of six cannot be contacted or located within one hour of the discovery that the child is unattended, local law enforcement will be notified to take custody of the child.

# PERSONNEL POLICY

## INTRODUCTION:

The primary duty of the library is to serve the public. All patrons regardless of sex, race, creed, or age are to be given the same standard of service. All contacts with the public are to be handled in a friendly and courteous manner. Thus, all employees of the library are an important and vital part of the staff.

## APPOINTMENT OF STAFF

### LIBRARY DIRECTOR

The board will be responsible for employing and dismissing the director.

### JOB SUMMARY

The Librarian shall be responsible for all administrative and professional library work and shall direct all library activities. The librarian works with the Board of Trustees, the Staff, and the Public in accordance with the Policies and Procedures of the Library Board. Harmonious relationships among the personnel and with the public shall be maintained.

### EDUCATIONAL REQUIREMENTS

High School Diploma

College Work with a Library emphasis preferred

CEU classes to be taken as offered to be certified and maintain certification

### ASSISTANT LIBRARIAN

The Director will be responsible for interviewing and recommending an Assistant Librarian. Final approval is the responsibility of the Board, as is dismissal.

### EDUCATIONAL REQUIREMENTS

High School Diploma

College credit and/or library experience preferred

### ADDITIONAL REQUIREMENTS – DIRECTOR AND ASSISTANT

Must have knowledge of fundamentals of public library service

Must enjoy and work well with people of all ages

Must possess ability to work cooperatively with staff members

### SKILLS

Organizational skills including:

1. Filing and Alphabetizing
2. Basic Knowledge of Cataloging and Classification

Clerical skills including:

1. Basic Typing skills
2. Basic Computer skills

### LIBRARY AID REQUIREMENTS

Individual aged 16 and above

Ability to meet the public well

Interest in reading and other library-related activities

Ability to accept responsibility and supervision

Physical ability to perform the duties of this job classification

Basic computer skills

### ORDER FOR THE CHANNELS OF RESPONSIBILITY

1. The Librarian (Director) is directly responsible to the Library Board of Trustees.
2. All staff members are directly responsible to the director, (in case of a prolonged absence of the director, the assistant would assume her duties.)
3. Any temporary help or volunteers will be directly responsible to the Director.
4. The Library Board of Trustees acts as an independent body. Upon request, the Board will inform the City Council of any matters especially desired by that body.
5. Any member of the staff can request a closed session with the Board of Trustees to discuss a matter of an intensely personal nature, if these are not reconcilable through the regular channels of authority.

#### HIRING RESTRICTION

Appointment of members of the immediate families of Board Members is prohibited. Appointment of members of the immediate families of Administration, even for hourly employment, is made only with the approval of the board of Trustees after this situation is brought to their attention.

#### PROBATION PERIOD

Each new staff member shall be considered to be on probation for three months...If the Board of Trustees wishes to terminate the employee for reasons of unsuitability during the initial period, it may be done without right of appeal. A review of the employee's work performance is made after one month of the probationary period as well as at the end. This performance evaluation is discussed with the employee by the Director and/or Board of Trustees. Probation time may be extended if deemed necessary by supervisors, but may not exceed an additional three months.

#### GRIEVANCE PROCEDURE

Line of Authority: Director

Board of Trustees

All grievances must be given in writing to the immediate supervisor.

One month will be given for a written decision or response. The final decision rests with the Board of Trustees.

#### RESIGNATION AND TERMINATION

All staff resignation will be addressed to the Director in writing.

The Director's written resignation should give thirty days' notice. The assistant is asked to give thirty days' notice, also. The aides are asked to give two weeks' notice.

#### GROUND FOR DISMISSAL

ALA Lists – Demonstrable incompetence, willful neglect of duty, mental or physical incapacity, inability or unwillingness to conform to the Board's policies, unfriendly attitude toward the public, tardiness.

#### WAGES

Salaries of employees are reviewed annually by the Board of Trustees.

Employee review and evaluation annually

#### BENEFITS

Iowa Public Employees System (IPERS) is offered when over 90 hours of work are accumulated per quarter. Hours are to be considered based on the number of hours the librarian works during an average week.

A. Vacation time is as follows:

1. 1<sup>st</sup> year – 1 week
2. 2-15 years – 2 weeks
3. Over 16 years – 3 weeks

B. 7 paid Holiday's at 4 hours per holiday

C. Employees will be reimbursed for mileage and fees for attending meetings and classes deemed necessary by the Board. Also mileage and time when making purchases and conducting business outside library hours.

D. When attending workshops for personal growth, the library will pay registration and mileage. The staff will be paid at their regular hourly rate for the time actually spent in session at such meeting. Attendance at meeting must be approved by the Director.

#### HOLIDAYS

The library will be closed on the same days the city office is closed, with personnel receiving 4 hours of pay. New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving and Christmas

#### GENERAL DUTIES OF PERSONNEL WORKING IN THE LIBRARY ARE:

1. Reader Guidance
2. Reference Service
3. Checking materials in and out
4. Reshelving materials and mending books
5. Notifying those patrons with overdue books
6. Collecting fines
7. Keeping the library in an orderly appearance
8. Helping patrons looking for reference material on the internet
9. Checking SILO and mailing requested books
10. Assist Director in planning summer reading and story time
11. Process books and other materials.

