

JESUP PUBLIC LIBRARY POLICIES AND PROCEDURES

MEMBERSHIP:

1. Library services are free to residents living within the boundaries of the Jesup Community School District and by contract arrangement with the Buchanan County Board of Supervisors to residents of the county who live outside incorporated cities and towns.
2. Library cards are given for a three year period and then must be renewed. Children must be five (5) years old or starting Kindergarten to receive their own card. Parents may check out books for younger children.

CHECKOUTS AND FINES:

1. Books are loaned for a period of two weeks. They may be renewed at the request of the borrower up to one additional time unless the book is on reserve for another patron. Materials may be renewed at the desk, online or by calling the library at 827-1533. The librarian may extend the loan period of materials at their discretion.
2. Periodicals are checked out for a period of fourteen (14) days.
3. Fines for overdue materials including books, periodicals, audio books and CDs will accrue at a rate of 10 cents per day following a one (1) week grace period. Lost, damaged, or destroyed materials are the responsibility of the borrower. The patron will be charged the replacement cost of a book, DVD, audio book or CD. A minimum of \$10.00 or the replacement cost, if higher, will be charged for lost, damaged or destroyed periodicals. If the item is out of print and irreplaceable, a patron will be charged \$35.00.
4. If after two weeks a patron has not returned the material and has not contacted the library personnel for renewal, library personnel will place a courtesy call to the patron with a reminder that a one-week grace period remains before a monetary fine begins. If the book is not returned, the library will make 3 attempts to contact the patron using phone, email, text or letter. After that time, a registered letter will be sent. If the patron makes no attempt to call or contact library personnel up to this point, the collection of the material is turned over to the Iowa Offset Program or local police, according to Iowa Code 714.5, dealing with "Library materials and equipment – unpurchased merchandise – evidence of intention."

DVD POLICY:

1. DVDs will be loaned for a period of five (5) days. If there is no one waiting to borrow them, they may be renewed for an additional five (5) days.
2. There will be a limit of four (4) DVDs per family.
3. A fine of \$1.00 per day will be assessed for any overdue DVDs.
4. If a DVD is lost, damaged, or destroyed, replacement cost will be charged.

INTERLIBRARY LOAN/OPEN ACCESS:

1. We will maintain our state agreements to interlibrary loan books with participating libraries using Access Plus and Open Access.
2. Patrons with current library cards from any participating library may borrow materials from the Jesup Public Library.
3. We will borrow Interlibrary Loan materials at a cost to the patron of \$2.00.

CONDUCT:

1. The Library Board of Trustees will support the library staff in any decisions made concerning the conduct of patrons. Please see the Behavior Policy.

FINANCIAL SUPPORT:

1. The budget for each fiscal year is to be presented to the city council by the first Thursday in November or as requested by the Jesup City Clerk. The budget is to be prepared by the Library Director and the Library Board. The Library Board of Trustees approves monthly expenditures and is ultimately and legally responsible for how funds are spent.

LIBRARY MEETINGS:

1. The regular meeting of the Board of Trustees shall be held on the fourth Monday of the month at 7:00 p.m. in the Community Room of the Jesup Public Library unless otherwise specified.
2. The annual election of officers shall be conducted at the July meeting of the Library Board of Trustees with new officers taking office immediately after the election.

LIBRARY PERSONNEL IMPROVEMENT EXPENSES:

1. The Library Director is to receive mileage, meals, and registration fees for all professional meetings attended that have been approved by the board.
2. Part-time library staff will be allowed to attend library conferences and other professional meetings that have been approved by the board.

