

**POLICIES
OF THE
WINTERSET PUBLIC LIBRARY**

**Updated by the Library Board of Trustees
April 20, 2016**

**Winterset Public Library
123 N. 2nd Street
Winterset, IA 50273
515-462-1731**

POLICIES OF THE WINTERSET PUBLIC LIBRARY

CONTENTS	1
SECTION A. WELCOME & INTRODUCTION	3
SECTION B. LIBRARY PATRON REGISTRATION	
B-1 Persons Served by the Winterset Public Library	4
B-2 Homebound services	5
B-3 Confidentiality of Library Records	5
B-4 Sex Offenders	5
SECTION C. COLLECTION DEVELOPMENT	
C-1 Acquisition of Library Materials	7
C-2 Duplication (Purchase of Multiple Copies)	7
C-3 Replacement & Preservation of Valuable Materials	7
C-4 Gifts & Memorials	8
C-5 Discarding	8
SECTION D. GENEALOGY & LOCAL HISTORY COLLECTION	9
SECTION E. RECONSIDERATION	11
SECTION F. CIRCULATION & OTHER SERVICES	
F-1 Loan Periods	12
F-2 Typewriter Use	12
F-3 Internet	12
F-4 Copy Machine/Printer	13
F-5 Overdue Fines & Fees	13
F-6 Lost or Stolen Materials	13
F-7 Damaged Materials	13
F-8 Reserves & Holds	14
F-9 Test Proctoring	14
CONTENTS REVISED TO HERE	
SECTION G. INTERNET & COMPUTER USE	
G-1. Purpose	16
G-2. Responsibility of the Library	16
G-3. Responsibility of the Customer	16
G-4. Rules	16
G-5. Misuse	17
G-6. Confidentiality	17
G-7. Internet Use Guidelines for Parents & Guardians	17
G-8. Wireless	17
G-9. Legal Considerations	18
G-10. Resources	18

CONTENTS (CONTINUED)

SECTION H. BEHAVIOR

H-1 Behavior Policy	19
H-2 Unattended or Undisciplined Children	19
H-3 Recreational Equipment	20
H-4 Personal Property	20
H-5 Cell Phones	20
H-6 Food & Drink	20
H-7 Consequences for Behavior Infractions	20

SECTION I. MEETING ROOMS

21

SECTION J. LIBRARY DISPLAY SPACE

J-1 Displays & Exhibits	22
J-2 Bulletin Boards	22
J-3 Digital Sign	23

SECTION K. POLICY ENFORCEMENT & REVISION

K-1 Enforcement of Policies	23
K-2 Revision of Policies	23

SECTION L. BOARD MEETING POLICIES

23

ADDENDA

1. Citizen's Request for Reconsideration of Material	24
2. Sex Offender Request for Permission to use Library	25
3. Freedom to Read	26
4. Library Bill of Rights	29

SECTION A
LIBRARY OBJECTIVES AND PRINCIPLES
Approved, October 21, 2015

A. WELCOME AND INTRODUCTION

Welcome to the Winterset Public Library, a dynamic civic resource for the residents of Winterset and Madison County. The contents of this introductory page are from the "Five-Year Plan, July 2013-June -2018" which was developed by the board, staff, and community members with the consultation of Maryann Mori in the process called "Planning for Results."

COMMUNITY VISION

The communities of Winterset and Madison County welcome new ideas and opportunities while cherishing and maintaining traditions. This is a place where betterment of body, mind, and community are viewed as possibilities by all residents.

MISSION OF THE LIBRARY

Winterset Public Library provides a place where people of all ages can gather to learn, grow, and create. The Library provides:

1. A welcoming space for the community to gather;
2. A variety of wholesome and stimulating community activities;
3. Training in needed topics such as job searches and emerging technologies;
4. Guidance to use current and accurate information resources in a variety of formats, as well as a large variety of resources for leisure and entertainment.

CORE VALUES OF THE LIBRARY

1. Free and open access to all members of the community – all ages, all races, all socio-economic classes, all physical and intellectual abilities;
2. Collaborative work-style to involve others in the community;
3. Responsiveness to the needs and desires of the taxpayers who fund the library;
4. Freedom from restrictions by any particular group;
5. Helping citizens to develop their choices for a successful life;
6. Promotion of reading and literacy as a fun-filled activity that leads to life-long learning;
7. Preserving our local history;
8. Excellent service to meet the needs of the public;

VISION OF THE LIBRARY

The Library's welcoming and comfortable environment is a cultural and social hub of the community, where diversity, tolerance, and freedom of thought are embraced, practiced and encouraged. The Library brings together all parts of the county-wide community to work together for the common good. The Library promotes a love of reading for all ages. The Library collaborates with other organizations to provide resources and programming for a broad range of interests. The community recognizes the Library's role in sustainable economic and social development.

SECTION B
LIBRARY PATRON REGISTRATION
Section B Approved, November 18, 2015
Added Safe-at-Home, Approved, March 16, 2016

B-1. Registration of Borrower's cards - People served by the Winterset Public Library

1. LIBRARY CHECKOUT PRIVILEGES

Checkout of Library materials is available to the following:

- a. Town and rural residents of Winterset, Iowa.
- b. Safe-at-Home participants with a Safe-at-Home ID card.
- c. Residents of towns contracting for service with Winterset Public Library (currently Bevington, East Peru, Macksburg, and Patterson).
- d. Residents of Iowa towns and rural areas served by an Open Access library.

2. SAFE-AT-HOME PARTICIPANTS (approved by the Library Board, March 16, 2016)

- a. Safe-at-Home participants are survivors of violent crimes who are under protection by the Iowa Secretary of State. They have been issued a confidential address by the Secretary of State.
- b. These participants qualify for a library card. If they say they are residents of Winterset or Madison County, they should be registered that way, although their mailing address will be a generic address in Des Moines.
- c. The Safe-at-Home ID cards do not have photos, so we may request to see their photo ID (while they conceal the address) to determine their identity.
- d. If a situation develops in which the librarians need verification that the person is really in the program, they may contact the office of the Iowa Secretary of State.

3. OUT-OF-STATE RESIDENTS

Library cards will not be issued to out-of-state residents, as checkout privileges are not available for out-of-state residents. Out-of-state residents are welcome to use services on-site inside the Library.

4. LIBRARY CARDS FOR CHILDREN AND ADULTS

- a. A library card will be issued to anyone 16 years old and over who completes the registration form and presents their photo ID with their current address. If their ID card does not have their current address, the applicant is required to show another proof of their current address, such as a utility bill addressed to them, their printed checks, etc. (Exceptions to this policy may be made by the library director, on a case-by-case basis.)
- b. A library card will be issued to children from ages 5-15 when the parent or legal guardian fulfills the following requirements:
 1. Applies in person, along with the child.
 2. Has a valid Winterset Library card that is not blocked.
 3. Accepts responsibility for the materials checked out to the child by signing the application form to so indicate.
- c. The parent or legal guardian has the option to sign the application form to give permission for the child to use the internet and to check out various ratings of movies.

