

Charles City Public Library

Public Policy Manual



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Charles City Public Library Mission Statement

The Library will act as a community center for all ages for basic information in various formats, popular reading, entertainment, programming for growth, self-help, and lifelong learning to increase the general good and well-being of the citizens of Charles City.



RESPONSIBILITY FOR LIBRARY OPERATIONS

The Library Board of Trustees' responsibility to the community is to represent the Library both to the people and to the officials of the city. It is the Trustees' obligation to see that adequate funds are obtained for good Library service and that the taxpayers receive a fair return on the investment in tax dollars.

The Board of Trustees of the Charles City Public Library consists of citizens appointed by the Mayor and confirmed by the City Council. A rural member, provided for in the City Code, shall be appointed by the Mayor with the approval of the Floyd County Supervisors. The Library Board is a policy-making group whose duties are the following:

1. To determine the policies of the Library
2. To select and hire a Library Director whose duties are defined in the job description
3. To advise in the preparation of the budget, approve it, and request the necessary funds
4. To provide adequate buildings
5. To study and support legislation which will bring about the greatest good to the greatest number of libraries
6. To help promote good public relations for the Library
7. To develop a long-range plan for the Library and work toward those goals
8. To approve any single expenditure exceeding \$500 other than media material

The Library Director shall be considered the executive officer of the Board and shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall attend all Board meetings.



SERVICES OF THE LIBRARY

The Library Staff will select from the mass of available materials those materials which best meet the needs of the community. These materials will be organized for easiest possible access by the public. Guidance and assistance will be provided by the staff to help people obtain the information they seek.

Information and materials will be provided to help patrons to:

1. Equip themselves for efficient activities in occupations and practical affairs
2. Increase their understanding and appreciation of literature, the arts, sciences and the natural world, and history of civilization and political world
3. Increase their competence to form sound judgments on public problems
4. Promote personal and social well-being and develop creative and spiritual capacities
5. Enjoy recreational reading

The Library will initiate programs to stimulate the use of Library materials for the enlightenment of people of all ages.

The Library will cooperate with other community agencies and organizations.

The Library accepts responsibility for securing information beyond its own resources. This will be done as part of the Enrich Iowa program, which is sponsored by the State Library of Iowa. The Library will also lend materials requested by other libraries, which is also part of the Enrich Iowa program.

The Library will endeavor to maintain a balance in its services to men, women, young people, and children. The Library will cooperate with, but cannot perform the functions of, school or other institutional libraries which are designed to meet specific curricular needs.

Library services will be provided during hours which best meet the needs of the community.



INTELLECTUAL FREEDOM

I. Freedom to Read:

The Charles City Public Library Board of Trustees affirms its belief in the Freedom to Read statement as approved by the American Library Association.

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.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the materials they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as the sole standard for determining what materials should be published and circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of materials on the basis of the personal history of the author.
4. No efforts shall be made to coerce the taste of others.
5. No reader should be forced to accept, on any book or other Library materials, the prejudgment by labeling the book or author as subversive or dangerous. Labeling is the practice of describing or designating certain Library materials by affixing a prejudicial label to them or segregating them by the prejudicial system so as to predispose readers against the materials.
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.

II. Freedom to View:

The Charles City Public Library Board of Trustees affirms its belief in the Freedom to View statement as approved by the American Library Association.

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

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

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expressions. Selection of work does not constitute or imply agreement with or approval of content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging a film, video, and other audiovisual materials on the basis of moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

III. Library Bill of Rights

The Charles City Public Library Board of Trustees affirms its belief of the following basic policies which would govern the services of all libraries. The Board agrees with the American Library Association Library Bill of Rights, which follows.

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 their 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 from libraries because of partisan or doctrinal approval.
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.

IV. Censorship

The selection of materials, if questioned, shall be reviewed in the following manner:

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1. A person with an objection will be urged to fill out a complaint form, after reading the entire book, viewing the entire video, or listening to the entire audio media. (See *Citizen's Request for Reconsideration of Media*.) This complaint form will be returned to the Library Director.
 2. A committee of the Board and the Library Director shall read, view, or listen to the media and review it.
 3. A conference will be held with the complainant and the Board including the Library Director.
 4. The decision concerning further use of the media will be made by the Board and the Library Director by motion and vote.