ADDITIONAL RESPONSIBILITIES OF THE DIRECTOR:

1. Select, order, process and maintain all books and materials
2. Regularly weed the collection
3. Attend continuing education classes
4. Write the library news for the newspapers
5. Plan and direct the summer reading program with the assistant librarian
6. Prepare monthly report for the Library Board reflecting the library's current progress and future needs
7. Prepare the agenda for Library Board Meeting and attend the meetings
8. Prepare the annual budget for the library in consultation with the Library Board
9. Prepare annual reports for the City, County and State
10. Is responsible for daily operation of the library –consulting with the library board as needed



11. Work with the library board in developing and reviewing policies

12. Make the calendar of work schedule

(updated 10/2011)

Reviewed 3/2014

Reviewed 2-12-18

Reviewed 6-14-21

## Job Description for Director

1. Is or will be state certified within two years of hire.
2. Fulfills continuing education requirements to continue participation in the state certification program.
3. Conducts an orientation program for each new staff and board member.
4. Is responsible for personnel administration, including delegation of responsibilities.
5. Initiates changes to improve efficiency, service and standards of the library.
6. Sorts mail and answers correspondence including e-mail and Interlibrary loans.
7. Develops a draft budget request and works with the Trustees.
8. Works with Trustees writing or reviewing a planning document, mission statement, goals, objectives and policies.
9. Informs the library board of library activities, need and concerns, including pending legislation which affects libraries.
10. Makes annual reports to the State Library, the NW regional Library, the council & the Lyon County Board of Supervisors.
11. Responsible for communication between staff, patrons, library board & funding sources.
12. Responsible for ordering library supplies.
13. Attends all library board meetings.
14. Cooperates with library board in promotional activities.
15. Implements written policies, plan and goals.
16. Plans Programming
17. Prepares and explains monthly reports for library board approval.
18. Provides financial reports for library board meetings.
19. Acts as library technology support.
20. Writes library articles for the local newspapers.

## **Collection Policy**

The Inwood Public Library strives to provide books and other library materials of value and interest for information and enlightenment, for all the people of the community. The library attempts to maintain a collection of carefully selected representative book and non-book materials that are of both current interest and permanent value. Since the community consists of a small town and rural areas, it will strive to meet the demands of clientele from both areas. It attempts to serve the children, young-adults, adults, and elderly.

Library materials will never be excluded because of the race or nationality, or the social, political, or religious view of the authors. The library will try to provide materials representing all points of views concerning current problems and issues at the local, national, and international levels. However, materials on controversial issues that present only one side of a question and are written in a violent, sensational, and inflammatory manner will ordinarily not be selected.

Censorship will be challenged by the library authorities in maintenance of their responsibility to provide public information and enlightenment. Obscene materials, which are deliberately lewd, shall not be admitted to the library; however, exclusions shall not be judged by taking single passages out of context and basing condemnation of that book in such lifted passages. The Librarian and Board of Trustees stand ready to review individual decisions upon written request.

It is the responsibility of the library to give full meaning to the freedom to read, and will attempt to do so by providing books that enrich the quality of thought and expression. The Library will accept books or other materials which persons wish to donate; however, the Librarian and Board of Trustees reserve the right to screen all materials received in this manner, and to discard, destroy or otherwise dispose of any which do not meet the Library's needs.

The Librarian acts as the agent of the Board of Trustees in book selection. Selection procedures shall follow the principles set forth in the Library Bill of Rights and the Freedom to Read Statement of the Library Association, and in accordance with federal and state laws.

It is further the obligation of this Library to keep the current policies of the Librarian for book selection or rejection in a written form, subject to change, as necessary, upon approval of the Board of Trustees.

## **STATEMENT OF PURPOSE**

The Inwood Public Library has set forth the following statement of purpose to provide a direction for public library service in Lyon County.

1. To meet the information, cultural, and recreational needs of all ages through a variety of media.
2. To facilitate informal self-education of all people in the area.
3. To enrich and further develop the library as a recreational, cultural, and educational resource for the community.
4. To encourage the constructive use of leisure time by providing a wide variety of materials and services for reading, viewing and listening.
5. To provide a library staff that is knowledgeable, courteous, friendly, helpful and sensitive to the needs of library users.
6. To provide the materials and services free of charge with the following exceptions:  
There is a \$1.00 charge for new DVD & Blu-ray movies.

It is with these purposes that a collection development policy was developed.

## **SELECTION PHILOSOPHY**

Materials for the library collection are chosen for a wide variety of reasons. These include information, self-education, and the recreational pursuits of library users. The decision to add an item to the collection by purchase is usually the result of selection based on demand or need.

**[1] Selection Based on Demand:** The individual request of a patron for a title is generally honored if the request conforms to selection and directional guidelines outlined in this policy statement. We feel that the library patron is an important part of the selection process. Other high demand items include best sellers and active subject areas.

**[2] Selection Based on Need:** A certain amount of the material added to the library collection is for the purpose of updating and further developing certain subject areas. The library director is constantly gathering information concerning the needs of library users. Information is collected by means of surveys, monitoring circulation statistics and inter-library loan requests and patron input. Material added in this manner is selected from reviews, availability lists, vendors' catalogs, bibliographies and local experts. The library attempts to present a representative selection of materials that present all sides of an issue. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position. We recognize that as a responsibility of library service, books and other library materials selected should be chosen for

values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the authors. The library should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from the library because of partisan or doctrinal disapproval. The librarian acts as agent of the Board of Trustees in book selection.

