

Policy Manual

**Prepared 1993 and Updated Regularly with
Revisions indicated in Text
Revised 2014**

**Johnston Public Library
6700 Merle Hay Road
P.O. Box 327
Johnston, Iowa 50131-0327
515-278-5233**

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General Library Information

Revised December 1997, January 2003, April 2007, August 2007, February 2011

The Johnston Public Library opened as a branch of the Urbandale Public Library on July 5, 1988. On July 1, 1992, the branch became an independent library governed by its own board. The board of trustees consists of five members who are residents of Johnston, serve six-year terms, and are appointed by the mayor and council. The trustees employ a director who is responsible for the day-to-day operation of the library.

The Library moved to the current location at 6700 Merle Hay Road in September 2001. A \$4.5 million bond referendum and donations built and helped furnish the 27,000 square foot building.

Board meetings are held the third Thursday of each month in the Library conference room at 5:30 p.m. and are open to the public. The policies adopted in this manual were approved by the Board of Trustees and are reviewed annually.

Library Hours

Monday through Thursday.....10:00 a.m. to 8:00 p.m.

Friday and Saturday10:00 a.m. to 5:30 p.m.

Sunday1:00 p.m. to 5:00 p.m.

Phone Number

(515) 278-5233

Address

6700 Merle Hay Road

P.O. Box 327

Johnston, Iowa 50131-0327

Website

www.johnstonlibrary.com

Facebook

<https://www.facebook.com/johnstonpubliclibrary>

Twitter

<http://twitter.com/johnstonlibrary>

Audio-Visual Equipment

Revised January 2003, January 2006. Reviewed July 2007

Library audio-visual equipment may be checked out to qualified cardholders 18 years or older. The cardholder assumes responsibility for returning the equipment in the same condition as when checked out.

The equipment is checked out from and must be returned to the Johnston Public Library.

There is a three-day limit on equipment check out. Renewals are permitted up to the three-day limit and must be made and paid for in person. The equipment may be reserved up to 30 days in advance.

A non-refundable lending fee is payable at checkout to cover maintenance and repairs. The fee structure is:

Item	Lending Fee per Day	Overdue Charge per Day
Screen	no charge	\$.50
Audio cassette player	\$3.00	\$1.00
Overhead projector	\$3.00	\$5.00
Slide projector	\$3.00	\$5.00
VCR in library	no charge	none
DVD in library	no charge	none

These items may be used in the library by qualified library customers unless the items are needed for check out. For usage elsewhere in the building, the same fees are charged as listed above, unless checked out by city staff for city business.

Cardholder Registration

Approved October 17, 1996. Revised January 2005, January 2006, May 2007, January 2010, February 2011, January 2012, September 2012

A Johnston Public Library card is issued free of charge to residents of Johnston and contracting communities upon presentation of proper identification and completion of a library card application form. Proper identification must include one form of current street address and a photo ID. The ID may be a valid driver's license, a checkbook, a piece of mail (not more than one month old), a lease agreement, or similar document that will prove delivery to the current address. General delivery and PO boxes are unacceptable.

Any resident within the corporate limits of the city of Johnston or a contracting community or an Iowa resident eligible for state-wide library services, who is five years of age and older, may obtain a library card free of charge. Cards given to citizens in contracting communities are issued according to the contract. All cardholders must renew their cards every two years. Children under 14 years of age require the signature of a parent or guardian to obtain a library card.

Cardholder application records are confidential. All information requested on the application form is necessary for customer identification and pertinent to the operation of the library. No one other than library staff has access to the customer's application information.

Address/Name Change

Cardholders are required to give immediate notice of any change of name, address, email addresss, or telephone number.

Replacement

Replacement cards are issued when a cardholder's current library card is lost, stolen, or damaged. A new application form must be completed. Verification of address and a photo identification will be requested. There is a \$1.00 fee for a replacement card.

Renewal

When a library card is expired, it must be renewed in order for the cardholder to continue to obtain library services. Documented verification of address is needed. There is no fee for renewal. Cards will not be renewed if there are any outstanding fines, fees, or overdue books on the cardholder's record.

Subscription Cards

Approved January 2006. Reviewed May 2007, January 2012, September 2012

Cards are sold to those who do not qualify for a card as a Johnston resident or are not covered under any contracts. The cost of the card is based upon current Johnston per capita funding. The fee is payable in advance. This card entitles the purchaser to check out print materials at the Johnston Public Library. The card is stamped "SUBSCRIPTION" and the following rates apply: 3 months-\$25.00; 6 months-\$50.00; 9 months-\$75.00; 12 months-\$100.00.

Special Circumstances

Approved January 2006. Reviewed May 2007

Cards may be provided on a limited basis to library users with special residency circumstances e.g. Camp Dodge, Youth Homes of Mid-America. The guidelines for these types of cards are documented in the Johnston Public Library Procedures Manual. Cards of this type must be approved by the Director or Assistant Director.

Guest Internet Pass

Approved July 15, 1999; Revised January 2005, January 2006, May 2007, February 2011

An individual who lives more than sixty miles from Johnston and who wants to check an e-mail account or use the computer may do so upon presenting a driver's license and completing a computer use form. The guest Internet pass is intended for limited one-time usage.

Circulation Policy

Revised December 1997, January 2003, January 2005, January 2006, May 2007, August 2008, June 2010, February 2011, January 2012, October 2013

Checking out

Most materials, with the exception of Blu-Rays, video games, DVD's, downloadable content, and equipment, are checked out for three weeks and may be renewed twice, in person, by telephone, or online if no other borrower has them reserved. Library customers must be at least eighteen years of age to check out audiovisual equipment.

For all transactions, borrowers must have a valid library account and present a library card or photo ID .

Circulation Policy/Check-Out Periods and Limits

Circulation periods may be longer or shorter than those shown below for high-demand or special items.

Item	Checkout Period	Limit
Books	3 weeks	none (non-fiction—2 per call number)
Puppets	3 weeks	none
Books on CD	3 weeks	20
Compact discs	3 weeks	30
Cake pans	3 weeks	none
DVDs	7 days	20
Blu-Rays	7 days	20
Video games	7 days	2
Audio Visual equipment	1 day with renewals or reservations to 3 days	none
Magazines	3 weeks	none
Comics / Graphic Novels	3 weeks	none
Downloadable Audio & eBooks	Varies from title to title	3
Porta Books	3 weeks	20

Returning Materials

During library hours, all materials should be returned inside the library. Outside return slots for books and audio-visual materials are located just west of the library entrance for after-hour returns. The cardholder is responsible for all items placed in the returns.

Damage to Materials

Library users are expected to report any broken or damaged materials to library staff but are not to make any repairs themselves. If the damage occurred while in the user's possession, he or she will be expected to pay for replacement or repair costs. Library privileges will be revoked when any fines, damage fees, or replacement charges are not paid.

The staff has discretion to accept replacement items instead of the replacement cost if the binding or edition is the same. The \$5.00 processing fee must be paid.

Open Borrowing Privileges

The Johnston Public Library maintains collections of materials for all ages, interests, and viewpoints. Anyone, regardless of age, may select from the entire collection. It is the responsibility of the parent(s) to monitor their children's use of library materials.

Collection Contents

Revised October 2006, February 2009, January 2010, June 2010, February 2011, January 2013

Books

Downloadable Audio Books

Downloadable eBooks

Downloadable eMusic

Downloadable eMagazines

Large Print Books

Local History/Special Collection

Audio Books

Compact Discs

Videos, DVD's, Blu-Ray DVD's , Video games

Cake Pans

Comic Books / Graphic Novels

Puppets

Periodicals

Audio Visual Equipment

Audio Cassette Player/Recorder

Overhead Projector

Screen

Slide Projector

Online Databases

Collection Development Policy

Revised January 2005, January 2006, October 2006, February 2009, Reviewed January 2012

I. Philosophy

The Johnston Public Library maintains that the freedom of information is essential to our democracy. Therefore, this Library subscribes to and abides by the American Library Association's "Library Bill of Rights," Statement of Labeling," "Freedom to Read," and "Freedom to View."

Library material should be selected for values of interest, information and enlightenment of all the people of the community. In no instance should any material be excluded because of the race, nationality, or political or religious views of the writer. It is the obligation of the Johnston Public Library to provide material presenting all points of view concerning the issues and dilemmas of our time on local, national, and international levels. Materials of sound factual authority should not be removed from the Library shelves because of partisan or doctrinal disapproval. All material shall be judged as a whole; no work shall be judged for exclusion by taking single passages out of context and basing condemnation of that work on such lifted passages.

Freedom of choice is an essential prerequisite of democratic library service. The Library's immunity from attack of censorship is reasonably assured by providing a written materials selection policy that is based on the approval of the Johnston Public Library Board of Trustees of the four documents listed above.

II. Objectives

The Public Library as an institution exists to provide materials which communicate experience and ideas from one person to another.

The goal of the Johnston Public Library is to assemble, preserve, and administer library materials that promote an enlightened populace and enrich personal lives in the area served. Library materials will be selected based on the educational, informational, cultural, and recreational needs of the community.

The Johnston Public Library recognizes the importance of both timely materials on issues of current interest, which may be of temporary value, as well as the basic books which are of permanent value. The Library ensures that, regardless of current popularity, the classics of literature are made available for the potential reader.

The Johnston Public Library believes that one of its most important functions is serving the community as a center of information by providing reference materials for the direct answering of questions and for reference work.

In order to preserve our unique heritage and culture, the Johnston Public Library, as an integral part of the community, strives to be a depository for material concerning local history.

As an indication of current needs, the Library pays heed to requests received from staff members, cardholder suggestions of materials to purchase, special bibliographies, and reading trends as reported in library literature. The Library is concerned with stimulating use and reading interests by various forms of publicity, displays, and physical organization of its materials.

The Johnston Public Library aims to be impartial in materials selection. No particular opinions or special interests are favored. In the cases of controversial subjects, every effort is made to see that all sides are fairly represented.

III. Responsibility for Selection of Library Materials

Ultimate responsibility for material selection rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees.

Materials are selected with the aid of standard reviewing periodicals. All staff members are encouraged to participate by suggesting titles for purchase. In particular, the managerial staff selects reference materials, and the Youth Services staff selects all items in the youth collections. Library customers are invited to offer suggestions that will be considered for purchase.

IV. Policies of Selection

A. Selection Policies Based Upon Group Served.

1. General Adult Population

a) General Non-Fiction

Materials selected for general reading in subject areas are considered for readability and popular appeal, soundness of the author's attitude and approach, quality of writing, and appropriateness to the present library collection.

Some factual, current material must be provided in all areas. Additionally, the collection must provide books for the lay reader who wants books which may be broadly defined as "recreational" or of "aesthetic appreciation."

b) Religious Books

The Library does not favor nor discriminate against any religious group. Purchase of religious books is limited to those of a general nature or to recognized classics and standard reference items.

Books expounding the principles and practices of a specific religious denomination are not purchased but may be considered as gifts. The Library does not assume the responsibility for replacing worn or lost copies of these items or for purchasing new or revised editions of these titles donated as gifts.

c) Peripheral Materials

Materials which would, in the director's judgment, be lacking in permanent value or have little current demand are rejected. Requests for such items will be filled through interlibrary loan.

d) Fiction

An effort is made to limit the original purchase of fiction to titles of some literary merit. However, selecting fiction involves the need to satisfy readers of differing tastes, interests, purposes, and reading levels and the inclusion of a variety of types of novels.

In selecting fiction, the Johnston Public Library has not established an arbitrary standard of literary quality. An attempt is made to satisfy a populace varying in formal education, social background, and taste. Therefore, fiction selection includes choosing distinguished novels as well as the most competent, pleasing categories of fiction writing.

