



**VILLISCA PUBLIC LIBRARY**

204 South 3<sup>rd</sup> Avenue, Villisca, IA 50864

712.826.2452 | [villisca.lib.ia.us](http://villisca.lib.ia.us) |

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### **Library Hours**

Sunday Closed  
Monday Closed  
Tuesday 1:00pm-5:00pm  
Wednesday 8:00am-6:00pm  
Thursday 1:00pm-5:00pm  
Friday 10:00am-6:00pm  
Saturday 9:00am-1:00pm

### **Holiday Closings**

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
The Friday following Thanksgiving Day  
Christmas Eve afternoon  
Christmas Day

### ***Others as Decided by the Board of Trustees***

*\*Closings may vary depending on the day of the week the actual holiday falls during each calendar year. See the Library's calendar for up-to-date closings.*

### **Inclement Weather Policy**

The Library is an essential city service that citizens depend upon. When possible, the Library will remain open during inclement weather to provide information services to the public. During weather advisories, library personnel will monitor weather conditions and will close the Library building if weather becomes too severe.

Consider closing the library if:

- No school
- Other businesses close
- Walks are not cleaned and are unsafe

Notification should be made by:

- Announcement on KMA and KCSI radio stations
- Posting a notice on the Library doors when possible.
- Post notice on Library website and Facebook page

Closing:

If the Library is forced to close due to inclement weather, employees scheduled to work will not be paid. Employees must take vacation time off, or no pay for the hours missed.

If due to inclement weather, an employee is unable to report to work, reports to work late, or must leave early when the Library is open, that employee must take vacation time off for the hours missed. If those are not available, the employee will not be paid for those hours.



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**Unscheduled Closings Policy**

- In the event of sustained loss of electricity, water, plumbing, heating or cooling, or when weather conditions make travel dangerous, it may become necessary and prudent to close the Library.
- The Director shall make the determination to close. If the Director is not available, the next most senior employee may make the decision. Staff may call a Board member for counsel and advice, in the following order of preference:
  - Board President
  - Board Vice-President
  - Trustee
- When it has been determined to close the Library, the following will happen:
  - Signs will be posted on the outer doors stating that the Library is closed and the reason for said closure.
  - Notice will be submitted to KMA and KCSI radio stations.
  - Notice will be posted on the Library’s website and Facebook page.
  - Scheduled staff members are notified.



## **Bulletin Board and Displays Policy**

### **Purpose Statement:**

The purpose of the library's bulletin board and displays policy is to make space freely available for information about the Villisca Public Library, City of Villisca, or events and/or programs sponsored by or benefiting non-profit organizations. The Villisca Public Library and/or the City of Villisca neither endorses nor sponsors the organizations or activities described in the brochures, fliers, pamphlets and other material displayed or distributed in the library. The display or distribution of this material is provided as a community service.

### **Guidelines:**

- All materials must be evaluated for compliance under these guidelines and approved by the Library Director or his/her designee prior to distribution or posting. Unauthorized material may be discarded.
- Only posters, which deal with educational/cultural activities, events, or available services, and occur in the library's geographic service area, will be accepted for posting.
- Posters will be accepted which promote a particular religious, political, social or other point of view only insofar as they are limited to informing of a particular event, public meeting, or public service.
- Content must meet existing laws regarding obscenity, libel, defamation of character, and invasion of privacy.
- Posters will not be accepted which advocate the defeat or election of a candidate for public office, or which advocate an affirmative or negative vote for or against any proposition, political or otherwise.
- Posters will not be accepted which advocate or solicit consideration of any product or item sold by any commercial or charitable enterprise (exceptions may be made for local fundraising events).
- Villisca Public Library reserves the right to remove time-dated material or materials which do not comply with library guidelines.
- The Library Director or designee(s) retain the right to refuse any material for display and/or distribution even if it is within the guidelines. Basis for refusal may include size, content, appearance, or space limitations.
- All notices posted in the Library become property of the Library and may be removed and discarded at any time.



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### **Circulation Policy**

The Villisca Public Library has established the following guidelines to facilitate access to the collection while ensuring its protection.

### **Access--Patrons**

#### **1. Collection**

- The collection of the Villisca Public Library is available to anyone for use in the building. Library borrowing privileges may be denied or abridged due to overdue or lost/destroyed materials.

#### **2. Borrowers**

- Residents or property owners of the incorporated City of Villisca are considered "City" patrons.
- Residents or property owners of the unincorporated areas of Montgomery County are provided library service through the contract for service between the Villisca Public Library and the County of Montgomery. These patrons are considered "Montgomery County" patrons.
- Residents or property owners of cities located in Montgomery County are considered "Elliott", "Stanton", or "Red Oak" patrons, and statistics will be collected for each city entity separately.
- Residents or property owners of cities located in Adams County are considered "Corning" or "Prescott" patrons, and statistics will be collected for each city entity separately.
- Residents or property owners of the unincorporated areas of Adams County are considered "Adams County" patrons.
- Residents or property owners of the unincorporated areas of Taylor County are considered "Taylor County" patrons.
- Residents or property owners of the unincorporated areas of Page County are considered "Page County" patrons.
- Residents of any other incorporated area in the State of Iowa that participates in the Open Access program administered through the State Library of Iowa are considered "Open Access" patrons.

#### **3. Library Cards**

- Adults and children requesting a library card are required to complete a registration form and provide their name, address, phone number, and email address, if available.
- Children that are 5 years of age may apply for their own library card. If a child is under 14 years of age, a parent or guardian must be present at time of registration and assumes responsibility for all materials charged on the card. Parents or guardians do not have to have a library card themselves. However, if the parent or guardian does have a library card, it must be in "good standing" before a card will be issued to their child.



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- *The Villisca Public Library will not judge or control the circulation of materials to children. Parents must assume the responsibility of supervising their children's material usage.*
- The Library Director, as Custodian of Records, or his/her designee is granted the authority, but not the obligation, to provide a parent or guardian access to his/her child's circulation records if the child is under the age of 14 as outlined in the Library's *Confidentiality of Records* policy.
- Cards not used within a three year period will become inactive, but will not be removed from the system. Any outstanding fines must be paid and overdue materials returned before the card is renewed. Lost cards will not be replaced with the same type of card originally issued. A replacement card can be printed, but there will be a replacement card cost of \$1.50 per card.
- The owner of the card used to check out materials is responsible for the materials and their return to the Library, and will be assessed fines or invoiced for missing materials as appropriate.
- Due to contractual obligations, certain services, such as BRIDGES or online resources, are limited to only residents within the City of Villisca, rural Montgomery County, and other contracting entities.

#### 4. Loan Periods

Check-out period for library materials is calculated on calendar days.

- Reference Does not circulate
- Newspapers Does not circulate
- DVD/Blu-Ray 3 days
- Books/Audiobooks 14 days
- Magazines 14 days
- CD-Rom Software 14 days
- There is a general limit of 15 items per card; DVDs are limited to 5 per card.
- Residential facilities have special arrangements for extended loan periods: 30-60 days (delivered).
- Teachers (including homeschooling families) may, upon request, receive the extended loan period of 30 days. After 30 days, if an item does not have a reserve on it, it may be renewed for an additional 14 day period once. Items granted an extended educational loan period must be for instruction and not for personal entertainment use. Seasonal and other high demand items may be excluded from this policy at the discretion of the Librarian.

#### 5. Renewal of Materials

- All materials may be renewed unless they are on hold for another individual.
- A maximum of two (2) renewals per items is permitted.
- Materials may be renewed in person, by telephone, or online.

**6. Overdue Materials: Fines**

- Books, audiobooks, and magazines are covered by a one-day grace period. No fines are levied for the first two days after the date an item is considered due. After the grace period has expired, the borrower will pay \$0.25 per day from the date due which will accrue to a maximum amount of \$5.00, not to exceed the cost of replacement.
- DVD's are covered by a one-day grace period. No fines are levied for the first two days after the date an item is considered due. After the grace period has expired, the borrower will pay \$0.50 per day from the date due which will accrue to a maximum amount of \$10.00, not to exceed the cost of replacement.

**7. Lost or Damaged Materials**

- If materials are lost or damaged beyond repair, the cost of the material plus a \$5.00 processing fee must be paid.
- A processing fee is not charged for materials under \$5.00 in value.
- Library privileges are suspended until replacement costs are paid.
- Payment is refunded if lost materials are returned in acceptable condition within 30 days of payment. All refunds will be issued by the Library Director in person. The refund will be for the amount paid minus the \$5.00 processing fee.
- See Notice of Law Governing Concealed Library Materials in Reference Section.

**8. Suspension of Library Privileges Due to Unreturned Materials**

- The borrowing privileges (checking out materials) of patrons with lost/damaged materials that need to be replaced will be suspended until materials have been returned or payment has been made in full. In special circumstances, the Library Director will set up payment plans under which library privileges will be restored as long as the payments agreed upon are being met.
- Patrons with fines on their accounts exceeding \$5.00 will lose library privileges until at least a partial fine has been paid and the amount of total fines owed is at or below \$5.00. In special circumstances, the Library Director will work with patrons to set up a payment plan, as in the case of replacement of materials.

**9. Reserving Materials (Placing Holds)**

- All circulating materials may be reserved.
- When more than one reserve is placed on an item, a queue will be established. Reserves are filled according to the order received.
- Notification is made by telephone or email when materials are available. Reserved materials are held for five days after notification.

**10. Returning Materials**

- Borrowed materials may be deposited on the Library circulation desk or in the outside return box near the entrance of the library.



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- The outside return is open 24 hours a day.

### **11. Equipment use**

- Laptops with wireless Internet and printing for patrons are available free of charge on a first-come, first-served basis. Laptops are for in-library use only and may not be used in the public restroom.
- Copying and print charges are \$.20 per page for single or double-sided Black and White prints or copies.
- Color prints are \$.50 per page. Please see a staff member for assistance with color printing.
- Patrons under 14-years of age have access to computers and iPads in the Library at no cost on a first-come, first-served basis.
- An overhead projector is available to patrons at no charge to be used in Meeting Rooms upon request.

### **12. Special Arrangements**

- Special arrangements for the use of Library materials (for institutions, special groups of patrons, deposit collections, multiple sets, etc.) may be made. All such arrangements are subject to the approval of the Library Director.





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I am a resident of \_\_\_\_\_, Iowa.

I AGREE TO OBEY ALL RULES AND REGULATIONS OF THE VILLISCA PUBLIC LIBRARY.

I AGREE TO PROMPTLY PAY ALL FINES CHARGED TO ME FOR THE INJURY OR LOSS OF BOOKS, DVD'S, OR OTHER MATERIALS LOANED TO ME BY THE VILLISCA PUBLIC LIBRARY.

I AGREE TO GIVE NOTICE OF ADDRESS OR TELEPHONE NUMBER CHANGE IN A TIMELY MANNER.

I AGREE TO BE SUSPENDED FROM THE LIBRARY INDEFINITELY IF PORNOGRAPHIC WEBSITES ARE VIEWS ON LIBRARY COMPUTERS/TABLETS AT ANY TIME.

FULL NAME	
HOME ADDRESS	
HOME PHONE #	
EMAIL ADDRESS	
AGE IF UNDER 14	
PARENT'S SIGNATURE	



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FULL NAME	
HOME ADDRESS	
HOME PHONE #	
EMAIL ADDRESS	
AGE IF UNDER 14	
PARENT'S SIGNATURE	



## Donation Acknowledgement

I, \_\_\_\_\_, agree that by donating the books listed below, that I am aware that these books will be considered for use by the Villisca Public Library, but there is no guarantee that they will be added to the collection. The process to determine gifts to the library is set through the Collection Development Policy of the Villisca Public Library. Donated items may be added to the collection, added to the library book sale rack, donated or sent to a bookseller.

The number of items donated include:

\_\_\_\_\_ Hardcover books

\_\_\_\_\_ Paperback books

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

\_\_\_\_\_

(Please Print)

Name of Donor: \_\_\_\_\_

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

City: \_\_\_\_\_

Phone or e-mail: \_\_\_\_\_

Signature of donor: \_\_\_\_\_

Staff person: \_\_\_\_\_

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

*The Library Trustees, staff, and Friends thank you for supporting the Villisca Public Library. The Library is a non-for-profit institution, and this donation may be tax deductible. The Villisca Public Library does not assign a value to the items donated.*



## Confidentiality of Library Records

Iowa Code 22.7 (13): The following text in quotes is taken from the Code of Iowa.

"22.7 (13) Confidential records.

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

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

Federal appellate courts have extended library patrons' rights to privacy to also cover information sought or received and resources consulted, borrowed, acquired or transmitted. This information includes, but is not limited to, database search records, reference questions and interviews, interlibrary loan records, information about materials downloaded or placed on 'hold' or 'reserve,' and other personally-identifiable information about uses of library materials, programs, facilities, or services. (See the American Library Association's "Privacy: An Interpretation of the Library Bill of Rights.")

**Custodian of Records:** The Villisca Public Library Board of Trustees designated the Library Director as the lawful custodian of records. If the Library Director is unavailable, the Library Assistant on duty is granted the authority, but not the obligation, to provide a parent or guardian access to his/her child's circulation records if the child is under the age of 14. Information concerning an individual's account will be released to that individual only. Other requests for the release of confidential patron records will only be honored pursuant to a court order as described above. The library may release information to the parent or guardian of a child under the age of 14 for the purpose of recovering overdue materials and settling accounts for lost, late or damaged materials, and for other matters related to the recovery of material or charges incurred by minor children for which a parent or guardian may be considered liable. However, information will not be provided to the parent or guardian who is merely attempting to determine what library materials a minor child is using. The Library Director, or the Director's designee, as the lawful custodian of library records, is authorized to release records that are otherwise confidential if the purpose of such release is in accordance with the provisions of this policy and Iowa law.

## **American Library Association's Policy Concerning Confidentiality of Personally Identifiable Information about Library Users**

"In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf" ([Privacy: An Interpretation of the Library Bill of Rights](#)).

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to "information sought or received and resources consulted, borrowed, acquired or transmitted" ([ALA Code of Ethics](#)), and includes, but is not limited to, database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services.

The First Amendment's guarantee of freedom of speech and of the press requires that the corresponding rights to hear what is spoken and read what is written be preserved, free from fear of government intrusion, intimidation, or reprisal. The American Library Association reaffirms its opposition to "any use of governmental prerogatives that lead to the intimidation of individuals or groups and discourages them from exercising the right of free expression as guaranteed by the First Amendment to the U.S. Constitution" and "encourages resistance to such abuse of governmental power . . ." (ALA Policy 53.4). In seeking access or in the pursuit of information, confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation.

The American Library Association regularly receives reports of visits by agents of federal, state, and local law enforcement agencies to libraries, asking for personally identifiable information about library users. These visits, whether under the rubric of simply informing libraries of agency concerns or for some other reason, reflect an insensitivity to the legal and ethical bases for confidentiality, and the role it plays in the preservation of [First Amendment](#) rights, rights also extended to foreign nationals while in the United States. The government's interest in library use reflects a dangerous and fallacious equation of what a person reads with what that person believes or how that person is likely to behave. Such a presumption can and does threaten the freedom of access to information. It also is a threat to a crucial aspect of First Amendment rights: that freedom of speech and of the press include the freedom to hold, disseminate and receive unpopular, minority, extreme, or even dangerous ideas.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information that would be helpful to the investigation of criminal activity. The American judicial system provides the mechanism for

seeking release of such confidential records: a court order, following a showing of *good cause* based on *specific facts*, by a court of competent jurisdiction.<sup>1</sup>

The American Library Association also recognizes that, under limited circumstances, access to certain information might be restricted due to a legitimate national security concern. However, there has been no showing of a plausible probability that national security will be compromised by any use made of unclassified information available in libraries. Access to this unclassified information should be handled no differently than access to any other information. Therefore, libraries and librarians have a legal and ethical responsibility to protect the confidentiality of all library users, including foreign nationals.

Libraries are one of the great bulwarks of democracy. They are living embodiments of the First Amendment because their collections include voices of dissent as well as assent. Libraries are impartial resources providing information on all points of view, available to all persons regardless of origin, age, background, or views. The role of libraries as such a resource must not be compromised by an erosion of the privacy rights of library users.

1 See [Suggested Guidelines:How to Respond to Law Enforcement Requests for Library Records and User Information](#), excerpted from the [Intellectual Freedom Manual, 9th Edition](#). Adopted July 2, 1991, by the ALA Council; amended June 30, 2004.



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### INTERLIBRARY LOAN POLICY

The Villisca Public Library supplements its collection with an Interlibrary Loan Service that enables the library to borrow materials from another library. Through this service, the Library enhances and extends the materials available to its customers and the community.

#### 1. Guidelines

- Interlibrary loan requests are accepted from Villisca Public Library cardholders. Outstanding fees must be paid and overdue materials returned before requests are processed.
- Requests are not accepted for materials owned by the Library unless the Library's copy is lost.
- Requests for materials in various formats are accepted. However, most libraries do not loan:
  - Old, rare, valuable, or newly published materials
  - Reference or genealogical sources
  - Multi-volume sets
  - Issues of periodicals
- Requests may be made in person, by telephone, or by email. An Interlibrary Loan Request form must be filled out for each material requested. The form is available at the circulation desk.
- Locating and receiving requested materials usually takes one to two weeks. Notification is made by telephone or email when the material arrives or if it is not available.
- A maximum of three active requests per patron is allowed. Active requests are materials being searched for and those on loan.
- Loan periods and renewals are at the discretion of the lending library.
- Interlibrary loan materials must be returned to the Villisca Public Library, not to the lending library.

#### 2. Fees

- There is a \$3.00 fee per Inter-library loan fulfilled request; an additional fee may be assessed for out-of-state interlibrary loan requests. Customers are responsible for additional fees or fines charged by the lending library.
- A \$2.00 fee, in addition to any fees assessed by the lending library, is charged for each material requested but not picked up.
- Charges for lost/damaged Interlibrary Loan items will be the cost of the item and \$5.00 processing fee, plus any fees required by the lending library.

Inter Library Loan/Purchase Request

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

Title of Book/Material: \_\_\_\_\_

Author: \_\_\_\_\_

Format Wanted:

- Regular Print
- Large Print
- Audio Book
- DVD

Patron First & Last Name: \_\_\_\_\_

- Order book through SILO-- \$3 fee for postage
- Purchase book/material

Inter Library Loan/Purchase Request

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

Title of Book/Material: \_\_\_\_\_

Author: \_\_\_\_\_

Format Wanted:

- Regular Print
- Large Print
- Audio Book
- DVD

Patron First & Last Name: \_\_\_\_\_

- Order book through SILO-- \$3 fee for postage
- Purchase book/material



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### **Meeting Room Use Policy**

#### **Purpose Statement:**

Meeting rooms of the Villisca Public Library are designed to meet general informational, educational, cultural, and civic purposes. Use of the Library's meeting rooms does not constitute Library or City of Villisca endorsement or approval of viewpoints expressed by participants in the program.

#### **Meeting Room Use Guidelines**

- Meeting rooms are available for public on a first-come, first-served basis for use at times that do not conflict with daily operations of the Library
- Meeting rooms are primarily for nonprofit use.
- Programs and promotion of Villisca Public Library services or by the City of Villisca for City-sponsored events will have priority for meeting room use. Meeting/study rooms may not be reserved exclusively for exhibition or display purposes.
- No money or goods may be exchanged in the course of meeting room use and no fees may be charged for attending the meeting.
- No solicitation for future sales is permitted without prior approval by Library Administration.
- Reservations may start no less than 30 minutes before the library's closing time.
- Meeting/study rooms may be reserved for a maximum of three (3) hours unless prearranged.
- An individual or group may have up to three reservations scheduled at a time.
- Refreshments are welcome.
- Smaller groups may be asked to move into smaller rooms to accommodate a larger group.
- The library staff is not able to serve as a point of information for patrons with questions regarding meetings other than providing directions to a meeting.

#### **User Responsibility:**

- Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff.
- Reservations will be held for fifteen minutes after the beginning of the session reservation and will be cancelled if the individual or group does not check in for the reservation in that time frame
- After a meeting, the user should leave the room in its standard arrangement and check out with library staff to secure the space.
- Music or other audio should be limited in volume as to not disturb other library users.
- Clean tables and floor as needed.





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- Meetings will not generally be scheduled before or after Library hours. Group representatives may not enter Library buildings or other meeting rooms, nor will deliveries be accepted, before the normal library hours.
- For larger meetings, presenters should direct attendees to park away from the main library door (east entrance).
- Applicant placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation.

### **Non-qualifying meeting room uses**

- Political campaign purposes (political forums and listening posts are permitted).
- Weddings, banquets, showers, reunions or individual/private parties
- Commercial use where personal or business profits are the chief aim of the meeting
- Selling or fund-raising is prohibited in the library's meeting rooms and lobby except for events that benefit the library

### **Please note:**

- Terms of use may not apply to Library or City of Villisca events.
- External advance reservations will not be cancelled without prior notification of at least six weeks.
- The library reserves the right to refuse use of the rooms to individuals or groups who do not adhere to library policies or meeting room terms of use or are disruptive to normal library operations.
- The Library Director shall have final authority regarding use of Library meeting rooms.

### **Museum Policy**

The Villisca Public Library maintains a museum in the basement of the Library that consist of the Gertrude Tyler Chinese Collection; the Lizzie Matteson Pitcher collection; the F. F. Jones Library; and local Villisca historical items. The Library will attempt to collect, organize, and make available all items of any type which may be of interest in the future and may be significant to the history of the Villisca community. Anyone can view these collections during library visiting hours.



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### **No Smoking Policy**

The Villisca Public Library strives to create a clean, comfortable, and healthy environment for the public. The Library has adopted the following guidelines for smoking on library grounds.

In accordance with state and local law, it is the policy of the Villisca Public Library Board of Trustees to prohibit smoking and the use of tobacco products on all library grounds.

For more information please refer to: State: Iowa Code Chapter 142D: The Smoke Free Air Act

Procedure for enforcement of Clean Air/Smoking Ban

\*Procedures are for Staff and are not part of the above policy, but rather a guideline to enforce them.

Library Grounds: Everything within sidewalks is considered library grounds. The parking stalls located off of the street are NOT library grounds.

When a person is noticed or reported smoking on library grounds:

(1) Staff member should inform the offender that all library grounds are smoke free and request them to extinguish the item and/or request them to leave Library grounds.

(2) If the person does not comply with your request or is uncooperative it becomes a behavior issue and staff would revert to the Behavior Policy for guidance, which may include notification of the police.



## **Proctoring Exam Policy**

**Purpose:** to meet the needs of individuals and institutions of higher learning, the Villisca Public Library agrees to cooperate with area residents and institutions to support their lifelong learning goals by offering proctoring services. This service is based on the availability of personnel, facilities and technology to do so.

### **Guidelines:**

1. The student is responsible for having the examination and instructions sent to the library and to determine when it has arrived. All test taking requirements and instructions must be received from the issuing educational institution at least three days before any tests are taken. Students must present photo identification to the proctor at test time.
2. Arrangements to take the exam must be made at least 24 hours prior with library staff. It is the responsibility of the test-taker to schedule the timing of the exam. Examinations must be taken during library operating hours. The test-taker will allow sufficient time to take an examination before the deadline that has been established by the institution.
3. All examinations must be completed 30 minutes prior to library closing time.
4. The library cannot provide proctoring if a librarian is required to be with the student during the entire exam. The librarian will not monitor a student continuously during an exam, but may check on the student periodically.
5. Prior to taking the exam, the student is required to come prepared with the necessary supplies to take the exam. Personal items must be stored at the circulation desk.
6. A librarian will not sign a proctoring verification that attests to more than the staff has been able to do.
7. The student is responsible for any and all costs incurred by taking the examination: copies, faxing, and postage.
8. The library does not allow the installation of any special software that may be needed to complete the examination on a library computer. It is the student's responsibility to ensure that the library's computing resources are adequate for their test taking requirements.

### **Proctoring fees:**

- If the Library receives the exams via fax, there is a charge of \$2.00.
- If the Library receives the exams vial email, there is a charge of \$.10 per page.
- If completed examinations and materials need to be mailed by the Library, a fee of \$2.00 will be charged to the student. Additional postage charges will apply as well.
- If completed examinations and accompanying materials need to be faxed by the Library, the student will be charged \$2.00 plus \$.25 per page faxed.



## VILLISCA PUBLIC LIBRARY

204 South 3<sup>rd</sup> Avenue, Villisca, IA 50864

712.826.2452 | [villisca.lib.ia.us](http://villisca.lib.ia.us) |

### **Public Faxing Policy**

The Fax phone number is: **712-826-2686**.

The fax machine is operated by library staff.

The Library does not fax to international numbers.

The fax machine is black and white only and can accommodate legal and letter size documents.

A customer must alert the Library as soon as possible if they expect to receive a fax. The Library will make an attempt to notify people when their fax has been received. If faxes are not picked up in 7 days, the incoming fax will be destroyed. Customers must pay for faxes at the time of pick up. If not picked up, charges will be assessed to the individual and may be denied future use of the fax.

All faxes sent must have a cover sheet, which will be provided by and sent by the Library at no cost.

The Library is NOT responsible for the kinds of materials sent by fax. If the service is abused the customer may be denied use of the fax. The Library fax machine is intended for personal use and not to be used for illegal purposes.

The customer must provide a copy in an acceptable condition to be faxed. The customer may use the public copier to create an acceptable copy. Black text on white paper is suggested.

The Library is NOT responsible for successful receipt by the destination fax, nor is the Library responsible for any damage or loss of data or consequential damage arising out of the use of the fax. The customer is expected to confirm the receipt of the fax by the other party.

The customer must stay until a fax is sent. If it does not complete after 3 tries, the customer must try back at another time.

Fees: All fees must be paid at the time the fax is sent.

Outgoing Faxes: \$1.50 for the first page and \$1.00 for each additional page (excluding cover sheet).

Incoming Faxes: \$0.20 per page.



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**Library Access for Sex Offenders Convicted Of Sex Offenses Against Minors**

See also related policy **Conduct in the Library** and **Unattended Children in the Library** policies.

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