## **The 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 other 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 towards 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:

**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 which 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 affiliations 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 efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts 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 which 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 presupposed 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 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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.)

## **The 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

## **Library Bill of Rights**



We support the American Library Association in its affirmation that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

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

**CONFIDENTIALITY POLICY**

**Policy Statement:** Confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation. The purpose of this policy is to explain how the Inwood Public Library will respond to requests for information about library users.

1. Library circulation records and other records identifying specific users are confidential in nature. Confidentiality extends to information sought or received, materials consulted, borrowed, or acquired including Internet and electronic resource search records, reference interviews and transactions, interlibrary loan records, and other personally identifiable uses of library materials or services. However, persons attending library programs or public meetings may be videotaped or photographed as audience members.
2. The lawful custodian of the records is the Library Director. Only the Library Director and authorized library staff shall have access to patron records without the consent of a library cardholder.
3. Possession of a valid library card (or card number in a phone or email request) shall be interpreted as consent to use it unless the card has been reported lost or stolen, or there is reason to believe that consent has not been given.
4. Long overdue library accounts may be revealed to parents or guardians of minor children, a collection agency, or law enforcement personnel.
5. The library staff will not reveal library circulation records and other records identifying specific users unless required by law.
6. Circumstances which may require the library to release the information include the following:  
Requests made in accord with the USA Patriot Act
  - a. A law enforcement official presents a valid legal subpoena seeking the information pursuant to an investigation of a particular person or organization suspected of committing a crime
  - b. The library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act).
  - c. The library receives a National Security Letter seeking the information pursuant to the USA Patriot Act.
  - d. The library receives a valid court order requiring the library to release registration, circulation or other records protected under the Iowa Code and the information is not sought in conjunction with a criminal or juvenile justice investigation.
7. The following notice shall be posted in the library to make people aware of the provisions of the USA Patriot Act and how the act may potentially affect people who use library resources:  
ATTENTION: Under Section 215 of the USA PATRIOT ACT (Public Law 107-56), records of all books and materials you borrow from this library, and of Internet sites you visit on library computers, may be obtained by federal agents. This law prohibits the library staff from informing you if federal agents have obtained records.

**Procedures:**

1. The library staff member receiving a request to examine or obtain information relating to registration records or circulation records or other records identifying the names of library users, shall immediately refer the request to the Library Director without discussing with the person making the request what user information may or may not be available, or what the library can or

cannot do.

2. If the Library Director is not available at the library the staff member shall inform the requestor when the Director will be available and request a delay until the Director will be available. If pressed to act sooner, the staff member shall attempt to contact the Director immediately. If the Director cannot be reached, the highest-ranking person on duty is responsible for enforcing the library's confidentiality policy until the Library Director can be contacted.

3. The Library Director shall take personal responsibility for handling the request as soon as possible. If the request is from a law enforcement officer the officer must have a subpoena, a court order, a warrant issued under the USA Patriot Act, or a National Security Letter (NSL) issued under the USA Patriot Act to receive the requested records. If the officer does not have a proper subpoena, court order, warrant, or NSL compelling the production of records, the Library Director shall refuse to provide the information requested.

4. If the request is made pursuant to the USA Patriot Act, the Library Director may not discuss the request with anyone other than legal counsel as required by the Act. In order to protect the library and its patrons in this circumstance, the Director is authorized to obtain legal counsel regarding the request.

5. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the Director.

### **References**

The confidentiality policy of the Inwood Public Library is based on the First and Fourth Amendments of the U.S. Constitution, the Iowa Code, and professional ethics. First Amendment: "Congress shall make no law...abridging the freedom of speech..."

Fourth Amendment: "The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized."

Code of Iowa 22.7 "Examination of Public Records (Open Records)"

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

## **Collection Development Policy**

## **RESPONSIBILITY FOR MATERIALS SELECTION**

The responsibility for materials selection and the development of the library collection rests with the Library Director, who works under the authority of and the policies determined by the Board of Trustees.

The City Code of Inwood bestows the responsibility for purchases upon the Library Board (115.06 #6). The By-Laws of the Library Board grant the authority to the director.

## **SELECTION GUIDELINES**

### **Children's books**

Books for children and other material expressly purchased for children are selected to provide reading for reading's sake and to provide information of interest to children of varied fields of knowledge. Selection based on demand or need is practiced in acquiring children's materials.

(a.) Easy/Easy Reader materials are intended to serve the needs and interests of pre-school age children and beginning readers. They are marked with an "E" or "ER" before the call number. These materials are intended to foster an enjoyment and appreciation of reading and being read to for young children.

(b.) Juvenile materials are selected for children from the third grade through the sixth grade in elementary school. These materials are marked with a "J" before the call number. They should provide ample resources for reading for pleasure and information. They should be suited to a wide variety of interests for this age level. Special attention should be given to these materials in terms of appeal to the intended readers. Illustrations, type, text, binding, and paper should combine to produce an integrated and attractive format. The subject and vocabulary should be suited to the appropriate reading and comprehension level.

(c.) Young Adult The young adult materials are intended to serve patrons between the ages of 12 and 18 (i.e., junior high and high school age). These materials are marked with a "YA" before the call number. These materials should entice and encourage young and often reluctant readers, increasing their sense of enjoyment in reading. Special attention is given to materials of particular interest to this group, including teenage stories of adolescence and growing to maturity, and so forth. Young adults are encouraged to use the adult non-fiction collection.

