

POLICY MANUAL
OF THE
MONROE PUBLIC LIBRARY
MONROE, IOWA

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MONROE PUBLIC LIBRARY
STATEMENT OF POLICIES FOR
OPERATIONS AND COLLECTION DEVELOPMENT

MISSION STATEMENT.

The Monroe Public Library shall be a primary community place for information, education, and recreation for the citizens of Monroe and the surrounding area.

Freedom to Read.

The Monroe Public Library subscribes to the principles stated in the "Library Bill of Rights" of the American Library Association and in the "Freedom to Read Statement" of the American Library Association. (See these complete documents in the appendix.)

The purpose of the Monroe Public Library is to lead the way in meeting the educational and informational needs of the people of Monroe by providing library resources for their interest, information, enlightenment and entertainment. The Monroe Public Library will maintain and make available materials and sponsor programs that will help Monroe residents to:

- 1) Be life long learners
- 2) Keep pace with progress in many fields of knowledge
- 3) Become better members of home and community
- 4) Be more capable in their occupations
- 5) Appreciate and enjoy the arts
- 6) Make use of leisure time as will benefit both self and society
- 7) Participate in a broad-based exchange of ideas on a wide variety of issues and topics

The most crucial ingredients for fulfilling our purpose are an excellent PUBLIC SERVICE staff, a strong COLLECTION* of materials, including alumni and obituary files, reflecting the interests of our community and varied, Library sponsored PROGRAMMING** for all ages.

*Collection: The sum total of print and non-print materials available for use by patrons, through either loan or in-house use

**Programming: The Library's systematic involvement in sponsoring, organizing and/or hosting specific one-time, serial or ongoing events designed to connect Library users with human, print or non-print resources in line with the Library's purpose.

I. LIBRARY ACCESS

1. Who May Use the Library

A. The library shall serve all residents of the state of every age participating in the Open Access system and in particular those residents of the area who are taxed directly for this library service. Service will not be denied or abridged because of religious racial, social, economic or political status.

B. The use of the library or its services may be denied for due cause such as destruction of library property, theft of library materials, disturbance of other patrons, or any other objectionable conduct on the library premises.

2. Library Hours

Library hours, including seasonal changes, will be set by the Board and specified in an appendix to this policy. Changes will be determined by the Board, as needed, and publicized in the local newspaper. Any exceptions to the stated hours will be publicized prior to the change.

3. Holidays and Closings

The library will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve Day, and Christmas Day. The library will close at 5:00pm on the day before Thanksgiving and on New Year's Eve. Any additional closings will be by Board approval prior to the closing.

Emergency closings will be decided by the Library Director. The Board President will be consulted, if possible.

Policy Manual of the Monroe Public Library

II. USE OF THE LIBRARY MATERIALS

1. Who May Borrow Library Materials

All residents of the City of Monroe and all the rural residents of Jasper County may borrow materials from the library.

Any Iowa resident who has a valid library card from their local library may borrow material(s) from the library and will be issued a Monroe library card.

2. Loan Periods

Books, magazines, books on CD, and printed materials will check out for two weeks. DVD's will check-out for a period of two days.

Two week materials may be renewed for up to two more checkout periods if the materials do not have any reserves on them. Two day materials may not be renewed.

3. Inter-Library Loan

Inter-library loan materials may be checked out as determined by the lending library.

4. Fines

There are no fines for overdue items. All materials overdue 30 days or more will be considered lost. Future check outs may be restricted and a replacement fee will be expected.

5. Lost items

Lost items returned before a six month period will have the replacement fee refunded. There is no replacement after six months.

Fines for all overdue Inter-Library loan materials will be twenty-five (25) cents per day per item charged from the date due. There is no grace period on Inter-Library loan materials.

4. Service to Schools and Specialized Users

Teachers, home schoolers, and other specialized situation users may check out materials in quantity for classroom or other educational uses. The library maintains the right to limit quantities.