5. FOR FULL SERVICE, BRING YOUR CARD TO THE LIBRARY

Readers should bring their card to the library every time they wish to check out materials or use other library services.

6. CHECK OUT ONLY ON YOUR OWN LIBRARY ACCOUNT

Every reader must check out materials on their own account, except that parents may use their accounts to check out items for their children. During Summer Reading Program, children may check out items without their card as long as their account is up-to-date and is not blocked.

7. CARD-HOLDER RESPONSIBILITY

Card-holders are responsible for all material checked out on their card. Visitors may use their host's card provided the host accompanies them to the Library or phones with permission for them to do so while they are here. The card-owner is responsible for materials checked out by the guest.

8. REPLACEMENT CARDS

If a reader has lost their card, they will be issued a replacement card for a charge of \$2.00.

9. GUEST PASS

A "guest pass" for computer use will be issued to visitors who are either out-of-state residents or one-time guests who do not anticipate regular use of the Library. All Iowa residents who qualify for library privileges will be issued a library card for use of the library computers.

10. CONSEQUENCE OF DISREGARDING LIBRARY RULES FOR CHECKOUT

Borrowers who habitually disregard the rules of the Library may be limited to one-item checkout at a time for 6 months, a year, or permanently, as determined by the Director. Parents can request one-time checkout for the children for whom they are responsible.

B-2. Homebound Delivery

The Library staff will deliver Library materials to patrons who are homebound. Delivery of materials will be made when librarians are available to get away from their regular Library duties.

B-3. Confidentiality of Library records

The Winterset Public Library recognizes that the registration and circulation records of our patrons are confidential in nature. Library patron confidentiality is protected by the Code of Iowa 22.7(13). Confidential records are those which by themselves, or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item from the library. Such records include interlibrary loan records, library card applications, circulation records, and any other records that reveal the identity of the patron.

Such records shall not be made available to anyone including any agency of federal, state or local government, except pursuant to federal, state or local law relating to civil, criminal or administrative investigating power.

The library will require law enforcement to bring a court order or a subpoena before releasing patron records. As always, the Library Director and Board will exercise their best judgment regarding the specific situation with regard for community values.

The Library ascribes to confidentiality statements of the American Library Association, "The Library Bill of Rights," and "The Freedom to Read." (See appendices.)

The Library patron database is confidential. Employees will not release any information from the patron's library records. If an employee is requested to look up a patron's phone number or address, they may contact the patron and ask them to contact the person making the inquiry.

B-4. Sex Offenders

This policy was approved by the City Attorney on June 16, 2009. It was approved by the Library Board of Trustees, June 2009. This policy is effective as of July 1, 2009, and shall remain in force until modified by action of the Board of Trustees of the Winterset Public Library.

In accordance with Chapter 692A of the Code of Iowa, the Board of Trustees sets an exclusion zone and prohibition of sex offenders from the property of the Winterset Public

Library. A sex offender who has been convicted of a sex offense against a minor shall not do any of the following:

- (1) Be present upon the real property of the public library without the written permission of the library administrator.
- (2) Loiter within three hundred feet of the real property boundary of the public library.

Sex offenders subject to this policy must apply in writing for permission to be excused from the above prohibition, stating the reasons that such permission should be granted.

The Library Director may give written permission only as the result of an affirmative vote at a meeting of the Board of Trustees at which a quorum is present.

Persons barred from the library property under the law remain entitled to check out library materials. It is the responsibility of the patron to arrange for a courier to select, check out, and return materials to the library through possession of the patron's card. Persons barred from the library property may use the Internet-based subscription databases provided by the Library. They may have to call the Library annually to extend the date of their Library privileges for this purpose.

Persons barred from library property under the law will not be served by the library's homebound delivery service.

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

SECTION C
COLLECTION DEVELOPMENT POLICY

Reviewed Feb. 17 & March 16, 2016, Approved April 20, 2016

C-1. Acquisition of Library Materials

A. The Library Director is responsible for selection and purchasing of library materials. The Director may share this responsibility with library staff who have the knowledge, training, and/or education needed to purchase materials. Consideration shall be given to vendors giving the best discount, service, speed, accuracy, ease of billing, etc.

B. Materials and information presenting all points of view on current and historical issues will be made available. Material will not be excluded or removed because of the origin, background or views of those contributing to their creation, or because of partisan or doctrinal disapproval.

C. Youth materials are purchased for a wide range of ages, abilities, and interests, with the idea that the young reader is not only the influential adult of tomorrow, but a person in his or her own right today. Therefore the responsibility for the reading of minors rests with their parents and legal guardians. Selection of materials for the library collection is not restricted by the possibility that minors may obtain materials considered inappropriate by their parents or others.

D. The Winterset Public Library supports the principles of intellectual freedom as described in the Constitution of the United States, the ALA Intellectual Freedom Manual, and the ILA Intellectual Freedom Resource Guide. The Library Bill of Rights and the Freedom to Read documents are included in the amendments of this policy document, and intended to be a part of this policy statement.

E. Five factors will be taken into account in the selection of material to be added to the library collection:

1. The overall value of the material as an individual work and its value to the collection as a whole.
2. Interest to the Winterset Community.
3. Favorable reviews from reliable reviewing services, such as Kirkus Reviews, Library Journal, School Library Journal, and others.
4. Library patron suggestions. When, in the opinion of the director or selection librarians, the suggestion is of limited appeal or outside the range of our collection, it will be obtained from interlibrary loan, rather than purchased.
5. Maintaining a balance in the collection between
 - a. books of current popularity and classic literature
 - b. fiction and non-fiction
 - c. various literary genres
 - d. various formats in current demand (print, audio, video, electronic, etc)

C-2. Duplication (Purchase of Multiple Copies)

Duplication of titles is determined by popularity, importance of the book, and by budget. In general, the library duplicates on a basis of one copy for every four reserves.

C-3. Replacement and Preservation of Valuable Materials

A. Titles withdrawn by reason of condition, loss or damage are considered for replacement. In addition to the considerations applied in the original selection, the following must be considered: the authority and importance of the author, the value of the individual title, availability of newer and better material in the field, timeliness of the material, request for the title or subject, comparison with other books still in the library.

B. In the case of books having extreme value to the Library, the Library Director may recommend re-binding or otherwise preserving by microfilming or digitizing. Re-binding of books is rarely done in recent years, and very few binderies are still in business.