Responsibility for the reading of minors rests with their parents and legal guardians. Selection of materials for the library collection is not restricted by the possibility that minors may obtain materials their parents consider inappropriate.

### **Adult Book Collection**

The general adult book collection is mainly developed through the selection of materials based on demand, need, and information. There are other criteria that affect the selection process. The library does not add abridged versions to the collection. The library does not support educational curriculums through the purchase of textbooks. Textbooks may be added to the collection if they provide the best or only source of information on a subject, or to complement an existing area with another perspective. Price, accuracy, and timeliness are other factors influencing selection. The library does not generally purchase out-of-print materials for the collection.

### **Non-Print Materials**

Given the aforementioned budgetary constraints, non-print materials will be added to the collection when possible. Selection of these materials will be performed in a manner consistent with the criteria previously set forth in this policy.

a. Sound recordings. Sound recordings in the form of music CD's, books-on-tape and books-on-CD are purchased as funds permit, using the same selection criteria as print material.

b. Blu-ray & DVD's. Blu-ray and DVD's will be purchased as funds permit. Video material is added to the library's collection in a manner consistent with patron demand and budget constraints. The library attempts to acquire its material in the dominant or most popular format. Selection of titles for the collection is made by the Library Director with input from the public..

c. Periodicals. Periodicals are added to the collection on the basis of need and demand. Prime consideration is given to periodicals that fill a particular void in the library's collection of information.

d. Newspapers. Newspapers are an important source of information and news. The library attempts to provide a balanced viewpoint with a variety of titles. The subscription to the West Lyon paper will be maintained. Other subscriptions will be added as budget allows.

### **Gifts**

**[1] General.** The library gladly accepts gifts of money, appropriate library material or equipment. In general, gifts will not be accepted unless they are given to the library without restriction and will be accepted with the understanding that the gift is to become the property of the library. All gifts will be subject to the same criteria as other library materials and may be utilized, sold, withdrawn or disposed of as best fits the library's needs. All gifts are tax-deductible and the library will furnish the donor with a receipt upon request. Library staff will provide a description of the donated item, but cannot place monetary value on items donated.

When the library receives a cash gift for the purchase of memorial books, equipment, or other materials, the selection will be made by the director in consultation with the donor if requested.. The name of the donor and person memorialized will be entered on a book plate.

### **Weeding Policy**

The library maintains an active program of "weeding" the library collection. Material that is no longer used, worn, damaged, outdated or duplicates may be removed from circulation. Other factors taken into consideration are frequency of circulation, community interest, literary merit, and availability of other material on the subject.

A continuous weeding program represents a conscientious effort to keep the collection representative and suited to the present needs and interests of the community. Weeding should be thorough and consistent. Materials are to be withdrawn from the collection when they are no longer in usable physical condition, or when the contents are no longer useful or valid. Generally, a professionally accepted method will be employed for maintenance of the collection. Such a method is the CREW Method (Continuous Review, Evaluation, and Weeding) that "integrates all the processes into one smooth, streamlined, and ongoing routine that assures that all the necessary indirect services are accomplished in an effective way." (p.11, CREW: A Weeding Manual for Modern Libraries, rev. and updated by Jeanette Larson, c.2008) Items which are unique and irreplaceable may be stored in limited-access areas to prevent unnecessary future wear, rather than being withdrawn. Memorial gift items are to be withdrawn according to the policy regarding gifts.

### **Requests for Reconsideration**

Once an item has been selected, it will not be removed from the collection at the request of persons or groups who disagree with its contents unless it is in violation of the principles set forth in this policy statement. Patrons who wish to object to materials in the library's collection may do so by requesting and completing a "Citizen's Request for Reconsideration of Materials" form 7.02. The library welcomes such interest in its collection and assures patrons that all written requests for reconsideration will be given serious attention. Completed "Request for Reconsideration" forms are evaluated by the Library Board of Trustees, which will review the request and the challenged material. The Library Board of Trustees will respond in writing to the complaint. Challenged materials will not be removed from the public shelves while awaiting resolution of a request for reconsideration.

## Statement of Concern about a Library Resource

This form is to be completed and presented to the library director for discussion.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

### Library resource on which you are commenting:

Title: \_\_\_\_\_

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

Format (example: book, video, sound recording): \_\_\_\_\_

### 1. What brought this title to your attention?

**2. Please comment on the resource as a whole as well as being specific on those matters that concern you. Use the other side if needed.**

Thank you for completing this form. Please present it to the library director

updated & approved 2/2014

reviewed 3-12-18

reviewed 9/2020

# Circulation and Computer Policy

## CIRCULATION POLICY

### [1] REGISTRATION – LIBRARY CARDS

Library cards are issued immediately if you have a photo identification and proof of current residential address at the time of application. A post office box is not a sufficient address. Mail may be used as proof of address if it has been postmarked within two weeks of the current date.

Persons eligible for library cards must be a resident of Inwood or residents of Lyon County. Also, persons living within the service area of an Iowa library, approved for reciprocal borrowing through the Open Access Program.

Children who fit the residence requirements and are at least 5 years old are eligible for a library card according to the discretion of their parents or legal guardian. Parental signature is required for persons under age 14. Responsibility for a child's selection and return of materials, and any fines or charges accrued on the child's card, is held by the parent or guardian of the child.