The novel has assumed an important place as an educational tool. It is recognized as a medium for recording and molding public opinion and as an instrument for changing individual attitudes. The sound treatment of significant social and personal problems or racial and religious questions through novels of wide appeal may contribute much to the betterment of human relations. For this reason, novels of serious purpose are purchased as well as titles of light fiction and adventure. Due attention is paid to maintaining a basic collection in attractive editions of the standard classics and semi-classics of world literature. Abridged editions are usually not purchased. Since each novel is ordinarily judged on its own merit, there generally is no attempt at completeness in the Library's holdings of authors' works.

2. General Juvenile Materials Selection

The Johnston Public Library cannot assume the responsibility of deciding what a student may or may not read, view, or listen to. That responsibility is for the home and parent.

With current teaching methods and growth in the number of students, the use of the public library by students has increased tremendously in recent years. It may appear to adults that the major emphasis is being placed on service to students, but the right of students to use the library can hardly be questioned. Since, however, limited funds must be stretched to cover the most urgent needs of a very diversified clientele, especially those without other library facilities, and since the obligation of providing duplicate copies for students is primarily that of an institution's own library, the Johnston Public Library functions only as a supplementary source for students' reading or reference purposes. The Johnston Public Library expects the school library to provide a working collection containing adequate copies of reference tools that are consistently used by large groups of students. It does not undertake to meet the demands for large class assignments which tend to monopolize the facilities of the Johnston Public Library to the detriment of its use by the general public.

The Johnston Public Library's objective in providing reading material for children is to guide children toward the enjoyment and appreciation of books. This, in turn, may help them have a better understanding of themselves as individuals and as members of society and may help them to establish patterns of public library use that will carry into adulthood.

In selecting materials for children, the Library attempts to anticipate and to meet the diverse skills and interests of readers of all ages, from babies to the child ready for adult materials.

The greatest emphasis for beginning readers is to provide picture books that meet library standards of literary and artistic quality.

Abridged versions of children's classics are not normally purchased. Books in publishers' series are evaluated as individual titles and are added only as they meet the basic quality standards for children's books. Bible stories, biographies of saints and other religious personage, and books on the customs of religious faiths are added if they meet the basic standards of children's books in general, but books of specific religious teaching or practice are excluded from the children's collection.

Books on human physical development and sex are carefully selected for scientific accuracy, simplicity, and dignity of presentation. Books relating to countries, races, nationalities, and religious groups are carefully selected and those that reflect any serious stereotypical discriminatory attitudes are not purchased. Books that have literary merit are retained even though they may contain some words or phrases which are unacceptable to some readers.

B. Selection Policies Based Upon Types of Materials.

1. Best Sellers

The Johnston Public Library will usually purchase books on best seller lists to make them available for the public.

2. Gifts

Gift materials will be added to the Library's collection according to the policy established for the acquisition of purchased materials. The donor of any gift should understand that the Library reserves the right to assign gifts wherever the need is greatest or to dispose of them in some other manner if, because of content or condition, they are not acceptable library items.

Gift books which are added to the Library's collection will be integrated into the general collection; the only form of donor identification will be a bookplate if the donor so specifies.

It is the policy of the Johnston Public Library not to accept special collections of materials to be kept together as a separate entity.

3. Memorials

The Johnston Public Library Board of Trustees with the Johnston Public Library Foundation welcome gifts and bequests for the purchase of books and related materials as memorials.

4. Non-Book Materials

a) Periodicals

Periodical selection is based upon the accessibility of content through indices, representation of varied points of view or subjects needed in the collection, or usefulness to the library staff in book selection and other professional activities.

Gift subscriptions are carefully considered for content before being accepted.

b) Newspapers

Community newspapers are indispensable sources of local information, some of which is available in no other form.

The **Johnston Advance** and its successor, the **Johnston News**, **Johnston Press Citizen**, the **Bull's Eye**, and the Johnston section of the **Des Moines Register** are preserved. All other newspapers are kept for two weeks.

c) Pamphlets/Ephemeral Brochures

Pamphlets, newsletters, and other diverse publications provide timely information and are kept up to six months.

d) Audio-Visual Materials

The audio-visual collection is selected by the Library Director based on professional reviewing sources, best seller lists, patron suggestions, and professional expertise. Audio-visual formats are selected on the basis of current technologies that our customers use.

5. Paperbacks

Paperbacks are purchased based on the following criteria: if the title is out of print or otherwise unobtainable in a better format; if the title is one which has never appeared in any other edition; if the title has heavy demand; and if the title is light fiction that will be popular, and therefore, provide more recreational reading at a nominal cost. Gift paperbacks may be placed in the collection to make a wider range of titles available.

6. Local History

A representation of local history is held by the Johnston Public Library. The objective is to acquire and preserve materials relating the written and pictorial history of Johnston and its surrounding area, as well as important local history acquisitions. The Johnston (Station) Historical Society develops its collections which are maintained in their house located in the same complex (Johnston Commons) as the library.

V. Maintenance of the Collection

A. Duplication

Based on the Johnston Public Library's needs, emphasis will be placed on the acquisition of separate titles rather than on multiple copies of individual titles. Books of enduring value will be duplicated as usage dictates. When there is high demand, additional copies of the title should be purchased.

B. Weeding

The knowledge explosion of recent years has brought a vast increase in published materials. The newer authorities recording the latest achievements and discoveries have replaced the earlier authorities. The necessity of having these currently useful materials imposes a severe strain on the physical facilities of the library and creates an obligation for a careful and continuous removal program. Since the library materials are selected based on their potential contributions to the educational, informational, cultural, and recreational needs of the community,

those books and other materials which no longer serve these needs must be removed from the collection to make room for those that do.

Removal is determined by the director, who uses the CREW method of evaluation. This process Continuous Review, Evaluation, and Weeding uses the following criteria to evaluate a title's current usefulness to the collection:

M - Misleading (and/or factually inaccurate)

U - Ugly (worn and beyond mending or rebinding)

S - Superseded (by a new edition or by a better title on the subject)

T - Trivial (of no discernible literary or scientific merit)

Y - Your collection has no use for the item (i.e., irrelevant to the needs and interests of community)

C. Replacements

Withdrawn titles are not replaced automatically; consideration will be given to current usefulness and the number of copies remaining in the collection.

D. Exclusions

The library staff, in an effort to maintain the reliability of the library's collection, depends largely upon reviews by authoritative specialists. When reviews cannot be located and demand warrants, subject specialists are consulted locally. Textbooks will normally be excluded. Books written primarily for the specialist or professional will normally be excluded. Genealogical search aids will be purchased; however, local family histories will not. Rare books will not be purchased unless they pertain to Johnston, Polk County, or Iowa.

VI. Interlibrary Loans

An attempt will be made to borrow from other libraries materials unavailable locally. Materials requested by other libraries for their users will be loaned as well according to our Interlibrary Loan policy.

VII. Reconsideration

Anyone wishing to make a formal complaint may do so by completing the form "Request for Reconsideration of Library Materials" (Appendix D). The director will consider the completed form and will respond to the complainant. If the complainant wishes to appeal the staff decision, he/she may do so by asking for an appeal to the Library Board of Trustees.

VIII. Appendix to Selection Policy

- A. Library Bill of Rights, American Library Association
- B. Statement on Labeling, American Library Association
- C. The Freedom to Read, American Library Association and American Book Publishers Council
- D. The Freedom to View, American Library Association and the American Film and Video Association
- E. Request for Reconsideration of Library Materials

Collection Policy Appendix A

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
Inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Collection Policy Appendix B

Statement on Labeling

An Interpretation of the Library Bill of Rights

Labeling is the practice of describing or designating materials by affixing a prejudicial label and/or segregating them by a prejudicial system. The American Library Association opposes these means of predisposing people's attitudes toward library materials for the following reasons:

Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.

Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.

Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.

A variety of private organizations promulgate rating systems and/or review materials as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other materials. For the library to adopt or enforce any of these private systems, to attach such ratings to library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise to endorse them would violate the Library Bill of Rights.

While some attempts have been made to adopt these systems into law, the constitutionality of such measures is extremely questionable. If such legislation is passed which applies within a library's jurisdiction, the library should seek competent legal advice concerning its applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or obliterating such ratings—if placed there by or with permission of the copyright holder—could constitute expurgation, which is also unacceptable.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement, however, does not exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981; June 26, 1990, by the ALA Council.

Collection Policy Appendix C

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee. A Joint Statement by: American Association of American Publishers

Collection Policy Appendix D

Freedom to View Statement

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

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to ensure 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 expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the 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.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council.

Collection Policy Appendix E

Request for Reconsideration of a Work

Johnston Public Library Approved: April 15, 1999

Type of Material

☐ book ☐ video ☐ cassette ☐ magazine ☐ CD ☐ other, please specify _____

Title: _____

Author: _____

Publisher: _____ Copyright _____

Request initiated by: _____

Address: _____ City _____

Telephone W _____ H _____

Complainant represents:

☐ Himself/herself ☐ Organization (name) _____

☐ Other (please specify) _____

1. To what in the work you object? Please be specific: cite passages, pages, etc.

2. Did you read/view /listen to the entire work? _____

3. What value is there in this work? _____

4. Are you aware of the judgment of this work by critics? _____

5. What do you believe is the theme or purpose of this work? _____

6. What would you prefer the library do about this work? _____

7. In its place, what work would you recommend that would convey as meaningful a picture and perspective of the subject as presented in this work? _____

Signature _____ Date _____

Staff initials _____

Conduct in the Library

Approved April 15, 1999. Revised January 2003, January 2006, July 2006

Policy

The policy of the Johnston Public Library is to provide a safe, comfortable environment conducive to the use of Library materials and facilities. The Library is intended for the use of all members of the public. Library users are expected to observe the rights of other users and staff members and to use the Library for its intended purposes. Prohibited conduct will not be allowed in the Library.

Definition: Prohibited conduct is that which:

- interferes with the rights of individuals to use Library materials and services,
- interferes with the ability of Library staff to conduct Library business, or
- threatens the secure and comfortable (welcoming) environment of the Library or of those using the Library.

Prohibited conduct may include, but is not limited to, the following:

- Willfully annoying, harassing, or threatening another person. (Harassment is defined as any action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Harassment is characterized by requests for sexual contact, unwelcome physical advances, or conduct [verbal or physical] of a nature that is intimidating, demeaning, hostile, offensive, or potentially dangerous to self or others.)
- Any behavior that endangers or could endanger the safety or health of others.
- Behaving in a disorderly, loud, or boisterous manner.
- Theft, vandalism, or the deliberate hiding or destruction of Library materials, property, or the personal property of other customers or staff members.
- Maliciously accessing, altering, deleting, damaging, or destroying any computers, peripherals, computer system, network, computer program, or data.
- Impeding access to the building or an area of the building, or blocking book stack aisles for extended periods.
- Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Leaving personal items in the building. The Library assumes no responsibility for any personal belongings left unattended.
- Listening to listening devices either without earphones or with earphones at an unreasonable level. Electronic devices which assist persons with disabilities are expressly excepted from this rule.
- Using cell phones or beepers at an unreasonable level.
- Picture taking or videotaping of individuals unless authorized by the individuals involved or their parents if minors are present.
- Post, distribute, or circulate any handbill, circular, card, booklet, or placard or attempt to sell items without the permission of the Library Director or the Director's designee.

