

Hillsboro Public Library Personnel Policies

I. Qualifications

A. Age- A minimum of sixteen (16) will apply to all full-time library staff members. All staff members will be subject to approval of the board.

B. Education - Good general education shall be the basic standard requirement for all potential staff members. Applicants offering additional educational and technical qualifications or are Certified by the State of Iowa, as well as preferred personality, special ability in a given area, prior experience, etc. , will merit special consideration over others meeting the basic standard requirement only.

II. Holidays

A. The library will be closed for the following holidays : New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas. In those cases where the holiday falls on a closed day, an alternate day, to be determined by the Board, may be observed.

B. All other holidays occurring within the year will be subject to consideration by the board to determine whether a closing of the Library is appropriate.

III. Salary and Employee Review

A. The rate for all new employees will be established on the basis of the prospective employee's over-all qualifications, as determined by the board. A probationary period of six (6) months will apply in all cases, after which a review will be made of the employee's performance to determine if his or her employment is to be continued.

B. Following the probationary period, the Library Board will make reviews on a periodic basis of each employee as long as employment is continued.

IV. Leave of Absence

Leave of absence, if requested by an employee, will be subject to approval by the board.

Approved 11/20/2000

Revised 11/15/11

Hillsboro Public Library Circulation Policies and Procedures

PURPOSE:

The four basic purposes of the Hillsboro Public Library Circulation Policy are as follows:

1. To make materials widely available
2. To provide maximum use of the materials collection
3. To facilitate requests for materials
4. To provide uniform policy for the retrieval of overdue materials

ELIGIBILITY OF USE:

The library will serve all residents of the Hillsboro community and any outlying areas. The use of the Library or its services shall be denied for due cause, such as failure to pay penalties, stealing of library property, destruction of library property, disturbances of other patrons, or any other objectionable conduct or illegal conduct on the library premises.

LIBRARY CARD REGISTRATION:

The privilege of using the Hillsboro Public Library carries with it the responsibility of abiding by its policies and procedures. When applying for a library card, the patron agrees to abide by these policies which are in the best interest of both library patrons and the community. Library materials are public property. When borrowing library materials, the applicant assumes responsibility for all the materials charges on the applicant's library card. All borrowers must be registered and must have a library card to borrow library materials.

Children under the age of fourteen (14) will be issued a card upon presentation of registration card signed by a parent or guardian.

A patron will be charged a card replacement fee of twenty-five cents (\$.25). Library cards will be renewed when deemed appropriate.

OVERDUE POLICY

Public library services are based on the principle that library patrons assume certain responsibilities to return borrowed materials promptly so that the materials will be available to others. To facilitate the timely return of materials, the library has established loan periods based upon a judgment of a reasonable time period needed by the average patron to utilize the material and upon the demand for the material.

To encourage the prompt return of materials, the library has established a fine as a penalty and as a reminder to those patrons who fail to return materials by the due date. When materials are not returned promptly, this penalizes other patrons who may wish to have access to these materials within a reasonable time and causes the library to incur additional expense.

A grace period of one week will be allowed for printed materials. No grace period is allowed for videos. After the grace period full fines must be paid to be able to use the library services. After a book has been overdue one month, the patron is called and encouraged to return the book. If phone contact cannot be made, a postal card may be sent. If an item is in demand, the call may be made sooner at the discretion of the librarian.

Approximately one month after the initial contact is made; a notice listing the price of the overdue item is sent. If the book is not returned or paid for, the patron will have all of their library privileges taken away by the librarian. Upon returning all overdue materials the patron will be placed on a probation period of one year. While on probation, patrons will return all materials on time or renew the item and are allowed to check out only one item at a time. Not following these guidelines will cause the patron to have their library privileges revoked until reinstated by the board of trustees.

If material(s) is not returned or paid for by two months after the initial contact, a final letter containing the city ordinance 5-1-12 will be sent to the patron and the city council.

LOST AND DAMAGED MATERIALS

Any patron who borrows materials from the Hillsboro Public Library is responsible for returning them in a timely manner and in good condition. When a patron reports the borrowed material lost or fails to return it, the patron will make restitution to the Library by paying for the materials.