III. LIBRARY SERVICES

1. Photocopier

A photocopier will be available for public use. The charge for copies up thru legal size will be 10 cents per copied side. Copies on 11 inch by 17 inch paper will be 20 cents per copied side.

2. FAX machine

A FAX machine will be available for public use. Charges for FAXing will be \$2.00 for the first page; \$2.00 for the second page; and \$1.00 for each additional page. These charges will apply to page being sent or received.

3. Computer printouts

Printouts from the public computers will be charged at a rate of 10 cents per page for black and white prints, and 50 cents per page for color or mostly color printouts.

4. Laminating

Laminating service will be available. The charge will be 50 cents for any item up thru legal size, and \$1.00 for any larger item.

5. Providing programs, exhibits, and publicity to stimulate the use of the library by persons of all ages.

6. Maintaining a balance in services to men, women, and children of all ages.

7. Securing information beyond its own resources by borrowing for patrons materials which are not owned or purchasable for the library, or for which insufficient demand does not justify purchasing.

8. Actively participating with other libraries in inter-library loan and Open Access services.

9. Cooperating with other agencies and institutions serving the educational and recreational needs of the community.

10. Providing services during the hours which best meet the needs of the community.

11. Periodic reviewing of services offered to determine whether the needs of the community are met.

Library Space and Meeting Room Standard

Practices 5/16

One on one teaching or consultants that are reserving the meeting room or:

Groups that use the meeting room or meet as a group in the main library space on a consistent basis (more than 3 times in a six month period) must submit a 3 month calendar of projected meeting dates. This practice insures consistent planning and publication of our month event calendar.

Children focused groups will need to provide an appropriate leadership/child ratio for each meeting as to not interfere with the daily duties of the librarian on staff. Also, it is encouraged to have leaders present 10 minutes prior to the scheduled meeting to monitor group members as they arrive.

When using the meeting room space all groups must supply all necessary items for the group and clean up following the meeting.

All meetings will be held within the determined hours of library operation.

All groups will provide the Monroe Public Library with contact phone numbers for all leaders

Leaders must sign in at the circulation desk before each meeting.

Those who reserved the meeting room will be responsible for all communication between group members and students and leaders.(e.g. cancellations , rescheduling, and planning) Library staff will be exempt from assisting with non-library events.

Meeting cancelations or postponements will be stated to the library staff on the date of the meeting or before to allow notice of meeting room availability.

I have read and agree to comply with these practices

_____ date _____

Business or Group association _____

Patron Code of Conduct

Policy:

The Policy of Monroe Public Library is to provide a safe, comfortable environment conducive to the use of library materials and facilities. The library is intended for the use of all members of the public. Customers are expected to observe the rights of other customers and staff members and to use the library for its intended purposes. Misconduct will not be allowed in the library.

In order to provide an appropriate library environment; to ensure constructive use of Monroe Public Library Facilities, materials, and services; to protect the safety and personal comfort of all our library patrons and staff, the following Code of Conduct is in effect at all times.

Anyone who violates or deliberately subverts the Code of Conduct, or who violates any federal, state, or local criminal statute or ordinance, may be banned from the library, and risks prosecution to the full extent of the law.

The Library Board has the right to amend the Code of Conduct at any time.

1. This is a Public Library

No patron may disturb others using the library. Patrons shall be engaged in activities associated with the use of a public library, such as reading and writing, using library services or attending programs. Appropriate behavior is expected at all times or patrons will be required to leave the building.

Sleeping, staring, soliciting, loitering, littering and use of hateful or intimidating speech are prohibited. Repeat offenses may result in the suspension of library privileges.

Patrons may not interfere with the staff's performance of duties. This includes, but not limited to, engaging in extended conversation or behavior that engages or forces the attention of staff for an appropriate period of time, inappropriate personal comments, sexual advances, invasion of personal space, bullying, or physical and/or verbal harassment. These offenses may result in suspension of library privileges.

Patrons who ignore or disobey reasonable requests from library staff will be asked to leave the library property. Repeat offenses will result in the suspension of library privileges.

Misconduct which includes, but not limited to, the use of foul, offensive, hateful, or threatening language and gestures, lewd or indecent behavior, physical or verbal harassment, sexual misconduct, stalking, bullying, public drunkenness or drug usage, sale or exchange of alcohol or drugs, illegal gambling, being disruptively loud, running, pushing and fighting and other intrusive behavior is not allowed on the library property. Picture taking or videotaping individuals within the library is prohibited unless authorized by a parent or guardian and library staff. Theft, attempted theft, or vandalism of library or personal property is prohibited. Weapons of any kind are prohibited except as worn by police officers or other designated security personnel.

The Monroe Police Department will be alerted to any behaviors that threaten the safety and security of library patrons, or staff, or violates existing laws.

2. Use of Library Space

Only authorized employees, Trustees, and volunteers are permitted to enter non-public areas of the library.

Children and teen areas are to be used by adults accompanied by children or teens or by adults using the resources available only in that location

Meeting rooms are available for use by prior arrangement ONLY, or when staff has indicated the space is available for use. Anyone that uses a meeting room without permission will be required to leave the room.

Individuals may not publish or distribute any notice indicating the Library as their place of doing business or otherwise imply Library sponsorship of their activities. Individuals may not publish or disseminate for profit business advertising without the express permission of the staff.

The Library has a right to prohibit groups of people from congregating in the building.

The Monroe Police Department will be contacted regarding any person in need of supervision who is left unattended in the library.

3. Children in the Library

The Library cannot assume responsibility for the care or supervision of any individuals.

Parents and caregivers of children under 10 MUST remain in the library at all times, including when a child is engaged in a library activity. Parents and caregivers are solely responsible for supervising the behavior of their children and the children's use of Library materials and equipment. Any restrictions on a child's use of Library services, materials, and equipment rests solely with the child's parents or legal guardian.

In accordance with school attendance laws, and in support of education, children under the age of 16 are not permitted on Library property during school hours, unless accompanied by a parent, teacher, or legal guardian.

The Police Department will be contacted regarding any individual requiring supervision left unsupervised in the library.

4. Animals in the Library

Pets are not permitted in the library except for properly identified service animals or as part of an approved library program.

5. Dress and Personal Hygiene

Patrons should be fully clothed, including footwear.

Patrons shall maintain a generally acceptable standard of personal hygiene and cleanliness in order to prevent the disturbance of other library users and the use of the facility. Unpleasant body odor, which may offend other library patrons or staff, is unacceptable. Patrons exhibiting unsanitary hygiene or whose body odor initiates a complaint from other customers and/or staff will be asked to leave the library until they can meet the standards of hygiene and cleanliness.

Patrons whose perfume or other scents may trigger allergic reactions will be asked to refrain from wearing such scents in the future.

Patrons may not use the public restrooms for bathing, shaving, washing hair, changing clothes, or other activities.

Police may be called at any time for assistance. Repeat offenders may lose library privileges.

6. Smoking, Food, and Beverages

In accordance with state and local laws, the library is a smoke-free establishment. Additionally, there shall be no smoking on library property and grounds.

The consumption of food is prohibited except during library programs and events, in the Community Room at designated times, and by arrangement. Non-alcoholic beverages in a covered container may be consumed.

7. Please Walk

For everyone's safety, patrons may not run or may not use rollerblades, skateboards, scooters, bicycles or other wheeled transport on Library property, excluding the parking lot. The library cannot be responsible for any personal property left outside the library.

8. Library Materials and Library Equipment

A library patron who vandalizes, steals, or destroys any library material, equipment, fixture, furniture, or building component or who uses same in the manner inconsistent with customary use, or in a destructive, abusive or potentially damaging manner likely to cause injury to the patron or others, will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal and/or civil penalties.