Reviewed and reaffirmed 12-11-2014



CONFIDENTIALITY

Library patron and circulation 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. (Iowa Code Chapter 22.7)

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 are confidential. The records shall be released to a criminal justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling. (Iowa Code Chapter 22.7)

The Charles City Public Library Board of Trustees recognizes that circulation records of the Library are confidential in nature and advises all Library employees that such records shall not be made available to anyone other than the person to whom the material is checked out without a court order.



COLLECTION DEVELOPMENT PLAN

General Objectives:

1. To provide Library service to every individual in the local community and unincorporated areas of Floyd and Colwell.
2. To provide access to services and facilities provided by regional, state, and federal agencies.
3. To promote enlightened citizenship and enriched personal lives through guidance and stimulation in the communication of ideas.
4. To serve the community as a center for reliable information.
5. To support educational, civic, and cultural activities of groups and organizations.
6. To seek continually to identify community needs and to provide programs of service to meet such needs.
7. To cooperate with other organizations, agencies, and institutions who provide programs or services to meet community needs.

The following policy will guide the collection activities of the Library:

1. The Library director is responsible for developing and maintaining the collection. This includes selection, cataloging, processing, maintenance, and weeding.
 2. The director authorizes staff members qualified by training and experience to apply the policy to day-to-day decisions.
 3. The Library will select materials using a variety of sources including but not limited to review sources, patron requests, and professional collection services.
 4. The Library will develop a catalog entry for new materials.
 5. The Library will continually evaluate the use of the collection, adapting the selection of various parts of the collection to reflect changes in readership and use of materials.
 6. The Library will deselect (weed) the collection on an ongoing basis based on use and condition. Such materials will either be sold or destroyed.
 7. Book repairs will be done at a very minimal level. Rebinding will be done on local materials and those of special interest no longer available from publishers.
 8. Books lost, stolen, or not repairable will be replaced only if they fit into the overall collection development plan.
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9. The Library maintains the philosophy of a no-growth collection. The collection size will be maintained at 35,000 to 50,000 physical volumes. The digital collection may exceed this limit.
10. The Library will participate in the Interlibrary Loan System.
11. The Library will not act as a purchasing agent for the public.

Challenges to Materials

The selection of materials, if questioned, shall be reviewed in the following manner:

1. A person with an objection will be urged to fill out a complaint form, after reading the entire book, viewing the entire video media, or listening to the entire audio media. (See *Citizen's Request for Reconsideration of Media*.) This complaint form will be returned to the Library Director.
2. A committee of the Board and the Library Director shall read, view, or listen to the media and review it.
3. A conference will be held with the complainant and the Board including the Library Director.
4. The decision concerning further use of the media will be made by the Board and the Library Director by motion and vote.

Gifts

Within the provisions of state laws, the Board of Trustees adopts the following policy for gifts:

Books and other materials will be accepted on the condition that the director has the authority to make whatever disposition s/he deems advisable. If the media meets the objectives of the Library and the needs of the collection, the material will be accepted. If the material does not meet these criteria, the donor will have the choice of keeping the material or allowing the Library to sell it to the public and the Library will retain the proceeds.

Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.

Personal property, art objects, portraits, antiques, and other museum items will be accepted at the discretion of the Board.

The Library will not accept for deposit materials which are not outright gifts.

Updated and approved 12-11-2014

CIRCULATION POLICIES

I. Who May Use the Library

The City Councils of Charles City, Floyd, and Colwell will pay for the residents of their cities to use the Charles City Library. The Floyd County Supervisors will pay for the rural Floyd County residents to use the Charles City Library. Other residents of the state of Iowa may use the Charles City Library and the State of Iowa will reimburse the Charles City Library as agreed upon in the Open Access, Access Plus, and Enrich Iowa contracts. These programs are sponsored by the State Library of Iowa.

The Library will not deny or abridge service to any one because of age, religious, racial, social, disability, gender, gender orientation, economic, or political status.

The use of the Library or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public. Such demands may include those made by students, puzzle contestants, and others whose demands for staff time, available materials, or space would prohibit attention and service to the general public. (See *Code of Conduct Policy*, page 19.)

II. Patron Registration

Library cards will be issued to anyone who can present verification of their address and who are at least age 5.

People who are temporary residents of the community may be issued a card. Both the temporary address and the permanent address will be noted in the computer record and on the registration card.

People applying for a Library card for the first time will be required to present one form of typewritten identification that lists their current address. Children without this form of identification will be required to have a parent or guardian with current address information to verify their address.

Examples of acceptable identification include, but are not limited to: current driver's license or permit, car registration, personal check with name and address imprinted, utility bill, rent receipt, student identification card, and school schedule. Personal correspondence is unacceptable.

The first time a new patron uses his/her card to check out materials s/he will be allowed to have only 2 items checked out at a time. Following the timely return of initial items checked out, the restriction will be lifted.

The Library card needs to be presented at the time of each checkout and when the person uses a computer. Presentation of the card eliminates an impostor from charging materials on another person's account and ensures that materials are checked out only to the bearer of the card.

There will be no charge for the first Library card. In case of lost cards, there will be a \$2.00 non-refundable replacement fee. Card holders are responsible for their cards and should report a lost card to the Library as soon as possible. At the time of such a report the staff shall immediately lock the person's account until a new card is applied for. A worn out card will be replaced at no charge to the patron.

III. Loan Periods

A. Regular Loans

Loan periods will be four weeks for all print and audio materials, and art prints (framed art material). Exceptions are as follows:

- The loan period for new adult materials housed on the browsing shelves is 14 days. CD-ROM computer programs are also loaned for 14 days.
- The loan period for videos is 7 days.

B. Overdue Materials

Circulated materials will have the one-day grace period programmed into the computer. After that one day, fines accrue from the day the material was due. Overdue notices will be sent when the item is 7-10 days overdue.

C. Fines

The Library will charge fines for overdue materials up to the replacement price of the material. All materials will accrue a fine of 10 cents per day, per item. The cost of lost or damaged items must be paid in full. Receipts will be issued for all paid fines and for all lost or damaged materials for which the patron has paid.

D. Renewals

All materials may be renewed once for the original loan period, unless this item is on reserve for another patron.

Reviewed, revised, and approved 4-11-2013

REFERENCE SERVICE

Reference service is provided both in-house and on the telephone (in a somewhat more limited fashion). The Library staff will make every reasonable effort to assist any patron in finding needed information or material. Providing full literature searches, lengthy bibliographies, or doing homework for the patron are not possible services due to limitations imposed by time and resources. Library staff members are neither lawyers nor doctors and cannot offer any interpretation of legal or medical materials to Library users.

The Library offers extended reference service through the auspices of the North Central Library Service Area.

PURCHASING MEDIA FOR THE PUBLIC

The Library will not act as a purchasing agent for the public.

PATRON CODE OF CONDUCT

The purpose of the Charles City Public Library is to provide library materials and services to the public. The Library is a place to study, read, write, research, and attend programs or meetings. The Library strives to provide a safe and orderly environment for everyone. The Library is responsible for establishing rules of conduct to protect the rights and safety of Library patrons and staff.

The Library's Code of Conduct includes the following:

1. Engaging in any activity prohibited by law will be reported to law enforcement.
 2. Smoking, e-cigarette devices and other tobacco use is prohibited in the Library.
 3. Soliciting in or on the library grounds is prohibited.
 4. Drinks and light snacks are allowed in the meeting room and lobby only.
 5. Documented service animals are permitted in the Library. Other animals are to remain outside the building.
 6. Alcohol, controlled substances and paraphilia are prohibited on Library property.
 7. Offensive body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance is prohibited.
 8. Cell phones and other electronic devices are to be used quietly in the lobby area so as to avoid disturbing library users. Headphone use is encouraged.
 9. Loud, unreasonable, and/or disturbing noises that interfere with other patrons' use of the Library, or that can be reasonably expected to disturb other persons are prohibited.
 10. Disruptive behavior which includes but is not limited to the use of profanity, abusive or threatening language or threatening gestures, bullying, or unwanted physical conduct is prohibited.
 11. Stealing, defacing or destruction of library property is prohibited. Law enforcement will be contacted.
 12. Shirts and shoes must be worn in the library building at all times.
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The Library reserves the right to evict from Library premises individuals, and/or groups who infringe upon the rights of Library staff or patrons in their proper use of Library facilities, create disorder on the premises of the Library so as to interfere with the functions for which the Library was designed, and/or create an unhealthy or threatening environment for any individual.

Library staff shall use his/her judgment in regard to speaking to the patron. If a resolution cannot be reached, staff will contact law enforcement.

Approved and adopted 9-14-2017

CHILDREN'S SAFETY IN THE LIBRARY POLICY

Children are welcome in the library. While the Library provides a safe and friendly environment for all its users, it is a public building where people enter and leave freely without staff monitoring.

- The Library Staff cannot supervise individuals.
- Children under the age of ten cannot be left unattended or unsupervised in the building.
- Older children left unattended in the Library are expected to be mature enough to follow the Library Code of Conduct and take responsibility for their own safety without an adult.
- While attending a program, meeting or using the building's facilities, parents, guardians and caregivers are responsible for the safety and behavior of their children under the age of eighteen. Such adults are expected to set age appropriate limits and observe necessary precautions for the safety of their children.
- Providing appropriate transportation for children to and from the Library is the responsibility of parents, guardians, and caregivers. Such adults should be aware of Library business hours and plan accordingly.
- Library staff will assist a child in contacting a parent, guardian and/or caregiver prior to closing time.
- Library staff cannot provide for the transportation needs of library users.
- If safe transportation cannot be provided within 15 minutes after closing, library staff will have the option of contacting law enforcement to request safe transportation for the child to a safe place.

Appropriate supervision provided by parents, guardians, and caregivers assists in creating a pleasant and safe place for Library users of all ages. Together we can provide a positive and friendly place for everyone.

Adopted and approved 8-10-2017



BULLETIN BOARDS AND DISTRIBUTION OF MATERIALS POLICY

Space permitting, the Library will post announcements of the cultural activities of the community – those concerned with literature, art, music, drama, and related activities. The Library will also post public announcements of general interest to the community.

The following guidelines apply:

- Posters, notices, and material for distribution should be submitted to the Director. Nothing may be posted or removed from the bulletin board except by the Library staff members following approval of the Director.
- Approved items will remain posted at the discretion of the Library Director and are subject to limits of space.
- In the field of education, announcements of courses given by educational institutions or sponsored by recognized community groups may be accepted, but not those publicizing instruction or courses by individual teachers or private firms.
- Announcements concerning group religious activities, or those open to the public, may be accepted, but not those of individual churches.

Persons are strictly forbidden to distribute advertising literature in the Library building or post petitions, or to solicit funds for any purpose.

The Library will not act as a distribution center for free materials which deal with controversial issues, written from one point of view only.

Neither will the Library act as an agent to sell any type of material, other than Library items, no matter how worthy the cause.

The Library is selective in making announcements available for quantity distribution. Posting notices and distribution of material does not imply endorsement by the Library.

In all instances, the Library reserves the right to refuse any announcements it considers too commercial, in bad taste, or of doubtful value.

The Library will not display any recruitment posters and information for any of the branches of the Armed Forces.



EQUIPMENT POLICY

The Charles City Public Library has a variety of equipment available to patrons for check out. The following expectations will direct their usage. Intended usage, specific restrictions and conditions for the various types of equipment are outlined below.

- Borrowers with a Library card in good standing may check out equipment.
- Children who do not have a completed Internet Permission form on file will not be able to check out a device that connects to the Internet.
- Equipment labeled as “in house use only” may be used in the main part of the Library and in the children’s room. In house devices may not be taken into the lobby, restrooms, or outside the building.
- Equipment labeled as “external use okay” may take the equipment outside the Library for the agreed upon loan period.
- Borrowers agree to pay all costs associated with damage brought about by misuse or loss of the equipment and its component parts.
- Borrowers will report any problems with the equipment immediately.
- A person who has booked the Zastrow River Room may check out equipment for use in the room without a Library card. However, the user is responsible for giving the Library adequate notice so that the equipment is available when needed.

| Type of Equipment | Intended Use | Restrictions and fees |
|---|--|--|
| Laptop, Chrome book | General Computer/Internet Use | In house use only , need Library card, If patron is under 18 y/o, need Internet Permission. |
| Mooney iPad | For virtual tour in Mooney Gallery | Use in Gallery use only , no Library card required. |
| Projector, Projector/laptop combo | For presentations either in the Library meeting room or outside the Library | Outside the Library.\$10 fee/day . Library card required. For use of projectors in the meeting room, no fee nor card requirement. |
| Portable DVD player | For use by patrons to watch DVDs while traveling | Library card required. One week check out. |
| Sound System | For use in presentations outside the building | \$10 fee/day. Library card required. |
| Vinyl Converter | For use in converting musical records to digital format. | In house use only. Library card required. |

Reviewed, revised, and approved 6-12-2014

EXAM PROCTORING POLICY

The Charles City Public Library provides exam proctoring service to the public free of charge. Because Library staff is engaged in other duties, the following conditions are to be understood.

The Library will:

- Accept exams by email or postal mail. The educational institution/testing organization will complete the **Proctoring Instruction Form** and include it with each test that they wish to have the Library proctor.
- Provide Library staff to supervise a test. However the Library cannot constantly monitor the student one on one.
- Provide a computer to take an online test. However the Library will not install additional software on Library computers to accommodate testing. Students may bring their own computers at the discretion of the educational institution.
- Provide a study carrel for a student to take a written test. However the student and institution must understand that area provided is in a public space where there may be noise.
- Make student aware of any specific institutional guidelines (no notes, no open books, calculator or computer permitted).
- Return a written exam either by mail in a self-addressed envelope provided by the educational institution or by scanning the test and emailing it according to the instructions on the **Proctoring Instruction Form**.

The Student will:

- The student will contact the Library Director to set up the testing. In the event that the Director is absent for more than one day, another designated staff may set up the testing.
 - Verify receipt of their exam at the Library.
 - Schedule exams in advance. Unscheduled exams will not be accommodated.
 - Exams must be taken during regular Library hours and may not be scheduled within an hour of the Library closing.
 - Provide a valid Driver's license or ID for verification of identity or the test cannot be proctored.
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- If a student is taking an online exam, they will be able to use a computer for the length of time stipulated in the exam. The student must be in good standing with the Library to use the computer for exams.
 - The student is responsible for any accidental costs, such as postage to mail back the exam (at US Postal Service rates). Payment of costs is due prior to the time of the exam. Call the Library to verify receipt of the examination.
 - Allow sufficient time to take the examination before the deadline that has been established by the institution or association.
 - Come prepared with the necessary or required supplies to take the examination.
 - Provide a paid envelope in the event the institution has not enclosed a return envelope.
 - Allow sufficient return time for the normal Library mailing. The student is responsible for making sure the completed exam has been received by the institution.

The Library cannot:

- Provide a locked or secure place for the test.
 - Provide a quiet study room for test taking.
 - Provide a librarian who will constantly watch the student one on one who is taking the exam. We will only periodically check on the student.
 - Provide proctoring for multiple students in a given day.
 - Mail the completed exam at times other than the regular Library mailing.
 - Arrange for courier or delivery pickup of completed exams.
 - Be responsible for completed exams that have gone astray in the postal system.
 - Keep copies of completed exams more than 14 days past the date the completed exam is sent.
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Proctoring Instruction Form

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|--|--|
| Student Name: | |
| Institution : | |
| Class (Ex. BIO 324) : | |
| Exam Name (Ex. Midterm): | |
| Time allowed (Ex. 1 hour): | |
| Dates allowed (Ex. take before 10/30/2015) | |
| Materials allowed: | |
| Materials prohibited (Ex. no textbooks): | |
| How/where to return exam (email address or envelope) | |
| Contact name | |
| Contact telephone/email | |
| Other instructions: | |

Approved 12-10-2015



INTERNET AND COMPUTER POLICY

In accordance with the American Library Association Bill of Rights, the Charles City Public Library provides unrestricted access to the Internet, including its wireless network.

Computer and Internet Use Eligibility

- The Library's computers are available to those customers who are Library patrons in good standing.
- For nonresidents, a guest privilege to use the computers will be granted by showing valid identification.
- All persons under 18 years of age must have an Internet Permission slip signed by a parent or guardian, or be accompanied by the parent or guardian. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents are advised to supervise their children's Internet sessions.
- The Library's wireless network is available to all Library users who have their own wireless device.

By choosing to use the free Internet and/or computers you agree to abide by the Library's Internet and Computer Rules. Those in violation of these rules risk losing their privileges and, in the case of illegal activity, risk prosecution.