C-4. Gifts and Memorials and Donations

A. Books or other library materials may be donated in memory or in honor of a friend or relative. Materials will be marked with a special book plate and reference to the gift will be included in the catalog record.

1. Materials should be satisfactory to both the donor and the library.
2. The money for the memorial should be directed to Friends of the Library.
3. The collection development librarians will order the memorial materials.
4. The library Director may refuse materials which do not contribute to the purpose of the library or that cannot be accommodated.

B. Used books, both hardcover and paperback, can sometimes be used in the library's collection. Materials not added to the collection will be donated to the Friends of the Winterset Public Library for a used book sale. People who want to donate items that are not suitable for the book sale are discouraged from making those donations. If they persist and donate unsuitable materials, they may be disposed of through waste disposal or paper recycling.

C. The same principles of selection which are applied to purchases are applied when considering gifts to the library.

D. All gifts to Winterset Public library are tax deductible, and the library will furnish a gift acknowledgement for tax purposes. However, no financial value will be placed upon any used materials donated to the library.

E. Donations of materials will only be accepted without restrictions. Special collections of material will not be accepted with restriction that they must be kept together as a separate physical entity. Each item will be evaluated as an individual item and, if accepted, integrated into the general collection. Once accepted by the Library, the item is owned by the Library and is controlled by Library policies, including decision-making to remove the items from the collection.

F. Unrestricted gifts of money, lands or property will be gratefully accepted by the Library Board. Disposal of such gifts will be at the discretion of the Library Board. Gifts or bequests with restrictions attached will be reviewed by the Library Board before accepting.

G. Items other than library materials, such as collections of figurines or doll houses, etc., are not likely to be accepted by the Library, and would more likely be accepted by the Historical Museum.

C-5. Discarding

A. Books are withdrawn on the following basis:

1. Unnecessary items, outdated material, books no longer of interest or in demand, worn or mutilated copies, infrequent circulation, lack of community interest, and availability of newer and more valid materials are of prime consideration.
2. Materials of local historical value are rarely discarded. These items may be considered for preservation through microfilm or digitizing or rebinding.
3. Unless considered of long-term value, magazines are discarded after two years, and newspapers are retained for three to six months. The local newspaper will be retained in paper copy until the microfilm or other more permanent format becomes available.

SECTION D
GENEALOGY & LOCAL HISTORY COLLECTION
Approved April 20, 2016

D. Genealogy and Local History Collection

Scope of the Collection

The purpose of the Genealogy and Local History Collection is to preserve source material on the history of Winterset and Madison County and to provide basic research material for area genealogists. The Library will make these materials available on a restricted basis to patrons and hold the materials in trust for future generations.

The major emphasis of the collection is on the city of Winterset and Madison County. Local history and genealogy materials for these areas are collected on a comprehensive basis, but do not include objects better suited for museum collections. The genealogy materials, which include record indexes and abstracts, histories, census microfilms, and other sources useful to family historians, are also collected on a more limited basis for counties adjacent to Madison County. Genealogy materials on other areas of Iowa, other states, and other countries are collected as they pertain to areas where large groups of people who settled in Winterset originated. These materials are collected on a limited basis. Family histories are acquired as gifts or purchased only when they have a significant connection to Winterset and Madison County. Circulating copies of genealogy how-to guides are provided to assist researchers.

A variety of formats are collected, including but not limited to books, pamphlets, maps, microfilm, photographs, and DVDs. The collection does not contain historical artifacts. The local historical collection does not collect information dealing with the day-to-day operations of the city of Winterset.

The extent of duplication of copies of historical sources is based upon demand; but, in general, the library will archive no more than two copies of significant local history materials. The library does not generally discard materials from this collection unless an item does not fit the criteria set for the scope of the collection.

Since many of the items are in fragile condition and some are one-of-a-kind, the genealogy and local history materials are used in the Library and may not be checked out. Attempts will be made to preserve these materials through careful storage, handling, and reproduction to insure access for future generations.

D-1. Donation Policy

1. Materials related to Winterset and Madison County as well as the surrounding counties (Dallas, Adair, Warren, Union, and Clarke) will be accepted. Types of material accepted by the Library include diaries, postcards, catalogues, clippings, telephone books, local newspaper clippings, obituaries, wedding announcements, correspondence, minutes of organizations, microfilm, menus, pamphlets, programs, school material such as essays and report cards, sales slips, records, reports, slides, pictures, etc. All materials are accepted at the discretion of the Library Director.
2. The Library Director reserves the right to accept or reject anything that does not add to the understanding of the Winterset and Madison County area.
3. The Library does not accept materials under "permanent loan" agreements.
4. The Library does not provide authentications or monetary appraisals of documents, photographs, books or other historical resources. For assistance in these areas, please visit the Society of American Archivists (www.archivists.org) or the American Society of Appraisers (www.appraisers.org) websites.
5. The materials will be cataloged and made available for research and study. Some materials may be stored and periodically displayed.
6. Most materials will not be available for checkout. Some materials are available for 3-day checkout.
7. Materials may be photocopied if copyright laws permit.

D-2. Accessibility

All book material is cataloged in the Library's catalog. This catalog is included in the international catalog known as OCLC WorldCat (www.worldcat.org), which allows researchers from around the world to access our Genealogy and Local History Collection. The Library is working to index other areas of the Genealogy and Local History Collection. These indexes, in either paper or electronic format, will be available to assist researchers. The Library provides 12 public Internet workstations on which genealogical research is available. In addition, there are several microform reader/printers for viewing and printing information from microfilm or microfiche.

D-3. Obituaries

Members of the Madison County Genealogical Society clip obituaries from *The Winterset Madisonian* and other area newspapers. These obituaries are affixed to index cards and filed by last name. The file includes cross references to family birth names. Most of this information is now available on www.iagenweb.org.

The Library staff will copy and mail an obituary for patrons unable to visit the Library, especially if there is enough information to locate it – the person's name and date of death. If this information is unknown, researchers from the Madison County Genealogical Society can be consulted to conduct research for a fee.

D-4. Vertical File Index

The Genealogy and Local History Collection at the Winterset Public Library includes a vertical file collection of information about towns, cities, events, individuals, organizations, houses, families, landmarks, and other topics relating to Winterset and Madison County. The files may contain pamphlets, newspaper clippings, brochures, booklets, correspondence with staff, articles, images, historical sketches, and other informational, genealogical, and ephemeral materials. It is often a good resource for beginning a research project.

This collection is maintained in files for easy access, and it is in the process of being indexed. The Vertical File collection is organized into two alphabetically-arranged categories: Subject Files and Family Files. The Subject Files include place names, institutions, events, businesses, houses, etc. The Family Files are organized by surname and contain materials pertaining to Winterset and Madison County families and individuals.

The Vertical Files are available for public use in the Library. Materials may be photocopied if copyright laws permit. The Vertical Files do not aspire to be a comprehensive source of information on any topic. Also, they do not serve as a day-by-day chronology of any event.

D-5. Photographs

Photographs relating to Winterset and Madison County history are occasionally donated to the Library. The Library strives to archive these photographs appropriately, making them available to the Winterset community. As with other materials, the individual photographs are evaluated to determine the best manner for archive and preservation.

D-6. Hours of Accessibility

The Genealogy & Local History Collection is available any time the Library is open. Due to limited staff, the Library cannot conduct your research for you. Contact the Madison County Genealogical Society (<http://www.rootsweb.ancestry.com/~iamadcgs/>) or a private researcher for in-depth assistance.

D-7. Online Resources

The Library subscribes to two databases: Ancestry Library Edition and HeritageQuest Online. HeritageQuest (<http://persi.heritagequestonline.com/hqoweb/library/do/login/barcode?aid=13465>) may be accessed both in the Library and from home. A Winterset Public Library card number is required for access to this database. Ancestry Library Edition may be accessed only from the Library, and it also requires a Winterset Public Library card for access.

SECTION E
REQUEST FOR RECONSIDERATION
Approved March 16, 2016

E-1. Procedure for filing a request for reconsideration of library material.

Because of the rich diversity of human experience and opinion, it is inevitable that some materials in the library collection will be objectionable to some people in the community. The Director and staff occasionally purchase materials which they find personally objectionable. The library, however, in a very real sense belongs to the whole community, to the minority as well as the majority. It has a responsibility to serve that community in all its variety. That responsibility includes providing for the needs and interest that may offend a few or even a great many people.

A great effort is made to provide a balanced collection. The library attempts to represent all sides of controversial issues. In no case does the library take an official stand on any public question. The function of the library is to provide information, not to advocate specific points of view.

The library welcomes comments and criticisms of its collections. However, no citizen in a democracy has a right to prevent another from reading a specific book by demanding its removal from the library's shelves.

Anyone wishing to make a formal complaint may do so by filling out the "Citizens Request for Reconsideration of an Item." (See Addendum I) This form will be considered by the library Board and their decision will be final.

- A. The complainant must file a request for reconsideration of an item, on the prescribed form, with the library director.
- B. The library director will respond in writing to the complainant within ten (10) days after receiving the written request for reconsideration.
- C. The complainant may appeal the decision to the Library Board of Trustees at its next regularly scheduled board meeting.
- D. A hearing will be scheduled by the Library Board of Trustees at the next regularly scheduled board meeting. This allows them to review the material in question.
- E. The Board of Trustees will arrive at their decision regarding the request for reconsideration at the regularly scheduled board meeting following the hearing.
- F. The library director shall respond in writing to the complainant giving such decision or action taken by the library trustees.
- G. No items shall be removed from the library collection without a court order if the Director and Board of Trustees deem it appropriate for the collection.

SECTION F
CIRCULATION POLICY
Approved March 16, 2016

F-1 Loan Periods

1. Most materials in the Winterset Public Library are loaned for fourteen days, and can be renewed for another fourteen day period. Following are the loan periods:

- A. One week loan period:
 - 1. DVDs and videos: these items are limited to 3 checkouts per cardholder, and no renewals allowed.
 - 2. Cake pans and candy molds.
- B. Two week loan period:
 - 1. Books
 - 2. Magazines, except for the current issue
 - 3. Audio books on cassette, music cassettes, compact discs
 - 4.
 - 5. At the Director's discretion, some restricted materials may be renewed for an additional 2 weeks.
- C. Three day loan period:
 - 1. Current magazines are loaned for 3 days with no renewal.
 - 2. Some genealogical and medical materials are loaned for only 3 days so they will be available to more patrons.
- D. Four week loan period:
 - 1. Puzzles
 - 2. Educational kits (Hooked on phonics etc.)
 - 3. Two week loans may be extended to four weeks when requested at checkout. Items checked out for four weeks do not qualify for renewal.
- E. Audio Visual Equipment and films.
 - 1. The loan period for audio visual equipment will be arranged at the time the item is checked out. Audio visual equipment will be loaned to responsible, adult library card holders. The borrower must know how to operate the equipment correctly.
 - 2. The PowerPoint projector and laptop computer may be checked out for use in the Library meeting room. The Library Director may make a special checkout of this equipment for use outside the building.
- F. Renewals.

Renewals may be done online, by telephone, or the item may be brought into the library for renewal. Most materials may be renewed with the exception of new fiction, high-demand and seasonal materials, videos and DVDs. Renewals will be made only if no one else has requested the material.

2. Non-circulating Materials

Some materials relating to Winterset and Madison County cannot be checked out as they are difficult to replace. Some Iowa materials are also non-circulating. Materials that are non-circulating may be photocopied within the definition of fair-use copyright law, and the Library provides 10 free photocopy pages for non-circulating items.

F-2. Typewriter Use

A typewriter is available for public use. Users must furnish their own supplies. There is no charge for the use of the typewriter.

F-3. FAX

The Library provides a public FAX service, mediated by the Library staff. The charge is \$1.00 per page out-bound, and \$.50/page in-bound.

F-4. Copy Machine/Printer

A coin-operated copier/printer/scanner is available for public use. Charges are:

Size of paper	Black/White or Color	Action	Charge
8 ½ x 11 or 8 ½ x 14	Black/White	copy or print	10 cents/page
8 ½ x 11 or 8 ½ x 14	Color	copy or print	\$1.00 / page
11 x 17	Black/White	copy or print	20 cents/page
11 x 17	Color	copy or print	\$1.10/page
Any size	Any color	scan & email	Free

F-5. Overdue fines and fees

- A. A one-day grace period is allowed at the end of every checkout period.
- B. An overdue fine of \$.05 is charged per item, per day for all adult, young adult and children’s books, paperback books, audio books, magazines, music compact disks, music cassettes and puzzles.
- B. The video and DVD overdue fine is \$1.00 per item per day.
- C. Materials in extreme demand are charged with an overdue fine of \$1.00 per item per day. The materials are clearly marked with this information.
- D. Patrons with unpaid fines totaling \$2.00 or more will lose their check-out and computer privileges until the fine is paid down to a balance of \$1.99 or less..
- E. The Director may, at his/her discretion, adjust large overdue fines to a lower figure, usually using the actual cost of the item when it is lower than the fine.
- F. Winter Policy - the determining factor on all materials checked out and due during winter storms will be to excuse all fines if the Winterset School system does not run buses or sends students home early because of bad road conditions. The items will be due the day school resumes and fines will resume as usual.

F-6. Lost or stolen material

According to sections 808.12, 702.22, and 714.5 of The Iowa Code, concealment of library materials or failure to return library materials within two months of the due date constitutes theft. Items are considered lost or stolen after being overdue two months.