A library patron who deliberately alters a library computer database or destroys computer equipment will forfeit all library privileges, will be subject to financial liability for damages, and may be subject to criminal and/or civil penalties.

The library cannot be responsible for personal equipment, such as a laptop computer, or a phone that is brought into the library.

All briefcases, oversized handbags, carryalls, luggage, packages, overcoats and shopping bags may be subject to inspection by library staff or police.

9. No Soliciting

No one may solicit, petition or distribute written materials or canvass for political, charitable or religious purposes on the library property without permission.

10. Revocation of Privileges

A patron whose privileges have been denied may have the decision reviewed by the Board of Trustees.

Adopted by the Monroe Library Board of Trustees Oct, 2020.

date

VII. UNATTENDED CHILDREN

1. DEFINITION: For the purposes of this policy, a child is anyone under age 16.
2. UNATTENDED CHILDREN: The safety of children on the Library premises is of serious concern to the library and the Library staff will do everything possible to ensure a child's safety. However, the ultimate responsibility for the child's safety and behavior rests with the parent, guardian, or childcare provider. The following guidelines apply to the conduct of children:
 - A. If an unattended child is violating the Conduct in the Library guidelines, is left unattended for long periods of time, or is deemed at risk of coming to harm, the Library staff will give the child warning to stop any improper behavior. If the child's misconduct continues the Library staff will attempt to locate the parent, guardian, or child care provider and ask that they deal with the situation.
 - B. If the Library staff is unable to locate a responsible person, in the library, an attempt will be made to contact a parent, etc.
 - C. If no responsible person can be contacted, and the problem is ongoing, the staff will call the police.
 - D. If an unattended child is still in the library at closing time, the staff will attempt to contact a parent or guardian. If this is not possible, the police will be notified. Under no circumstances will an unattended child be left outside the library after closing. The Library staff will wait with the child until a parent or the police arrive.

IX. COLLECTION DEVELOPEMENT

1. MATERIALS SELECTION

- A. The primary consideration for the selection of an item for inclusion in the collection will be:
This item shall support the stated objectives of the Monroe Public Library.
Other factors considered will be individual merit, existing collection, and budget limitations.
- B. Special requests or recommendations by patrons are always accepted for consideration. However, acceptance of such a request or recommendation does not mean the library is obligated to purchase an item.
- C. An addition of an item to the library's collection does not represent an endorsement of the material's theories, ideas, or polices by the library.
- D. When an item is selected for the library, it will be judged on the basis of the total effect of the material-not on the presence of words, phrases, or situations which in themselves might be objectionable.
- E. The public library asserts its right and duty to keep on its shelves a representative selection of materials on all subjects of interest to its readers and not prohibited by law, including materials on all sides of controversial questions.

2. LIBRARY MATERIAL SHALL:

- A. Include books, periodicals, pamphlets, pictures, slides, video cassette tapes, audio cassette tapes, CD's, DVD's, etcetera, which will help meet the library's objectives.
- B. Meet high standards of quality and content, expression, and format.

- C. Include materials for self-improvement and study, but not materials required primarily for formal courses of study offered by educational institutions (textbooks).
- D. Be loaned according to library regulations and procedures for home use.
- E. Be weeded according to accepted professional practices in order to insure the validity and value of the collection.
- F. If lost, or damaged beyond repair, be replaced by the borrower. The borrower will be charged the current replacement cost of the item, or if the item is no longer available, they will be charged the cost of an equivalent replacement item. The equivalent replacement will be determined by the library.
- G. Be available to all patrons. Parents, not the library staff or Board, are responsible for the nature of materials children may select from library shelves. Children may check out not only books from the juvenile department, but also books from the adult department.
- H. Be reconsidered when individuals or groups wishing to lodge a complaint concerning materials use the following procedure:
 - 1. The individual or group wishing to protest the presence of an item in the collection will contact the Library Director. If they wish to carry their objections further, they must fill out and sign a "Request for Reconsideration of Material" form, see Appendix C.)
 - 2. A written complaint must be taken to the Board of Trustees at its next regularly scheduled meeting. The complainant may appear before the Board if so desired. No item shall be removed from the library collection without a court order if the librarian and the Board of Trustees deem it appropriate for the collection.