- Soliciting signatures in person for a petition; however, the Library will accept citizen petitions and post them in the Library.
- Bringing animals into the Library, except those trained to assist individuals with disabilities.
- Operating, pushing, or riding wheeled devices within the library facilities. The use of baby strollers, equipment required by persons with disability, and equipment used by library personnel are permitted.
- Sleeping on library premises or depositing bed rolls or bedding on library property.
- Skateboarding anywhere on library property.
- Bringing luggage or large bags into the library.
- Smoking, chewing tobacco, spitting, or using snuff.
- Consuming food or beverages except as permitted in designated meeting rooms or as approved by the Director or the Director's designee.
- Failing to wear appropriate attire.
- Using the restroom facilities for bathing or other personal grooming.
- Depositing litter anywhere other than in the garbage receptacles provided.
- Bringing weapons, firearms, or explosive devices into the library.
- Violation of any municipal, state, or federal law or code.

Consequences

Enforcement of these rules for persons age nine and older may take the form of any of the following actions, depending upon the severity of the misconduct which will be determined by the staff on duty at the time. Misconduct by person under nine years of age is discussed by the remedies proved in the "Library Policy for Unattended Children and Disruptive Behavior."

- In most cases, people who are behaving inappropriately in the Library will be given one warning and asked to behave in an appropriate manner. People who do not modify their behavior after one warning will be asked to leave the Library for the rest of the day.
- In the case of any misconduct that -- in the judgment of the library staff -- is extreme, the offender will be ordered to leave the building immediately, or the police will be called.
- People engaging in misconduct on more than one instance will be warned by the Director or the Director's designee that they shall be barred from the Library for one month. An individual will be barred from the Library for one year if the disturbance continues when his/her Library privileges are reinstated.

Conference and Study Rooms

Revised January 2003, November 2006, January 2012, May 2012

The conference rooms seat 4-6 people, and the study rooms seat 2 people. The rooms are free of charge during regular library hours. These rooms are generally available on a first-come, first-served basis; however, reservations for one of the conference rooms may be made with the library staff and may be booked no more than 30 days in advance. Suggested usage is a maximum of two hours. No more than four hours may be reserved in a seven-day period. The Library Director reserves the right to make final decisions concerning special uses and reserves the right to limit usage that violates the purposes of the Library's policies.

The library's audiovisual equipment, except the LCD projector, may be used free of charge in the conference or study room. Users must present a valid library card to check out equipment.

Smoking is prohibited in the conference and study rooms. Food and beverage use must adhere to the Conduct in the Library policy.

The library staff reserves the right to dismiss library users from the conference or study room when they are causing disruption to other library users.

Under adequate notice and for sufficient reason, the library reserves the right to revoke permission to use the conference room.

- The person or organization using the conference or study room assumes the responsibility for any damage to the room or its contents.
- Library sponsored activities are given priority in the consideration of the room's usage.

Confidentiality

Adopted August 20, 1998. Revised January 2005, August 2007, February 2011, January 2012

The Library Director is the custodian of the records. In the absence of the Library Director, the Assistant Director serves this role. In the absence of the Assistant Director, the president of the Library Board of Trustees will serve.

The Johnston Public Library Board of Trustees upholds the confidentiality of records of patrons (customers) pursuant to Iowa Code Chapter 22.7, Sections 13-14:

Chapter 22.7 Confidential Records.

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

- 22.7(13). The records of a library which, by themselves or when examined with other public records, would reveal the identity of the library patron checking 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.
- 22.7(14). The material of a library, museum or archive which has been contributed by a private person to the extent of any limitation that is a condition of the contribution.

The Johnston Public Library Board of Trustees also upholds the confidentiality of records pursuant to United States Public Law 107-56: Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001. Public Law 107-56 is commonly known as the Patriot Act. The Act may provide law enforcement broader boundaries when investigating information accessed and transmitted by customers with regards to national security concerns.

Access to customer information may include but not be limited to:

- Database search records
- Circulation records
- Computer use records
- Interlibrary loan records
- Reference interviews

Collection of Materials

The library cannot guarantee the privacy of library records when attempting to collect overdue materials. In addition, the library will release information to the parent or guardian of a minor child for the purposes of recovering overdue material and settling accounts for lost, late, or damaged material, 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. Information will not be provided to parents or guardians who are merely attempting to determine what library materials their minor children are using.

Johnston Public Library's Policy and Procedures Regarding Information Access and Confidentiality

Database Search Records

These records refer to the searches of the collection a customer may conduct on the Online Public Access Terminals (OPAC). These searches are conducted by utilizing the library's automated circulation system. Once a search is conducted, the software does not retain a copy of the search. Any records of the search will not exist.

Circulation Records

Customer material is circulated via the SIRSI system. The circulation software tracks materials currently charged.

Computer Use Records

The library system is equipped with public computers.

Customers use their library cards to access the computers. The library does not assign a computer to a customer and no paper record with the customer's information printed is generated. When the customer logs off, the public computer erases the history.

Interlibrary Loan Records

Customers may borrow items not owned by Johnston Public Library from other libraries worldwide via Interlibrary Loan (ILL). Johnston Public Library maintains records only as required by the Interlibrary Loan Code.

Reference Interviews

A reference interview occurs when a customer looking for information approaches a library staff member. The staff member questions or interviews the customer in order to narrow down the specific information needed. No paper record is kept during the interview that has any customer information on it. If a customer name and number is taken by phone, and customer information is written down, as soon as the requested information is delivered, the paper record is destroyed.

Johnston Public Library's Policy and Procedures for Complying with Law Enforcement

Johnston Public Library administration will comply with law enforcement when supplied with legal subpoena or warrant by first contacting legal counsel.

Contracting for Library Service with Other Entities

Approved January 2006. Reviewed February 2007, February 2009

The Johnston Public Library supports the philosophy that library service is best provided locally, that city residents recognize the importance of library service and are willing to pay for it through local taxes, and that tax support should be equitable among those residents paying taxes to provide a local library. The library recognizes that some cities and counties have not established a public library, that such cities and counties have an obligation to provide library service through contract with an existing library, and that entering into such a contract provides an opportunity to extend the benefits of library service to those who are not otherwise served.

To assure equitable tax support of libraries among residents of Johnston, the residents of other city and county jurisdictions providing library service in the county, and the residents of contracting cities, the Johnston Public Library will charge contracting entities at a fair rate as approved by the Johnston Board of Trustees.

Copiers

revised December 1997, January 2005, January 2007, October 2013

Copiers are available for public use. Library customers must pay 15¢ per page for black-and-white copies and 50¢ per page for color copies.* For double-sided copies, customers will be charged as if two separate copies were made. Customers who wish to provide their own paper will be charged 15¢ per page for black-and-white copies and 50¢ per page for color copies.* This fee helps recoup maintenance charges which are based on the number of copies made.

Library staff reserve the right to limit the number of copies and/or minutes a customer uses the copier at one time if others are waiting to use it.

Customers are responsible for understanding the copyright infringements explained on the following notice that is also posted near the copy machines.

** The library's copier is currently unable to make color copies*

Notice

Warning concerning copyright restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the use of photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Displays/Bulletin Board

Revised December 1997, January 2005. Reviewed January 2007

The use, by individuals or organizations, of the library's facilities for displays and/or exhibits, other than those which pertain to the library, is a privilege which is subject to review by the Library Board of Trustees.

A public bulletin board is available for the announcement of non-profit cultural and civic programs, city and government job openings, educational opportunities and similarly related items. Political campaign literature is not permitted.

The library staff may grant the privilege of placing displays in the library subject to the following conditions:

1. No poster display, pamphlet, brochure, leaflet, or booklet shall be exhibited or placed in the library for distribution without permission from library staff.
2. No individuals or organizations shall be permitted to place in the library any receptacle which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or service sold by any commercial or charitable enterprise. Donation receptacles for non-profit community organizations may be considered on a case-by-case basis.
3. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk.
4. One-person art shows are prohibited; however, specific art works tying in with library materials may be displayed at staff discretion.
5. Items displayed on the bulletin board or "information center" will be displayed for a maximum of one month.

Donations

Revised December 1997, January 2005, January 2006. Reviewed March 2007

On behalf of the Johnston Public Library, the Johnston Public Library Foundation accepts cash donations that are spent appropriately as the donor wishes, subject to approval by the Library Director and Board. If nothing is specified, the Director and Board may purchase library materials, programs, or services not generally budgeted. Funds may also be saved to be used for a special purpose. The donation is placed into the separate Johnston Public Library Foundation account for the library and is not deposited into the City's general fund.

The Library accepts all "library materials" donations with the understanding that the donations will be incorporated into the collection as appropriate, sold at the book sale, or disposed of at staff discretion. Receipts are available from the staff acknowledging the number of donated items. However, it is the responsibility of the donor to assign a monetary value to the donations.

Dress Policy

The Personal Appearance Policy is intended to establish guidelines to assist employees in determining appropriate attire for both normal business and designated casual days. Library employees are asked to follow these guidelines as closely as possible, although appropriate attire may be different depending on the type of work performed on a particular day. In general, all clothing worn should be clean and in good condition.

Within the guidelines, employees can rely on their discretion when deciding what to wear. Should an employee have any questions about the appropriateness of a specific piece of clothing, he/she should ask his/her immediate supervisor. An inappropriately dressed employee may be sent home, on his/her own time, to change to appropriate attire before returning to work.

Every Friday, Saturday, and Sunday is designated as a "Casual Day" at the library. All other days of the week are considered "Normal Business" days.

Normal Business Day

Appropriate Attire

Acceptable business attire for men and women may include, but is not limited to, the following: dresses, skirts, blouses, dress pants, dress capris, slacks, suits, sweaters, polo shirts, golf shirts, library/reading related t-shirts or sweatshirts, dress shirts, neckties, jackets and blazers.

Appropriate footwear must be worn at all times.

Inappropriate Attire

Unacceptable business attire for men and women may include, but is not limited to, the following: jeans, sweat pants, shorts, spandex clothing, t-shirts (unless library/reading related), clothing with offensive logos/language, ill-fitting clothing, undergarments worn as outer garments, and worn out or soiled clothing.

Casual Day

Appropriate Attire

Examples of acceptable Casual Day attire include, but are not limited to, the following: jeans (no rips, holes, tears, fraying, paint spots, etc.) with any regular business attire, as outlined above.

Appropriate footwear must be worn at all times.

Inappropriate Attire

Examples of unacceptable Casual Day attire include, but are not limited to, the following: sweat pants, spandex clothing, shorts, crew neck or collarless sweatshirts, bike shorts, cutoffs, tank tops, t-shirts (unless library/reading related), and clothing with rips, holes, stains, and/or offensive language, logos and/or pictures. Appropriate footwear must be worn at all times.

Employees should use discretion when dressing for casual days. If, for example, employees are meeting with the public, a vendor, etc. he/she should dress appropriately. This may require wearing Normal Business Day attire on a Casual Day.

Fax Policy

Adopted August 20, 1998. Reviewed January 2005, March 2007. Revised February 2014

The library offers fax transmission services for the public. Library staff reserve the right to limit the number of pages transmitted and/or the number of transmission attempts. The library will not receive fax transmissions and is not responsible for damage or loss of data that may arise from the use of this service.

Fax Fees

\$2.00 for up to 10 pages; 25¢ for each additional page

Fines and Fees/Overdue Charges

Revised September 1996, March 2000, July 2000, January 2003, May 2003, January 2005, January 2006, August 2007, August 2008, February 2009, June 2010, February 2011, January 2012, May 2012, January 2013

Overdue Fines

Videos, DVD's, Video Games	\$.10 per day /\$.15 as of 7/1/12	\$10.00 maximum fine
Cake Pans	\$.10 per day /\$.15 as of 7/1/12	\$10.00 maximum fine
Magazines	\$.10 per day /\$.15 as of 7/1/12	\$5.00 maximum fine
Blu-Ray DVD's	\$.10 per day /\$.15 as of 7/1/12	\$10.00 maximum fine
All else books, comics, etc.	\$.10 per day /\$.15 as of 7/1/12	\$10.00 maximum fine
Books on CD, PORTABOOKS	\$.10 per day /\$.15 as of 7/1/12	\$15.00 maximum fine

Audio-Visual Equipment

	Lending fee per day	Fine per day \$25 maximum
Screen	no charge	\$.50
Audio cassette player	\$3.00	\$1.00
Overhead projector	\$3.00	\$5.00
TV, VCR or DVD in Library	no charge	none
Slide projector	\$3.00	\$5.00
LCD Projector	See policy	

Charges for Damages

Torn pages	\$1.00 per page
Damaged covers repairable	\$1.00
Marked pages	\$.25 per page
Book cover mylar	\$2.00
Missing book jacket	\$3.00
Rebind book	\$10.00 plus \$5.00 processing fee
If damaged book cannot be returned to shelves. Charge full replacement cost as listed on SIRSI.	

Replacement Fees: Full item replacement. See SIRSI for cost and \$5.00 processing fee

Puppet bag	\$1.00
Compact disc tray	\$1.00
CD, DVD & Blu-Ray DVD, Video , and video game inserts	\$5.00
Audio cassette bag	\$1.00
Cake pan bag	\$1.00
Video, DVD, jewel cases	\$1.50
CD Book Case	\$5.00
PORTABOOK Case	\$3.00
PORTABOOK Foam Insert	\$4.00
PORTABOOK Battery Cover	\$1.00
Magazine folder	\$1.00
Magazine	\$10.00 flat charge no processing fee
Comic	\$5.00 flat charge no processing fee
Graphic Novel	SIRSI cost no processing fee

Notification and Additional Fees

Library users with an e-mail address on file will receive a due date notification prior to the date their materials are due. When an item is one week overdue the delinquent customer will be reminded via e-mail or telephone. The same will be done at three weeks overdue. If items are not returned within four weeks, a replacement bill is sent via U.S. Mail. After three months, the items are considered "long overdue" and the information may then be turned over to the collection agency with which the City of Johnston has a contract. Additional fees for insufficient funds (NSF), credit card surcharges, and collection agency fees will be handled in accordance with contractual terms or City of Johnston policies.

Holds

Revised December 1997, May 2003, January 2006, August 2007, February 2009, January 2010, February 2011

A library customer may place a hold on any item that is either currently checked out or may be an item that has been ordered but is not yet available. A cardholder may suspend his or her request for a defined period of time if he or she wishes. Holds notifications are made by e-mail if the cardholder has provided this information. If not, the staff attempts to reach the cardholder by telephone for a maximum of 3 days before contacting the next cardholder. After the cardholder has been reached, the item will be held for five days.

In order to check out the reserved item, a customer must present the library card of the person in whose name the hold was placed.

Homebound Delivery

Reviewed January 2005, August 2007, February 2011

Monthly delivery of Johnston Public Library materials to Johnston's homebound citizens is available based upon the availability of staff and/or volunteer time. Residents of nearby, contracting communities are eligible for participation on a case-by-case basis, per approval by the library director. The participant completes a library card application, and the card is kept in the library. The participant also completes an interest survey sheet detailing the type of materials they wish to receive. Materials are picked up and delivered to their places of residence on a monthly basis.

Several criteria are considered to determine homebound eligibility.

- *Is the candidate able to come to the library without assistance?
- *Does the candidate have a family member or other person who can bring the candidate to the library?
- *If the candidate is unable to physically come to the library does he/she have a family member or other person who can pick up and return items to the library for the candidate?
- *How long are the services needed (i.e. short-term or longer-term)?
- *Does the candidate require reader's advisory services above and beyond the typical library user due to the type or quantity of items read on a regular basis?
- *Are there other extenuating circumstances that should be considered when determining eligibility?

Participants in this program are subject to all policies and regulations of the library.

Interlibrary Loan

Revised October 1999, January 2005, January 2006, July 2007, August 2007, December 2008, February 2009, May 2009, January 2010, May 2012

Interlibrary loans (ILL) may be placed by eligible library cardholders in order to borrow books and periodical articles from other libraries. There is a limit of three ILL requests per cardholder at one time. Effective July 1, 2009, the Johnston Public Library will charge the amount allowed by the State Library contract for each item. The eligible cardholder is also expected to pay for all fees associated with photocopied material obtained from libraries. The photocopies then become the property of the cardholder.

Items added to our collection in the last twelve months are not eligible for interlibrary loan.

Videos, DVD's, music CD's, and mass market paperbacks are not eligible for interlibrary loan. Video and DVD interlibrary loan may be arranged with the AEA depending on their current loan policy. Recorded books are loaned at the discretion of the Library administration.

Failure to return the ILL item(s) by the due date will result in a \$.10 per day charge in addition to any charges assessed by the lending library, and the charge will become \$.15 per day effective July 1, 2012. Repeated instances of overdue ILL items or extended overdue circumstances may result in suspension or loss of ILL privileges.

Renewals, if allowed by the lending library, will be attempted only if the request is made at least 5 working days prior to the item's due date.

Eligible cardholders who do not use the interlibrary loan materials obtained for them will be charged an additional \$5.00 and may lose ILL privileges.

JOHNSTON PUBLIC LIBRARY

Interlibrary Loan Request Form

One item per form please.

Revised December 1997, January 2005, January 2006, March 2006, July 2007, August 2007, September 2007, December 2008, May 2009, June 2012

Note: We cannot request videos, DVD's, music CD's, mass market paperbacks, or any items less than 1 year old.

Request date _____ Date needed _____

Item requested: ☐ Book ☐ CD book ☐ Cassette book ☐ Article

BOOK	
Author (Last name first)	
Title of Book	
ISBN# (if known)	Publication Date

ARTICLE	
Article title	
Publication title (Magazine or Journal)	
Month/Day/Year	Volume & Page Number

Verification Source (where you found the citation) _____

Maximum cost you are willing to pay for photocopies or loans _____

Cardholder Name _____ Library Card # _____

Home Address _____ Phone # _____

E-Mail Address _____ Alternate Phone _____

Other Information, comments about material needed _____

Johnston Public Library charges \$3.00 per item to recoup costs for Interlibrary Loan services, plus any additional fees charged by lending libraries. In the case of photocopies, the copies become the property of the cardholder. The charge is added to the borrower's account at the time the loaned item is received at the Johnston Public Library.

By signing below, I also understand that failure to pick up Interlibrary Loan materials obtained for me will result in an additional \$5.00 service charge, plus possible loss of Interlibrary Loan privileges. In addition, repeated or extended failure to return Interlibrary Loan materials by their due date may also result in possible loss of Interlibrary Loan privileges. We appreciate your cooperation in enabling us to continue this service to our cardholders.

Cardholder signature/Date

Accepted by (staff initials)

Ordered by (staff initials)

Internet Use Policy

Approved April 15, 1999. Revised June 2, June 17, 2004, May 19, 2005, October 18, 2005, August 2007, February 2009, Reviewed January 2012

This policy applies to all users of all Johnston Library computers or networks. If you have any questions about this policy or what it means, please contact a library staff member for more information.

Purpose

The mission of the Johnston Public Library is to provide equal access to information, materials, and service in a welcoming setting that supports lifelong learning.

The public access Internet computers offer easy and convenient access to the wealth of information resources on the Internet. The Internet offers access to many valuable local, national, and international sources of information. Users are advised, however, that the Internet also contains information which may be inaccurate, outdated, or personally offensive.

The Library does utilize security management software that is intended to provide "technology protection measures" in compliance with the Children's Internet Protection Act, Public Law 106-554. This software is intended to filter out sites that contain child pornography, obscenities and information harmful to minors. The Library cannot guarantee confidentiality on the Internet.

In addition to the public access Internet computers, the Library also has wireless access to the Internet. The same "technology protection measures" noted above affect the use of the wireless signal.

Responsibilities of Users

Choosing and evaluating sources

The Internet is a global entity with a highly diverse user population and information content. Library patrons use it at their risk. A good information consumer evaluates the validity of information found. Your use of Internet resources carries with it a responsibility to evaluate the quality of the information accessed. If you feel information obtained through this service is inaccurate or offensive, we suggest you contact the original producer or distributor of that information. The availability of information does not constitute endorsement of the content by Johnston Public Library.

Supervising children's use

In addition to the security management software utilized by the Library to comply with the Children's Internet Protection Act, it is the Library's Policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. Parents may feel that some resources are inappropriate for their children. Concerned parents should let their children know if there are materials they do not wish them to use. Parents are encouraged to monitor their children's Internet use. Children under 14 must have prior parental approval and present their library card. Parents are advised that the library will not turn off the security management software on a computer that is being used by a minor.

Wireless access

Users must have a compatible wireless card or receiver in order to utilize the Library's signal. Internet security protection for the wireless connection device (such as PC, PDA, etc.) is the sole responsibility of the user. Library staff members are not available to troubleshoot wireless connection issues.

Users must adhere to the Library's policies and procedures for using computers and the wireless connection.

Users may not:

- I.** Use any library workstation or the wireless signal for illegal or criminal purpose, including:
 - a. Violation of Iowa state law (including, but not limited to, Chapter 728, Iowa Code), which makes it illegal to download or purvey child pornography, purvey pornography to children or to commit fraudulent acts using the Internet.
 - b. Violation of U.S. copyright law (Title 17), U.S. Code which prohibits the unauthorized reproduction of copyrighted materials, except as permitted by the principles of "fair use."
 - c. Violation of the Children's Internet Protection Act (Public Law 106-554), which prohibits internet access by children of images relating to "child pornography", "obscenity" or images that are "harmful to minors".
 - d. Violation of Iowa state law (including, but not limited to, Chapter 725, Iowa Code), which makes it illegal to keep a gambling house, shop or place resorted to for the purpose of gambling, or permits any person in any house, shop or other place under the person's control or care (except as permitted in specific chapters.) The "Keeper" is defined as any person who has the charge of or attends to any such house, shop or place. In addition, access to gambling sites should not be provided to any person under the age of twenty-one years of age.
- II.** Use library workstations or the wireless signal to gain unauthorized access to the Library's or any other organizations' networks or computer systems.
- III.** Make any attempt to alter, impede, or damage computer hardware or software.

Disclaimers

The Johnston Public Library expressly disclaims any liability or responsibility arising from access to or use of information through its electronic information systems, or any consequences thereof.

The Johnston Public Library makes no representations about the suitability of the information contained in the documents and related graphics viewed or downloaded from its computers or wireless signal for any purpose. All such documents and related graphics are "as is" without warranty of any kind. Johnston Public Library hereby disclaims all warranties and conditions with regard to the information viewed or downloaded from its computers or wireless signal, including all implied warranties and conditions of merchantability, fitness for a particular purpose, title and infringement. In no event shall Johnston Public Library be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits, whether in an action of contract, negligence or tortious action arising out of or in connection with the use or performance of information available from its computers or wireless signal.

The documents and related graphics viewed or downloaded from its computers or wireless signal could include technical inaccuracies or typographical errors.

In no event shall Johnston Public Library be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use or performance of software, documents, provision of or failure to provide services, or information available from its computers or wireless signal.

It is the responsibility of the user to comply with all copyright laws.

The Johnston Public Library computers and wireless signal are for the use of the general public. Users should have no expectation of privacy. Use may be monitored by staff if inappropriate or unlawful use of the computers or wireless signal is suspected.

Links to other websites will let you leave Johnston Public Library's site. The linked sites are not under the control of the Johnston Public Library and Johnston Public Library is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. Johnston Public Library is providing these links to you only as a convenience, and the inclusion of any site does not imply endorsement by Johnston Public Library of the site.