Lost Magazines – A charge of \$5.00 is assessed for a lost magazine issue.

When a borrower has lost an item, the Library will renew it for one additional month to give time to find it. At the end of that month, the borrower must return the item or pay the replacement cost, plus \$5.00 processing fee. The Library prefers the return of the item. Once the item has been paid, there will be no refund. After paying for a lost item, should the item be found, it then belongs to the borrower as they have paid for it. The Library cannot refund such payments.

At the discretion of the Director, an item that was lost and then found, may be restored to the collection if the item is of sufficient value to the Library. In the case of an item of substantial value, the Library will issue a refund of the payment. Such refunds will be paid through petty cash, and a receipt will be placed in the petty cash box.

F-7. Damaged materials

A. All damaged materials must be returned to the library so the Library staff can determine the condition of the item and assess fines or replacement cost. Damaged materials not returned will be considered beyond repair and full price of replacement plus processing fee

will be charged.

B. Materials returned damaged to the extent that the library does not want them on the shelves will be assessed at full cost plus a processing fee. Fees for varying amounts of damage will be determined by the Library staff. A graduated penalty may be assessed by the Library Director or Children's Librarian when the item is of value and deprives the public of its use.

C. Materials returned beyond reasonable repair will be charged replacement cost and \$5.00 processing fee.

F-8. Holds (Reservations of material)

A. Holds for materials will be taken by phone, email, online, or in person.

B. Items will be held for three 3 days after the person has been contacted, and then the reserve will be canceled.

C. If the patron cannot be reached for 2 days to be notified that the item is available, their name will be moved to the end of the reserve list. If there is no waiting list, the material will be shelved.

F-9. Test Proctoring

Approved September 16, 2015.

Purpose

Many college students appreciate the ability to take their exams at a nearby library, rather than traveling to their campus, and it has become fairly routine for instructors to allow this flexibility. The Winterset Public Library offers test proctoring when adequate personnel, facilities, and technology are available. Library staff may refuse to proctor an exam deemed too burdensome or exacting in its demands. If any of the following responsibilities are not met, the exam will not be proctored by the Winterset Public Library.

General proctoring rules:

- Exam-proctoring is a service provided for citizens of Winterset and Madison County
- The exam-proctoring service is free of charge for students.
- Exams will be proctored only during regular hours of Library operation.
- Exams must be completed as least 30 minutes before Library closing time.
- The Library is not responsible for exams once they leave our possession.
- The Library is in no way responsible for a student's performance on a test, even if conditions are not optimal for test-taking.
- The Library will not keep copies of completed exams.

Responsibilities of the student:

1. At least one week prior to the student's first exam of a course, the student shall:
 - Contact Winterset Public Library staff and make a verbal request for proctoring services.
 - Arrange for exam materials and instructions to be sent to the Library.
2. At least 24 hours in advance of an exam, the student shall:
 - Make arrangements with the Library staff to schedule and proctor that specific exam.
 - Make certain that any needed materials have arrived from the testing institution.
 - Ensure that Library resources are adequate and available for the student's exam.
3. At the time of the exam, the student shall:
 - Provide a valid driver's license or photo ID for verification of identity, if required.
 - Arrive prepared with the supplies needed to take the exam.
 - Arrange with the Library staff to secure their belongings that are not allowed in the exam room.
 - Be responsible for all costs incurred related to the exam, including costs for postage, copying, or fax/scanning services to return the completed exams to their institution.

Responsibilities of Library staff:

1. Prior to the student's first exam of a course, Library staff will:
 - Fill out forms required by the testing institution. A staff person's signature does not indicate his or her assignment to proctor a specific exam. Each exam may be proctored by multiple staff members.
 - Receive information to access the exam and follow reasonable requirements as indicated.
 - Reserve Library equipment if needed.
2. At the time of the exam, the Library staff will, as requested:
 - Provide a space for the student to take the test.
 - Verify the student's identity by driver's license or photo ID.
 - Guard the secrecy of the professor's passwords.
 - Issue the exam.
 - Periodically observe the student as time and other duties allow.
 - Return the completed exam if necessary.

SECTION G INTERNET & COMPUTER USE POLICY

G-1. Purpose

In order to provide a connection to information and social media, Internet access computers are available without charge to library customers. **The Library provides public access to information of all types in a wide range of formats, and free Internet access is one component.**

G-2. Responsibility of the Library

The availability of information does not constitute endorsement of the content by the Winterset Public Library. Winterset Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet, or any consequences thereof. The library has no means or statutory authority to assure that only constitutionally protected material is accessed by the public. The authority to determine what is obscene rests with the City attorney (Sec. 728.6, Code of Iowa) not with the staff of the Winterset Public Library. Public libraries are exempted under Sec. 728.7, Code of Iowa.

As stated in the American Library Association's *Statement on Library Use of Filtering Software*, "...the use of filtering software to block access to constitutionally protected speech violates the Library Bill of Rights." Winterset Public Library does not impose blocking or filtering software to limit access to Internet sites. However, library staff will provide assistance to children and parents by identifying web sites that provide age-appropriate searching.

G-3. Responsibility of Customers

Persons using the Internet access computers should be knowledgeable in basic computer operation. Only minimal instruction, as time permits, can be offered by the staff.

The library has no control over the information accessed through the Internet and cannot be held responsible for its content. Individuals must accept responsibility for evaluating content. As with other library materials, the library affirms the right and responsibility of parents or guardians to guide, determine, and monitor their children's use of the Internet.

Customers are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. However, absolute privacy in using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others. Access, use, or dissemination of information via the Internet in the library is the responsibility of the customer.

The Code of Iowa, Section 716A prohibits damaging or destroying a Library computer or computer program, software or system. Also prohibited is unauthorized access. Persons attempting any such action will be prosecuted.

Illegal activities or activities that interfere with or disrupt the network, users, services, or equipment are prohibited. The library does not routinely monitor public computers, but reserves the right to do so when a violation of this policy or illegal activity is suspected. Staff-persons are authorized to take immediate action to protect the security of computers and the network and to enforce the following rules. This includes confiscating any removable storage device or media, requiring a user to leave a computer or the premises, and contacting law enforcement authorities.

G-4. Rules Governing the Use of Library Computers

1. The Winterset Public library cautions against giving personal information. Customers assume all risk/liability when divulging a credit card number or other personal information on the Internet. The library will not be responsible for charges, damages, or injuries resulting from such use.

2. Only one person can use the computer at a time, except for a child who may be accompanied by a parent or guardian.
3. Use will be on a first come first serve basis. Persons will be limited to 1 hour if others have made Envisionware reservations to use the computers.
4. Inappropriate use of a computer can be a felony. A copy of Iowa Code 716A is available for your review regarding the illegality of computer damage and theft and the penalties.
5. Persons using the internet must use the equipment provided by the library, or their own laptop computers connected to the wireless connection provided by the library. Laptop computers may not be physically connected to the Library Internet line.

