

CHEROKEE PUBLIC LIBRARY



Policy Handbook

Adopted 10/3/2018

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MISSION STATEMENT

The Cherokee Public Library provides materials and services for learning and leisure time activities, nurturing minds and enhancing our community.

RULES AND REGULATIONS

The following are prohibited on library property:

- Selling except for library purposes.
- Distributing or posting printed material not approved by the staff.
- Soliciting for money or items or services.
- Possessing, consuming, or being under the influence of alcohol or illegal drugs.
- Smoking or other uses of tobacco.
- Not wearing shoes or shirts.
- Bringing animals or pets into the building. Exceptions made for service dogs or with permission from library staff.
- Unreasonable noise created by persons, music sources, cell phones or computers.
- Removing, damaging, or destroying any library property.
- Removing, damaging or destroying employee or patron property.
- Removing library materials without authorization or checkout.
- Misuse of restrooms.
- Bringing bedrolls, blankets, or large packages into the building.
- Carrying weapons of any type.
- Disorderly conduct.
- Fighting or using offensive words likely to provoke violence.
- Indecent exposure.
- Using obscene or abusive language, gestures, or actions.
- Any other illegal acts of conduct in violation of Federal, State, or local laws, ordinances, or regulations.

**FAILURE TO COMPLY WITH THE LIBRARY'S
ESTABLISHED RULES AND REGULATIONS MAY RESULT
IN SUSPENSION OR EXPULSION FROM THE LIBRARY. IF DEEMED NECESSARY
BY LIBRARY STAFF, CITY POLICE OR OTHER LAW ENFORCEMENT
PERSONNEL WILL BE CALLED. VIOLATORS MAY BE SUBJECT TO ARREST.**

3D PRINTING

The Library's 3-D printer is available to the public to produce three-dimensional objects in plastic, printed from a design that is uploaded from a digital computer file supplied by the user.

I. The Library's 3-D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3-D printer to create material (in-whole or in-part) that may be considered:

- A. Prohibited by local, state or federal law.
- B. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
- C. Obscene or otherwise inappropriate for the library environment.
- D. In violation of another's intellectual property rights.

II. The Library reserves the right to refuse any 3-D print request including, but not limited to, violation of library policy, manufacturer terms, failure to pick up and pay for previous requested prints, etc.

III. Color options for filament will be limited to available library stock.

IV. Fees for 3-D printing are based on the **quantity** of filament used during the print process. Fees are based on the **gram weight** of the final product. A minimum charge of \$5.00 will be required for each print up front. Additional fees of \$0.25 **per gram** may be assessed for each print.

V. Items printed from Library's 3-D printer, which are not picked up and/or paid for within seven days of completion will become property of the Library.

VI. Only designated library staff will have hands-on access to the 3-D printer.

VII. Use of this equipment complies with any and all other library policies, as applicable.

VIII. Cleaning or polishing of the final print is the responsibility of the patron. Library staff will not remove any helpers or shells printed to ensure the stability of the print during the printing process.

Printing Process

- A. A. Users bring a formatted 3-D print file (in .stl, or .obj, file, no larger than 10MB) to the circulation desk during the Library's regular hours of operation.
- B. Staff will add the model to the printing queue. In times of high demand, staff may limit schedule to one print per day, per person, or entity, based on availability. Printing for academic purposes take precedence over leisure prints.
- C. If a 3-D print file is incompatible or flawed, it is the responsibility of the patron to revise the 3-D print file for printing
- D. Wait/pickup time: Completed print items may be picked up at the Circulation Desk. Wait times are estimates.

BORROWER CARDS

Different borrower cards for the Cherokee Public Library are issued based on the address of the applicant.

Cherokee city residents and rural Cherokee County residents are eligible for cards due to funding supplied to the Cherokee Public Library by the City of Cherokee and the County of Cherokee. Larrabee residents are eligible for cards due to the annual contribution given to the Cherokee Public Library by the City of Larrabee. Anyone owning property in the city of Cherokee, Cherokee County or the city of Larrabee qualifies for a local residence library card.

Other Iowa residents are eligible for cards due to the Open Access program sponsored by the State Library of Iowa which is supported by state funding. Card holders in this category will not be granted access to the BRIDGES database due to regulations put in place by the BRIDGES consortium.

SECTION A: ADULT CARDS:

Photo identification such as a driver's license must be presented. If the identification is an out of state driver's license or if address on the identification is incorrect, proof of address is needed. Printed check blanks, utility bill receipts, DHS identification cards etc. are accepted. Students age 16 & 17 with a valid driver's license may apply without a parental signature.

SECTION B: YOUTH CARDS

A parent or guardian must provide the required identification and sign a responsibility card before a library card is issued for children preschool; this is for children younger than fifteen (15) and students aged sixteen (16) or seventeen (17) who do not have their own identification.

SECTION C: OPEN ACCESS CARDS

People living in Iowa communities are eligible for an open access card by presenting the required identification.

SECTION D: TEMPORARY CARDS

Out of state residents working in the Cherokee area may apply for a temporary card. The applicant must have photo identification with proof of permanent address and must submit the name of a contact person from his/her employer.

SECTION E: PROCEDURES

Patrons are asked to present their card when checking out library materials. A patron may be asked for identification if they do not have their card and a staff member does not recognize them. Library cards will not be stored at the library.

Library cards will be renewed on an annual basis to verify addresses and phone numbers.

Replacements for lost or damaged cards will be provided.

The Cherokee Public Library Board of Trustees and staff have the right to refuse checkout to anyone who has repeatedly not returned library materials. See Overdue Procedures Policy for details.

CIRCULATION OF MATERIALS

SECTION A: BOOKS, AUDIO CDS, MULTIMEDIA KITS

Books (except for reference titles or those on reserve lists), audio CDs, multimedia kits and puzzles have a 3 week circulation period. They may be renewed twice. Additional renewals are subject to staff approval.

SECTION B: RESERVE ITEMS

A reserved item has one or more patrons waiting for it. Renewals are not allowed if there is a wait list for item

Patrons are called in the order their request was received whenever possible. If a patron cannot be reached by telephone within 2-3 days, the next person on the list will be called.

Patrons may refuse their turn on a reserve item, but if the same item is passed on twice, the patron's name will go to the bottom of the list. Items for which a call has been answered or a message left will be held at the desk 2-4 days depending on the length of the reserve list. Items not picked up after a second notice will be moved on to the next patron.

SECTION C: CURRENT POPULAR TITLES AND AUTHORS

The library staff's discretion may be used to limit popular titles and authors to a one week checkout period.

SECTION D: REFERENCE BOOKS

Reference books do not circulate. The staff may use their discretion in allowing weekend or overnight checkout in special circumstances.

SECTION E: INTERLIBRARY LOANS

The circulation period for interlibrary loan materials is determined by the lending library. Renewals are not encouraged and are dependent upon permission of the lending library. A charge of \$2.00 per item will be assessed to the patron.

SECTION F: MAGAZINES

Magazines may be checked out for one week excluding the most recent issue of any title. A limit of 6 magazines per checkout is suggested. Two renewals are allowed.

SECTION G: DVDs

DVDs check out for one week with a renewal period of one week. Allowances are made for days that the library is closed. Extended checkouts may be given at the discretion of the staff. A limit of 6 DVDs per household is in effect unless permission is given by a staff member.

All materials are subject to the overdue policy.

CONFIDENTIALITY OF LIBRARY RECORDS

The Cherokee Public Library Board of Trustees respects the privacy of users and recognizes its responsibility to protect their privacy.

SECTION A: REFERENCES

The confidentiality policy of the Cherokee Public Library is based on:

First Amendment of the U.S. Constitution

Congress shall make no law...abridging the freedom of speech

Fourth Amendment of the U.S. Constitution

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 of 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)

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..... (22.7:13) The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need of information is cogent and compelling.

Professional Ethics

“We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.”

Source: Code of Ethics of the American Library Association

SECTION B: CONFIDENTIALITY POLICY

The library will not reveal the identity of individual users nor reveal the information sources or services they consult unless required to do so by legal means. This includes database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of library materials, facilities, or services.

The library shall hold confidential the names of card holders and their registration information and not provide access for private, public, or commercial use.

The lawful custodian of the records is the director of the library.

The library will not release registration, circulation, or other records protected under the Code of Iowa unless it is required by law to do so. Circumstances which may require the library to release information include the following:

A recognized agency is seeking information in pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the agency presents the library director with a court order demonstrating that there has been a judicial determination that a connection exists between the requested release of information and a legitimate end.

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.)

The library receives a national security letter seeking the information pursuant to the USA Patriot Act.

The library receives a valid court order requiring the library to release registration, circulation, or other records under the Iowa Code and the information is not sought in conjunction with a criminal or juvenile justice investigation.

SECTION C: PROCEDURES

The library staff member receiving a request relating to library records shall immediately refer it to the library director. The staff member shall avoid any discussion of what the library can or cannot do concerning release of information. If the library director cannot be reached, and the requestor is pressing for information, the highest ranking staff member on duty shall contact legal counsel.

The library director shall meet with the requestor of information. The library director shall explain the confidentiality policy and the state's confidentiality law, and inform the requestor that users' records are not available except when a proper court order in good form has been presented to the library.

If the library director is uncertain about any aspect of the order or subpoena presented, the library director shall immediately consult with legal counsel.

If the library director in consultation with legal authority determines that the order or warrant is sufficient and compels the release of records, the library director shall release those records.

If the request is made pursuant to the USA Patriot Act, the library director is authorized to obtain legal counsel regarding the request. As required by the USA Patriot Act, the library director shall not discuss the request with anyone but legal counsel.

If the requestor is not a law enforcement officer and has not presented any type of court order or administrative order requiring release of the requested information, the library director shall refuse to provide the requested records.

The library director is authorized to take legal action (such as moving to quash a subpoena) to resist releasing requested records protected under the Iowa Code if the library director and legal counsel deem such action to be appropriate.

Any threats or unauthorized demands (i.e. not supported by a written request, process, order or subpoena) concerning records of library users shall be reported to the director by the staff person receiving the request.

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.

CONTINUING EDUCATION

All staff members are encouraged to avail themselves of the continuing education classes sponsored by the Library Service Areas and the State Library as well as other educational opportunities. It is expected that they will attend professional meetings, workshops, and conferences dealing with library issues and procedures.

SECTION A: CERTIFICATION

All full time staff members are required to meet the appropriate qualifications for state certification and to update those regularly as needed. Part time staff members are encouraged to participate in the state certification program.

SECTION B: ATTENDANCE

Staff members will be encouraged to attend, with paid time and expenses, any workshops, classes or meetings that they feel would be beneficial dependent on staffing considerations and budget availability. Attendance at all must be approved by the director and notice given to the Library Board. Events requiring extensive mileage reimbursement or more than one day away from the library require specific approval from the Library Board.

SECTION C: COSTS AND REIMBURSEMENT

City policy according to the city clerk is that city employees will be paid at their regular hourly salary for time spent at a workshop, class or meeting including travel time not to exceed a “normal” working day of 8 hours. However, if a library staff member is required to work additional evening hours after attending a daytime workshop, class or meeting that equals 8 hours, she/he will be paid for those at regular salary.

All staff members will be reimbursed for mileage expenses at the current rate approved by the city. Registration fees will be paid from the library budget. Staff members will be responsible for meal expenses not included in registration fees. Any overnight lodging expenses need to be approved by the Library Board.

All staff members wishing to attend classes for college credit will be encouraged to do so. Tuition and mileage expenses will be the responsibility of that staff member; however, she/he will be allowed to count time spent in class as work time if the class is applicable to library concerns and is approved by the Library Board. This will not hold true for long term commitments such as a Master’s Degree program or for classes that do not concern library issues.

Membership fees for the Iowa Library Association will be paid from the library budget for all full time staff members. Membership fees for the Iowa Library Association will be paid from the library budget for part time staff members and Library Board of Trustees members at the discretion of the Library Board.

COPY & PRINT

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies and other reproductions of copyrighted materials. The person using the equipment is responsible for any infringement. The Cherokee Public Library does not permit copying of videos, audio tapes or computer software unless the public domain ruling is in effect or copying of professional photographs without permission of the photographer.

SECTION A: PHOTOCOPY AND COMPUTER PRINTERS

Copy machines are available next to the circulation desk and in the genealogy room for the public to use. There are two computer printers available for the public to use, as well. The library staff will provide instructions on the use of the machine and patrons are encouraged to do their own copy work whenever possible. Patrons are expected to pay for mistakes if they do not ask for assistance. It is preferred copy runs be limited to 25. Each side of a page is considered to be one copy. Patrons using their own paper are charged the regular rate. Payment may be made at the desk upon completion.

Rate: \$.10 per black & white copy
\$.50 per color copy

SECTION B: MICROREADER PRINTER

The micro reader/printers are available in the genealogy room. The library staff will provide instructions on the use of the machines and patrons are encouraged to do their own copy work whenever possible. Patrons are expected to pay for mistakes if they do not ask for assistance. Patrons using their own paper are charged the regular rate. Payment may be made at the desk upon completion.

Rate: \$.25 per copy

There will not be any reductions in copy rates for charitable causes, non -profit organizations or library personnel.

DISPLAY

Limited space is available in the library for educational, cultural and non-commercial, non-sectarian civic groups to post activities. Commercial notices for profit making organizations or individuals will not be displayed.

All items to be posted must be approved by the library director, the technical services librarian or the children's librarian. A staff member will do the posting and removal. All items are subject to space limitations and become the property of the library and can be removed at any time. The library staff will not accept responsibility for returning notices and posters.

Political posters will not be displayed in the library. Exceptions to this rule may be made at the discretion of the library director for political groups of a non-partisan nature that serve to educate the public on political or governmental issues such as social security regulations or voter registration.

Posting of notices and distribution of materials does not imply endorsement by the library staff or the Library Board. The staff and Library Board reserve the right to refuse any announcement.

The Library Board forbids the distribution of advertising literature, the circulation of petitions or the solicitation of any funds for any purpose except those benefiting the library itself. The library will not act as an agent to sell any type of materials except those from which the library will directly benefit such as the Friends of the Library auction baskets.

Distribution of free materials is done at the discretion of the library director. Materials involving controversial issues must present both sides of that issue to receive consideration for display.

Announcements of courses given by educational institutions/recognized community groups may be accepted. Announcements advertising instruction by private groups or individuals will be reviewed on a case by case basis.

The library staff will decide on the content and arrangement of all exhibits. All items must be approved by the library director. The library assumes no responsibility for preservation, protection, damage or theft of any item displayed. All items displayed at the library are done so at the owner's risk.

DVDS

The Cherokee Public Library's collection of DVDs consists of a variety of movie types and documentary films. Donations of DVDs are accepted under the provisions of the gift policy.

SECTION A: CHECKOUT

DVDs are checked out using a patron's library card. If a parent does not want their child checking out DVDs, they need to notify the staff and a message will be added to the child's computer record.

There are DVDs in the collection with PG-13 and R ratings. It is the responsibility of parents to monitor their children's choices of movies. A staff member may question a patron under 18 who is checking out a PG-13 and/or R rated movie as to whether or not their parent would approve, but they will not forbid checkout unless a note has been added to the child's computer record at the request of a parent specifically forbidding PG-13 and/or R movies.

DVDs check out for a 7 day period. One renewal is allowed if no one is waiting for the item. Staff discretion will determine any further renewals. A notice encouraging patrons to watch and return the DVD in less than a 7 day period will be placed on new releases with waiting lists.

There is a checkout limit of 6 DVDs per household. Staff discretion may allow a larger checkout in special situations.

SECTION B: FINES AND FEES

DVDs are subject to the overdue procedures policy.

Fines on DVDs are \$.50 per day per item. Fines are not charged for days the library is closed.

The patron is responsible for any damages that occur to a DVD while it is in his/her possession. Parents are responsible for any DVDs checked out by patrons under 18. Full replacement cost will be charged for any DVD that is not able to be repaired. The library director will make a decision if a damage call or replacement charge is in dispute.

A charge of \$1.00 is made to replace a plastic case, and a charge of \$.50 is made to replace a barcode.

A DVD drop box is available 24 hours a day in the library's lobby.

E-MAIL/SOCIAL MEDIA

The employees of the Cherokee Public Library are subject to the City of Cherokee's e-mail and social media policies and are expected to follow the guidelines and rules listed in that document.

EMERGENCY PROCEDURES

The staff member discovering an emergency situation will immediately contact a staff member on the other floor and inform them of the situation. The highest ranking (or longest employed) staff member will make all necessary decisions and be responsible for issuing instructions. Verbal instructions to patrons and staff need to be issued in a loud calm voice. Some patrons may have a hearing disability and will need individual contact. Immediately assess the abilities of any children, handicapped or elderly patrons who may need assistance evacuating the building or moving to a safe area.

SECTION A: FIRE

Fires will most likely occur in the mechanical areas or in the elevator control room. Smoke will probably be the first indicator. The library's fire alarms are connected directly to the Law Enforcement Center. If an alarm is sounding, the fire department will respond immediately. Library phones will not be able to be used in this case. **IF AN ALARM IS NOT SOUNDING, CALL 911.** Report the emergency and location of smoke/fire. Do not enter the smoky area. Do not attempt to use the fire extinguishers unless a fire is contained in a very small area such as a wastebasket.

Evacuate the building immediately. **DO NOT USE THE ELEVATOR.**

Upper floor: Use the east S. 2nd St. door if fire is not located in that area. Position any handicapped patrons at the top of the interior steps and wait for the fire department to carry them out of the building.

Ground level and Basement: Use the Maple Street entrance if possible. If it is necessary to evacuate through the rear alley door, locate any handicapped patrons at the bottom of the interior steps and wait for fire department to carry them out of the building.

SECTION B: TORNADO WARNING

Inform patrons of the tornado warning. Encourage patrons, especially children, to stay in the building rather than leave for home. Allow use of the telephone to patrons who wish to contact family. If siren is sounding immediately relocate all patrons to safe areas. **DO NOT USE ELEVATOR UNLESS ABSOLUTELY NECESSARY FOR HANDICAPPED PATRONS.** Take cordless telephone or personal cell phone to the safe area. Staff will stay in the safe area as long as the siren is sounding.

Children's Department, Archives, Meeting Rooms, Iowa Room: Exit all patrons to interior hall area and former restroom area of the lowest level by the Archives.

Main Floor, Magazine Area, Atrium, Computer Area: Exit all patrons to restrooms on main floor.

West Upper Level: USE SOUTH STAIRWAY. Exit all patrons to restrooms on main floor.

Anyone refusing to move to a safe area at the request of library staff is responsible for their own safety and subject to a one month suspension of library privileges.

SECTION C: GAS LEAK, EARTHQUAKE, BOMB THREAT, DISTURBED PATRON

Evacuate the building using fire procedures. Call 911 from an outside telephone.

SECTION D: MEDICAL EMERGENCY

Call 911. Use basic first aid techniques if absolutely necessary. Library staff is not to transport anyone (patron or other staff member) needing medical assistance.

FAX MACHINE

A fax machine is available for use to our patrons; however, it must be operated by a staff member.

The library staff will place fax calls for patrons. The patron will be charged \$1.50 for the first page and \$.25 per page following for each number dialed. Normal charges apply for 800 numbers.

The library will accept incoming fax communications for the public. The patron will be charged \$.25 per page. Incoming faxes should be marked with the patron's name and phone number.

The library staff reserves the right to refuse placing a fax call when staffing restrictions do not allow time to place the call. The patron will be asked to wait, to return at another time or use a different facility.

Confidentiality of a patron's communications will be respected. However, the library staff reserves the right to refuse any communications incoming or outgoing.

FEE SCHEDULE

The fines and fees for the Cherokee Public Library are as follows:

Overdue Fees:

- Books/CDs/Magazines: \$.10/day
- DVDs: \$.50/day
- Fees accumulate up until the price of the item or \$10.00, whichever comes first

Copies:

- Black and White Copies: \$.10/copy
- Color Copies: \$.50/copy
- Micro Reader Copies: \$.25/copy

Miscellaneous:

- Barcode Replacement: \$.50/barcode
- DVD Case Replacement: \$1.00/case
- Item Replacement: \$2.00/item
- Meeting Room after hours: \$20.00/hour

Services:

Fax

- Incoming: \$.25/page
- Outgoing: \$1.50 for first page
\$.25/additional pages

- Interlibrary Loan: \$2.00/item

GENEALOGY

The Cherokee Public Library makes its genealogy collection available to all patrons for use inside the library building. Only those genealogy books designated as circulating may be taken from the library unless special permission is given by a staff member.

Copies of any genealogical information may be made on the copier at a rate of \$.10 per copy. The copier in the genealogy room operates on an “honor” system with payment to be made at the circulation desk before the patron leaves the building. Patrons are encouraged to ask for assistance with copy work if the material being copied is in fragile condition.

SECTION A: MICRO READER PRINTER

One machine is available for use by the public. The staff requests that patrons listen carefully to instructions on their use. Staff members will assist with loading, printing, and rewinding film. They will also be responsible for changing negative/positive cartridges, but the patron needs to recognize the difference between the two types of film and notify a staff member when a cartridge change is needed. Each roll of film is marked P or N. Any assistance from the library staff will be as time permits from staff desk duties.

Copies made from the machines are \$.25 per sheet.

If the machine is in use and a another patron is waiting to use it, a two hour use limit will be imposed.

Microfilm rolls will not be allowed to leave the library unless special permission is given by the director.

SECTION B: GENEALOGY SEARCHES

Patrons are asked to submit requests for genealogy information in written form. Whenever possible the patron is encouraged to come to the library and conduct their own research. Library staff will handle simple requests such as obituaries with exact dates if time permits. Most searches will be given to the Cherokee Area Archives or another historical group to complete. Copy charges and any other fees will be assessed to the individual asking for the information.

GIFTS

The Cherokee Public Library Board of Trustees and staff are appreciative of gifts presented to the library. Gifts have been vital to the establishment and growth of the library. Gifts will be gratefully accepted within the following guidelines:

1. Gifts of books and other materials will be accepted only if there are no restrictions placed on their use, location, rebinding or disposal.
2. The same standards used for the selection and weeding of library materials will apply to gifts.
3. All titles of memorial books must be cleared with the library director or the Youth Services librarian to avoid duplication. Memorial books will be marked with a plaque. They will also be listed in a memorial notebook available to the public.
4. Gifts of money, real property, and/or stock will be accepted if the conditions attached are acceptable to the Library Board of Trustees.
5. Personal property, art objects, portraits, antiques and other museum objects will be accepted only on the approval of the Library Board of Trustees and only if there are no restrictions placed on them as to location, use and disposal.
6. Contributions for equipment and furnishings are welcome. Decisions concerning their purchase and placement will be made by the Library Board of Trustees and the library staff. The type and placement of memorial or donor plaques will be decided on by the Board.
7. The Library Board of Trustees and library staff members will not provide appraisal service for gifts to the library or determine if a gift to the library is tax deductible. A donor must make the determination if the gift is tax deductible and make his/her own appraisal or make arrangements to have one made by a qualified person.

HOURS OF OPERATION

The Board of Trustees and staff of the Cherokee Public Library strive to maintain a schedule of library open hours that is convenient and appropriate for the community.

Hours: M & TH 10 am–8 pm TU & W 10 am–6 pm FR 10 am–5 pm SA 10 am–1 pm

SECTION A: HOLIDAYS

The library follows the City of Cherokee’s holiday closing schedule. The library will be closed on the following holidays: New Year’s Day, Martin Luther King Day, Presidents’ Day, July 4th, Labor Day, Veterans’ Day, Thanksgiving Day, the Friday and Saturday after Thanksgiving, and Christmas Day. In addition the Board may choose at the recommendation of the library director to close the library or shorten hours on the day before or after the listed holidays.

SECTION B: CLOSINGS

Every effort will be made to keep the library open on its regular schedule. Announcement of any closings will be made on the local radio station and, time permitting, listed in the local newspaper. Signage concerning the closing, including rationale, will be placed at each library entrance and in other areas of the building as deemed necessary.

1. **Weather Conditions**
The library director or senior staff member on duty may use their discretion in closing the library when weather conditions are detrimental to staff transportation and/or patron attendance.
2. **Workshops/Conferences**
The Board may choose to close the library at the recommendation of the library director to allow staff members to attend workshops and conferences.
3. **Mechanical Failures**
The library director or senior staff member on duty may use their discretion in closing the library when the building is disabled due to failure of the heating and cooling system, water problems or lack of electricity.
4. **Special Occasions**
The library director or senior staff member on duty may use their discretion in closing the library for events such as the Christmas parade or a funeral that staff members wish to attend.
5. **Staffing inadequacies and Emergencies**
The library director or senior staff member on duty may use their discretion in closing the library when adequate staffing is not available due to illness, vacations etc.

INTER-LIBRARY LOAN (ILL)

The Cherokee Public Library offers inter-library loan services (borrowing materials from other libraries) to its patrons under the guidelines established by the State Library of Iowa in the Access Plus agreement.

SECTION A: CIRCULATION

The circulation period for inter-library loan materials is determined by the lending library. Renewals are not encouraged and are dependent on permission of the lending library.

The library staff suggests a limit of three items per request due to the time restrictions put on materials by the lending libraries. A limit of ten items per month is suggested due to postage costs.

Inter-library loan privileges may be revoked for any patron who abuses them at the discretion of the library director.

SECTION B: FINES AND FEES

Effective 6/6/18, a \$2.00 charge per item will be requested of patrons to help cover postage costs. ILL fees are due when the item is picked up. Patrons must pay the ILL fee for materials that are not picked up.

Inter-library loan materials are subject to the same overdue policy as materials owned by the Cherokee Public Library. Overdue procedures listed in the Cherokee Public Library's policy will be followed.

Damage fees for inter-library loan materials will be paid by the Cherokee Public Library as assessed by the lending library with reimbursement charged to the patron responsible. Replacement costs for lost inter-library loan materials will be paid to the lending library by the Cherokee Public Library with reimbursement charged to the patron.

INTERNET

Access to the Internet on public use computers and a wireless connection to the Internet for laptops and other devices are provided at the Cherokee Public Library. All patrons are expected to use the Internet in a responsible manner. Any site accessed that is not considered by library staff to be visually appropriate in a public library setting will result in a warning. Subsequent occurrences will result in suspension of privileges for the user as detailed in the library's conduct and safety policy.

Parents are encouraged to work closely with their children in selecting information and materials that are consistent with personal and family values. Parents are strongly advised to monitor their children's Internet use. The library staff is not responsible for information on the Internet selected and/or accessed by children. Parents need to be aware that there are no filtering programs installed on the library's computers.

Compliance with the following guidelines is expected:

1. Library use of the Internet (classes etc.) will take precedence over patron use.
2. Patrons using computers or Internet access will not be allowed to make any changes to the setup or configuration of the software or hardware. Patrons will not be allowed to use their own software on the Internet computers.
3. All copyright laws of the United States are to be observed.
4. The library staff may use their discretion in limiting multi patron use of computer stations. They may limit each station to one person if space is crowded or all computers are in use. Anyone under the age of 18 who is observing another patron's use of the Internet must also have a parental permission form on file.
5. Due to the computers' location, privacy from staff or other patrons is not guaranteed.
6. The library computers may not be used for unauthorized access, modification, hacking, cracking and other unlawful activities, including but not limited to accessing the library's network and other networks.
7. E-mail may be sent or accessed using a hot mail or other commercial account. The library's e-mail address is to be used only by staff and Library Board members or other city officials as authorized by the director or Library Board.
8. There will be a \$.10 page fee for any black and white material printed out. A charge of \$.50 will be made for color printouts. Patrons will be charged for all pages printed including those that are considered errors unless they have asked for assistance from the staff.

9. Computers are available on a first come/first serve basis. A two hour limit of computer use is suggested. Anyone who has been on a computer for that length of time may be asked to vacate the computer if all other machines are full and use of a computer is requested by another patron.
10. Use of the Internet computers is subject to the Library Conduct & Safety Policy.

MATERIALS SELECTION

The Materials Selection Policy outlines the principles and criteria followed in selecting materials to be added to the collection of the Cherokee Public Library. The Board of Trustees and the staff of the Cherokee Public Library seek to provide access to materials representing a variety of viewpoints as outlined in the Library Bill of Rights and the Freedom to Read statement.

The primary objective of the library is to serve the needs of the community. Therefore, the library's collection of materials includes sufficient quantity and variety to satisfy all age groups.

Materials selected are intended to promote life-long learning and/or be a source of recreational reading, viewing and listening. They need to offer diverse views on current and historical issues and reflect the multi-cultural background and makeup of the community. Materials selected need to maintain balance by subject matter and physical format.

Materials in foreign languages will be considered and/or selected when the demand for such is sufficient to justify the expense.

Resources used to select materials include but are not limited to requests received from patrons, recommendations from library periodicals, Internet databases such as Amazon and Barnes & Noble, press reviews and literature received from publishers and distributors.

The Library Director considers all titles suggested by patrons and purchases the item if it meets collection criteria.

Donations of materials are accepted at the discretion of the director or children's librarian.

The Board of Trustees delegates the responsibility for the selection of materials to the professionally trained staff employed. Ultimate responsibility for selections rests with the Library Director and Library Board of Trustees.

SECTION A: SELECTION OF SPECIFIC TYPES OF MATERIALS

1. ADULT FICTION

High interest and public demand are the primary selection criteria for adult fiction. Multiple copies are purchased if indicated; two regular print copies and one large print copy is the limit for any individual title.

Genre such as westerns and science fiction is purchased based on demand and circulation. Paperbacks will be purchased to meet needs for current demand, especially in the popular fiction category.

2. ADULT NONFICTION

Authority, scope, currency and balance of views are the primary selection criteria for nonfiction. An attempt is made to present multiple sides of controversial issues and to ensure adequate material is available on any timely public issue. Good quality paperback editions will be purchased whenever available to assist with budget restraints.

Specialized materials, such as law, medicine and technology are purchased within the limitations of the library budget. Generally, interlibrary loan and reciprocal borrowing agreements are used to provide access to these materials.

3. PERIODICALS (magazines and newspapers)

Periodicals are selected on the basis of patron preference. The library maintains a core collection of popular magazine subscriptions in a variety of topics subject to change by circulation, patron interest and price. Donated magazines are accepted at the library director's discretion if issues are current and the donation comes in consistently. The library provides the following as a core newspaper collection: local Cherokee newspaper(s), the Sioux City Journal and the Des Moines Register. Other newspaper subscriptions are based on use and budget capability.

4. LARGE PRINT

Selection of large print is based on patron demand, availability, budget constraints and shelf space. Additional books are borrowed on a rotating basis from the circulating collection of the Decorah Public Library.

5. AUDIO BOOKS

Selection of audio books reflects the demands and interests of library patrons of all ages. Audio books are selected with the same criteria and guidelines as books.

6. DVDs

Selection of DVDs reflects the demands and interests of library patrons of all ages. Selections will be made in the following categories: current releases, children's interests, classic movies and television, musicals and concerts, travel, documentaries and instruction.

7. MICROFORMS

Materials in microform and microfiche are purchased when appropriate or if that is the only format available. Local newspaper films are a priority.

8. ELECTRONIC DATABASES

Electronic databases containing various types of information and indexes to periodicals are selected based on patron needs and cost.

9. DOWNLOADABLE AUDIO BOOKS & EBOOKS

Access to downloadable audio books and ebooks is available through the WILBOR consortium. Information and instructions on using the program are available at the library's circulation desk.

10. GENEALOGY

Local history books and records are collected as available. The library's collection is supplemented and enhanced by the materials available from the Cherokee Area Archives.

11. IOWA COLLECTION

Books and other materials on Iowa will be selected based on the general criteria listed. An effort will be made to continue adding to the Iowa collection as new books are published as well as to acquire volumes of historical value.

12. SPANISH LANGUAGE MATERIALS

Books and audios will be selected to provide a core collection of nonfiction, emphasizing language and citizenship materials for adults. Adult fiction and children's materials will be selected based on demand and budget capability.

13. PUZZLES

Donations of puzzles are accepted under the guidelines of the gift policy. Puzzles will not be purchased

SECTION B: SELECTION OF YOUTH MATERIALS

The Cherokee Public Library seeks to provide materials in several formats for children from infancy through 8th grade. Promoting a love of reading, developing discernment and taste, satisfying curiosity and contributing to education are all goals of the selection process.

An adequate number of board books, beginning readers, picture books and juvenile titles are selected to meet demand. Materials purchased include fiction, non-fiction and multimedia kits on a variety of subjects and are classified as easy, juvenile or young adult. The same general guidelines listed for adult fiction and non fiction are used for children's books.

Books which are well written and reviewed and authentically portray a period, an incident, a way of life or a perspective on an issue are given preference. Books which include information on sensitive subjects such as human sexual development, racial topics, religion or controversial subject matters such as witchcraft are carefully selected based on such criteria as scientific accuracy, dignity of presentation, appropriateness to the story and reviews in approved selection guides.

Books chosen for the parent's shelf cover a wide selection of topics concerning the development of children and family life issues such as divorce, child abuse, adoption and sex education. Books located on the parent's shelf are intended to help parents understand and guide children through all stages of growth.

Selection of audio books and DVDs for children is addressed under those specific materials guidelines.

SECTION C: RECONSIDERATION OF LIBRARY MATERIALS

Because of the wide variety and the diversity of the community we serve, it is possible that someone may find some materials problematic or offensive. The library belongs to the whole community and to everyone who uses its services. The library staff and the library board welcome comments and criticisms of the collection as a whole or of individual items. Patrons are more than welcome to attend a board meeting and share concerns if something is found to be offensive.

Procedure followed to express concern:

1. Complete "Reconsideration of Library Materials" form and submit to Director.
2. Discuss concern with Director.
3. Meet with the Library Board of Trustees to discuss concern.
4. Board makes final decision.

If the library director is not available, leave a message with the assistant at the desk and they will relay it to the director. The director will then reach out to the patron to discuss the concerns.

MEETING/STUDY ROOM

Meeting and study/tutoring rooms are primarily designed to accommodate library programs and events. Library use will take precedence.

Non-profit groups may use rooms within policy guidelines during open hours at no charge. All meetings must take place during library open hours unless arrangements are made with the library director. A fee of \$20 per hour is charged to cover the cost of having a staff member available outside normal hours with a minimum fee of \$20 per occasion.

Doors must remain unlocked and blinds must remain open when rooms are in use. The dividing curtain in the lower level room may be pulled if desired. Visual or audio privacy is not guaranteed and arrangements will not be made to provide confidentiality for any group.

Requests for use of rooms will be considered on an individual basis and reservations will be made accordingly. Unreserved use of rooms must be cleared with the staff on duty.

Meeting/Study Room on lower level:

Access by the public to the west end of the room is expected at all times unless the library director has given permission for that section of the room to be closed.

Meeting Room & Youth Programming Room:

Simple food and drink may be served but must be confined to the interior of the room. Cleanup is expected to take place immediately following the event by members of the hosting group.

Room capacity guidelines:

Meeting Room/ Study Room on lower level: 25 (east side)
15 (west side)

Tutoring Rooms in Youth Services department: 10 (large room)
4 (small room)

Youth Programming Room: 50

OVERDUE PROCEDURES

Patrons are accountable for the items they check out from the library using the following overdue policy:

SECTION A: NOTIFICATION

Patrons will be notified of their overdue library materials within a two week period following the due date. If materials are not returned, they will be notified a second time within an additional two weeks. Patrons holding library materials with a one week checkout period (DVDs, videos, magazines, books with a reserve list) will be notified within a one week period following the due date. They will be notified a second time after an additional week has passed. Third notifications for all items will be given after the materials are overdue 30 days. Notifications may be done by telephone, letter, email or personal conversation.

When library materials are overdue more than 60 days, the patron will be sent a letter from the director listing replacement costs and stating that the patron's name may be listed at a Library Board meeting for consideration in turning collection efforts over to the Police Department. If there is no response within 30 days, a certified letter may be sent informing the patron of the intention of the Library Board to file charges according to section 714.5 of the Iowa State Code. The Library Board will make a decision on filing based on the total costs of the overdue materials and the probability of their recovery. If there is no response to that letter within 30 days, charges may be filed with the Cherokee Police Department. A patron whose overdue materials require intervention from the police will have their checkout privileges revoked.

SECTION B: FINES

Fines will be charged for overdue library materials. Books, audio books, magazines, and multimedia kits will accrue fines at \$.10 per day per item until the item is returned and/or the purchase price of the item is reached. DVDs will accrue fines at a rate of \$.50 per day per item until the item is returned and/or the purchase price is reached. A grace period of one week for books and CDs or two days for DVDs will be built into the computer program accordingly.

The library staff has the discretion to reduce/excuse fines for a valid reason. In some cases a message will be placed on the patron's record stating that no further reductions will be made in the future.

SECTION C: CHECKOUT PRIVILEGES

Checkout privileges will be suspended for any patron having a fine of \$5.00 or more, 10 or more overdue items, or material(s) that are 30 days overdue. Checkout privileges will be restored when the situation is corrected.

The Cherokee Public Library staff and Library Board reserve the right to deny checkout privileges to any patron who has abused those privileges either by not returning materials or by

consistently having overdue materials that require repeated notifications. This includes interlibrary loan services.

SECTION D: REPLACEMENT

Replacement price will be charged for any lost items, and a \$2.00 processing charge will be assessed to each item. If the item is no longer available for purchase, the original price will be used or a donation amount based on the price of a similar item will be suggested. This includes materials damaged in such a manner that they can no longer be circulated. Any materials paid for by a patron will be withdrawn from the library's collection and become the property of that patron. Refunds will not be given after materials have been taken out of the collection except at the discretion of the library director. Charges for damages such as liquid spills and crayon marks to materials that are still able to be circulated will be assessed on an individual basis by the director.

PERSONNEL

The employees of the Cherokee Public Library are subject to the City of Cherokee's personnel policy and are expected to follow the guidelines and rules listed in that document.

Full Time employees (40 hrs./week) are eligible for benefits as provided by the City of Cherokee.

PROCTORING

To meet the needs of individuals pursuing further education, the Cherokee Public Library offers test proctoring when adequate staffing, facilities, and technology are available. The library will proctor written and electronic tests.

SECTION A: STUDENT RESPONSIBILITIES

- Contact the library at least one week in advance to ensure the director or technology librarian is available.
- Arrange for exam materials to be sent to the library (either electronically or by mail).
- Ensure that the library has adequate technology if a computer is needed.
- Present photo identification when test is administered.

Exams must be completed at least half an hour before closing, unless arrangements have been made with library staff.

SECTION B: LIBRARY RESPONSIBILITIES

- If it is a written exam, provide a space for student to take exam.
- If it is an electronic exam, reserve a public computer in advance for student to take exam.
- Verify photo identification.
- Issue exam.
- Periodically observe student if time allows.
- Return completed exam if necessary.

The library is not responsible for exams after they leave our possession.

The library is not responsible for a student's performance, even if conditions are not optimal for test taking.

The library does not keep copies of completed exams.

REFERENCE SERVICE

Each patron's reference requests will be met with respect, courtesy and confidentiality. Each request will be deemed legitimate and important to that patron regardless of the library staff's personal opinion.

Staff discretion will determine the length of a reasonable search period based on the probability of finding an answer to the question, the time frame in which it is needed and the availability of staff time. Every effort will be made to complete reference searches to the patron's satisfaction including referrals to sources outside of the library such as county or city offices, the Northwest Library Service Area office in Sioux City or the State Library of Iowa in Des Moines.

Patrons visiting the library will be served first. Telephone reference requests will be handled as soon as possible. If necessary, the staff will ask the telephone caller to "hold" or will offer to return the call.

Homework:

Students will be encouraged to come to the library and find information for themselves with assistance from the library staff. The staff will provide instruction in the use of library tools such as the computer catalog.

Contests, Quizzes and Bar Bets:

This type of question will be answered if the information can be found readily. Detailed searches will not be done by the staff unless the patron is willing to come to the library and assist in the search.

Medical Questions:

Factual information will be provided from medical books or valid Internet sources but questions involving interpretation and opinion will not be answered.

Legal Questions:

Citation from codes will be given and other legal resources suggested but legal advice will not be offered.

Genealogy:

Searches will be given to the Cherokee Area Archives.

Personal Information:

Personal information will not be given out unless that information has been published in a telephone book or a directory or an Internet source. Requests for exact names, phone numbers and addresses from the city directory will be answered but information about "neighbors" will not be provided.

A source will be given for each reference question answered.

All reference requests are subject to the confidentiality policy.

SAFE CHILD

The library staff does not provide child care service. Children age 7 and under are expected to be accompanied by a parent, caregiver or sibling at least 10 years of age or older during their entire stay at the library except when they are in the programming room for story time or another activity. Children age 8 and over may be left unattended at the discretion of a responsible adult with the approval of the library staff. If the adult feels it is unsafe for the child to be in the building, on the grounds or to exit the premises without supervision, then the child should not be left unattended.

Children should have emergency contact information with them. Both children and adults need to be aware of library hours, especially closing time. The library staff will wait for 15 minutes past closing time with any unaccompanied child thought too young to be left alone. After that time the police will be called if the parent cannot be contacted.

One warning to correct behavior will be given to a child or accompanying parent/caregiver if the situation warrants it. A second reprimand will result in the patron(s) being asked to leave the building and/or grounds. Library staff members will not comment on or attempt to correct behavior exhibited by a parent or caregiver towards a child unless the child appears to be in immediate physical danger. At that time the parent or caregiver will be advised that the police may be called.

Library staff members have the right to ascertain what a “reasonable” length of time is for any unaccompanied child to be at the library. Decisions will be made based on that child’s behavior. When a problem occurs a written report will be filed with the director and parents will be contacted if deemed necessary.

Students who are absent from school due to illness will be asked to leave the library. The library staff will not be responsible for contacting a parent or the school district in the case of absence from school.

Parents and caregivers, not library staff, are responsible for the actions and safety of children visiting the library and its grounds.

SCANNING

SECTION A: COMPUTER SCANNER

Only library staff members are allowed to operate the computer scanner due to its location in the workroom. It is recommended that items be scanned to a CD with the patron responsible for accessing them at a later time. CDs are available at a nominal charge. Scanned items may be sent to the color computer printer for reproduction. Normal print charges of \$.10 per black & white copy and \$.50 per color copy will be in effect even if the patron provides the paper. Photo quality paper may be used at the staff's discretion depending on its weight.