Juvenile PC/Internet Parental Consent Agreement

Approved August, 1999. Revised October 2000, February 2002, June 2002, January 2004, May 2005,
August 2007, December 2007, February 2009

Guest (Non-library card holder) _____

Staff Initials _____

Please print

Child's Last Name _____ First Name _____

Phone Number _____ Birth Date _____

Address _____ City _____

I agree to use the Personal Computer/Printer/Internet workstation at the Johnston Public Library with the following conditions. I will:

- Be a library cardholder in good standing
- Save all files on my own storage device
- Preserve the integrity of the software licenses by not adding to, deleting, or modifying the library's software in any way
- Observe the time limits as set by the Library's PC reservation software
- Report to the library staff any problems that arose during PC/printer/Internet use
- Follow the library's Internet policy that I have read
- Present my library card/identification for Internet use
- Respect others by keeping my voice, as well as the volume on the computer, at a quiet level refrain from talking disruptively while in the library
- Abide by the Library's Conduct Policy

I understand that the library staff is generally unavailable for assistance and troubleshooting and that I am responsible for leaving the PC/printer in the same condition as when I began. I understand these are community computers with security systems; therefore, I cannot expect the library's computers to perform as my home computer.

PRINTER FEE: \$.25 per page of print

Parent's Signature for PC/Internet Access for Child Under Age 14

Parent's signature _____ Date _____

Child's signature _____ Date _____

Because filtering software has proven to be unreliable in actual usage, the Johnston Public Library recommends that parent(s) monitor their children's usage.

LCD Projector Usage Policy

Approved May 19, 2005. Revised August 2007, February 2009, February 2014

6. The LCD projector is for in-library use only and is not to be used outside the building without the permission of the Library Director or Assistant Director.
7. Usage for library functions has priority over any other rental use.
8. The LCD projector may be rented for use in the Johnston Public Library meeting room. The renter must be at least 18 years old.
9. A reservation is required for use of the projector. The rental fee for the LCD projector by any group is **\$10.00** for up to four hours or **\$15.00** for a full **day**. This fee will be invoiced by the meeting room coordinator and considered part of the meeting room fee. The Library Director or Assistant Director may give permission to waive these fees under special circumstances.
10. The renter assumes the responsibility for maintaining the condition of the projector while in use.
11. Damage to the projector or its accessories will be charged to the renter. The cost of repair or replacement will be assessed.

Each person using the LCD projector will receive a copy of this policy and acknowledge with his/her signature.

Renter signature _____ Date _____

Staff signature _____ Date _____

FOR STAFF USE: Did the renter follow the LCD projector policy? ☐ Yes ☐ No

Fees assessed _____

Library Closing

Reviewed January 2005, November 2006, February 2011

In the event that library staff finds it necessary to schedule closing the library on a day when the library is normally open, the library board of trustees will be consulted and make the final determination. If an emergency arises such as power failure or inclement weather, the Library Director will decide whether to remain open.

Regularly scheduled holidays and closings for the following year will be presented and approved by the Library Board of Trustees at the October board meeting each year.

Meeting Room Policy

Approved 2001. Revised January 2005, December 2006, February 2009, January 2010, February 2011, July 2011, May 2013

Please note: The City of Johnston provides community meeting space for various functions. Crown Point provides space primarily for social, recreational, and youth functions. City Hall uses its space to conduct city business. The Library provides meeting room space for cultural and educational functions.

Purpose of Policy

Meeting room space at the Johnston Public Library is intended for informational, cultural and educational purposes of the community.

Because the Library is intended for the use of all members of the public, all meetings are open to the public.

The meeting room policy reflects Article 6 of the Library Bill of Rights, which states, "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." The use of meeting rooms does not imply the library's endorsement of any ideas expressed in the meeting nor of the goals, objectives, or ideals of the person or organization using library facilities.

Users of the meeting room are expected to observe the rights of other library users and staff members, to use the Library for its intended purposes, and to leave the meeting space in the condition it was found.

The Library is not responsible for any accident, injury, loss or damage to the private property of individuals or organizations using the facility.

The Library Board will periodically review the policy to be sure the needs of the Library and the community are balanced.

Use of Community Meeting Room and Archive Room

The Johnston Public Library provides meeting rooms for civic, cultural, educational, and public informational meetings held by community and business groups. Library-sponsored programs have priority use. Recurrent use of meeting rooms (e.g. monthly or multiple meetings/month) will be handled on a case-by-case basis taking into consideration the frequency, duration, availability of space, and so on. Decisions will be made by the Library Director and/or the Library Board.

Meeting rooms are not available for the sale of merchandise, for solicitation of later sales, or for order placement. No attendee names, addresses, email addresses, or other personal information may be gathered at the meeting. In addition, informational programs by organizations that could obtain financial gain through contacts with attendees are not allowed. The Library reserves the right to allow sales conducted by the Johnston Public Library Foundation, the Friends of the Library, the Library itself, and the City of Johnston. The Library also reserves the right to sponsor programs by subject experts, provided that no attendee information is collected by the presenter.

Forums or informational meetings for potential elected officials are allowed, but no attendee names, addresses, email addresses, or other personal information may be gathered at the time of the meeting. No handbills, campaign literature, or other items intended to solicit votes may be distributed at the meeting. Fundraising of any kind is expressly prohibited.

Use of the meeting rooms does not imply Library endorsement of ideas expressed in the meetings or of the goals and objectives of the organizations using the facilities. If a question is raised about the goals or activities of any organization, group, or individual requesting use of the meeting

rooms, the Library Board shall be the final authority in granting or refusing permission for the use of the rooms.

All meetings held at the Library must be free of charge. No admission, collection, or donations may be taken. Exception: With approval, permission may be given to professional organizations for educational or training seminars and programs or to area colleges for courses of an educational or cultural nature. Any fees necessary to support these programs must be collected outside the Library.

All advertising and public notices of events held in the meeting rooms must clearly designate the organizational sponsorship. An organization or group may not use the Johnston Public Library for its official address.

The Library's "Conduct in the Library" policy applies to the use of the meeting rooms. Noise and conduct are expected to be maintained at a level that does not disrupt meeting room use or other people in the Library.

The Library's building and grounds are smoke-free. No smoking may be done on the grounds outside the library or in the parking lot other than in personal vehicles. Signage concerning smoking restrictions is prominently displayed on all entrances to the parking lot and the library building.

Misrepresentation of the use of the room or failure to abide by the policies of the Library will be cause for denial of further use of the meeting rooms.

Individuals attending meetings are responsible for the supervision of their children.

All groups must exercise prudent precautions to avoid damage of library equipment, furnishings, floor coverings, and other library property. The Library may require a damage deposit from individuals or organizations. Damage fees may also be assessed following meeting room use.

Decorations must be approved by the Library prior to installation. Decorations and other materials are not permitted on the walls. Exits must be clear at all times. All materials must be completely removed after use of the room. The meeting room must be left in the same condition as found.

Food and non-alcoholic beverages may be served in the Large Meeting Room, the West Meeting Room or the East Meeting Room. A kitchen is available for serving of light refreshments on the east side of the Large Meeting Room. . The user must provide all equipment and supplies and must leave the kitchen clean. The only refreshments allowed in the Archive Room are covered, non-alcoholic beverages.

Messages for people attending meetings will be held at the Circulation Desk. In case of an emergency, library staff will page through the library's public address system.

To facilitate room set-up, the Library may hold one half hour between any two meetings in the same room.

Under adequate notice and for sufficient reason, the Library reserves the right to revoke permission to use the meeting room.

Room Specifications

The Large Meeting Room will accommodate 200 persons seated or up to 72 at tables. The Large Meeting Room can be divided into two smaller rooms with up to 90 seats or up to 36 at tables. A catering kitchen is available for the Large Meeting Room and for the divided east room. The archive room holds 12 people at a table.

Meeting rooms are available from 7:45 am to 8:00 pm, Monday through Thursday, from 7:45 am to 5:30 pm on Friday, from 10:00 am to 5:30 pm on Saturday, and from 1:00 to 5:00 pm on Sunday.

Meetings scheduled to start earlier than the general opening of the Library may not begin before 8:15 am and must follow the procedures developed for early morning reservations. Any exception to this must be approved by the Director or the Director's designee.

Fees

The first four hours per month that are reserved by a non-profit organization are at no charge. The subsequent hours for the month are charged to the organization at the hourly rate shown below:

	<u>Large Meeting Room</u>	<u>East Room, West Room, Archive</u>
Community Groups & Non-Profits (as defined by IRS)		
	\$20 per hour	\$20 per hour
Commercial and Business Groups (For-Profit Groups)		
Open hours	\$40 per hour	\$20 per hour
Early hours	\$52 per hour	\$42 per hour

If a group reserves the Large Meeting Room for consecutive days and would like to leave materials in the room, an overnight reservation may be made for \$20 per evening.

The Library may assess 50% of the reservation fee if a group does not utilize its reserved time or if a cancellation is made less than 7 calendar days prior to the reserved meeting.

All equipment must be scheduled in advance. Fees are charged as specified in the equipment policy, and a valid library card is required for use of some of the equipment.

Reservation Process

Meeting rooms may be scheduled up to six months in advance. Meeting rooms are scheduled with the meeting room coordinator or the Johnston Public Library. Each reservation must include the name, address, and phone number of the contact person. An organization must notify the Library of any change in the contact person. Anyone under the age of 18 must have an adult complete the meeting room application, and adult supervision must be provided during meeting room use.

Meeting room requests must be made in writing. An online reservation form is available on the Johnston Public Library website. If a requesting party does not have access to the website, a written form is available at the Library. Reservation requests should be made seven 7 days in advance to ensure ample time for the meeting room coordinator to respond to the requests.

Following receipt of the written request, the Library will confirm the meeting room reservation via e-mail and/or telephone.

Use of Wireless Technology in Meeting Rooms

The Library provides dataline and wireless access. These resources are shared by customers throughout the rest of the building, as well as customers using the meeting room. The Library provides a high speed line and multiple access points to boost the signal, but capacity issues may arise if a large number of users all access these systems simultaneously. While we monitor our systems closely, guarantees are not implied for wireless compatibility or for uninterrupted wireless service when groups are using the meeting rooms. If wireless access is an important element of a meeting, please inform the Library's meeting coordinator so optimum uses of the wireless system can be determined.

Johnston Public Library
Meeting Room Application

Date of Meeting _____ Time of Meeting _____

Time in _____ Time out _____

Name of person or organization _____

Address _____ City _____ State _____ Zip _____

Phone (W) _____ (H) _____ Library card number _____

Contact Person _____ Phone (W) _____ (H) _____

Non-Profit Organization ☐ Yes ☐ No

Purpose of use: _____

Charge to participants ☐ Yes ☐ No

Items to be sold ☐ Yes ☐ No

Refreshments served ☐ Yes ☐ No

Kitchen needed ☐ Yes ☐ No

Est. Number of People: _____

Name of Caterer: _____

Space Requested

☐ Large Meeting Room (kitchen)

☐ East Meeting Room (kitchen)

☐ West Meeting Room

☐ Archive

Other Needs _____

Misrepresentation of the above data or failure to abide by the rules below will be cause for denial of further use of the meeting room.

I have read and agree to abide by the Johnston Public Library Meeting Room Policy.

Applicant signature _____ Today's date: _____

Staff initials _____

LOWER PORTION TO BE COMPLETED BY LIBRARY STAFF

Application accepted ☐ Yes ☐ No

Date _____

Total received _____

Johnston Public Library
6700 Merle Hay Road PO Box 327
Johnston, Iowa 50131
278-5233

Overdues

Revised December 1997, January 2003, December 2003, January 2005, August 2007, February 2009

Fines/Overdue Charges

Fines are charged for each day an item is overdue; there is no grace period. Fines do not accrue for those days the Library is closed. Cardholders may make partial payments on charges and still be allowed to check out materials, as long as their total outstanding charges do not exceed \$10.00. In this case, their borrowing privileges will be blocked. Please refer to Fines/Fees for specific charges.

Overdue Notices

A courtesy e-mail reminder is sent or a telephone call is made to the cardholder when items are one week and three weeks overdue.

Replacement bills are sent when items are five weeks overdue. The cost of replacement is listed on the bill and assessed according to the replacement cost of the item. An additional, non-refundable \$5.00 fee is added to each item's replacement cost. In the event that the cardholder pays for the replacement and processing fees for an item, the Library may waive a portion of the overdue fines.

Final Notice

After items are overdue for three months, a "final notice" letter is sent to the cardholder. This letter states that if the item(s) is not returned or paid for within ten days, legal action may be taken.

Refunds

The library does not refund library customers for finding items for which they have paid replacement bills.

Periodicals/Magazines

Revised December 1997, January 2003, December 2007, February 2009, January 2012

The most recent issue of all periodicals, as well as every issue of certain titles, is available to library customers for in-library use only.

Back issues are kept as appropriate and may be checked out for a 3-week period. Cardholders must return the periodicals in the check out folder. All issues are inspected upon return for completeness and damage since the cardholder is responsible for returning the periodicals in the same condition as when checked out. Any issue that is lost or non-repairable will be assessed to the cardholder for the replacement cost of \$10.00. Fines on damaged but repairable issues are assessed case by case. If the folder is missing or damaged beyond normal usage, an additional \$1.00 fee may be charged.

A library customer may suggest a title for the library's collection or may wish to donate a periodical subscription. Suggestions and gift donations are subject to approval by the Library Director.

Periodicals Check Out

Revised January 2006. Reviewed December 2007, February 2009

Please remember our policies:

Issues check out for 3 weeks.

Magazine issues must be returned in folder.

Folders containing issues must be returned to the Johnston Public Library.

Issues are inspected upon return for completeness and damage.

Lost or non-repairable issues will be assessed to cardholder at the rate of \$10.00 per issue (plus \$1.00 for folder, if applicable.)

Holds are permitted on back issues, but not on the current issue.

Two renewals are permitted provided there are no holds on the items.

Current issues may be used only in the library.

Personal Computer/Printer Policy

Revised July 1999, January 2004, January 2006, December 2007, February 2009, October 2013

Personal computers (PC) and a networked printer are available for cardholders and guests to use in the library. Usage is limited to 2 persons using and/or observing at each workstation and users must agree to the Library's computer and Internet policies before use of the Library's computers. Parents of children under 14 years of age must sign the Juvenile PC/Internet Parental Consent Agreement.

A basic understanding of computers is required, as staff is generally unavailable for assistance and troubleshooting. Children must be supervised at all times by a responsible party.

Computer users will be charged a fee of 15¢ per page for black-and-white prints and 50¢ per page for color prints.

Some types of storage devices may be purchased for the market price.

Cardholders may use their own software if provisions of the Library's User's Agreement are not violated.

Photography and Video Policy

Approved January 2006. Reviewed December 2007, March 2011

Definition and Purpose

The Johnston Public Library provides various tools to inform, educate and communicate with its residents, businesses and others. On occasion, photographs and video will be used to promote the Johnston Public Library in electronic and printed publications, not limited to the library's web site, e-mail, newsletter, bill stuffers, brochures, and other printed publications.

Any staff member/person submitting photos and video must be age 18 or over. Parents/guardians may submit photos and video for photographers under age 18.

Photographs and Video at Library-Sponsored Events

Staff of the Johnston Public Library or independent photographers may take photographs or videos of participants in library-sponsored programs and/or special events. Please be aware that these are for the Library's use in future brochures, pamphlets, web site or other communication tools. If you object to having photos and video of you or your family used for future publication, you should notify the photographer at the time the photo is taken. Due to the public nature of library facilities, we cannot be responsible for photographs or video made by the media or others.

Consent Form Guidelines

The following guidelines have been established to determine when a consent/release form is required.

- If the photo or video is of a child and the face is recognizable, a release is required. A parent or guardian should complete the consent form.
- If the photo or video is of an adult, the face is recognizable, and the photo or video was taken at a non-public event, such as someone walking down the street, a release is required.
- If the photo or video is of an adult, the face is recognizable, and the photo or video was taken at a public event, no release is needed.
- If the face is not recognizable (far off or several people in a group, with no particular face as a central focus) no release is needed.

A completed copy of the consent form should be included with any photo or video submission.

Use of Library Images

Images on the Library's web site, in publications and other materials are not for general distribution and permission must be granted before being duplicated in any manner.

Photograph/Video Release Form

Approved January 2006. Reviewed December 2007, March 2011

The Johnston Public Library provides various tools to inform, educate and communicate with its residents, businesses and others. On occasion, photographs and video will be used to promote the Johnston Public Library in electronic and printed publications, not limited to the Library's web site, e-mail, newsletter, bill stuffers, brochures, and other printed publications.

A consent form (below) should be completed and submitted with any photos or video, following these requirements:

- If the photo or video is of a child and the face is recognizable, a release is required. A parent or guardian needs to fill out the consent form.
- If the photo or video is of an adult, the face is recognizable, and the photo or video was taken at a non-public event, such as someone walking down the street, a release is required.
- It is a photo or video of an adult, the face is recognizable, and the photo or video was taken at a public event (like public forum), no release is needed.
- If the face is not recognizable (far off or several people in a group, with no particular face as a central focus) no release is needed.

A completed copy of the consent form should be included with any photo or video submissions.

Photos or video must be taken within the city limits of Johnston, Iowa. Any person submitting photos or video must be age 18 or over. Parents/guardians may submit photos for photographers under age 18.

PHOTOGRAPH AND VIDEO CONSENT FORM

I hereby grant the Johnston Public Library permission to use my photo(s) or video on its website or for educational or public information purposes in library publications.

Full Name (please print)

Day Phone

Address

City

State

ZIP

Caption for Photo (event/activity, location, date)

Minor's age Relationship to Minor

If subject of photograph or video is a minor (under age 18), complete below: The undersigned hereby releases the Johnston Public Library, its employees, and its representatives of any and all liability as a result of the displaying of said minor child's photograph or video as stated.

Signature of parent/guardian

Date

Minor's age

Relationship to Minor

Processing Fee

Revised December 2004, December 2007

When library materials have been lost or damaged, the patron is assessed a processing fee of \$5.00 per item. This fee is to help recoup costs associated with withdrawing and/or replacing the lost or damaged item. The processing fee is assessed when the item is paid for and is non-refundable in the event that a lost item is found.

The processing fee is charged on all replaced and/or rebound items.

Programs

Revised July 1996, January 2005, December 2007, February 2011

Youth Programs

Youth programs are offered at the Johnston Public Library to bring children and books together. Events for children will be presented by the Youth Services Librarians or other library staff and will consist of a variety of activities.

Events will not always include children of all ages and may be limited to a specific age group. Parents or guardians of children through age 8 are expected to remain in the building during programs. (See Unattended Child Policy.)

Registration may be required for certain programs and will open for an appropriate time prior the scheduled activity. The library staff has the option to set limits on enrollment. Caregivers/Day Care providers who wish to enroll children under their supervision may sign up no more than five children per program. (If enrollment is not filled, library staff may at their discretion allow more.)

Caregivers/Day Care providers are also asked to call ahead if they plan to bring a group of children to a program for which there is no required registration. In this case, they may be asked to bring no more than five children. If space permits, library staff may allow more.

The content of materials and books used will be at the discretion of the library staff.

Summer Library Programs

The Summer Library Program is an independent reading incentive program designed to help children maintain and increase reading skills learned during the school year, as well as to promote reading interest and library use during summer vacation.

Programs will be open to children of various ages. Exceptions to a child's participation in a particular program may be made at the discretion of the Youth Services Librarian and the child's parent. If prizes are awarded, the participant must adhere to the terms of the specific programs.

Young Adult and Adult Programs

Registration may be required for certain programs and will open for an appropriate time prior to the scheduled activity. The library staff has the option to set limits on enrollment depending upon the type of event.

Input from participants on the content of materials and books used for programs will be considered, but selection will ultimately be at the discretion of the library staff.

Outreach Program/Library Tours/Study Groups

Reviewed December 2007, February 2009

At the request of a community group, the library staff may provide outreach visits. In addition, visits may be arranged in order to promote library awareness and library programs. These will be conducted at times agreed upon by the librarian involved and the community group.

Tours of the library conducted by library staff should be arranged one week in advance; tours will vary as to the needs of the group. Study groups are also welcome in the library to do reference work, but arrangements should be made if staff is needed for assistance.

Photographs and Videos

Reviewed February 2011

Photographs and/or video may be taken at public programs and use of these images will be handled in according to the Library's policy on photography and video.

Public Relations/Advertising

Revised December 1997, January 2005, January 2006. Reviewed December 2007, February 2009,
February 2011

Information regarding the Johnston Public Library and its various programs are publicized in the local news sources. Additionally, library flyers with scheduled activities are created periodically and are available at the check-out desk and posted on the Library's bulletin board and web site.

Library Board meetings are held on the third Thursday of each month in the Johnston Public Library's Archive Room, 6700 Merle Hay Road, at 5:30 p.m. Preliminary agendas are posted on the bulletin boards of the Library, City Hall, and Public Works and on the Library's website.

When positions become available in the Library, notifications are posted in on signs within the library and other City locations. Positions are also posted on the Library's own website and other library-related sites. Ads are placed in printed resources as appropriate.

Reference Book Circulation

Adopted June 1996. Reviewed January 2005, December 2007

As a policy, reference books do not circulate. However, the staff may grant special permission to a cardholder on a case-by-case basis with these restrictions:

1. The cardholder is in good standing with the library. (No fines, fees, long overdue, etc.)
2. The cardholder signs an agreement form which explains check out limitations and pays a \$25.00 deposit fee (per book, maximum of 4 books) which is refundable upon timely return of the items. If the book(s) is damaged, the cardholder will be assessed full replacement costs. If the book(s) is late, the fine is \$10.00 per each four hours late per item.
3. Library staff may refuse reference circulation by analysis of materials in question. (One volume of an encyclopedia set, very costly volumes, etc.)
4. Reference books, once approved, may be checked out no sooner than 30 minutes before the library's closing time and must be returned by opening time the next day. Reference books may be loaned for a maximum two hour period during regular library hours with the same restrictions as above.

Reference Material Check-out Agreement

Reviewed December 2007

Reference books are non-circulating materials intended for in-library use only. On occasion special permission may be granted at the discretion of the library staff to allow **selected** Reference books to be removed from the library for a brief period.

I agree to check out the following Reference volumes. I understand and agree to the restrictions as listed below:

1. I am in good standing with the Johnston Public Library. All fines, fees, long overdues, etc., have been cleared prior to check out.
2. I may check out up to 4 volumes at any one time, and I understand that the Library Staff has final approval on whether selected volumes may circulate.
3. I understand the volumes may be checked out no earlier than 30 minutes before the Library's closing and must be returned to the check-out desk by opening time the next day. If being used for a class, the volumes may be checked out for a 2 hour period during regular library hours.
4. I will leave a \$25.00 per volume deposit which will be refunded to me upon timely return of the volume(s) provided they are not damaged or late.
5. **If the volume(s) is late being returned, I will pay fines of \$10.00 per volume per each 4 hours late (15 minutes past the hour constitutes the start of a succeeding 4-hour period.)**
6. If a volume is damaged or not returned, I will pay full replacement cost plus the processing fee of \$5.00 per volume. Failure to comply will result in the loss of library privileges until all fees are paid.

Title _____ Bar Code No. _____

Title _____ Bar Code No. _____

Title _____ Bar Code No. _____

Title _____ Bar Code No. _____

Name _____ Library Card No. _____

Signature _____ Date _____

Amount of Deposit Paid \$ _____ Amount of Deposit Refunded \$ _____ Staff Initial _____

Refund for Library Materials

Revised December 1997, January 2003, November 2003, December 2007

When a library cardholder has found an item that had been lost and paid for, he or she may keep the item or donate it to the library. Refunds are not issued.

However, if the library staff finds the item on site, the library staff may refund the cardholder in full at staff discretion.

Refund for Johnston Public Library Material

December 2003, December 2007

Cardholder's full name (Print): _____

Address: _____

This cardholder is entitled to receive a refund from the Johnston Public Library in the amount of \$_____. A check will be sent from the City of Johnston to the above address within the next billing cycle from today's date_____.

Staff signature: _____

Cardholder (or parent) signature: _____

LIBRARY USE ONLY

Title/description of item(s) to be refunded	Replacement price (per SIRSI)
1.	1.
2.	2.
3.	3.

Amount Cardholder Paid: \$_____ Date paid: _____

Grand Total Refund to Cardholder \$ _____
--

Renewals

Revised December 1997, January 2003, January 2006. Reviewed December 2007, February 2009

All materials may be renewed two times, not to exceed a nine-week total check out period. Cardholders may renew their items in person, by telephone, or online.

An item may not be renewed if another cardholder has a hold on it or if the borrower's card is no longer in good standing.

If a cardholder wishes to continue to use an item after a second renewal, the item must be returned and remain accessible to other library customers for a period of 24 hours before it can be checked out again by the cardholder.

Services

Revised January 2005, December 2007, February 2009

- Audio visual equipment for loan
- Copy machine
- Interlibrary loan (in accordance with library policies)
- Meeting rooms, conference rooms, and quiet study rooms
- Magnifier
- Personal computers and color printer (in library use)
- Telephone and individual reference assistance
- LCD projector, television, DVD player, VCR player and microphone system for use in meeting rooms
- Listening and viewing stations for music and movies
- Game computer
- Outreach visits
- Library programs, clubs, and library tours
- Homebound delivery
- Tax forms and publications
- Book sale
- Test proctoring
- Online access to library's collection, research databases, meeting reservation form, and event/meeting calendar
- Online access for customers to review and edit their individual accounts, including renewing items and placing or suspending "holds"
- Website: www.johnstonlibrary.com
- E-mail notification for a number of circulation-related communications including holds availability, due dates, and cardholder renewal reminders
- Telephone notification for selected circulation-related communications when no e-mail address is on file

Sex Offender Exclusion Zone Policy

Approved July 16, 2009

Revised November 18, 2010

In accordance with Chapter 692A.113 of Subtitle 1 of Title 16 of the Code of Iowa, sex offenders convicted of sex offenses against minors are prohibited from being on library property or within 300 feet of library property without written permission of the Library Director.

The Board of Trustees has advised the Library Director not to provide such written permission.

Persons excluded from library property under this law remain entitled to library services that are not associated with being on library property. The library requires any potential cardholder to obtain or renew a library card in person at the library. Since the law prohibits affected persons from coming in person to obtain a library card, a potential cardholder affected by this law must go to the Johnston Police Department and show both photo identification and proof of current address. Upon verification by the Johnston Police Department, the library will issue a library card provided the applicant meets all the other criteria (e.g. no outstanding fines or fees) for issuance of a library card.

If a card is issued, it is the responsibility of the affected person to arrange for a designated person to select, check out, and return materials to the library through possession of the affected person's library card.

Persons excluded from library property under this law will not be served by the library's homebound delivery service. In addition, they will not be allowed access to any library services that are provided only on the premises, such as the use of public computers.

Violations of this policy will be immediately reported to law enforcement.

Social Technologies Policy

Approved August 20, 2009

Purpose and Definition

The Johnston Public Library recognizes the impact and opportunities of new and evolving technologies. In an effort to reach existing library users as well as to serve the entire community, the library seeks to establish itself within a variety of web platforms to facilitate communication.

Social Technologies are defined as any web applications, websites or accounts created and maintained by Johnston Public Library which facilitate an environment for library staff and library users to share opinions and information about library related subjects or issues. Examples of social technologies include, but are not limited to, Facebook, MySpace, and Twitter.

Uses

Guidelines for library staff using social technologies are as follows:

- Connect with the community regarding library services, programs, special hours, etc.
- Discuss or highlight library holdings, acquisitions, etc.
- Conduct themselves in accordance with all other library policies, including policies with regard to privacy of library users
- Remain professional in all interactions in the digital environment
- Report inappropriate interactions immediately.

Messaging and Posting

Comments, posts and messages are welcome and will be reviewed by Johnston Public Library's editors before publishing. The following will be removed prior to publishing:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam

By posting content, the user agrees to indemnify the Johnston Public Library and its officers and employees from and against all liabilities, judgments, damages and costs including attorney's fees incurred by any of them which arise out of or are related to the posted content. Forums and messaging may not be used for commercial purposes or for organized political activity.

The Johnston Public Library reserves the right to monitor content before it is posted on all of its social media web sites and accounts, and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate for the service. The Johnston Public Library also reserves the right to edit or modify any submissions in response to requests for feedback or other commentary. Notwithstanding the foregoing, Johnston Public

Library is not obligated to take any such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the service.

If any user does not agree to these terms, they are not to use the service, as violation of the terms can lead to legal liability.

Related Policies

Website Policy for Johnston Public Library

Approved August 20, 2009, Revised March 2011

The Johnston Public Library recognizes that a presence on the World Wide Web is essential for the provision of quality service and easy access for our library users. The Library currently maintains www.johnstonlibrary.com.

Maintenance

The Johnston Public Library website is maintained by the library staff. The website is updated several times each week or more frequently if needed. All website pages other than the online catalog and interactive calendar and reservation forms include the date of the last update for that page.

Content

The website includes access to our online catalog and enables cardholders to perform a number of transactions related to library business, such as searching, placing holds, and renewing items. The website also includes program and calendar information, marketing information, meeting room reservation capabilities, policy information, and public notices such as library board agendas and minutes. Contact information is provided, including a capability for website users to communicate directly with library staff via e-mail or telephone.

In addition, the website provides access to a number of databases to which the library subscribes. These sources are chosen in keeping with the Library's *Collection Development Policy* and are selected due to the quality of their content and their solid reputation.

Links

The Library continually adds to the number of sources listed or linked from www.johnstonlibrary.com. These links are chosen in keeping with the Library's *Collection Development Policy* and are deemed generally reliable and useful. However, library users are advised that the World Wide Web contains information that may be considered by some to be inaccurate, outdated, or personally offensive. Web pages are added or discontinued daily and are subject to frequent and sometimes dramatic change. The Library assumes no responsibility for any damages, direct or indirect, arising from use of its electronic services or its connections to the Internet.

Linking Criteria

Due to the vast proliferation of websites and the ease of finding them through common search engines, the Johnston Public Library must be very selective in adding links to external websites from its public website.

The Johnston Public Library will consider linking to external websites according to the following criteria:

- Non-commercial, unless they provide content pertinent to the needs of Johnston Public Library users.
- Complementary to Johnston Public Library collections, services and programs.
- Consistent with the mission and goals of the Johnston Public Library.
- In accordance with the Johnston Public Library *Collection Development Policy*.
- Meet a strong informational need for a large number of Library users.
- The site's content is suitable for intended audiences of different age groups i.e. children, teens, adults and seniors, and does not have any distasteful, offensive, obscene or objectionable content and is considered appropriate by a reasonable user.
- The sites do not charge a fee to access information or services on that page.
- The sites do not collect personally identifiable information from users.

The Johnston Public Library reserves the right to deny a link request for any reason and without notice. Links are reviewed often and will be removed if they no longer meet the Library's Linking Criteria. The Library encourages users to notify the Library if a web page link from our site is no longer operational.

Linking Reciprocity

The Johnston Public Library does not require that reciprocal links be established by a requesting entity. However, Internet etiquette encourages such reciprocal linking.

Use of Photographs/Videos and Names

Our website is enhanced by the inclusion of photos and videos. The Library has a *Photography and Video* policy and a *Photograph and Video Consent Form* that outline the appropriate permissions for the use of photos and video. Children's names are not used on the Library's website with their accompanying photos and video.

Special Collections

Reviewed: January 2005, December 2007

Material gathered on special subjects or interests are used in the library only.

The special collections include:

- Local Johnston history
- Polk County history
- Johnston High School yearbooks
- Sidewalk Celebration book
- Looking Forward by George Bush, signed copy
- Barnyard Stories by Ruth Wallace
- 1971, 1972, 1974 recordings of Johnston High School Choir

Suggestions for Purchase

Reviewed: January 2005, December 2007

Library customers may offer purchase suggestions for any form of library material. The staff will evaluate the request and will make every effort to obtain the item as long as its cost and suitability fit the budget and collection criteria. The suggestion itself is not a guarantee of purchase. If the item is purchased, the cardholder will be notified when it becomes available.

Test Proctoring

Reviewed: January 2005, December 2007, January 2010

The library staff will consider requests to proctor tests for students. Arrangements must be made with library staff in advance, and if a conference room is required, it must be reserved prior to the testing. If a computer is required, arrangements should be made for this ahead of time as well.

There is no charge for the actual proctoring, but the student is responsible for paying any fees associated with the test including, but not limited to, return postage or faxing fees. The student's belongings shall be left with library staff during testing. The time limit as well as all other notes designated on the test will be enforced. The student must present a photo ID at the time of the exam.

The library assumes no responsibility to the testing agency or the student if the student fails to make arrangements to take the exam within the time allotted by the agency.

The library also reserves the right to refuse to proctor tests that require modifications to our public computers or require an undue burden on staff to closely monitor the activities of a student while taking the test.

Theft

Reviewed: January 2005, December 2007, February 2009

The Johnston Public Library staff reserves the right to examine any person's belongings upon exiting the building if the staff suspects theft of library materials. If the person is found to have intended to remove library materials without checking them out, the Library Director may revoke library borrowing privileges and/or prosecute.

The following notices, as approved by the Code of Ordinances for the City of Johnston, are posted in a visible location in the Library.

NOTICES

Failure to Return

Failure to return Library materials for two months or more after the date the person agreed to return the Library materials, or failure to return Library equipment for one month or more after the date the person agreed to return the Library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.

(Code of Iowa, Sec. 714.5)

Detention and Search

Persons concealing Library materials may be detained and searched pursuant to law.

Trust Policy for Johnston Public Library

Adopted February 2008

The Johnston City Council designated that cable franchise fees collected by the City of Johnston would henceforth be set aside in a Trust for the Johnston Public Library. This policy outlines: 1) the intended uses for these Trust funds; 2) the Library Board's role in recommending use of funds in the budgeting process; , and 3) the monetary balance guidelines for the fund.

Uses

Library Trust funds are to be used to supplement, not replace, typical operating funds for the Library. Examples of supplemental funds include technology expenditures that expand public computing capabilities, provide faster and more reliable Internet access, enable website upgrades, provide enhanced automation of library services, or enable the Library to utilize consultants to assist in the implementation and use of technology.

Trust funds may also be used to fund exceptional or infrequent building and grounds maintenance. Examples of these expenditures include the replacement of UPS batteries or the addition of security features in and around the building.