Internet and Computer Rules

- All Internet and Computer Use:
 - The Internet contains content which may be offensive to some. If the nature of the content being viewed at the Library may disturb other Library users, the viewer will be asked to cease.
 - The Library's computers are filtered in compliance with the Child Internet Protection Act. The filter may be temporarily disabled in response to an adult's request.
 - Library users are responsible for any consequences of copyright infringement through their use of Library workstations and the wireless network. Unauthorized, illegal, or unethical activities are prohibited and will be prosecuted to the full extent of the law.
 - The use of the Library's computers and wireless network is free, however the Library charges a nominal fee for printing.
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- Staff will attempt to provide general assistance to those using the Library's computers and Internet network. However, staff cannot provide extended one-on-one instruction for those on the computers or Internet. Patrons looking for instruction in computer and Internet use are encouraged to ask staff about training opportunities either through the Library or elsewhere in the community.
 - Wireless Users Only:
 - The laptop owner is responsible for setting up their equipment to access the Library's wireless network.
 - The Library assumes no responsibility for the safety of equipment brought into the building; users must keep their equipment with them at all times.
 - Library Workstations Only:
 - The Library's computers offer 60-minute sessions. If no one is waiting to use a computer, users may be given the option to extend their current session.
 - The Library workstations are for use by one person only. Exceptions to this rule (as in the case of a person using a relative for assistance or students working on a project together) must be made at the discretion of Library staff.
 - Patrons must not knowingly damage the Library's computers or circumvent the security of the Library's network.

Reviewed, updated, and approved 4-10-2014

MEETING ROOM POLICY

As a resource to the community, the Charles City Public Library offers a meeting room for use by the public. A \$20 nominal fee is required per day of use. This fee will be waived for nonprofit community groups at the discretion of the Library Director. In addition to the fee, a damage deposit will be required for the room. (Please refer to the meeting room reservation sheet for deposit specifics.)

Use of the meeting room is governed by the following policy.

- Prior to reserving the meeting room, the deposit and fee must be received by the Library. Deposits not donated to the Library will be available for refund if the user abides by policy.
 - Users are responsible for:
 - Set-up of the room, including arranging furniture and equipment.
 - Returning the room to its original configuration, cleaning and removing all trash.
 - Making arrangements for any after-hours entry and exit from the building, if applicable.
 - Informing the Library in advance if the meeting has been cancelled.
 - Supervising any minor children while using the meeting room.
 - Any damage to the meeting room, Library equipment or Library facilities during the use of the meeting room. Damages will be charged to the adult/organization that reserved the room.
 - For events that occur during hours that the Library is open to the public, Library staff will:
 - Let users into the meeting.
 - Provide limited assistance with questions about facilities and equipment. Meeting room users are strongly encouraged to plan ahead. Extended questions about the facilities or equipment may be answered by the Library Director or designee.
 - For meetings that start or end after-hours, users must enter/exit the building on their own through the parking lot door. Users who fail to pick up a key or lock themselves out of the building should not expect that Library staff will provide assistance when the Library is closed.
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- Set up time and cleaning should be included in the time the room is reserved.
 - The Library kitchen has several coffee pots for use. Instructions are on the inside of the cabinet doors.
 - The Library provides wireless Internet access throughout the building. No code is required.
 - Any use of other Library equipment must be planned and arranged for in advance of the meeting. As this equipment is used by other organizations outside the Library, one should not assume it will be available.

Prohibited Activities:

- Affixing banners, signs, artwork, or other materials to the painted walls. The picture rail or upholstered walls are designed for hanging such items.
- Alcoholic beverages or other controlled substances.
- Smoking or any open flame, such as candles.
- Programs involving the sale, advertising, or promotion of commercial products or services.

Reviewed and approved 5-22-2015

TELEPHONE, FAX, AND OTHER COMMUNICATION FORMS POLICIES

I. Telephone Policy

The circulation desk telephone is the only telephone available to the public for local calls. Other than emergencies, outgoing calls are limited to on connected call for transportation per person per three hours. This prevents the business phone being tied up by persons using it for personal business or pleasure. The Library does not page patrons. The staff will take a message to be picked up at the circulation desk. The staff will not search for patrons in the building unless it is for an emergency.

II. Fax Policy

The Charles City Public Library has a FAX machine to speed interlibrary loan service, reference requests, and other Library business. The machine is used for Library purposes only. The public may not use it for their own business or personal use. Any interlibrary loan fees charged will be passed on to the requesting patron.