SECTION B: COLOR COPIER

Scanning can be done on the color copier. Anything scanned can be emailed to a desired address. There is no charge for emailing. Normal print charges of \$.10 per black & white copy and \$.50 per color copy will be in effect even if the patron provides the paper. Photo quality paper may be used at the staff's discretion depending on its weight.

SECTION C: COPYRIGHT

The copyright law of the United State (Title 17, United State Code) governs the making of photocopies and other reproductions of copyrighted materials. Professional photographs will not be copied without the permission of the photographer.

Fees may be waived at staff discretion for community projects.

LIBRARY ACCESS FOR SEX OFFENDERS CONVICTED OF SEX OFFENSES AGAINST MINORS

- A. The purpose of this policy is to ensure that the Library complies with Iowa law that excludes sex offenders (defined as a person who is required to be registered in the Iowa Sex Offender Registry) convicted of sex offenses against minors from public libraries. This policy adopts the definitions and legislation of Chapter 692A of the Code of Iowa, as amended.
- B. The Library Director acts as “library administrator” for purposes of Iowa Chapter 692A. The Library Director will not give the written permission required by Iowa Code Section 692A.113(f) for sex offenders convicted of sex offenses against minors to be present on library property. Issuance of a library card to a sex offender convicted of sex offenses against minors does not constitute written permission from the library administrator for that offender to be present on library property. Individuals may appeal this decision, as it relates to them, to the Library Board of Trustees.
- C. Sex offenders convicted of sex offenses against minors may be eligible for library service, depending on their residence address. They may register for a card directly via telephone or online with the Access Services Coordinator, or by designee, making arrangements for a person of their choosing to select, check out, and return materials using that card. Under any of these circumstances, a sex offender convicted of sex offenses against minors will remain responsible for all activity on their card. They may access information resources via telephone or online. However, said individuals are ineligible for the homebound delivery service.
- D. Sex offenders convicted of sex offenses against minors may not loiter, as defined under Iowa Code Section 692A.101(17), as amended, within three hundred (300) feet of library property.
- E. Violations of this policy will be immediately reported to law enforcement, and violators will lose all library privileges.

TELEPHONE

The telephones at the Cherokee Public Library are business phones. Telephone # 712-225-3498 is an incoming/outgoing line. Telephone # 712-225-4964 is a dedicated incoming FAX line but can be used for outgoing calls.

Patrons may use the telephone located at the circulation desk for brief outgoing phone calls including those to cell phones with area codes outside of 712. Calls should be limited to no more than 2 minutes. Children may use the phone to call home or call for a ride, but they will not be allowed to visit with friends.

Incoming phone calls for patrons will be acknowledged. A patron in the building will be called to the phone and reminded to keep the conversation short. The staff member on duty in the children's department may decide whether to allow a patron access to the phone inside the children's desk area or to send them downstairs to the circulation desk to take the call. Messages for patrons will be taken at the staff's discretion. The staff will not answer questions pertaining to patrons such as "What time did they leave?", "Where were they going?" or "Was --- with them?"

Conversations held by patrons on library phones are not considered to be private. Patrons who abuse telephones or the associated policies will no longer be allowed to use the library's telephones.

Staff members who anticipate a long outgoing phone call should use the FAX line. Staff members wishing to have private conversations should use the telephone in the staff room or director's office. Staff members should confine all personal cell phone conversations to the staff room or office area. Non-emergency personal conversations need to be kept to a minimum.

A voice mail box is provided for each staff member and for the Cherokee Area Archives. It is the individual's responsibility to access the box and retrieve messages.

Cordless phones are for staff use only.

Cell Phones:

Patrons using cell phones in the library will be asked to move away from the computer and reading areas to the lobby or a vacant section of the library to avoid disturbing other patrons and/or staff members. Staff discretion may allow patrons to use cell phones at the computers if the situation warrants it. **Cell phone conversations held in the library are not considered to be private.**

VOLUNTEERS

Volunteers are unpaid workers who donate their time and talents to support the Cherokee Public Library without expectation of future employment, wages, benefits or compensation of any kind. Volunteers may work short term projects and programs or give continuing service over an extended period of time. Volunteers will not replace paid staff positions.

Volunteers must complete an application form and participate in an interview with the library director or youth service librarian. Volunteers must be 10 years of age or older. Signed parental permission is required for all persons under 18 years of age.

Volunteers will work under the supervision of a paid library staff member. They will be given an orientation to the library and task descriptions for the jobs assigned. Work assignments and a written schedule will be provided by the library director or by a staff member designated by the director. All attempts will be made to assign meaningful work that makes the most of a volunteer's talents, expertise, ability and interests.

Volunteers will follow all policies and procedures of the library including patron confidentiality. Each volunteer will wear a name badge.

Public recognition will be given to all library volunteers in an appropriate and timely manner.

Acceptance, placement and/or retention of a volunteer are at the discretion of the library director. A volunteer may be dismissed for such reasons as undependability, absenteeism, inability to perform assigned tasks or assuming duties not assigned by a supervisor.

Volunteers will be asked to give written permission for the library director to conduct a background check. No one who is a convicted sex offender and/or on the sex offender list will be allowed to volunteer at the library under any circumstances.

Individuals seeking to volunteer to complete court ordered community service may be accepted according to the nature of their offense and the current needs of the library.

WEEDING

Weeding (withdrawing materials) is an important aspect of collection development. When library materials lose the value for which they were originally selected, they will be discarded. The weeding of all library materials is based on the following guidelines:

1. Physical condition.
2. Accuracy and currency of information.
3. Circulation or usage record.
4. Availability of similar materials in the collection.
5. Shelving space limitations.
6. Current technology

Magazines will be discarded after two years. Newspapers will be retained for one to three months depending on shelf space and demand by patrons. Copies of the local Cherokee newspapers will be retained until microfilmed and/or digitized issues are received.

Every effort is made to preserve materials relating to Cherokee, Cherokee County, the immediate surrounding area and to a limited extent the State of Iowa. Local history materials will not be discarded unless their physical condition deems it necessary.

The library staff retains the right to dispose of any weeded library materials in whatever way may be decided proper and/or feasible. Every effort will be made to recycle when possible.