3. THE LIBRARY WILL ACCEPT GIFTS:

- A. On the condition that the librarian, under the direction of the Board of Trustees, has the authority to make whatever disposition of books and other materials as s/he deems advisable according to the material selection policy.
- B. If conditions attached to gifts of money, real property and/or stock are acceptable to the Board of Trustees.
- C. Only if materials are outright gifts and do not violate copyright or other laws.
- D. Including personal collections of books which meet one or more of the following criteria:
 - a. Materials are in good condition
 - b. Materials are of historical value.
 - c. Materials are hard to get or find.
 - d. Materials are frequently requested by patrons.
- E. If materials have a copyright date within the last 3 (three) years.
- F. Including memorial gifts. These will be treated as any other item in the collection and will be subject to weeding. If requested, weeded items will be returned to those donating the memorial. No attempt shall be made to estimate the value of donations for tax purposes.

4. COLLECTION MAINTENANCE

- A. The collection will be kept in a current, relevant, and presentable condition by a thorough review and weeding of the entire collection every four (4) years.
- B. Lost or damaged materials will be replaced as needed or financially feasible.

X. INTERNET USE

The Internet is an unregulated global source of information. The Monroe Public Library cannot guarantee the accuracy, correctness, legality, and/or the authenticity of any information found on the Internet and cannot be held responsible for anything found.

The Monroe Library believes that it is the responsibility of parents and/or guardians to monitor and supervise children's use of the Internet.

Parents are encouraged to tell their children if there are parts of the Internet they do not want the children to use.

However, the Monroe Public Library reserves the right to determine if an individual's use of the Internet is inappropriate or unacceptable to community standards.

The Internet Access Computer does not have filtering software and all parts of the Internet are available to any user.

All Internet users are required to read this policy statement and sign the Internet User Agreement. All individuals under the age of 18 must have their parents signature on the Internet User Agreement to have access to the Internet.

No more than 2 people may use the Internet Access computer at the same time, except for adults with small children. Children in fourth grade or younger must be accompanied by an adult.

Signing-up to use the Internet Access Computer.

1. Users are limited to one hour per session. A user may request additional time, if no one else is waiting. The additional time will be allocated in one-half hour intervals to a total use time maximum of two hours per day per person.
2. Internet use time may be reserved in advance by phone or in person.
3. The Internet Access Computer is available anytime the library is open.
4. If the computer is not reserved it may be used on a first-come, first-served basis.
5. Anyone using the Internet computer must sign-in at the main desk before starting and must sign-out when finished.
6. Anyone who has reserved the computer must arrive no later than 10 minutes past their scheduled time or their entire reservation may be canceled.
7. Users will be asked to discontinue use of the Internet 10 minutes before library closing time.

Using the Internet Access Computer

1. Patrons using the Internet computer must be knowledgeable in basic computer operations. The library staff can only provide minimal instruction and assistance.
2. The United States Copyright Law and all relevant federal, state, and local laws apply to the use of the Internet at the Monroe Public Library.
3. Users may print out information from the Internet at a cost of 10 cents each for a black and white page, and 50 cents each for a color page. Some documents contain numerous pages, so take care when printing. The user is responsible for the cost of all pages printed out.

- 4. You may download information to your own IBM format disks. BEWARE of viruses! We are NOT responsible for any problems you may have with information files which you download. Copyright law may apply to downloaded information also.
- 5. You will NOT download any information onto the Internet Access Computer's hard drive.

Warnings!

- 1. The Monroe Public Library is not responsible for work or information lost due to computer, printer, or system malfunctions.
- 2. The Monroe Public Library cannot guarantee the confidentiality of any personal information given out over the Internet. Persons giving out personal information (credit card numbers, social security numbers, etc.) do so at their own risk.

Users of the Internet Access Computer will not:

- 1. Use obscene language.
- 2. Send or receive offensive messages or pictures.
- 3. Use this computer to gain unauthorized access to other networks or computer systems.
- 4. Make any attempt to add to, delete from, modify, or damage any part of the hardware or software of this computer system. It is a violation of the Iowa Code, Section 716A to damage, or destroy, a computer system.
- 5. Use the computer to view or distribute child pornography or to distribute pornography to children. Any such actions are a violation of Iowa State Law.
- 6. Use the computer to view or distribute any kind of pornographic material.
- 7. Violate U.S. Copyright Law.

Violation of some of the above statements may constitute a felony.

Internet User Agreement

I have read the above Internet Use Policy and I agree to comply with, (and have my children comply with), all terms stated above. I understand that violation of any part of this policy may constitute grounds to have my, (or my children's), use of Internet services suspended temporarily or permanently.

Patron signature _____ PH# _____
(or parent/guardian)

Print name _____

Name of child _____ Age _____
(please print)

_____ Age _____

_____ Age _____

Date _____

At the hearing, the employee shall have the right of counsel, the right to present evidence and to cross-examine, and the right to a decision based on the record of the hearing. The Board shall render a written decision on the case within fifteen(15) days of the hearing.

4. RESIGNATION

A staff member must give a written two(2) week notice of resignation to the Library Director.
The Library Director must give four(4) weeks written notice of resignation to the Board President.

5. WORK SCHEDULES

Regular work hours will be established by the Library Director, with Board approval. Employees may trade hours or substitute hours, at a minimum, if agreed upon by both parties. The Director has the option to work no more than one hour, in excess of scheduled hours, as needed, and staying within the framework of the budget. This should be the exception rather than the norm. Other employees have the option to work no more than fifteen(15) minutes beyond scheduled hours, per day, and staying within the framework of the budget.

6. EVALUATION OF EMPLOYEES

The Board will complete an annual evaluation of the Library Director, with periodic updates as needed.
The Library Director will complete an annual evaluation of library staff, with updates as needed.

7. JOB DESCRIPTIONS

See Appendix for job descriptions.

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IV. MEETING ROOM

1. The library meeting room is available for public use only when the library is open.
2. The room may be used by any group for any activities that do not violate the Constitution or the laws of the United States or of the state of Iowa. Nor may it be used for activities that promote hate speech or advocate breaking of U.S. laws.
3. The room may not be used for commercial, money-making functions.
4. The room may be used for fund raising activities for nonprofit groups.
5. Kitchen facilities are not available for use with the meeting room.
6. The maximum number of persons that can be in the room is twenty-five (25).
7. The use of the Library meeting room by individuals or groups does not constitute an endorsement by the Library of the content of or the views of any program or of any persons presenting the program.
8. The Conduct in the Library policy applies to the use of the meeting room.
9. Anyone having a concern about a specific use of the meeting room should direct their concerns to the Library Director. If they are not satisfied with the results they may take their concern to the Library Board of Trustees. The Library Board will review the whole situation and make a final ruling on the concern.
10. The Library staff, the Library Board, and the City of Monroe, are not liable for any claims arising out of the use of the meeting room.
11. Library related activities may charge fees and sell materials in the meeting room.

V. PUBLIC BULLETIN BOARD

1. The one bulletin board that is available for public use is located in the front entryway of the Library.
2. Items which may be posted are ones containing community information, notices from nonprofit organizations, or information which is cultural, in the public interest, or about recreational services and activities.
3. Materials promoting business or commercial ventures, political campaigns or viewpoints, or doctrinal beliefs may not be posted. Any notices from the City of Monroe may be posted.
4. Due to space limitations large posters and announcements can not be displayed. All postings will be short term and must meet acceptable community standards.
5. Distribution or posting of community information materials does not indicate the Library's endorsement of the issues or events promoted in the materials.
6. The librarian on duty will determine if any item is suitable for posting. Decisions not to post an item may be appealed, in writing, to the Library Director.
7. Items posted without prior Library approval may be removed at the Library's discretion. Outdated or long term postings will be removed by the Library. The Library cannot be responsible for the return of posted materials.

XI. PERSONNEL

The Monroe Public Library is an equal opportunity employer. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of race, national origin, or other non-merit factors, shall be prohibited.

Discrimination on the basis of age, gender, or physical or mental disability will be prohibited, except when specific occupational qualifications are demonstrably necessary for proper and efficient operation and administration of the job.

1. HIRING

The Board of Trustees will be responsible for the search, interview, selection, and hiring of the Library Director. The Library Director will be responsible for the search, interview, and hiring recommendation to the Board, of all staff positions.

2. DISMISSAL

An employee may be dismissed with due cause, which includes, but is not limited to: incompetence, willful neglect of duties, insubordination, frequent absences from work, or conduct which is criminal or dishonest.

An employee shall be given a written reprimand by the Board and an opportunity to communicate to the Board in his/her own defense.

If after a three month period the employee has not corrected the problems that were identified, a second reprimand will be given. A second reprimand is cause for dismissal. Employment shall be terminated within two(2) weeks.

3. GRIEVANCE PROCEDURE

An employee is entitled to a hearing before the Board, if he/she applies to the Board President within ten(10) days after receiving a reprimand. Such a hearing must be held within thirty(30) days after the request has been submitted.

APPENDICIES

A. Library Bill of Rights

B. Freedom to Read statement

C. Request for Reconsideration of Materials form

D1. Job Description - Staff

D2. Job Description - Director

APPENDIX A

LIBRARY BILL OF RIGHTS

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

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.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

APPENDIX B

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 books from sale, to censor textbooks, to label "controversial" books, 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 avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. 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.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against a hostile deed, with suppression.

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 stress.

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Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and 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 men 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 which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his 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 contained in the books 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 books 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

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than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the private lives of its creators. No society of free men can flourish which 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.

For some, much of modern literature 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 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 taste differs, and taste 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 with any book the prejudgment of a label characterizing the book or 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 the citizen. It presupposed that each individual must be directed in making up his mind about the ideas he examines. 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.

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 each individual is free to determine for himself what he wishes 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 impose its own concept of politics or morality upon other members of a democratic society.

Emergency Procedures

General Evacuation Procedures:

- calmly gather belongings if it is safe to do so
- if it is safe to do so, lock offices
- proceed to Emergency Assembly Area (Library sign)
- wait for emergency responders
- do not reenter building until instructed by emergency responders

Fire:

- pull fire alarm
- call 911
- evacuate patrons to Emergency Assembly Area

Severe Thunder Storm:

- stay clear of windows

Tornado:

- take shelter in bathroom on north wall of conference room

Inclement Weather Closings:

- notify KNIA/KRLS

Earthquakes:

- drop to the ground
- take cover under a table or desk
- stay away from windows, outside doors and walls and other things that could fall
- stay inside until all shaking stops

Civil Disturbances/Protests:

- notify police of situation
- avoid obstructing or provoking protestors
- alert persons in the area of the situation
- if necessary lock doors and close shades

Bomb Threat:

- don't interrupt caller, try to keep them talking
- have someone else call 911
- do not anger the caller
- write down everything the caller says
- try to identify: time device is set to detonate, description of device, type of explosive, if the caller was the one who placed the bomb, name address and phone number of the caller
- record exact wording of threat, time and length of the call, age, gender and voice characteristics of the caller and background noise

Active Shooter:

- call 911 and give your name, location, description of shooter and number of people in the area
- if shooter is outside, lock doors and close blinds
- if possible get patrons into office and lock the door
- once in a safe place, stay put
- stay low and quiet

Medical Emergencies:

- call 911, don't leave the victim alone
- check area for safety
- check victim for consciousness, breathing, pulse and severe bleeding
- do not move someone who is severely injured unless they are in danger of further injury
- care for life threatening conditions if you have the proper training
- if condition is not life threatening, provide first aid if you have the proper training
- help victim to rest comfortably, keep from overheating or getting chilled

-let 911 dispatcher know if victim is unconscious, has trouble breathing, has chest pain or pressure, is bleeding severely, has abdominal pain that won't go away, is vomiting or passing blood, has had a seizure, severe headache or slurred speech, has had injury to head, neck or back, has possible broken bones
-give exact location, what happened, what help was given, name and phone number; don't hang up until dispatcher hangs up

Suspicious Letters and Packages:

-delivered by someone other than usual, wrapped in string or excess tape, package is lumpy or bulges, no or non-cancelled postage, handwritten notes such as "open in the privacy of...", leaks, stains, wires or foil
-do not open or shake-place in plastic bag to prevent leakage
-isolate package-wash with soap and water
-call 911

On the Spot Managing of Violence:

-try to communicate with the individual calmly and confidently
-call or have someone call 911
-do not physically attempt to get person to leave; do not touch them
-if violence breaks out try to hide, cover up if injury is likely
-if weapon is involved try to get suspect to put it in neutral area
-do not argue, threaten or block suspects exit

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Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of the 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, bookmen 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 expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his 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 their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens 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 books. We do so because we believe that they are good, 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 oppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but is ours.

A Joint Statement by:

American Library Association

Association of American Publishers

Adopted by ALA Council, June 1953. Revised by ALA Council, January 25, 1972.

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5. Did you read, view or listen to the entire work? _____

If not, what parts?

6. Are you aware of the judgment of this material by critics?

7. What do you believe is the theme of this material?

8. What would you like your library to do about this material?

9. In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of this subject?

Signature of Complainant

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APPENDIX D1: JOB DESCRIPTIONS-STAFF

- A. Be familiar with materials in the library.
- B. Assist patrons in using the library.
- C. Perform and assist patrons with basic computer functions.
- D. Check materials in and out.
- E. Review overdue report from circulation system and notify patrons of overdue materials.
- F. Receive and record income from fines, copies, fax and scan, interlibrary loans and donations.
- G. Maintain daily record of statistics.
- H. Arrive at the library in time to open and be ready to serve patrons during the prescribed hours.
- I. At closing time, leave the library in order and ready for service the next day.
- J. Order book as instructed by the director; process new materials and get them ready for patron use.
- K. Process inter-library loan requests.
- L. Run monthly reports.
- M. Email State Library of Iowa to add new patron numbers to Bridges.
- N. Photograph special events.

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APPENDIX D2: JOB DESCRIPTION - DIRECTOR

- A. Select and purchase new books and library materials, taking into consideration the collection development policy and patron requests.
- B. Catalog new materials and prepare them for staff processing. New materials are to be on the shelves, ready to be checked out within 21 days after receipt.
- C. Provide the Board, at each monthly Board meeting, a report of bills to be paid, and financial and statistical reports.
- D. Provide the Board with regular reports on library operations, and future needs.
- E. Provide reference service, and guidance in the use of the resources in the library, to all patrons.
- F. Keep the entire library in proper order and appearance.
- G. Manage day-to-day operations of the library
- H. Supervise library staff and volunteers.
- I. Order general operating supplies and building maintenance supplies as needed.
- J. Maintain and manage the operation of the physical facility and report to the Board on the condition and needs of that facility.
- K. Keep materials in repair and neat order.
- L. Manage Interlibrary loan service.
- M. Publicize new acquisitions and library activities.
- N. Plan, publicize, and present programming to attract children, young adults, and adults to the library.
- O. Keep the library attractive, with displays that highlight new materials, library resources, and services.
- P. Implement projects outlined in the Long-Range Plan.
- Q. Other tasks as directed by the Library Board.