Older children (age 14 and up) not accompanied by a parent need to have photo identification (like that issued at school or driver's permit/license) and address verification (mail recently sent to the child is acceptable.)

Please refer to our confidentiality policy and Freedom to View located in our Collection Policy.

## MATERIALS

Circulating books and magazines are loaned for a period of two weeks and may be renewed for another two weeks. After an item has been renewed once, it must be checked in and on the shelf for at least 3 days before it is available to the same patron. There are no renewals for items on hold or reserved for another patron.

Circulating books on tape and CD, music CD's, are loaned for a period of two weeks and may be renewed for another two weeks, if the materials are not on reserve.

Circulating Blu-ray's and DVDs are loaned for a period of one week and may be renewed for one more week.

Items are to be returned by closing time of the due date.

The Inwood Public Library as of July 2021 has become a fine and DVD/Blu-ray rental free library. Damaged or lost materials will be the responsibility of the borrower at repair/replacement cost.



Patrons may request that an item be held for them. The patron will be notified by phone when the item is available. If the item is not claimed within five library days after notification, it will be given to the next patron on the reserve list or returned to general circulation.

### **INTERLIBRARY LOAN POLICY (ILL)**

If the Inwood Public Library does not have certain material requested by a patron, the librarians will be glad to request the sought after materials from SILO (State of Iowa Libraries Online). If not found on SILO, the materials will be requested from OCLC-First Search.

Limits: Patrons will be limited to 5 items requested at one time. The total amount could go up to 10 items depending on the type of materials and usage intended. For example: a school teacher could request up to 10 items when used for a class unit. When those items are returned by the patron, more items can be requested. There is no cap on the amount of items a person may request in the course of a fiscal year (July-June).

Circulation Period: The circulation period is set by the lending library. Renewals are up to the discretion of the lending library. If a renewal is requested by a patron, we will phone or e-mail the lending library and request an extension; then contact the patron with the answer.

Patrons will be contacted up to 2 times when an item is received at the library and contact dates will be noted. If the item(s) is not picked up by the patron by the date due, the patron will be charged the full cost of the return postage.

Updated 7/2018

Updated & Approved 11/2021

# INTERNET USE POLICY

**A. Purpose:** The purpose of public access to the Internet is to further support the community's informational, learning, cultural, and recreational needs.

**1. Responsibility of Users.** The Internet is global in scope, with a highly diverse user population and information content. Some information content on the Internet may be offensive to some people and some content may be illegal, dated, or erroneous. Within the restraints set by the Library, it is always the responsibility of the user, therefore, to determine what materials are appropriate and suitable for his or her use.

**2. Library Responsibility.** The Inwood Public Library will provide the fullest possible access to the World Wide Web, except as limited by this policy. The Internet is an unregulated medium and the Inwood Public Library has no control over any part of the Internet beyond its own homepages. Because the Library is not able to exercise the same selection criteria to Internet resources that it applies to materials held in its collections, the Library may provide hardware and software mechanisms ("filters") to restrict access to specific sources determined by Library staff to be inconsistent with its mission and collection development policies. The Inwood Public Library can assume no responsibility for accuracy of any information accessed through the Internet, and cannot control or monitor all information accessed.

**B. General Use:** In accordance with other Inwood Public Library policies, use of the Internet is open to all patrons who possess a valid Inwood Public Library card and are in good standing with the library.

1. The library may from time to time adopt regulations setting time limits on any of the workstations in order to maximize the efficient and effective use of the Internet and other library information services. Presently, individual sessions may be limited to 30 minutes and will be enforced when others are waiting to use a computer. Computer use is limited to a maximum of 60 minutes per day.

2. Reservations may be made in advance. Users may reserve one time period per day. Reservations will be held for five minutes after the appointed time. Users may continue working on the Internet for an additional 30 minutes if no one is waiting to use a computer.

**Internet User Agreement for adults.** The form will contain the following language:

(1) I have read the Inwood Public Library Internet Use Policy and agree to abide by the policy when using the Inwood Public Libraries Internet Service.

(2) I understand that the Library is not responsible for the content, accuracy or validity of any information found on the Internet. I understand that some information on the Internet may be controversial, offensive, and/or inappropriate in a library setting. I agree to take responsibility for my use of the Internet and respect the rights of other library users.

(3) I agree to avoid using the Internet for any illegal activity and/or for other activities such as harassment, distribution of unsolicited information, propagation of computer viruses, attempting to make unauthorized entry into other computers; and/or violating copyright laws.

(4) I agree to pay any repair or replacement costs for equipment or software damaged by myself or by minors for whom I am responsible.

(5) I understand that the Library is not responsible for any damage to personal media or software due to system malfunction or for any other reason.

(6) I understand that if I fail to abide by the Inwood Public Library policy and guidelines I may lose my privilege of computer use and Internet access at the Inwood Public Library.