G-5. Misuse includes but is not limited to:

1. Viewing and/or downloading materials that violate federal, state or local laws or regulations, including those regarding copyright, or accessing, viewing, and distributing obscenity or child pornography
2. Hacking into the library computer system or any other computer system
3. Mishandling, damaging or attempting to damage computer equipment or software; tampering with computer set-up
4. Interfering with system operations, integrity, or security
5. Attempting to gain or gaining access to another person's files or authorization codes
6. Displaying or printing materials that violate laws & policies on sexual harassment
7. Engaging in any activity that is offensive or creates an intimidating or hostile environment
8. Violating copyright laws and software licensing agreements or the policies of the individual websites that you view
9. Signing in on a computer using a card belonging to another library patron
10. Any other violation of library policies

G-6. Confidentiality

It is the library's practice not to maintain a history of our customers' computer use. This includes web sites visited, passwords, credit card numbers, and any other information a customer has entered. At the end of each use, the library software (currently Envisionware) erases all customer computer use and reservation records, and the automatically reboots the computer.

G-7. Internet Use Guidelines for Parents and Guardians

The public library does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The Internet content read or viewed by minors is solely the responsibility of the parents or guardians. Parents and children should read [Child Safety on the Information Highway](#) (pdf), available online from the National Center for Missing and Exploited Children. [ConnectSafely](#) offers useful safety tips and advice for parents and teens. Monitoring a child's access to the Internet is the responsibility of the parent or legal guardian.

ADD: Use of guest passes. Residents of Winterset must use their Library Card.

G-8. Wireless

The library provides free, unsecured, wireless Internet access (WiFi) for the public to use with their own personal notebooks, laptops and other mobile devices.

1. WiFi access provided by the library is unsecured. Anti-virus, security, and privacy protection are the responsibility of the customer. Customers should be aware that information sent wirelessly can be captured by anyone else with a wireless device and the appropriate software.
2. Personal use of the library's public wireless access must conform to policies regulating other types of public Internet access provided by the library.
3. Library staff are not able to provide technical support for privately owned personal wireless devices. Customers are responsible for having the proper hardware, software, and network settings on their wireless device to connect to the library-provided WiFi. There is no guarantee that you will be able to make a wireless connection.
4. Printing is not available via the library's WiFi service. If printing is desired, the customer may transfer documents to their own peripheral storage device or to a web-based personal email account and print from one of the library's public internet computers.
5. The library is not responsible for any theft, damage or misuse of customers' personal notebooks, laptops and other mobile devices while on the premises of the library.
6. The library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the library's network.

G-9. Legal Considerations

1. Activities that violate local, state, or federal statutes are prohibited.
2. Copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the Winterset Public Library expressly disclaims any liability or responsibility resulting from such use. Copying some materials may be permitted by the principles of "fair use."
3. The Winterset Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

G-10. Resources

1. *Code of Iowa: containing all statutes of a general and permanent nature.* Des Moines: State of Iowa, 1924-
2. "Statement on Library Use of Filtering Software," American Library Association Intellectual Freedom Committee, July 1, 1997; Rev. November 17, 2000.

Section H Behavior

H-1. Behavior Policy Approved 11/15/17

The Winterset Public Library is dedicated to protecting the rights and safety of Library patrons, volunteers, and staff. The Library recognizes the need to maintain an environment free from harassment, intimidation, threats to safety and well-being, and in which library resources and facilities are protected from damage.

The library is a space for reading, studying, learning, self-reflection, writing, and listening to electronically-transmitted materials; attending library or community-sponsored events and meetings; and working collaboratively in the spirit of community.

With these intended uses in mind, the Library has established Behavior Rules and associated procedures to protect the rights, health, and safety of patrons, volunteers, and staff; to ensure patrons' use and enjoyment of the library; and to help preserve and protect the library's materials, equipment, and facility.

Library Behavior Rules are established by the Director and approved by the Library Board of Trustees. Library staff is empowered to exercise reasonable judgment in assessing situations and enforcing the Behavior Rules. Depending upon the severity of violations, enforcement may range from a verbal request to stop the violation to removal from the premises and suspension from the Library.

Behavior Rules

Disruptive, threatening, or unsafe behavior will not be tolerated on library property. If a library patron violates the rules listed below, library staff will inform the patron the behavior is inappropriate, and depending upon the severity of the behavior, may either ask that the behavior stop or instruct the patron to leave the library. If the patron refuses to leave, staff will contact local law enforcement. Disruptive behavior on the part of any library patron may result in the suspension of library privileges.

Any person who violates rules 1-5 while on library premises will be immediately ejected and suspended without first being given a warning. Any person suspended will lose all library privileges for a period of a minimum of one year. Criminal incidents will be reported to the appropriate law enforcement agency.

1. Committing or attempting to commit any activity that constitutes a violation of any federal, state, or local criminal statute or ordinance.
2. Physical abuse or threat of physical harm; behaving in a threatening, intimidating, or violent manner toward any individual or group; or behaving in a manner that creates the potential of physical injury to oneself or others; or any form of unwanted touching or physical contact of another person.
3. Property damage: intentionally destroying, damaging, defacing, or vandalizing library property; threatening to damage property.
4. Sexual misconduct: engaging in any action that is sexually inappropriate or offensive.
5. Possessing illegal drugs, marijuana, or open or unsealed containers of alcoholic beverages.

Any person who violates 6-12 while in or on library premises may be given a warning at the discretion of library staff; then the person will be required to leave the premises for the day. Subsequent offenses by that person may result in that person's immediate ejection and

suspension from the library for a period of up to one year.

6. Intoxication from drugs or alcohol resulting in observable behaviors that pose a risk to self or others or prevent an obstacle to the use and enjoyment of the library by others.
7. Use of the interior space of the library for activities not specifically authorized and arranged through library administration, including but not limited to:
 - * Sales, soliciting, marketing, conducting surveys, or similar activities.
 - * Distributing leaflets, flyers, or other material inside the library.
8. Use of tobacco or products containing tobacco or use of any form of smoking device inside library facilities or within 15 feet of entryways.
9. Violating the library's Internet and Computer Use Policy.
10. Openly carrying a knife or possessing other weapons or objects that could be used as weapons.
11. Failure to comply with direction given by library staff acting in the performance of their duties or interference with the performance of such duties or other operations of the library.
12. Verbally harassing or intimidating staff, volunteers, or other patrons.

Any person who violates rules 13-17 while in or on library premises will be asked to correct the problem immediately or leave the premises until the problem is corrected. Subsequent offenses by that person will result in that person's immediate ejection and suspension from the library.

13. Sleeping in the library. Exception: young children are exempted from this rule.
14. Improperly using library restrooms, including, but not limited to, bathing, shaving, and washing hair or clothing.
15. Using the library without wearing shoes. Exception: babies are exempted from this rule.
16. Poor hygiene: posing a health, safety, or sanitary risk or having bodily hygiene that detracts from the enjoyment of the library by others or damages library property.
17. Library users must keep packages, backpacks, luggage, or any other personal items with them at all times.

Appeal Process

A patron may appeal a suspension decision by filing a written statement of appeal, including the basis of the appeal. The Library Director has the discretion to reduce a suspension.

A final appeal may be made to the District's Board of Trustees in writing to be reviewed at the next scheduled Board of Trustees meeting. After an open hearing that includes the banned patron and Library Director, the Library Board of Trustees will decide whether to repeal, reduce, or uphold the suspension and will inform the patron in writing within ten days. The decision of the Board is final.

Unattended Children

Unattended children must exhibit adequate maturity to use library facilities appropriately. For details, see Policy on Unattended Children.

Spaces Designated for Youth

Library staff may ask adults using spaces intended for youth to relocate as needed.

H-2. Unattended and undisciplined children

- A. The Winterset Public Library welcomes children of all ages to use Library materials and

services. However, the Library staff does not provide supervision of children, except during Library children's programs. The Library is a public place, similar to a mall, and the Library staff cannot monitor the behavior, safety, or whereabouts of all people using the building. Parents should safeguard their children by providing them with appropriate supervision.

B. While in the Library, children under 9 years old must be accompanied and supervised by a responsible person. When unattended children refuse to behave appropriately in the Library, staff-persons are authorized to contact the parents or guardians and enforce Library behavior policies. When parents are present while their children are disturbing others, rearranging books, or getting into things, the staff should approach the parents and inform them of their children's behavior.

C. The Library is not responsible for the care of minor children. Children under school-age should not be left in the children's area without a parent or other responsible caretaker being with them in the children's area. Children younger than 9 years old should not be left in the children's area without a parent or other responsible caretaker being with them in the Library.

D. The Library is not responsible for children left at closing time. If children are not picked up by parents by closing time, Library staff must determine if the children are distressed or at risk of harm. If distressed or at risk of harm, the police will be called, and two Library staff will remain on-site until the matter is resolved by the police.

SECTION I MEETING ROOMS

I-1. Use of Meeting Rooms

1. The meeting room is available except when it is needed for library or library-sponsored programs, or meetings of the city council or other city-sponsored meetings.
2. The meeting room is available **without charge** for meetings or programs of a civic, cultural, service or educational nature. However, donations by such groups to Friends of the Winterset Public Library will be gratefully appreciated.
3. The meeting room is available for **\$35.00 rent** for family gatherings, class reunions, religious and political groups, or gatherings for the financial benefit of individuals or groups.
4. A refundable \$25.00 damage deposit must be paid by ALL GROUPS when the reservation is made. Under special circumstances, the Library director may waive the \$25.00 damage deposit -- mainly for government agencies.
5. Higher custodial fees may be assessed if the room is not returned to its original condition.
6. Reservations for the meeting room must be made with the library staff. Each reservation must include the name, address, and phone number of a contact person. (Ask for a form) This contact information is made available to the public. It is the responsibility of each organization to notify the library if the contact person changes. Anyone under the age of 18 must have an adult cosign the application, and adequate adult supervision must be provided during meeting room use.
7. The meeting room may be reserved up to one year in advance.
8. All equipment must be scheduled in advance. Fees may be charged. A **valid library card** is required for use of library equipment.
9. All organizations must take reasonable precautions to avoid damage to equipment,

furnishings, floor cover and other library property. Please report any damage to the library staff as soon as possible. The library reserves the right to bill individuals and organizations for damaged library property.

10. All meetings should be held during regular library hours. Meetings may begin before the library opens, or extend beyond regular hours (no later than 10 p.m.) but must receive prior approval of the library director.

11. The library will not care for, nor store any material for groups using the room.

12. The library must be notified if a cancellation becomes necessary. Failure to cancel 30 days in advance of the meeting date will cause forfeiture of the rental fee and may result in denial of future reservations.

13. No group may transfer use of the room to another group.

14. The library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations.

15. The use of the meeting room in no way implies library endorsement of ideas expressed in the meeting or of the aims and goals of the organization using the facilities. In case a question is raised as to the objective of an activity of any organization, group, or individual requesting use of the meeting room, the Library Board shall be the final authority in granting or refusing permission for the use of the room.

16. All advertising and public notices of events to be held in the meeting room must carry a clear statement of organizational sponsorship. No organization or group shall use the library as its official address.

17. All groups that use the facility will be expected to follow these guidelines:

1. Candles and open flames are not allowed
2. Exits shall not be obstructed
3. All food and materials shall be removed after the meeting, including trash
4. All lights, the stove and small appliances must be turned off before leaving
5. No smoking is allowed
6. Food and non-alcoholic beverages are permitted in the meeting room only
7. No alcoholic beverages or controlled substances will be made available or used
8. Groups are responsible for setting up the room prior to their meeting and returning the room furniture to its original arrangement afterward.
9. Individuals attending meetings are responsible for the supervision of their children.
10. Absolutely NO decorations may be attached to any walls, doors, windows or the ceiling.

SECTION J DISPLAYS, EXHIBITS, BULLETIN BOARD

J-1. Displays and exhibits

- A. Exhibits are an extension of the Library's cultural and educational service and as such there is no rental charge. The library reserves the right to decline any exhibit or to schedule any exhibit in accordance with the library's best interests.
- B. The library is not responsible for the arrangement, care, supervision, or dismantling of exhibits. The library will not provide storage or be responsible for the property of organizations or individuals using the library for exhibits.

- C. All exhibit requests and schedules must be approved by the library director or staff.
- D. Exhibits will normally be scheduled for one month or less.

J-2. Bulletin Board

A. The bulletin board will serve as a community information center, notifying the public of special programs, events and activities that cater to educational, cultural, recreation and information needs. It is not to serve as a political or religious forum, a lost and found listing, a business or sales contact, a jobs directory or an exchange point for personal notes. Every attempt will be made to accommodate all eligible requests for space. This policy is not to be implemented in the spirit of either discrimination or favoritism; however, the library director & staff reserve the right to scrutinize requests in the interest of the library board of trustees and the community.

- 1. Items to be posted must be approved by the library staff.
- 2. Items brought to the library for the bulletin board become the property of the library and will not be saved when removed.
- 3. The library staff has the prerogative to remove items from display.
- 4. Posting of notices does not imply endorsement by the library.

J-3. Digital Sign

Approved by the Library Board September 16, 2015

The digital signs in the Library are for the use of promoting and marketing Library services, programs, events, and resources. Content is limited to Library services and resources, and Library-sponsored and co-sponsored events. Exceptions can be made by the Library Board, Library Director, or the Director's appointee.

(ADD POLICY ON SOCIAL MEDIA MARKETING)

**SECTION K
POLICY ENFORCEMENT & REVISION**

K-1. Enforcement of Policies

- A. The library director has the responsibility of enforcing these policies.
- B. The library director has the responsibility for recommending policies and drawing the Board's attention to difficulties encountered in the enforcement of the policies.

K-2. Revision of Policy

The policies stated in the document may be changed at any time upon a three-fourths vote of the full library board. Proposals for any policy change should be submitted to the Library Board in writing at least one month prior to the meeting in which the proposed change is to be considered.

**SECTION L
BOARD MEETING POLICIES
Approved November 18, 2009, March 21, 2012**

L. Open Meetings of the Library Board of Trustees

In accordance with the Open Meeting Law in the Code of Iowa, the meetings of the Library Board are open to the public. Meeting agendas are posted 24 hours before each Board meeting. Each meeting agenda includes a time for public forum. Public forum during Board meetings is a time for the Board to listen to the public, not a time for uncontrolled debate. The time limit for the open forum is 15 minutes.

The policy of the Library Board is to listen, but not to respond, during the public forum. If a response is needed, it will be presented at a later time, when the Board has had time to seek further information, take recommendations from the director, and deliberate the issues.

Like other open meetings of government organizations in Iowa, Library Board meetings are conducted in public, but they are not public meetings. In other words, the public, and possibly media representatives, are there to watch the Board work, not to participate in the Board meeting (except for the open forum described above.)

ADDENDUM 1

CITIZEN'S REQUEST FOR RECONSIDERATION OF MATERIAL

Name of person filling out form _____

Address _____

City _____ State _____ Zip _____ Phone _____

Complainant represents: ___ Herself/Himself
 ___ Other individuals:

Organization _____

Title of material _____

Author _____ Publisher _____

Type of material (e.g., book, DVD, etc.) _____

Use back side of form if necessary to complete the following:

1. What do you object to in the material? Please be specific, citing pages or location.

2. What do you feel might be the result of exposing people to this material?

3. For what age group (if any) would you recommend this material? _____

4. Is there anything good about this material? _____
5. Did you read/hear/view the entire material? ____Yes ____No
If no, which parts did you read/hear/view? _____
6. If you have not read the material in its entirety, are you willing to do so prior to the request for re-evaluation? ____Yes ____No
7. Are you aware of the judgment of this material by professional critics? _____
8. What do you suggest as a replacement for this material? _____

Signature _____ Date _____

This form is adapted from the form provided by the American Library Association.

Dates Approval: June 17, 2008; March 21, 2012

ADDENDUM 2

SEX OFFENDER REQUEST FOR PERMISSION TO BE ALLOWED ON LIBRARY PROPERTY

Please return this request by mail or FAX:

Library Director
Winterset Public Library
123 N. 2nd St.
Winterset IA 50273
FAX: 515-462-4196

For phone questions:

Call 515-462-1731
Ask for the Library Director

Full Name _____

Address _____

Phone Number _____

I am aware of Chapter 629A of the Code of Iowa which states that a sex offender who has been convicted of a sex offense against a minor shall not be present upon the real property of the public library without the written permission of the library administrator, and shall not loiter within three hundred feet of the real property boundary of the public library. I request that the Library Administrator and the Library Board of Trustees give me permission to be present upon the property of the public library.

Please explain below why you should be allowed on library property. Attach an additional page if necessary.

Signed _____

The Library Director may give written permission only as the result of an affirmative vote at a meeting of the Board of Trustees at which a quorum is present. The Board of Trustees meets on the 3rd Wednesday of each month. You will be advised by mail of the result of your request.

Date of Board Meeting Consideration _____

Board Action: Request approved _____ Request
Denied _____

Date of approval: June 17, 2008; March 21, 2012

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, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers Foundation for Free Expression](#)
[The Association of American University Presses, Inc.](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)

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 that 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

ALA Intellectual Freedom Manual -- <http://www.ifmanual.org/>

This is the end of the LIBRARY POLICY document.

The following pages (sex offender request & sex offender policy) are identical to those in the Library policy document, except that they are formatted as separate handouts.

**SEX OFFENDER REQUEST FOR PERMISSION
TO BE ALLOWED ON LIBRARY PROPERTY**

Please return this request by mail or FAX:

Library Director
Winterset Public Library
123 N. 2nd St.
Winterset IA 50273
FAX: 515-462-4196

For phone questions:

Call 515-462-1731
Ask for the Library Director

Full Name _____

Address _____

Phone Number _____

I am aware of Chapter 629A of the Code of Iowa which states that a sex offender who has been convicted of a sex offense against a minor shall not be present upon the real property of the public library without the written permission of the library administrator, and shall not loiter within three hundred feet of the real property boundary of the public library. I request that the Library Administrator and the Library Board of Trustees give me permission to be present upon the property of the public library.

Please explain below why you should be allowed on library property. Attach an additional page if necessary.

Signed _____

The Library Director may give written permission only as the result of an affirmative vote at a meeting of the Board of Trustees at which a quorum is present. The Board of Trustees meets on the 3rd Wednesday of each month. You will be advised by mail of the result of your request.

Date of Board Meeting Consideration _____

Board Action: Request approved _____ Request Denied _____

Sex Offender Policy Winterset Public Library

In accordance with Chapter 692A of the Code of Iowa, the Board of Trustees sets an exclusion zone and prohibition of sex offenders from the property of the Winterset Public Library. A sex offender who has been convicted of a sex offense against a minor shall not do any of the following:

1. Be present upon the real property of the public library without the written permission of the library administrator.
2. Loiter within three hundred feet of the real property boundary of the public library.

Sex offenders subject to this policy must apply in writing for permission to be excused from the above prohibition, stating the reasons that such permission should be granted.

The Library Director may give written permission only as the result of an affirmative vote at a meeting of the Board of Trustees at which a quorum is present.

Persons barred from library property under the law remain entitled to check out library materials. It is the responsibility of the patron to arrange for a courier to select, check out, and return materials to the library through possession of the patron's card.

Persons barred from library property under the law will not be served by the library's homebound delivery service.

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

This policy is effective as of July 1, 2009, and shall remain in force until modified by action of the Board of Trustees of the Winterset Public Library.

Approved by City Attorney: June 16, 2009
Reviewed & Approved by Library Board: June 16, 2009
Re-Approved by Library Board: March 21, 2012