Trust funds are not intended to be used to pay for the wages, salaries, or wage-related costs of regular employees of the Library. They are also not intended to replace the funds allocated to develop the Library's collection of materials.

Role

Recommendations on the use of Library Trust funds will be considered and recommended by the Library Board of Trustees on an annual basis.

Monetary Balance Guidelines

The Library Board will review the balance in the Library Trust fund at the end of the month prior to the submission of the annual budget request. The amount of Library Trust funds included in the annual budget request is not to exceed 50% of the balance in the Trust account at that time.

In order to allow the Library Trust account to build in anticipation of a future expenditure, no minimum amount is required to be used every year. However, at least 10% of the fund balance must be used every other year.

Tutoring Policy

Adopted May, 2012

Library premises are available for the use of members of the public to meet their needs in accessing information. As part of its educational mission, the Johnston Public Library permits tutoring on the premises in accordance with this policy.

The Johnston Public Library does not sponsor, recommend, or assume liability or responsibility for the work, actions, and/or activities of tutors who use available library space.

Use of the public spaces within the library, conference and study rooms, and meeting rooms are governed by any applicable rules and regulations adopted by the Library. Due to the popularity of our Study Rooms and Conference Rooms, the Johnston Public Library has put in place additional guidelines in regard to tutoring activities, and tutors are responsible for following these guidelines while tutoring in the library building.

Guidelines for Use of Library Spaces

- Library space is not to be used as a classroom or place of business for tutors but as a safe and quiet workspace for students to receive instruction.
- Tutoring activities are to be confined to one-on-one arrangements, thus keeping the rest of the library relatively quiet for individual reading and study. Tutors are asked to inquire about the location of appropriate study areas.
- Tutors and students are welcome to use the public (non-meeting room) areas of the library without a reservation or time limitation, provided that the Conduct in the Library policy is respected.
- Tables throughout the building can neither be reserved, nor can the expectation be made that others will be asked to move to accommodate a tutoring session.
- Tutor belongings or use of space should not interfere with easy access through the building by other library users.
- Any for-profit tutor or for-profit group wishing to use the Archive Room, East Meeting Room, West Meeting Room, or Large Meeting Room will be charged the applicable fee for businesses.
- Conference Rooms and Study Rooms are governed by their own specific policy. Library sponsored activities are given priority. Beyond that, these rooms are available to all library users on a first-come first-served basis and are not solely for the reserved use of tutors. One Conference Room is available for reservation according to the policy unless otherwise posted in the specific room.
- Because of the general demand for use of our Study Rooms and Conference Rooms, the Johnston Public Library cannot accommodate library users desiring to use these rooms for extended periods of time in a single day. Use of these rooms for any purpose is therefore limited to one use per person per day with a maximum of two hours per session unless otherwise posted in the specific room. No more than four hours may be reserved in a seven-day period.

Guidelines for Conduct

- Tutoring sessions must be kept as quiet as possible. Tutors are responsible for the behavior of the students being tutored during the tutoring session. The Conduct in the Library policy applies to everyone.
- It is preferred that the parent remain in the library building while the child under the age of 9 is being tutored. The Library assumes no responsibility for children left unattended.
- Library staff members are happy to assist tutors and their students, just as they assist any user of the library. However, staff must be available to all people who come into the library for help and should not be relied upon to deliver messages or to find a tutor.
- Tutors are responsible for establishing communication protocols for their students and their parents. Library staff will not make or cancel appointments between students and tutors nor relay messages on their behalf.
- Tutors and students must bring their own supplies.
- Tutors may not publish or distribute advertisements or letters identifying the Johnston Public Library as their place of doing business or imply Johnston Public Library sponsorship of their activities.
- The following are expressly prohibited in library space: buying, selling, advertising, or trading products or services (other than educational services of a paid tutor) for cash or other consideration, except in support of the Johnston Public Library.
- No exchange of funds or payment may be made on Johnston Public Library premises.

Appeal and Review

The Board of Trustees of the Johnston Public Library will review the tutoring policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director is the chief person empowered to make decisions regarding the availability and use of the Study Rooms and the Conference Rooms. The Library Director has delegated authority to approve room requests to the Public Services staff for both general and tutoring usage.

Appeals for changes to, or exceptions to, any portion of the tutoring policy will be considered. An individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.

TV/VCR & TV/DVD Policy

Reviewed: January 2005, January 2006, December 2007

Although the TV, VCR, and DVD do not circulate outside the library, they may be used inside the library's meeting rooms.

There is no charge for use in library meeting rooms. Equipment users must work with a library staff member in setting up and completing the use of the equipment. The responsible party for the meeting is also responsible for the use of the equipment. If the equipment is damaged or is returned in an incomplete manner (e.g. without remote controls, extension cords, etc.) the responsible party for the meeting will be assessed an appropriate fee at the discretion of the Library Director.

Customers must be at least 18 years of age to use the equipment.

Unattended Children/Disruptive Behavior

Approved April 15, 1999 Reviewed January 2005, December 2007

Background

Part of the vision and mission statements of the Johnston Public Library indicate our dedication to provide a welcoming setting that supports lifelong learning.

The happiness and safety of young children left alone in the library can be a serious concern. Unattended children may become frightened, anxious, restless, and disturb other library customers. Library staff cannot provide babysitting or child care service for customers at the library. Older unattended children are sometimes waiting for their ride after closing time. Library staff cannot legally assume responsibility for unattended young people who are on library premises after hours, nor can library staff extend open hours or remain in the building after hours with library customers. Staff members have no legal right to assume a guardian's role in these cases, to transport, or to assume custody of these children.

Unattended Children Policy

Children under the age of nine who are left unattended or appear to be in the facilities without adult supervision can be a cause of concern to the Library. Issues of safety, liability, and responsibility mandate that the Library address this situation with the following rules:

- Children under the age of nine must be attended by a parent or a responsible child care provider while in the Library.
- Children between the ages of four and eight attending a Library program must be brought into the building by a parent or responsible child care provider who must remain in the building until the conclusion of the program, when they resume supervision of the child.
- Children under the age of four must be attended by a parent or responsible child care provider at all times.

If an unattended child calls attention to him/herself:

- A staff member will attempt to locate the parent or child care provider.

If the staff person is unable to locate the parent or provider within one hour or the Library is closing:

- A staff member will notify the police.

Disruptive Behavior Policy

Definition: Any action defined as prohibited conduct in the Conduct in the Library policy is termed "disruptive behavior."

Consequences:

Enforcement of these rules for children under age nine may take the following forms, depending on the severity of the misconduct, which will be determined by the staff on duty.

- In most cases, an attended child under nine who is being disruptive will be given one warning. If a child does not modify his/her behavior after one warning, the parent or child care provider may be asked to take the child out of the Library.
- For children under nine who are disruptive and are not attended by a parent or child care provider, the staff member on duty will ask the child to correct his/her behavior and take

appropriate action as outlined in the Unattended Children portion of this policy or as outlined in the Conduct in the Library policy.

Note: The Conduct in the Library policy addresses library customers of all ages.

Volunteers

Revised and adopted January 2005, December 2007

Definitions

A *volunteer* shall be considered as an individual, 16 years or older, who assists with work done at the Johnston Public Library, without remuneration. Exceptions to the age requirement may be made by the Library Director. A volunteer may provide ongoing assistance on a regular basis or may provide assistance only on specific projects.

A *student service volunteer* shall be considered any middle school, high school, or college student who performs volunteer work as part of an authorized school program to earn academic credit.

Statement of Purpose

The Johnston Public Library shall use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered.
3. Provide a positive work environment for volunteers as part of the Library's contribution to the community.
4. Support fundraising activities sponsored by the Johnston Public Library Foundation.

Johnston Public Library shall make use of the services of volunteers to supplement and not replace the work done by library staff.

Recognition

Recognition is an important component of an overall volunteer program and is often the only way in which the Library can say "thank you" to a volunteer. Although individual informal recognition of volunteers should be ongoing, it is important that the Library Staff and Library Board find ways of recognizing volunteers on a more formal basis as appropriate.

General Provisions for Volunteers, and Student Service Volunteers

Nothing in this policy shall be deemed to create a contract between volunteers of any type and the Johnston Public Library or the City of Johnston. Both volunteers and the Johnston Public Library have the right to terminate any type of volunteer's association with the Library at any time, for any reason, with or without cause. If a volunteer wishes to terminate the volunteer arrangement, the Johnston Public Library would appreciate advance notice so a replacement may be sought.

Neither the City of Johnston nor the Johnston Public Library will provide any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers of any type will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Prior to engaging in any volunteer activity, each volunteer will be required to submit an application form for volunteer work, and visit with a supervisory staff member from the Johnston Public Library. Background checking may be done for any individual who volunteers at the Johnston Public Library.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: processing materials, shelf reading, maintenance of periodicals, and clerical tasks.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made by the Library Director.

Volunteers are expected to sign in and out each time they work at the library and are expected to indicate the type of work that was done.

Recruitment and Supervision of Volunteers

Volunteers will be sought through a variety of methods to meet specific as well as general project needs.

Recruitment shall be the responsibility of the supervisory staff member or the Library Director.

Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work; however, staff members may offer guidance to any of the volunteers.

There will be no formal evaluation process for volunteers.

Recruitment and Supervision of Student Service Volunteers

Student service volunteers will not be recruited on an active basis. Instead, it will be the responsibility of these volunteers to contact the library.

Prior to engaging in any volunteer activity, each volunteer desiring service hours will be required to submit an application form for volunteer work, and visit with a supervisory staff member from the Johnston Public Library.

The Johnston Public Library shall limit the number of student service volunteers that will be accepted at any given time, based upon the discretion of the supervisory staff member or the Library Director.

Student service volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All work must be completed within normal library hours. If student service volunteers do not adhere to these expectations, the Johnston Public Library may discontinue the relationship with volunteers providing service hours.

The types of tasks assigned to student service volunteers will typically be short-term projects that require minimal training. Exceptions may be made by the supervisory staff member or the Library Director.

Volunteers providing student service hours are expected to sign in and out each time they work at the library and are expected to indicate the type of work that was done. Appropriate documentation will be supplied by the supervisory staff member or the Library Director to verify the number of hours worked at the Johnston Public Library.

Volunteer Training

The volunteer coordinator will see that every volunteer receives a brief tour and orientation to the Library. In addition, the volunteer coordinator and the volunteer will review together any job description(s) that most closely match the tasks that the volunteers will be performing.

Volunteers who are providing services on a short-term basis will be trained on each specific project at the time they will be performing that task. These volunteers will be monitored on a frequent basis to ensure that expectations are being met.

Volunteers who are providing services on an ongoing basis will be provided more complete training as appropriate. This may involve training on Johnston Public Library procedures. Monitoring of these volunteers will be close initially, but after the tasks are mastered the monitoring will be infrequent.

The volunteer coordinator will have the primary responsibility for training volunteers, but other library staff members may be involved in training on specific projects.

Johnston Public Library
Volunteer Application for All Volunteers

Date _____

Name _____ Driver's License # _____

Home Address _____

Phone - Please circle the phone number that is best to use first.

W _____ H _____ C _____

Why do you want to volunteer at the library? _____

What types of volunteer jobs would you like to be considered for at our library?

Please describe your previous volunteer positions. _____

Please describe your previous work experience. _____

Please list the days and times you can volunteer.

Please list two references:

Name _____ Phone _____

Name _____ Phone _____

Thank you for your interest in Johnston Public Library. A staff member will be contacting you shortly.

Website Policy for Johnston Public Library

Approved August 20, 2009, Revised March 2011

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