#### **b. Use by Minors**

##### **(1) Policy**

a. Parents may be concerned about the access to Internet information by their children. The Library affirms the right and responsibility of parents to supervise their children's use of library resources, in Internet services.

b. The Library also recognizes that parental control and guidance cannot always be provided with regard to unintended viewing of images displayed in public places; that data collected and analyzed by the Library evidences the potential for considerable and pervasive intended and unintended display of sexually explicit images at Internet terminals in the Inwood Public Library; that the use of the Library Internet terminals without implementation of a filtering policy will carry with it a significant danger of exposure of children to such sexually explicit images. The Library, therefore, has implemented hardware and software mechanisms ("filters") to restrict access to specific sexually explicit images, which hardware and software are designed to minimally intrude upon the rights of persons to exercise their constitutional protected right to disseminate and receive speech.

c. By making use of the Internet services of the Inwood Public Library patrons agree to abide by the provisions of this Internet Use Policy.

##### **(2) Specific Rules for Minors**

a. Material is available on the Internet that parents may feel is inappropriate for their children. Parents or guardians, not the library or its staff, are responsible for the information accessed by children.

b. Children under the age of 9 may not use library computers unless supervised by a parent or guardian.

c. Children between the ages of 9 and 14 must have a "Parental Permission Form" signed by a parent or guardian on file in order to use the library's internet terminals unsupervised. The form will contain the following agreement:

I grant permission for my child to use the Inwood Public Library's Internet service. I have read the Library's Internet Use Policy and discussed it with my child. Knowing that some materials on the Internet may be objectionable, I accept personal responsibility for the guidance of my child's Internet Use.

I further accept responsibility for and will not hold the City of Inwood and the Inwood Public Library responsible for any damages caused by my child's use of the Internet, whether such damage is to hardware or software, or by virtue of a claim by any party alleged to have been damaged from any material or comment posted by my child on the Internet.

d. Use of computers without internet access is not restricted for children over the age of 9 as long as they can provide a valid library card and are in good standing.

e. First-time Internet users between the ages of 15 and 18 must read and sign the Internet User Agreement, which will be kept on file. First-time users between the ages of 9 and 14 must have a parent or guardian sign a "Parental Permission Form for Internet Use by Minors" (see form), obtained at the circulation desk and kept on file. A parent or guardian must accompany at all times a patron under the age of 9 who wishes to use the computer.

**C. Assistance.** The Library staff, on a day-to-day basis, will help with computers and Internet use as able and reasonable. However, staff members may not be familiar enough with a function to provide any help.

**D. Unacceptable Use:** The Inwood Public Library reserves the right to restrict or terminate the Internet privileges of any individual not practicing responsible use of the Internet. Unacceptable use includes but is not limited to:

1. Use of the Internet for purposes other than informational, educational, recreational or for viewing, downloading or sending sexually graphic images.
2. Any illegal or unethical use of the Internet, including but not limited to violation of copyright laws, activities such as harassment, distribution of unsolicited information, propagation of computer viruses, or attempting to make unauthorized entry into other computers.
3. Attempting to modify or gain access to restricted files, passwords, or data.
4. Downloading to the library computer hard drive, loading personal software or library-owned circulating CD-ROM software, or saving documents to the hard drive. Downloading may be done only to a flash drive or disc.

5. Damaging or destroying equipment, software, or data belonging to the library. This includes adding, altering, or deleting files or configurations on library workstation hard drives or other library equipment, violating network integrity, using software from outside the library on library-owned equipment, or using a virus-infected disk on a library computer.

6. Disrespecting the privacy of other users.

#### **E. Procedures:**

1. Computers are available on a first-come, first-served basis to users, provided there are no advance reservations for that time slot. No more than two people may sit at one computer.

2. Users may reserve one time period per day. Reservations will be held for 5 minutes after the appointed time. Users may continue working on the Internet for an additional 30 minutes if no one is waiting to use a computer.

3. In addition to Internet access, all the computers are loaded with Microsoft Office or Microsoft Works applications and can be used for 30 minutes or 60 minutes if no one is waiting. At the discretion of the librarian in charge, a patron can use the computer longer than 1 hour to allow time to work on a writing project.

4. A black and white laser printer is available to make copies for the fee of .10/page.

5. Users may not save files of any type onto the library's computers.

#### **F. Wireless Internet Access:**

Inwood Public Library provides free wireless access to anyone.

The wireless internet access we offer is unfiltered. By choosing to use this free service, patrons agree to abide by the library's Internet Use Policy. This policy states the limitations of internet access, responsibilities for using that access, and provides examples of acceptable and unacceptable use.

The Inwood library's wireless network is not secure. Information sent to and from your wireless device may be captured by anyone else with a wireless device and the appropriate software.

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

The Inwood Public Library assumes no responsibility for the safety of equipment or for wireless device configurations, security, or data files resulting from connection to the library's wireless access.

## INTERNET PUBLIC USE POLICY

Guidelines for accessing the internet at the Inwood Public Library:

1. Only two people allowed at the computer at a time
2. Persons under 18 years of age must have their parent or guardian sign a user agreement card.
3. Children age 9 and under must be accompanied by an adult
4. Internet access will be available, subject to maintenance and use of computer for other programs when the library is open. We will shut the computers down 10 minutes before closing.
5. Use of the internet is on a first come, first served basis. Any patron may spend one hour on the computer. You should not give out private information about you or anyone else, including credit card numbers and social security numbers. Do not give your home address or phone number.
6. You may not use the library's e-mail account.
7. You may not use your own software programs. This will help prevent computer viruses.
8. The library's internet computers will not save any work you may be doing.
9. We provide paper for printing at 10 cents per sheet.
10. Absolutely NO FOOD or DRINK is allowed by the computers.

Patron's use of the computer and access to the internet is a privilege not a right. A user, who violates this policy, shall have their access to the internet terminated. This will include, but is not limited to:

1. Displaying offensive messages or pictures. No one may send, receive, or display text or graphics, which may be inappropriate.
2. Using inappropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
3. Harassing, insulting, or attacking others.
4. Damaging computer systems or computer network.
5. Violating copyright laws.
6. Using another person's password.
7. Intentionally wasting limited resources.
8. Employing network for commercial purposes.

Violations will result in loss of access to the internet as well as other disciplinary or legal action. Loss of access and length of suspension is at the discretion of the library staff.

Updated 9-18

Reviewed 11-2021

Application for Inwood Public Library Internet Use & Policy Agreement Form

Applicant's Name \_\_\_\_\_ Grade or Age \_\_\_\_\_

I have read the "Internet Use Policy" at the Inwood Public Library and agree to abide by their provisions. I understand that the violation of the provisions stated in the policy will constitute suspension of my computer use and related privileges.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

My child has my permission to use the internet at the Inwood Public Library. I know that as a parent and/or guardian, it is my responsibility for the internet information selected and/or accessed by my child and NOT the Inwood Public Library or its staff.

Child's Name \_\_\_\_\_

Parent and/or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_



# Inwood Public Library

## Technology Plan

### 1. Mission Statement:

Preserving yesterday, informing today, inspiring tomorrow. The Inwood Public Library provides equal access to information via electronic resources as well as traditional formats, in order to support community lifelong learning. To introduce children and their families to the joys of reading and finding information at the library.

### 2. Goals

- A. To provide computers with work productivity software and Internet access for the public.
- B. To utilize technology to increase efficiency of library operations
- C. To educate the community on the use of information technology
- D. Strategy, Timelines, Responsibilities
  - 1. Continue with upgrades on computers as they become available.
  - 2. Upgrade staff computer as needed.
  - 3. Continue to purchase books on CD and DVD's & Blu-rays for public use.

### 3. Assessment of Current Status

- A. Two HP computers with word processor and CD-ROM's for public use-one purchased in 2012 and one purchased in 2013.
- B. One HP computer purchased in 2014 which is used as the card catalog

and one laser printer for public use.

- C. One HP Proliant ML350p Gen 8 computer which is used as a server for the automation System – (this one installed Dec 2014)
- D. One HP computer purchased in 2014 for checkout and an additional computer used by the staff (replaced 2014) and one HP color laser printer for library use only.
- E. One telephone line for general use and Internet use.
- F. 1 Samsung ProXpress M4080FX copier purchased in 2017 for library and public use.

#### 4. Staff Development

- A. First year: Staff continues updating website.
- B. Second Year: Staff members will continue to attend workshops on technology whenever possible and will spend one hour each month improving and learning new skills on the computer.
- C. Third Year: Staff and board members will update their internet policy and develop written instructions for new staff members and the public on the use of the hardware and software.

#### 5. Plan Evaluation

The success of the plan will be judged on the ability of the library to meet the objectives and time lines set forth. The plan will be reassessed each year to evaluate progress and modify objectives if necessary.

(updated 9/2012)

(updated 4/2014)

(updated 10/2015)

Reviewed & updated 2-12-18

Reviewed & updated 11-13-23

# LONG RANGE PLAN AND GOALS OF THE INWOOD PUBLIC LIBRARY

The mission of the Inwood Public Library Board of Trustees and Staff is based on the following values or measures which are descriptive of our library.

The library board and staff will:

1. Be freely available to everyone in the community
2. Be focused on the patron and their needs.
3. Always strive to provide the best possible service
4. Serve as a point of access for any needed information, and to provide for operation and development of a variety of library sources and programs to meet the recreational, educational, cultural, intellectual, and creative needs and interests of all segments of the community.
5. Practice intellectual freedom and confidentiality
6. Use funds we receive wisely for the greatest good of the public
7. Encourage and support the staff as one of its greatest assets
8. Use the power of technology to ensure equal & ready access to electronic information resources
9. Value youth as the future of our library and surrounding community

The following section of our plan outlines major issues, and specific goals designed to address these issues and specific objectives planned to meet these goals.

### **Services and Collections**

The Inwood Public Library will provide programs to support its mission and enhance the quality of life of its citizens.

1. Work with the schools to enhance their reading program
2. Continue to encourage reading in all ages through the use of promotions, media, display and programs
3. Provide story times for preschooler to encourage a love of reading and books.
4. Present summer reading programming for children with our goal to encourage reading throughout the summer months and develop knowledge and a love of for reading.

The Inwood Public Library will strive to effectively meet the demand for books and other library materials.

1. Keep reserves up to date
2. Try to increase budget funding for books and materials yearly
3. Continuously weed the library collection
4. Try to keep current on best sellers and children's interests

The Inwood Public Library will identify and respond to individual and community suggestions and concerns about the library collection and service.

Review policies for collection and selecting materials in 2021 and every three years after that.

### **Public Presence**

1. Incorporate library services into many areas of the community by working with other libraries, businesses and organizations to develop a stronger sense of community pride, accomplishment and support
2. Participate actively in community affairs

The Inwood Public Library will strive to improve communication with the patrons in the Inwood area.

1. Continue the weekly column in the paper and distribute press releases as they become available
2. Compile and distribute annual reports
3. Distribute a report of what happened at the library at the end of each fiscal year
4. Promote our library website

### **Technology**

The Inwood Public Library will use technology to carry out library services and explore new ways to create, store, access and deliver information through the Inwood Library's website to its patrons.

1. To provide free public access to the electronic information resources we have including the Internet, CD-Rom, local, state and government services available
2. Upgrade existing stations as funding is available.
3. Maintain requirements for the Enrich Iowa Program
4. Provide Overdrive (Bridges) to our patrons

**Provide improved customer service by improving the efficiency of the library.**

1. Continue to upgrade the Internet as new technology becomes available.
2. Assist the community patrons when they come in to use the Internet
3. Improve information service through electronic resources offered
4. Provide books on the use of the Internet and computers
5. Provide training for the staff as it becomes available through continued education classes
6. Plan to upgrade software and computers as needed.

**Human Resources**

1. Provide a friendly, approachable, knowledgeable staff
2. Provide at least one continuing education opportunity for all staff annually
3. Employ, schedule and retain sufficient staff to effectively operate the library
4. Annually evaluate staff job performance and wages

**Facilities**

The Inwood Public Library will provide a clean, comfortable, accessible and safe library facility.

1. Review maintenance needs annually
2. Have space needs and utilization of current space reviewed in 2023
3. Assess ADA compliance and security needs annually.

**Funding and Government Relationships**

1. Establish and maintain effective relationships with public funds.
2. Promote the value of library service to City Council and County Supervisors
3. Pursue special grants to improve library services

## **Summary**

This plan was developed to help guide the library into the next 5 years of service. The goals and objectives are realistic and yet ambitious. This plan will be reviewed annually at the September meeting so that accomplishments can be recorded and failures noted, as well as to determine if adjustments in our goals and objectives need to take place.

Reviewed & Passed

September 2012

Revised – March 2014

Reviewed & Revised March 2018

Reviewed & Updated June 2021

Reviewed Nov 13, 2023

# **Inwood Public Library Credit Card Policy**

**The Inwood Public Library has the following cards:**

**Bank of America Master Card --- Credit limit of \$4000**

**Barnes & Noble Credit Card**

**The credit card will be used by specific library staff – namely the director and assistant director.**

**The issuance and use of the credit card is the responsibility of the director who will make the rules known to the staff.**

**The credit cards will only be used for specific library purposes only; namely to purchase materials and supplies; make travel and conference reservations, and other similar uses authorized by the library board.**

**All costs incurred and charged with the credit cards must be business.**

**All receipts must be kept and turned in to the City Clerk’s office when the city clerk needs to pay for the monthly bill.**

**Misuse of the library credit cards, failure to secure or failure to report stolen or missing Credit Cards immediately upon discovering, could result in disciplinary action toward employee and possible employment termination. Employees may be held responsible for any unauthorized purchases on their card while the card is in their possession. Employees would not be held responsible for any charges to the credit card after it has been reported missing or stolen.**

**Passed and approved by the Board of Trustees on this date April 8, 2024**

**(updated March 2018)**

---

**Mary Stai, President**

---

**Nikki Hoogendoorn, Secretary**

I acknowledge that I have received and reviewed the credit card policy for the library of Inwood. I understand the terms of the agreement and will abide by what is set forth. In the event that my employment is terminated in anyway, the cards will be turned in to president of the board immediately.

---

**Laura G Olson, Director**



## **Inwood Public Library Mission Statement**

### **Based on our patrons wants and needs from a survey taken in 2018 at the Inwood Public Library:**

The Inwood Public Library will provide new books for children so they can discover the joy of reading.

Provide programming for adults and children

Provide the latest technology and training for patrons.

### **Mission Statement:**

The Inwood Public Library provides welcoming physical and virtual spaces, where people of all ages connect to the online world in pursuit of lifelong learning.

**Goals:** Our goals and objectives are to encourage families to spend time together and instill the lifelong love of reading to young children by providing programming for people of all ages and the latest technology for all of our patrons.

**To** promote reading to children of all ages by providing summer reading program with story time for six weeks during the summer months.

**To** promote adult reading by providing an adult winter reading program

**To** educate the community in the use of information technology:

The library staff is always available to help patrons using the public computers if needed

Upgrade computers when needed and affordable

**To** implement a new program "1000 Books before Kindergarten"

Promote new program by putting up posters, promote program on our website, advertise in local newspapers, providing information to the day care center, etc.

Provide folder and bookmarks to families that will sign up.

To encourage children by providing stickers and small incentive items for every 100 books read.

Re-evaluate program after 1<sup>st</sup> year and then again after years 3 or 4 to find out if parents thought the program was easy to use and beneficial to their child. Talk to staff to see what questions patrons have about the program. Talk to families who frequent the library but haven't signed up their child to find out why they are not interested in the program. Find out if our library circulation has been increased due to this program.

## Service Dogs

Under Iowa's disability rights law and the Federal Americans with Disabilities Act people with disabilities have the right to be accompanied by their service animals in the Inwood Public Library.

A service dog is a dog that is specially trained to assist a person with a disability, whether the dog is referred to as a service dog, an independence dog, a support dog, or by any other title.

Examples: Hearing dogs, guide dogs, psychiatric service animals, seizure alert animals, allergen alert animals.

Service dogs must be on a leash and by their patrons' side when they are here in the Inwood Public Library.

Emotional support animals are not covered under this policy.

**Policy adopted July 8, 2019**

---