Patrons are requested to pay for damages when materials are returned only if, in the librarian's estimation, it is beyond repair, or in the case of audio/visual materials, not useable.

Patrons who pay for lost library materials may have the cost of the item refunded if the items are returned at a later date in good condition **and** have not been currently replaced.

PRIVACY OF RECORDS:

The circulation records of the Hillsboro Public Library are not open to inspection by any individual or agency except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil criminal, or administrative discovery procedures or legislative investigatory powers.

Approved 3/12/01
Revised 11/15/11

Hillsboro Public Library Behavior/Patron Concern Policy

The Hillsboro Public Library is designed for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the library for its intended purposes.

The Library Director and other staff members shall have the responsibility for enforcing discipline within the library. The Library Director or staff members will determine when behavior is inappropriate in the library.

The following kinds of behavior will not be allowed in the library:

- Any behavior that endangers the safety or health of others.
- Violation of any local, state, or federal law within the library.
- Vandalism or deliberate destruction of library materials.
- Theft of library materials or the personal property of other patrons or staff members.
- Deliberate disruption of library procedures or events.
- Use of abusive language at other patrons or the staff.
- Deliberate use of the library for inappropriate purpose e.g. sleeping
- Loud talking or laughing which disturbs or could disturb other patrons.
- Eating or drinking in areas not designated for these activities
- Smoking in any area
- Inappropriate dress
- Other kinds of behavior deemed inappropriate by the library director or delegated staff.

Hillsboro Public Library Registered Sex Offender Policy

1. No Registered Sex Offender (RSO) shall be permitted to enter the property of the Hillsboro Public Library.
2. No RSO shall be permitted to volunteer at the Hillsboro Public Library.
3. No RSO shall be employed at the Hillsboro Public Library.
4. A RSO may obtain a library card from the Hillsboro Public Library following completion of the regular procedures for obtaining such card.
5. A RSO may request written or audio-visual materials from the Hillsboro Public Library by written request to the Hillsboro Public Library Board of Trustees or by telephone communications with the Hillsboro Public Library Director.
6. Upon approval of an RSO request for written materials, the RSO shall pre-pay all costs associated with mailing requested written materials. Cost shall be determined by the Board of Trustees or staff of the Hillsboro Public Library and the RSO shall be so advised.
7. All other requirements applicable to citizens' use of the Hillsboro Public Library shall apply to RSO's.

Approved 5/9/11

Hillsboro Public Library Policy on Public Use of the Internet

To fulfill its mission of providing public access to information of all types in a wide range of formats, the Hillsboro Public Library provides access to Internet resources. The Internet offers access to many valuable local, national and international sources of information. However, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. A well informed consumer must evaluate the validity and appropriateness of any internet information found.

Choosing and Evaluating Sources

The Internet is a series of communication linkages leading to a highly diverse array of information content. Library patrons use it at their own risk. In choosing sources to link to from its home pages, the Library follows its materials selection guidelines. Beyond this, the Library is not responsible for the content of the Internet, changes in content of the sources to which the Library home pages link, or for the content of sources accessed through secondary links. In an effort to assist its users, the Library has created web sites for the general population, for teens and for children to help guide them to sources that are accurate, complete and current and that provide them with a wealth of information on the local, national and global level. In addition, the Library provides training for members of the public to assist them in using the Internet in a safe, effective and efficient manner.

Access by Minors

Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. While the Library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to Library materials and resources, including those available through the Internet, the Library has taken certain measures designed to assist in the safe and effective use of these resources by all minors.

To address the issue of access by minors to inappropriate material on the Internet, including material that is harmful to minors, the library:

- Develops and maintains special web sites for children and teens;
- Develops and provides training programs on safe and effective Internet use;
- Encourages staff to guide minors away from materials that may be inappropriate; and,
- Distributes a publication entitled "A Safety Net for the Internet: A Parent's Guide."

To address the issue of the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the Library provides training programs and also urges minors to keep in mind the following safety guidelines:

- Never give out identifying information such as home address, school name, or telephone number.
- Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.
- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.
- Have parents or guardians report an incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
- Remember that people online may not be who they say they are.
- Remember that everything one reads may not be true.