LIBRARY BUILDING:

1. The library shall be available for municipal functions as required by the City of Jesup.
2. The library Community Room is available for community functions as per meeting room policy. (See attached Meeting Room policy and application.)
3. The Library shall be open a minimum of forty-eight (48) hours per week or as determined by the Board of Trustees:

Monday	10 a.m. – 6 p.m.
Tuesday	10 a.m. – 8 p.m.
Wednesday	10 a.m. – 6 p.m.
Thursday	10 a.m. – 8 p.m.
Friday	10 a.m. – 6 p.m.
Saturday	10 a.m. – 2 p.m.
Sunday	CLOSED

4. The library will not be open on the following days: New Year’s Day, the Saturday before Memorial Day and Memorial Day, 4th of July, the Thursday (after 4:30PM), Friday and Saturday during Jesup Farmers Day Celebration, the Saturday preceding Labor Day and Labor Day, Veteran’s Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas and New Year’s Eve.

GIFTS:

1. Gifts will be accepted at the discretion of the Library Board or the Library Director.

COMPUTER USE:

The Jesup Public Library computers are available for patron use. The Board of Trustees has adopted the following guidelines for their use:

1. Computers may be used in one hour segments.
2. The library staff reserves the right to terminate a person’s use of the computer if problems such as excessive noise, physical abuse, or hardware or software malfunctions occur.
3. The library staff will give a short orientation to first-time users and lend assistance whenever it is needed. However, their role is one of guidance rather than instructional.
4. If a patron uses the printer, fees will be assessed per page. There will be a charge of twenty-five (25) cents per page for black and white copies, and fifty (50) cents per page for color copies.
5. Misuse of equipment or failure to follow computer use rules may result in the loss of computer privileges.

SKYPE

1. The library has a computer with SKYPE which may be used by library patrons. To use the SKYPE program patrons must:
 - a. Discuss with library staff their wish to use SKYPE at least two days in advance.
 - b. Choose a time when the Community Room is available.
 - c. Have a parent or guardian present if the user is under the age of 18.
2. If the patron wishes to use the SKYPE program when the library is closed, efforts will be made to accommodate the patron if at all possible.

PHOTOCOPY MACHINE USE:

1. The photocopy machine is for the library's use and is also provided as a service and convenience for the public.
2. The copyright laws of the United States govern the making of photocopies of copyrighted materials.
 3. There will be a charge of 25 cents per sheet for one (1) sided copies and 40 cents per sheet for two (2) sided copies. There will be a charge of 20 cents for resumes and holiday letters, when providing their own paper.

FAX POLICY:

1. The fax machine will be available for patron usage at a cost of

TRANSMITTING	1 st page - \$1.00
All additional pages	50 cents per page
RECEIVING	Per page - 50 cents

2. There will be no charge for faxes received from or sent to 800 numbers.

MICROFILM READER/PRINTER:

1. The microfilm reader/printer is available to be used in the library with film from the library collection or film brought in by the patron.
2. Time may be reserved to use the microfilm reader/ printer.
3. A page can be printed from the microfilm reader/printer at the cost of 25 cents per page.

NEWSPAPERS:

1. The *Citizen Herald* will be kept for one (1) year. *The Independence Bulletin-Journal* and the *Waterloo-Cedar Falls Courier* will be kept for three (3) months. The *Cedar Rapids Gazette*, and the *The Des Moines Register* will be kept for three (3) months.
2. Newspapers cannot be checked out but articles can be photocopied at a cost of twenty-five cents per copy.

ELECTRONIC EQUIPMENT:

1. Electronic equipment belonging to the library is not to be removed from the library premises without the approval of the Library Director.
2. Electronic equipment use is allowed at the discretion of library personnel.

STORY TIME:

1. The Library Director will set exact dates for Story time. Story time will generally be offered one (1) day per week from late September until mid-December and from early January until the end of April.
2. Stories, finger plays, games, and easy crafts may be included in the Story time.
3. Parents are responsible for arranging the arrival and departure of their children.
4. Parent or guardian must stay with child during Story time.

PUBLIC ANNOUNCEMENTS:

1. Public announcements may be posted with permission of the library staff member on duty. They will be posted in the display case in the entry if there is sufficient room. If it is full, the staff may hang them on the front window for up to fourteen (14) days.
2. No advertising for monetary gain is permitted.
3. Tax forms and other public service brochures and papers approved by the library staff, will be placed in an accessible place in the library.

Adopted: 11/20/17