To address the issue of unauthorized access, including so-called "hacking," and other unlawful

activities by minors online, minors and all other Library users are hereby advised that use of the Library's computers for hacking or any other unlawful activity is strictly prohibited.

Rules Governing Use

Due to the limited resources available for provision of public access to the Internet, the Library may set limits, for example, on use of large files of still or moving images or sound, or on downloading files in any medium. The Library also reserves the right to limit the amount of time an individual user can devote to a single session. The public must comply with all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet.

Users may not:

- Use the network to make unauthorized entry into other computational, informational or communication services or resources.
- Distribute unsolicited advertising.
- Invade the privacy of others.
- Make any attempt to damage computer equipment or software.
- Engage in any activity that is harassing or defamatory.
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation.

Violations may result in loss of access. Tampering with computer hardware, settings or software on the computer revokes computer privileges for one month. Second offense privileges are revoked for one year. Unlawful activities will be dealt with in an appropriate, timely manner.

Public Users' Security

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, The Hillsboro Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

Compliance

The Library reserves the right to take appropriate action to insure compliance with this policy.

Guidelines on Access to Information

The Hillsboro Public Library is guided by the following American Library Association statements on access to information:

- The Library Bill of Rights
- Freedom to Read Statement
- Interpretation of the Library Bill of Rights: Free Access to Libraries for Minors and Access to Electronic Information Services and Resources

In general, the Library is guided by a commitment to access to information policies that provide appropriate protections to its patrons while being consistent with the Library's longstanding commitment to the principles of free expression as set forth in the First Amendment to the United States Constitution.

Policy Subject to Revision

The Library's "Policy on Public Use of the Internet" may be revised from time to time.

Approved 1/8/03 Revised 11/15/11

Building Usage Policy

- Reservations for library building will be accepted on a first come-first served basis.
- Equal access shall be given to all groups and individuals applying. No group or individuals shall be denied because of consideration of race, sex, religious or political persuasion.
- Any group using the Hillsboro Public Library shall be required to execute a release of liability for negligence or any damages caused to the user or property during the time of the event or use of the facility.
- Deposits maybe refunded after the use of the building, unless the library is left unclean, damages occur to the library or contents and/or the key is not returned.
- Groups or individuals shall not use or permit, smoking, use of tobacco, or alcoholic beverages. Pets are not allowed inside the building.

Hillsboro Public Library, hereinafter a licensor, grants permission to _____
Hereinafter, a licensee, to use the Hillsboro Public Library building

On _____ from _____ until _____

For the following purpose: _____

Licensor shall not be liable for any personal injury or property damage occurring on or to the premises or to any persons in or on the premises, whether negligent or otherwise. Licensee shall not make any claim against Licensor for any loss or damage described in this section

Licensee understands and agrees to take the premises as they find them.

Licensee hereby releases Licensor from any and all actions, causes or actions, claims and demands for upon or by reason of any damage, loss or injury, which hereafter may be sustained.

This release, extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and to the consequences thereof.

The provisions of any state, federal, local law or statute providing in substance that releases shall not extend to claims, demands, injuries or damages which are unknown or unsuspected to exist at the time, to the person executing such release, are hereby expressly waived.

The statements and agreements herein are not merely recital but are contractual in character.

Licensee _____

Signed by _____
(Organization Liaison - Signature and Printed Name)

Date: _____

Request for Use of Hillsboro Public Library Building

Date Requested: _____

The facility will be used for the following purpose(s):

It is hereby understood and agreed that the below named individual or organization(s) will assume responsibility for the repair or replacement of any Hillsboro Public premises and / or equipment which might be damaged during the license period., It is also understood that the security deposit may be forfeited for failure to comply with the Hillsboro Public Library Building Use Policy.

Licensee: _____

Signed by _____

Address, _____

Phone Number _____

Deposit: \$25

For Office Use Only

Approved / Unapproved _____

Special Requirement :

I have received the refund of \$ _____ Signed _____ Date _____

If not refunded comments of why: