

## ROLFE PUBLIC LIBRARY

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December 2007  
November 2008  
December 2011  
April 2012 (behavior policy)  
May 2013 (bylaws)  
December 2015 (weeding & request for reconsideration)  
Starting 2016--dates on individual pages

## ROLFE PUBLIC LIBRARY BYLAWS

### I. NAME AND PURPOSES

- A. The Rolfe Public Library Board of Trustees, hereafter referred to as the Board.
- B. The Board will comply with the Iowa Code in all questions of library law and governance and will further comply with the regulations set forth in the city's library ordinance. The Board's specific powers and duties are set forth in the library ordinance.

### II. BOARD MEETINGS

- A. The Board shall meet on the third Wednesday of every month at 5:00 p.m. at the library.
- B. A quorum shall consist of 3 members (from its total membership of 5 trustees).
- C. The Board shall comply with Iowa's Open Meetings law by printing and publicly posting a copy of its agenda 24 hours prior to the meeting.
- D. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- E. The Director of the Rolfe Public Library shall be present and participate at each meeting of the Board.
- F. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order.

### III. OFFICERS AND COMMITTEES

- A. Officers shall be the Board president, vice president, and secretary and shall be elected at the July meeting.
- B. The president shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office. In the absence of the president, the vice president shall assume the president's duties. The secretary shall record all proceedings of the Board.
- C. The Board shall act as a Committee of the Whole in deciding matters of Personnel, Budget and Finance, Public Relations, and all other matters as needed.

### IV. MAJOR FUNCTIONS

- A. Hire and evaluate the library director.
- B. Set salaries and benefits for the library's personnel.
- C. Participate in the budget process and secure adequate financial support for the library's operations and services.
- D. Set policies for the library's operations and services.
- E. Engage in planning for the library's future.
- F. Ensure library director and staff participation in training and continuing education.
- G. Participate in Board training and educational opportunities.
- H. Ensure the library's involvement in State Library and Regional System initiatives.

### V. AMENDMENTS

- A. These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present.

**ROLFE PUBLIC LIBRARY  
MISSION STATEMENT**

Rolfe Public Library is building a technology-based community by providing an environment designed for lifelong learning where children develop a passion for reading and creative expression. Citizens will be able to connect with community resources to encourage the productive use of leisure time and enrich the quality of life in Rolfe.

## ROLFE PUBLIC LIBRARY HOURS

The Rolfe Public Library shall be open as follows:

Monday	2:00 p.m.-6:00 p.m.
Tuesday	9:00 a.m.-10:00 a.m. Geri Fit; 10:00 a.m.-11:00 a.m. Bible Study; 2:00 p.m.-5:00 p.m.
Wednesday	9:00 a.m.-12:00 p.m. and 2:00 p.m.- 5:00 p.m.
Thursday	10:00 a.m.-11:00 a.m. Geri Fit; 2:00 p.m.-3:00 p.m. & Children's programming from 3:00 p.m.- 5:00 p.m.
Friday	2:00 p.m.-5:00 p.m.
Saturday	9:00 a.m.-12:00 p.m.

The library shall be closed the following days as paid holidays:  
(If the holiday falls on a Sunday, the holiday pay will be at three hours.)

New Year's Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
December 24 and 25 - Christmas vacation  
December 31 - New Year's Eve

The Librarians may close on additional days for Easter week, funerals, and inclement weather. These closings will be at no pay. If possible, a sign shall be posted on the door of the library and/or the window of the community center, and notice posted on local TV channel, library Facebook page, and library website.

## ROLFE PUBLIC LIBRARY SERVICES

### I. BORROWING PRIVILEGES

- A. Any person living in the Rolfe community is eligible, free of charge, to be a borrower of the Rolfe Public Library.
- B. People living outside the described area shall be eligible, free of charge, to borrow from the Rolfe Public Library via the Open Access Program.
- C. Registration shall be made when the borrower completes our application form and information is verified. A parent or guardian, who is in good standing with the library with no fines or overdue material, must sign the application form of any person under 18 years of age. The borrower's ID, or parent or guardian of the borrower, will be copied onto the back of the application form. A child must be 5 years of age to have a borrower's card.
- D. It shall be the responsibility of the borrower to take reasonable and proper care of items borrowed; to return items on time; to pay fines as incurred; and to pay replacement costs of lost or damaged borrowed materials. In the case of a lost or overdue item, the person who borrowed it is considered responsible. Items cannot be loaned to a third person.
- E. The records of use of our library by any individual shall be confidential, and shall be turned over to authorities only under due process of law.
- F. The number of books checked out to an individual may be limited at the librarian's discretion.

### II. CIRCULATION POLICIES

- A. Books and magazines belonging to the Rolfe Public Library may be borrowed for a period of three weeks and may be renewed for an additional three weeks. Further renewals are discouraged.
- B. DVDs belonging to the Rolfe Public Library may be borrowed for free of charge for a 48-hour period or from Friday to Monday and may be renewed one time only. DVDs may be kept for a longer specified period of time if prior arrangements are made with the librarian and at her discretion. Only 2 (two) DVDs per household may be checked out at a time.
- C. Items that are owned by the Rolfe Public Library but that are in circulation when requested shall be placed on a reserve list at the patron's request.
- D. Patrons having overdue items shall be notified sometime within one month after the due date. Renewals will be at the discretion of the librarian after such notification. If the item is not returned, there shall be another notification within one month from the date of the first notice.
  - a. Such notifications may be either by telephone or by mail. If the item is not returned within two weeks from the date of the second notice, the patron will then receive a letter informing him/her that library services have been discontinued to him/her until satisfactory restitution has been made.
  - b. While the Rolfe Public Library will make every effort to inform its patrons of overdue items within a period of one month from due date, we do not assume the responsibility of such notification. It is the responsibility of each patron to be aware of his/her own due dates.
  - c. A parent or guardian of a borrower who is under high school age at the time an item is borrowed is responsible for such materials.
- E. DVDs that are "R" rated may be checked out with parental permission.

### III. INTERLIBRARY LOAN POLICY

- A. If the Rolfe Public Library does not have the material requested, the librarians will be glad to request printed materials from Inter-Library Loan, and DVDs from the State Library of Iowa.
  - a. Patron who is in good standing with the library with no fines or overdue material.
  - b. Patron will be charged \$2 per item to help cover postage costs, if IA Shares cannot deliver.
  - c. Patron is limited to two (2) items at a time.
  - d. Patron will be charged for the loss of or damage to interlibrary loan materials.
  - e. Such items will be subject to the rules and regulations of their lending libraries.
  - f. Materials on Satanism and pornography will not be ordered except for a responsible adult at the discretion of the librarian.
  - g. Patron must pay for the loan fee (\$2 per item) when picked up, if applicable.

### IV. FINES, FEES, ETC.

- A. In the event of a lost or damaged item, replacement value shall be determined by the Director and charged to the patron accordingly. In the case of an item borrowed through Interlibrary Loan, the

charge shall be determined by the original lending library.

#### V. EQUIPMENT USE.

- A. Patrons will follow all rule from the Computer Use and Internet Policy and Electronic Devices Procedures outlined on pages 8-10.
- B. Library Computers
  - a. The library's computers are available for use in the library during regular library hours. Eligible users are patrons who are in good standing with the library with no fines or overdue materials.
  - b. The library owns the computers for three purposes: to assist students by means of the use of educational computer software; to stimulate computer literacy for adults; to assist librarians with their work.
  - c. Children who have not had computer instruction, or do not know how to use the computer, must be accompanied by a responsible adult.
  - d. Time on the computer may be reserved for special need by calling the library ahead of time. Unreserved time may be used on a first-come, first-served basis.
  - e. The library reserves the right to refuse computer time to any person at the discretion of the librarian on duty. The number of people using the computer at one time may be limited by librarian.
  - f. No privately owned games may be played on library computer.
- C. iPads
  - a. The Rolfe Public Library has iPads available for patrons to use in the library. Eligible users are patrons who are in good standing with the library with no fines or overdue materials.
  - b. Uses of iPads
    - 1) Patrons must ask the librarian on duty for permission to use.
    - 2) Patrons may use the iPads on a first-come, first-serve basis.
    - 3) Patrons may use the iPads for 30 minutes a day.
    - 4) Failure to use the iPad appropriately and responsibly will result in the loss of iPad privileges.
- D. E-Readers
  - a. The Rolfe Public Library has eReaders available for patrons to check out. Eligible users are patrons who are in good standing with the library with no fines or overdue materials.
  - b. Patrons on conditional status are not eligible to borrow an eReader. Patrons borrowing an eReader must be 18 years old or older.
  - c. A valid library card must be presented at the time of checkout. A borrower must read, understand, and sign a user's agreement at the Circulation Desk in the presence of a Library staff member every time (s)he checks out an eReader. The eReader will circulate for a three-week time period and cannot be renewed.
  - d. A \$5.00 usage fee will be due upon checkout. This fee is nonrefundable. Overdue fines will be assessed at \$5.00 per day after the due date. Habitual returns past the due date may result in loss of access to this service.
  - e. Uses of eReaders
    - 1) Returns must be made at the circulation desk. **DO NOT USE BOOKDROP.**
    - 2) Patrons may access BRIDGES materials using an eReader.
    - 3) Patrons may NOT purchase materials to place on the eReader.
    - 4) The borrower is responsible for all costs associated with damage or loss of eReader, accessible device, and/or peripherals due to neglect or abuse. The replacement cost of an eReader is \$100.00.
- E. Laptop Computer
  - a. The Rolfe Public Library has a laptop computer available for patrons to use in the library. Eligible users are patrons who are in good standing with the library with no fines or overdue materials.
  - b. Uses of laptop computer
    - 1) Patrons must ask the librarian on duty for permission to use.
    - 2) Patrons may use the laptop computer on a first-come, first-serve basis.
    - 3) Failure to use the laptop computer appropriately and responsibly will result in the loss of laptop computer privileges.
- F. Printers and Copier
  - a. There will be a charge of 25 cents for each black and white copy printed/copied and 50 cents to \$1.00 for each colored copy printed/copied
  - b. Failure to pay the require fees will result in the loss of the printers and copier privileges.

- G. Audio Books and Playaways
  - a. Audio Books and Playaways belonging to the Rolfe Public Library may be borrowed for a period of three weeks and may be renewed for an additional three weeks. Further renewals are discouraged.
  - b. Uses of Audio Books and Playaways
    - 1) Only 2 (two) Audio Books and/or Playaways per household may be checked out at a time.
- H. STEM Items
  - a. The Rolfe Public Library has STEM items available for patrons to use in the library. Eligible users are patrons who are in good standing with the library with no fines or overdue materials.
  - b. Uses of STEM items
    - 1) Patrons must ask the librarian on duty for permission to use.
    - 2) Patrons may use the STEM items on a first-come, first-serve basis.
    - 3) Failure to use the STEM items appropriately and responsibly will result in the loss of STEM item privileges.
- I. The library's laptop computer, projector, screen, or DVD/VCR may be borrowed outside of the building for educational purposes by an organization (not personal home use) for one day with permission from the Library Director.

#### VI. MEETING USE

- A. Club meetings may be held in the library at the discretion of the Library Director and Board.
- B. A librarian, Board member, or someone appointed by the Library Director or Board must be in attendance at the meeting. While the Library makes no charge for use of this room, a voluntary donation to the Library of \$5.00/hr. for after-hour use of the facility is appropriate.

#### VII. PUBLIC ANNOUNCEMENTS

- A. Space permitting, the library will post public announcements of general interest to the community.

#### VIII. GENERAL RULES

- A. No running in the library.
- B. No loud talking or inappropriate language in the library.
- C. No food or drink in the library except for water at the tables provided.
- D. No wet clothing or swimming suits in the library.
- E. Reasonable and appropriate attire is expected.

#### IX. USE OF ROLFE PUBLIC LIBRARY ORAL HISTORY INTERVIEWS

- A. The Rolfe Public Library Oral History Interviews shall be used for educational purposes, not for profit. Any segment(s) of reproduction must be in complete original form. Users have a responsibility to retain the integrity of the interviewee's voice, neither misrepresenting the interviewee's words nor taking them out of context.
- B. The following credit line shall be used: "Oral History Collection CD#\_\_\_/Rolfe Public Library/Rolfe, Iowa."
- C. If the library's oral history CD # is not readily available, the name(s) of the person(s) speaking may be substituted for the CD #.

## **ROLFE PUBLIC LIBRARY COMPUTER USE AND INTERNET ACCESS POLICY**

Policy regarding the use of public computers and the Internet at the Rolfe Public Library

The Rolfe Public Library provides free access to electronic resources via the Internet through a publicly accessible Wi-Fi and use of our public access electronic devices such as computers and iPads. Electronic devices and Wi-Fi are available for public use during regular business hours, except during times of routine maintenance or technical issues which cannot be immediately resolved. The password for the public Wi-Fi will be posted prominently inside the Library for patrons. The purpose of providing public Internet access is to expose the public to the world of information available on the Internet and to provide equal access to that information for all individuals in the community.

Since the Internet is a global electronic network, the Rolfe Public Library has no control over the information accessed through the Internet and is not responsible for its content. As with all Library materials, individuals must accept responsibility for evaluating the content accessed. The Internet and its available resources may contain material of a controversial nature. The Library will not censor access to material nor protect users from offensive information and is not responsible for the availability or accuracy of information accessed from network sites not maintained by the Library.

The Rolfe Public Library Policies Computer Workstation Procedures will govern the use of the Library computers. Misuse of electronic devices may result in suspension or loss of user privileges.

The following rules govern access to the Internet from the Library, whether via Library owned devices or personal devices:

- Illegal use of the Internet is prohibited. Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as local, state, and federal laws including, but not limited to, those concerning fraud, privacy, or obscenity.
- It is illegal to use the Library's computers or Wi-Fi to access, view, print, distribute, display, send or receive images or graphics that violates laws.
- Iowa law places limitations on knowingly disseminating or exhibiting obscene material so that it can be observed by a minor. Library staff may request individuals cease to view or listen to works that threaten the safe and comfortable environment of the library or interfere with the conduct of Library business.
- Rolfe Public Library does not impose blocking or filtering software to limit access to Internet sites on adult-area computers. Patrons may choose to use filtered search engines. Children's area computers have a filter operated by a third-party which limit access to many known social media sites. Parents or Guardians should inquire at the circulation desk regarding the current filter provider if they wish to investigate the current filter parameters. Be aware that new websites are created daily and the filter may not prevent access to all inappropriate sites. Parents or guardians are responsible for oversight.
- Customers handling financial transactions or other activities that require confidentiality do so at their own risk. The Internet is not a private environment and security of electronic communication cannot be guaranteed.
- Internet communications shall be considered private, and confidentiality will be encouraged within the limits of the public environment, the technology of the equipment, and the requirements of law.
- The Library accepts no liability for inability to connect with Internet sites, even if failure is due to failure of the Library's Internet connection.

- The Library uses imaging software which prevents patrons from permanently saving documents to the Library's computers. Patrons are encouraged to store needed documents on a personal device such as a USB drive.
- As is the case with other materials in the Library's collection, any restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Parents or guardians are responsible for oversight to ensure their child(ren) use the Internet in a safe and appropriate manner, including the proper use of expensive electronic devices.
- Violation of these rules may lead to the suspension or revocation of Internet access through the Library's devices.

## **ROLFE PUBLIC LIBRARY ELECTRONIC DEVICES PROCEDURES**

### **Electronic Device Sign-Up**

- Patron must be in good standing with the library with no fines or overdue material.
- Patron must sign in when you use an electronic device.
- Patron must use only the electronic device you are signed up for.
- Patron may use the electronic device for a half hour.
- Adults may reserve an electronic device for one day in advance (by phone or in person). If you are 15 minutes late for your appointment, you lose your reservation.

### **Homework and Business Has Priority**

- Adults or kids doing homework or business have priority.
- A librarian may ask you to get off the electronic device if you are playing games or there are not enough electronic devices to go around.

### **Good Behavior Is Important**

- The space in the computer area is limited. If you are not sitting at a computer, you are not allowed in the area.
- Please talk quietly in the computer area. It is not a place for socializing.
- Two people may work together quietly on homework or business. Parents are always welcome!
- If you are listening to anything with audio, please use headphones.
- No Chat rooms allowed.

### **If these rules are not followed:**

You will be asked to leave for the day.

### **If you are disrespectful:**

You will lose your electronic device privileges for a week.

### **If you are viewing inappropriate material:**

You will lose your electronic device privileges for a month or more at the discretion of the Library Director.

**ROLFE PUBLIC LIBRARY  
BOARD OF TRUSTEES**

The Board of Trustees, hereafter called the Board, shall be appointed in accordance with the "Ordinance to Establish a Public Library and to Provide for the Appointment, Powers and Duties of a Board of Library Trustees," Title 1, Chapter 10, of the code of the City of Rolfe, Iowa, which is attached at the end of these policies. The duties of the Board shall be those described in the code.

When a vacancy occurs on the board, the Board shall discuss and choose a replacement, and make a recommendation to the mayor who makes the appointment.

There shall be monthly meetings of the Board (only 10 meetings are required each year), with the Library Director present. Three trustees shall constitute a quorum. These meetings shall be on the third Wednesday of each month, at 5:00 p.m. in the library, unless otherwise scheduled.

At the July meeting, the Board shall elect a president, vice-president, and a secretary. The Rolfe City Clerk handles all treasurer activities.

At the October meeting, the Board shall update the policies of the Rolfe Public Library as needed.

At the November or December meeting, the Board shall review the budget for the upcoming year.

Yearly, the Board shall evaluate the director and other staff to make any recommendations that the Board deems advisable.

The Board shall devise a long-range plan for the Rolfe Public Library and together with the Library Director will implement such a plan.

Each Board member must earn 3 to 5 continuing education hours per year.

**ROLFE PUBLIC LIBRARY  
PERSONNEL**

**I. RECRUITMENT**

- A. When there is a position of Library Director to be filled in the library, the Board shall advertise said job for two successive weeks
- B. The Board shall hire the Library Director, based on criteria established in #V below.
- C. All applicants shall be granted an interview. Applicants for other staff positions shall be interviewed by the Library Director and hired by the Library Director with the approval of the Board.

**II. SALARY SCHEDULE**

- A. The Library Director shall receive an hourly wage as determined by the Board for all hours worked while in the Library; this includes but not limited to desk time, completing state/county forms, preparing for meetings, activities or programs, attending board meetings, etc.
- B. All other employees, including janitor, shall receive an hourly wage as determined by the Board, but not less than minimum wage.

**III. VACATION AND SICK LEAVE**

- A. The Library Director shall receive a week of vacation after the first year of employment and two weeks after the second year of employment. A week of vacation shall consist of the number of desk hours the Library Director works in one week.
- B. The Library Director shall receive 3 days (10 hours) of sick leave per year. These hours shall be taken during the hours the library is open.
- C. The following shall be paid holidays (If they fall on a Sunday, the holiday pay will be at three hours.): New years Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Veterans' Day, Thanksgiving Day, Christmas Eve day, Christmas Day, and News Years' Eve day.

**IV. CONDUCT ON DUTY**

- A. It is imperative to maintain a friendly atmosphere when doing library work. The first responsibility of the Library Director and staff is to the patron.
- B. Time on duty should be used totally for library responsibilities.

**V. DIRECTOR**

- A. The person serving as Library Director of the Rolfe Public Library shall have completed at least high school. Preference will be given to a person holding at least a two-year college degree. If the Library Director has not completed the accreditation by the State Library of Iowa, that person must complete the State Library Endorsement Program within two years or less and shall attend continuing education classes.
- B. The responsibilities of the Library Director shall be as follows (but not limited to):
  - a. Materials selection and purchasing.
  - b. Monthly and yearly financial, circulation, and acquisition records. This shall include preparing the annual report forms sent out by the State Library of Iowa.
  - c. Prepare a proposed budget in November or earlier, if requested by the City, with the cooperation of the library board.
  - d. Attend all library board meetings, except when asked to do otherwise.
  - e. Promote the library and its services through cooperation with the local school, local newspaper, library website, and social media.
  - f. General management of the library including personnel, the collection, and the building.
  - g. Attendance at library meetings is of value to our library. The Library Director should attend the Pocahontas County library meeting each year and the Pocahontas County Supervisors meeting with the other librarians within the county. If the Library Director is unable to attend, arrangements should be made for a substitute.
  - h. Attend continuing education classes to the extent of meeting the accreditation standards for continuing education credits set by the State Library of Iowa. Other such classes or meetings in the Northwest Region should be attended when the subject matter is pertinent to the Rolfe Public Library.
  - i. Implement policies approved by the Board. Any situation not covered in such policies shall be at the discretion of the Library Director.
  - j. Any other responsibilities needed to fulfill the job of Library Director.

- k. The Library Director, Board members, and library personnel shall receive reimbursement for mileage at the current federal rate, meals, lodging, and tuition/registration fees incurred for library related meetings or classes. Library personnel will be paid for time spent at meetings. Sharing transportation with others is highly encouraged.

**VI. OTHER PERSONNEL**

- A. Assistant librarians and hourly help may be hired as deemed necessary by the Library Director and/or the Board. These persons shall be trained by the Library Director. In hiring library assistants, flexibility of days/hours shall be given a high priority.
- B. All library staff members shall read and be familiar with the written policies of the Rolfe Public Library.
- C. When asked by the Library Director to attend out-of-town meetings, these people shall receive the same reimbursement as the director receives, as state above in V.B.k.
- D. The responsibilities of the staff shall be assigned by the Library Director, who shall have met with the staff to determine individual abilities and interests.
- E. The Library Director shall evaluate staff members as needed.
- F. The Board reserves the right to dismiss an employee on the recommendation of the Library Director. An employee shall be given an opportunity to express herself/himself to the Library Director and/or the Board. The Board will then reconsider the dismissal and make a final decision.

**ROLFE PUBLIC LIBRARY  
JOB DESCRIPTIONS**

**Position Title:** Library Director

**Reports To:** Library Board of Trustees

**Supervises:** Part-time staff and volunteers

**Primary Duties**

**Board Relations**

- Works cooperatively with the Library Board of Trustees; prepares/acquires and distributes various reports at each board meeting (director's report, financial report, library activity reports, etc.)
- Attends library board meetings.
- Makes recommendations to the Board on library policies.
- Prepares annual survey.
- Keeps all records of financial data (petty cash, CDs, staff hours, educational expenses, cash deposits, expenses, and financial gifts).
- Keeps Board informed of library-related news, events, and opportunities.
- Prepares grant applications, carries out grants, and prepares reports upon project completion.
- Prepares and submits required forms.
- Implements procedures.

**Staff Management**

- Supervises regular library staff.
- Supervises temporary staff.
- Supervises volunteers.

**Library Management**

- Serves at circulation desk (answers phone, sends/receives faxes, makes copies, files, etc.).
- Registers patrons; maintains an accurate record of patrons.
- Collects and records fines and fees; handles overdue notices.
- Monitors use of patron electronic devices.
- Maintains discipline and enforces policies.
- Assists patrons with questions and offers suggestions.

**Collection Management**

- Checks library items in and out.
- Reads publications and catalogs to keep abreast of new materials to add to the collection.
- Orders books, movies, and supplies.

- Catalogs and processes library materials (RPL stamps, checkout slip, pocket, label, colored dot, barcode, and cover).
- Maintains the appearance of the collection and ensures systematic weeding of materials.
- Processes Interlibrary Loan requests.
- Keeps circulation records.
- Repairs library materials when appropriate.
- Keeps an up-to-date catalog.
- Shelves and files materials.

#### **Facilities Management**

- Supervises the physical upkeep of the property.
- Maintains a neat and attractive library, which may include posters, bulletin boards, displays, furnishings, etc.
- Secures the library upon closing.
- Checks bathrooms.
- Salts and shovels sidewalks when necessary.

#### **Technology Management**

- Assists patrons with computers.
- In charge of the library website and social media accounts; update/post to library website and social media accounts.
- Oversees computer and printer maintenance; reviews programs monthly and updates programs as needed.
- Oversees library equipment (laptops, projector, iPads, etc.).

#### **Library Services Management**

- Schedules library for outside groups.
- Handles reference requests.
- Handles correspondence.
- Writes library news articles for local paper and website.
- Actively participates in fundraising events of the library.
- Supervises library public relations.
- Attends continuing education classes.

**Knowledge, Skills, and Abilities:** High school diploma and current public library certification (or completion of the State Library Endorsement Program within two years or less). Additional education and/or previous library work experience preferred. Knowledge of Atrium library automation system a plus. Skillful with a variety of computer software applications, website design, and social media communication. Excellent oral and written communication skills required. Approachability, friendliness, self-motivation, dependability, and responsibility necessary.

Library Director is required to obtain and maintain public library certification through on-going education.

**Physical Environment/Physical Requirements of the Job:** Job requires frequent standing, bending, reaching, stooping, kneeling and lifting of up to 20 pounds. Must hold current valid Iowa Driver's license.

This is a part-time position (averaging 20-hours per week). This position is eligible for IPERS, paid holidays, vacation, and sick leave. Bereavement/emergency leave is available unpaid. Salary will be commensurate with education and experience.

The City of Rolfe is an Equal Opportunity Employer.

**Position Title: Librarian**

**Reports To:** Library Director

**Supervises:** Volunteers

**Primary Duties**

**Staff Management**

- Supervises volunteers.

**Library Management**

- Serves at circulation desk (answers phone, sends/receives faxes, makes copies, files, etc.).
- Registers patrons; maintains an accurate record of patrons.
- Collects and records fines; handles overdue notices.
- Monitors use of patron computers.
- Maintains discipline and enforces policies.
- Assists patrons with questions and offers suggestions.

**Collection Management**

- Checks library items in and out.
- Reads publications and catalogs to keep abreast of new materials to add to the collection.
- Catalogs and processes library materials (RPL stamps, checkout slip, pocket, label, colored dot, barcode, and cover).
- Maintains the appearance of the collection and ensures systematic weeding of materials.
- Processes Interlibrary Loan requests.
- Keeps circulation records.
- Repairs library materials when appropriate.
- Keeps an up-to-date catalog.
- Shelves and files materials.

**Facilities Management**

- Supervises the physical upkeep of the property.
- Maintains a neat and attractive library, which may include posters, bulletin boards, displays, furnishings, etc.

- Secures the library upon closing.
- Checks bathrooms.
- Salts and shovels sidewalks when necessary.

#### **Technology Management**

- Assists patrons with computers.
- Oversees computer and printer maintenance.
- Oversees library equipment (laptops, projector, iPads, etc.).

#### **Library Services Management**

- Schedules library for outside groups.
- Handles reference requests.
- Actively participates in fundraising events of the library.

**Knowledge, Skills, and Abilities:** High school. Additional education and/or previous library work experience preferred. Knowledge of Atrium library automation system a plus. Skillful with a variety of computer software applications, and social media communication. Excellent oral and written communication skills required. Approachability, friendliness, self-motivation, dependability, and responsibility necessary.

**Physical Environment/Physical Requirements of the Job:** Job requires frequent standing, bending, reaching, stooping, kneeling and lifting of up to 20 pounds. Must hold current valid Iowa Driver's license.

This is a part-time position (averaging 3-hours per week). This position is eligible for IPERS. Holidays, vacation, sick leave, and bereavement/emergency leave is available unpaid. Salary will be commensurate with education and experience.

The City of Rolfe is an Equal Opportunity Employer.

#### **Position Title: Children's Librarian**

**Reports To:** Library Director

**Supervises:** Volunteers at Children's Events

#### **Primary Duties**

- Plans, schedules, publicizes, and performs all children's programming offered by the library.
- Responsible for ensuring that library's website and social media accounts are regularly updated with information regarding children's programming and events.
- Serves as a specialist in our children's collection, and assists patrons in its use.
- Recommends children's materials for library acquisition

#### **Library Management**

- Maintains discipline and enforces policies at events for children.
- Assists patrons with questions and offers suggestions.
- Re-shelves, cleans up materials used for children's programs.

**Facilities Management**

- Maintains a neat and attractive library, which may include posters, displays, furnishings, etc.
- Secures the library upon closing.
- Checks bathrooms.
- Salts and shovels sidewalks when necessary.

**Library Services Management**

- Handles reference requests regarding children's materials.
- Actively participates in fundraising events of the library.

**Knowledge, Skills, and Abilities:** High school diploma. Additional education and/or previous library work experience preferred. Able to work well with children. Skillful with a variety of computer software applications, and social media communication. Skillful with a variety of technologies. Effective oral and written communication skills required. Approachability, friendliness, self-motivation, dependability, responsibility, and schedule flexibility necessary.

**Physical Environment/Physical Requirements of the Job:** Job requires frequent standing, bending, reaching, stooping, kneeling and lifting of up to 20 pounds. Must hold current valid Iowa driver's license.

This is a part-time position (averaging 8 hours per month with more hours in the summer for summer reading program). This position is eligible for IPERS. Holidays, vacation, sick leave, and bereavement/emergency leave are available unpaid. Salary will be commensurate with education and experience.

The City of Rolfe is an Equal Opportunity Employer.

## ROLFE PUBLIC LIBRARY COLLECTION DEVELOPMENT

### I. RESPONSIBILITY

- A. The Library Director is primarily responsible for the selection of books and other materials for the collection, but final authority rests with the Board in any question of selection.
- B. The Library Director selects on the basis of information found in standard library selection aids; on the advice of experts who may be consulted in cases where the director feels this is warranted; and when feasible, on direct examination of the material itself. Requests or recommendations of library patrons shall be given strong consideration. Other criteria for selection are the specific needs and interests of all ages of people in the Rolfe community, as well as the library's existing collection, services, and budget.
- C. Qualities sought in the selection of materials include permanent or timely value, authoritativeness, clear presentation and readability and social significance. The deliberately distorted or sensational is avoided.
- D. Prejudicial materials are not considered appropriate for the Rolfe Public Library.
- E. Textbooks are not generally acquired, nor are collector's items as such.
- F. The interests of special interest groups should be balanced by general demand.

### II. PURCHASING

- A. In the past major consideration has been given to the purchase of hard cover books. However, finances as well as the ephemeral quality of many contemporary books may lead the library to choose a paperback edition instead of the hard cover edition.
- B. Any paperback book that meets our library's standards for selection shall be cataloged, processed, and shelved as if it were a hard cover book.
- C. The library cannot order books for individuals.

### III. WEEDING

- A. In order to maintain a collection that is vital, relevant, and useful to the patrons of our community, the collection will be regularly reviewed each year and weeded if necessary, as according to standard library procedures—averaging three percent (3%) of the collection over 3 years, using the CREW Manual for Weeding (**C**ontinuous **R**eview, **E**valuation and **W**eeding). This 3% includes a combination of weeding, lost books, and long overdue library material.
- B. Material that is no longer in usable physical condition, no longer in demand, duplicate copies or that has been replaced by newer editions, will be deleted from the collection in order to make shelf space for material that is more current and used by the public.

### IV. GIFTS TO LIBRARY

- A. Gifts are accepted gratefully with the stipulation that the library shall have complete control over disposition thereof. Gift materials shall be accepted and handled in any way the director and library board deem necessary to serve the public. A form shall be signed by the donor acknowledging these conditions.
- B. Memorial book plates will be inserted if so desired.
- C. No library personnel shall attempt to offer a monetary valuation statement to a donor for tax or other purposes, other than a statement of actual cost.

### V. DISPLAY CASE

- A. The library display case is locked at all times.
- B. The library is not responsible for lost or damaged items.

**ROLFE PUBLIC LIBRARY  
CONFIDENTIALITY OF LIBRARY RECORDS**

The Rolfe Public Library is committed to maintaining the privacy of its patrons in accordance with Section 22.7(13), Code of Iowa.

Confidentiality extends to information sought or received and materials consulted, borrowed, requested or acquired, and includes Internet and electronic resource search records, reference interview and transactions, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, equipment, or services.

The Rolfe Public Library will ensure the confidentiality of a patron's library record and account by limiting access to only approved staff members. Information concerning an individual's account will be released to that individual only, unless one of the following exceptions apply:

- a. The Library interprets possession of a card (or card number in a phone or email request) as consent to use it unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
- b. The Library will release information to the parent or guardian of a minor child for the purpose of recovering overdue materials 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.

The Library contracts with multiple third-party vendors to provide many services including hosting our collection database and check out services as well as providing access to digital services such as e-books and e-audio. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed, from third party service providers.

The Library Director or the Director's designee, as the lawful custodian of library records, is authorized to release records that are otherwise confidential if required by judicial determination as specified in Iowa Code.

**ROLFE PUBLIC LIBRARY  
INTELLECTUAL FREEDOM STATEMENT**

The Rolfe Public Library supports the American Library Association's Library Bill of Rights and its Freedom to Read statement, which are attached to these policies.

While collections are provided for children and young adults, use of adult materials is not restricted according to a patron's age by library staff. Limitation in juvenile reading is considered a parental responsibility.

Complaints about the inclusion of a particular item in the library's collection should be directed to the director. A printed reconsideration form is available at the library. When it is completely filled out and signed, it will be reviewed by the director as well as the library board to determine what action should be taken. No such consideration shall be given to any other form of complaint about materials in the library's collection.

**ROLFE PUBLIC LIBRARY  
HOMEBOUND DELIVERY POLICY**

The purpose of this policy is regarding the delivering of library materials to those people who have physical limitations and not able to visit the Rolfe Public Library. The Rolfe Public Library is committed to serving all citizens and will provide home delivery of library materials. This service may be provided by volunteers; but if volunteers are not available, staff members will maintain the service.

**ROLFE PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

Title of Item \_\_\_\_\_ Book \_\_\_ Magazine \_\_\_ DVD \_\_\_ Program \_\_\_

Author of Item \_\_\_\_\_

Age Level of Item: 1. Adult \_\_\_\_\_ 2. Young Adult \_\_\_\_\_ 3. Child \_\_\_\_\_

Request Initiated By \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Do you represent:

\_\_\_\_\_ Yourself

\_\_\_\_\_ Organization (name) \_\_\_\_\_

\_\_\_\_\_ Other group (name) \_\_\_\_\_

Please Describe the Concern: \_\_\_\_\_

\_\_\_\_\_

What would you like the library to do about this material? \_\_\_\_\_

Staff use only  
Staff person receiving request \_\_\_\_\_  
Date of Request \_\_\_\_\_  
Date Patron was informed of decision \_\_\_\_\_

Board use only:  
Date submitted to board \_\_\_\_\_  
Decision made by board \_\_\_\_\_

## ROLFE PUBLIC LIBRARY BEHAVIOR POLICY

### I. Purpose of Policy.

The Rolfe Public Library will provide a safe, comfortable environment that is conducive to the use of library materials either by individuals or small groups.

### II Expectations of Library Users

Patrons using the library are expected to behave in a way that is appropriate to the library's purpose as stated above. Therefore, the following kinds of behavior are prohibited and the patron will be asked to leave.

- A. Any behavior that is illegal.
- B. Any behavior that endangers oneself or others.
- C. Any behavior that is disruptive of the library environment.
- D. Any behavior that is abusive of staff members or patrons.
- E. Any use of the library that interferes with the library's purpose.

### III. Responsibility For Enforcing This Policy.

The primary responsibility for enforcing this policy rests on the librarian in charge of the library when an incident occurs. All librarians have responsibility for enforcing the policy.

### IV. Procedures

- A. Librarians are to use their best professional judgment when enforcing this policy.
- B. The goals of staff action will be to curtail a patron's inappropriate behavior, and to encourage the patron to behave appropriately in the library.
- C. Response to any incident should occur as soon as possible after the incident begins.
- D. Except in cases where the librarian feels in physical danger, they will discuss the inappropriate behavior with the patron, suggest alternatives, and, if necessary, state the consequences of continued inappropriate behavior.
- E. In cases where an illegal or highly dangerous incident occurs, the librarian in charge is authorized to call the police/sheriff.
- F. In cases where a juvenile refuses to behave appropriately in the library, the librarian in charge is authorized to call the juvenile's parents.
- G. In cases where a patron continues to behave in an inappropriate manner after the librarian has warned the patron that such behavior is inappropriate, the librarian in charge is authorized to tell the patron to leave, and to call the police/sheriff if the patron refuses.
- H. Any patron that has been temporarily banned from the library will be asked to sign a Behavior Procedures Form. If patron then violates any procedure, they may be banned permanently from the library. If the patron refuses to sign the Behavior Procedures Form, the librarian will make note on the signature line in lieu of the patron's signature. If the patron wishes to appeal being banned, the can request to meet with the board of trustees at the next regular board meeting.
- I. Pets are not allowed in the library.

**ROLFE PUBLIC LIBRARY  
BEHAVIOR PROCEDURES FORM**

Patron's Name \_\_\_\_\_

Date of Incident \_\_\_\_\_ Librarian \_\_\_\_\_

**Behavior Policy Violated:**

\_\_\_\_\_ Patron was warned for inappropriate behavior by Librarian and patron continued inappropriate behavior.

\_\_\_\_\_ Patron refused to leave the library when requested.

\_\_\_\_\_ Patron's behavior was illegal.

\_\_\_\_\_ Patron's behavior endangered oneself or other patrons in the library.

\_\_\_\_\_ Patron's behavior was disruptive of the library environment.

\_\_\_\_\_ Patron's behavior was abusive of library staff members.

\_\_\_\_\_ Patron's behavior was abusive of other patrons.

\_\_\_\_\_ Patron's use of the library interferes with the library's purpose.

\_\_\_\_\_ The county sheriff was called because patron refused to behave appropriately or refused to leave.

-----

I understand that my behavior was not appropriate in the Rolfe Public Library on the above date. The Rolfe Public Library's goal is to provide a safe, comfortable environment for all patrons. I understand that if I violate any procedure in the future that I may be banned permanently from the Rolfe Public Library

Patron's Signature \_\_\_\_\_

Date \_\_\_\_\_ Librarian \_\_\_\_\_

**ROLFE PUBLIC LIBRARY  
UNATTENDED CHILDREN POLICY**

In order to provide a library environment that allows all patrons to utilize library materials and information sources in a safe and enjoyable manner, parents are responsible for the behavior of their children while in the library. The Rolfe Public Library staff and Board of Trustees hope that the children who use our library will perceive our facility as a warm, inviting, and fun place to be. Several programs are offered to make libraries inviting to children and to help them develop a love of books, reading, and libraries.

- Parents may not leave children under the age of five unattended.
- A responsible adult or mature adolescent should accompany the child under the age of five and stay with the child, unless the child is participating in a library sponsored program for their age group.
- Library staff members have many duties and cannot supervise children nor act as a substitute for daycare.
- Direct staff supervision of children is available only during library sponsored programs.
- Parents are legally responsible for their child's behavior. Disruptive people may be asked to leave.

These restrictions have been set to encourage independence for children within a controlled environment. This is a privilege that should not be abused by parents who leave children unattended for several hours in the library. The library is not here to provide child care services.

Children requiring transportation must be picked up before the library closes. It is the parent's responsibility to be aware of the library's hours and make arrangements in advance to pick up children on time. If a child is not picked up within 15 minutes of the library closing or parents cannot be located, law enforcement will be called. Library staff will not transport any child from the library to another location.

**The Rolfe Public Library assumes no responsibility for  
children left unattended on the library premises.**

**ROLFE PUBLIC LIBRARY  
SEX OFFENDER POLICY**

The purpose of this policy is to ensure that the Rolfe Public Library is in compliance with Chapter 692A of Subtitle 1 of Title 16 of the Code of Iowa that excludes registered sex offenders convicted of sex offenses against minors from public libraries. Sex offenders convicted of a sex offense against a minor shall not be present upon the real property of the public library and shall not loiter within three hundred (300) feet of the real property boundary of the public library without written permission of the Library Director.

The Library Director may only give written permission as the result of a 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 library service. It is the responsibility of the library user to arrange for a courier to select, check out, and return materials to the library through possession of the library user's card. Persons barred from library property under the law will not be served by the library's homebound delivery service. The issuance of a library card to individuals who have been convicted of a sex offense involving a minor does not grant those individuals permission to enter the library or to be present on library property. An individual convicted of a sex offense against a minor must follow proper library procedures and policies to request and obtain written permission to be on library property, regardless of whether or not they possess a valid library card.

Persons barred from the library property may receive information via telephone or online. They may also use their library card to access the library's online materials and databases.

Background checks will be performed using the National Sex Offender Registry on all employees, potential employees, and volunteers, including library board members or potential library board members, who are or will be working on library property.

Any person convicted of a sex offense who violates this policy will be asked to leave the property immediately and reported to law enforcement.

**ROLFE PUBLIC LIBRARY  
SOCIAL MEDIA AND WEBSITE POLICY**

The purpose of the Rolfe Public Library's social media and website sites is to inform library users about educational opportunities, library programs, events (including those co-sponsored with other organizations) and materials, and to encourage dialogue and the exchange of information and knowledge between users and library staff.

**Disclaimers, Ownership, Rules, and Guidelines**

By joining, utilizing, and/or posting on the library's social media and website sites, you agree to comply with this Policy, and the Rolfe Public Library's Policy on Computer Use, as applicable.

- A The library is not responsible or liable for the content of postings by individuals employed by the library, or third parties not affiliated with the library, on any library-sponsored social media site. Postings do not necessarily reflect the opinions or positions of the library, its employees, or its Board of Trustees.
- B Users should have no expectation of privacy in postings on library-sponsored social media sites, and by utilizing these sites, they consent to the library's right to access, monitor, and read any postings on the sites. By posting on the library's social media sites, an individual gives the library permission to use their name, profile picture, and the content of any posting they make without compensation to them or liability on the part of the library.
- C The library's social media sites may be considered public records under Iowa Public Records laws. If requested, the library may be compelled to disclose public records to third party requestors. The library in its sole discretion shall determine whether postings on its social media websites are public records and whether exemptions from disclosure apply.
- D Postings which the library, in its sole discretion, deems unpermitted under this policy, may be removed in whole or in part by the library immediately upon discovery by the library without prior notice. The library reserves the right to block users who have posted in violation of this policy on more than one occasion. Users may report violations of the library's social media policies by emailing [rplib@ncn.net](mailto:rplib@ncn.net)
- E. Examples of postings not permitted include, but are not limited to:
  - a. Postings which contain obscene matter;
  - b. Disparaging, harassing, abusive, profane or offensive postings;
  - c. Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence;
  - d. Potentially libelous or defamatory postings;
  - e. Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the library or library partners;
  - f. Postings which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws;
  - g. Posting which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry;
  - h. Postings which are sexually harassing, including, without limitation, nicknames, slurs, negative stereotyping, sexual rumors that show hostility toward individuals, derogatory comments about individuals' body or appearance, unwelcome sexual compliments, innuendos, suggestions, bullying, or jokes.
  - i. Postings which reference a third party without their knowledge or consent, which the third party finds offensive or an invasion of their privacy.

**ROLFE PUBLIC LIBRARY  
TRUST AND AGENCY ACCOUNT**

The Rolfe Public Library has established a Trust and Agency Account named "Library Trust Account". The funds in this account will be used for collections, technology, programming (especially children's), and/or major expenditures designed to enhance library services outside of the budgeted operating costs of the library

**ROLFE PUBLIC LIBRARY  
STATEMENT SUPPORTING THE FREEDOM TO READ PROTECTION (H.R.I 157)**

The Library and Bookseller Protection Act (S. 1158)  
The Library, Bookseller and Personal Data Privacy Act (S. 1507)

Our society places the highest value on the ability to speak freely on any subject. But freedom of speech depends on the freedom to explore ideas privately. Bookstore customers and library patrons must feel free to seek out books on health, religion, politics, the law or any subject they choose, without fear that the government is looking over their shoulder. Without the assurance that their reading choices will remain private, they will be reluctant to fully exercise their right to read freely.

Section 215 of the USA Patriot Act threatens bookstore and library privacy. FBI agents do not need to prove they have "probable cause" before searching bookstore or library records: they can get access to the records of anyone whom they believe to have information that may be relevant to a terrorism investigation, including people who are not suspected of committing a crime or of having any knowledge of a crime. The request for an order authorizing the search is heard by a secret court in a closed proceeding, making it impossible for a bookseller or librarians to have the opportunity to object on First Amendment grounds prior to the execution of the order. Because the order contains a gag provision forbidding a bookseller or librarian from alerting anyone to the fact that a search has occurred, it would be difficult to protest the search even after the fact.

The organizations listed below strongly support federal legislation that addresses this problem: the Freedom to Read Protection Act (H.R. 1157), the Library and Bookseller Protection Act (S. 1158) and the Library, Bookseller and Personal Data Privacy Act (S. 1507). These bills strengthen protections for the privacy of bookstore and library records. The FBI will still be able to obtain crucial records. However, under H.R. 1157 and S. 1158, the courts will exercise their normal scrutiny in reviewing these requests. S.1507 allows the FBI to follow procedures authorized by Section 215 but limits searches to the records of "foreign agents" engaged in acts of terrorism or espionage.

We applaud the authors of these bills, U.S. Representative Bernie Sanders (H.R. 1157), Senator Barbara Boxer (S. 1158) and Senator Russell D. Feingold (S. 1507) as well as the Democratic and Republican sponsors and co-sponsors of this legislation. They have shown great courage by defending civil liberties during a time of crisis.

**ROLFE PUBLIC LIBRARY  
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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

## ROLFE PUBLIC LIBRARY VOLUNTEER POLICY

### **Purpose:**

The Rolfe Public Library's volunteers are an important extension of the Library's staff. Volunteers perform a wide variety of tasks that are important to the institution. The following policy is designed to promote a maximum degree of excellence.

### **Scope:**

This policy applies to all volunteers that are involved with the Rolfe Public Library. Since the Rolfe Public Library is a department of the City of Rolfe all city policies must be followed by volunteers at the Rolfe Public Library.

### **Definition:**

1. Volunteer - One who performs a service of his or her own free will; who contributes time, energy and talents directly or on behalf of the Rolfe Public Library and is not paid by Library funds. All volunteers must be accepted and enrolled by the Library prior to performance of assigned tasks.

### **Policy:**

- 1) In order to achieve the vision and mission statement of the Rolfe Public Library, we view the active participation of citizens, of a variety of ages, as a valuable resource to the Library. After fulfilling Library procedures, the Library accepts and encourages the involvement of volunteers at most levels of the Library and within appropriate programs and activities. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as an equal, the right to effective supervision, the right to full involvement and participation and the right to recognition of good work.
- 2) Benefits of Being a Volunteer
  - a) Being of service to your community
  - b) References provided
  - c) Meeting new people and making new friends
  - d) Getting to know the library procedures, policies, the effort it takes to run and maintain a library
  - e) Job training for future jobs
- 3) Guidelines for Volunteer
  - a) All volunteers are registered by completing an application form
    - i) The application is found in Appendix I
  - b) The minimum age requirement for a volunteer is 12
  - c) Each volunteer working with the public is requested to wear a volunteer identification sticker
  - d) Reasonable special accommodations will be made upon request
  - e) A background check may be made on any adult volunteer. Background checks will be required for any volunteer that is not directly supervised by a Library employee.
  - f) Volunteers will make note of time donated on a Volunteer slip (see attached)
  - g) Volunteers may be used to increase the Library's services
  - h) Volunteers may not be used to establish and maintain new library services
  - i) Volunteers will not be expected to do anything staff would not do
  - j) Volunteers should expect to fulfill a commitment agreed upon with the Library
  - k) Volunteers are responsible for maintaining the confidentiality of ALL library information
  - l) Failure to maintain confidentiality will result in immediate termination of the volunteer
  - m) The Library will, upon request, provide letters of reference for the volunteer, if deemed appropriate
  - n) Procedures and requirements for the volunteer will vary with age of volunteer
  - o) Should a Volunteer have a grievance with a staff person, another volunteer or library patron, every attempt will be made to handle the situation through the Library Director or designee.
  - p) The Rolfe Public Library reserves the right to terminate the services of the volunteer.
  - q) All personal information about the volunteer is for internal use only, and will be treated confidentially
  - r) Discriminatory or bullying incidents will not be tolerated
  - s) Volunteers are prohibited from being under the influence of, using, possessing, selling or otherwise being involved with illegal drugs and alcohol

- 4) Tasks That May Be Performed by a Volunteer
  - a) Shelf reading
  - b) Shelving material
  - c) Helping with programs and projects
  - d) Helping with the Summer Reading Program
  - e) Light cleaning assignments
  - f) Answering the telephone
  - g) Basic reference work
  - h) Filing
  - i) Special events
  - j) Helping with material selection
  - k) Other tasks as assigned
  - l) Most task assignments will depend on the interest and age of the volunteer.
  
- 5) Types of Warnings
  - a) Verbal
  - b) Written
  - c) Dismissal

**ROLFE PUBLIC LIBRARY  
TITLE I, CHAPTER 10**

AN ORDINANCE TO (ESTABLISH A PUBLIC LIBRARY AND) TO PROVIDE FOR THE APPOINTMENT, POWERS AND DUTIES OF A BOARD OF LIBRARY TRUSTEES

Be It Enacted by the Council of the City of Rolfe, Iowa:

SECTION 1. Purpose. The purpose of this ordinance is to provide for the (establishment of a free public library for the city and for the) creation and appointment of a city library board of trustees, and to specify board's powers and duties.

SECTION 2. Public Library. There is hereby established a free public library for the city, to be known as the Rolfe Public Library.

SECTION 3. Library Trustees. The board of trustees of the Rolfe Public Library, hereinafter referred to as the board, consists of five members. All resident board members are to be appointed by the mayor with the approval of the council. (The nonresident member shall be appointed by the mayor with the approval of the board of supervisors.)

SECTION 4. Qualifications of Trustees. All of the members of the board shall be bona fide citizens and residents of the city (except the nonresident member), and all shall be over the age of eighteen (18).

SECTION 5. Organization of the Board.

1. Terms of office. All appointments to the board shall be for six (6) years, except to fill vacancies. Each term shall commence on July first. Appointments shall be made every two (2) years of one-third the total number as near as possible, to stagger the terms. (The present incumbents are confirmed in their appointments and terms.)
2. Vacancies. The position of any trustee shall be vacant if he moves permanently from the city (or county in the case of a nonresident county member); or if he is absent from six (6) consecutive regular meetings of the board, except in the case of sickness, or temporary absence from the city. Vacancies in the board shall be filled by appointment of the mayor, with approval of the council (or the board of supervisors in the case of the nonresident member), and the new trustee shall fill out the unexpired term for which the appointment is made.
3. Compensation. Trustees shall receive no compensation for their services.

SECTION 6. Powers and Duties. The board shall have and exercise the following powers and duties:

1. To meet and elect from its members a president, a secretary, and such other officers as it deems necessary. The (city clerk or treasurer) shall serve as board treasurer, but shall not be a member of the board.
2. To have charge, control and supervision of the public library, its appurtenances, fixtures and rooms containing the same.
3. To direct and control all the affairs of the library.
4. To employ a librarian, and authorize the librarian to employ such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided, however, that prior to such employment, the compensation of the librarian, assistants and employees shall have been fixed and approved by a majority of the members of the board voting in favor thereof.
5. To remove by a two-thirds vote of the board the librarian and provide procedures for the removal of assistants or employees for misdemeanor, incompetency or inattention to duty, subject, however, to the provisions of Chapter 70, Code of Iowa.
6. To select, or authorize the librarian to select, and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, other library materials, furniture, fixtures, stationery and supplies for the library within budgetary limits set by the board.
7. To authorize the use of the library by nonresidents of the city and to fix charges therefore.
8. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with ordinances and the law, for the care, use, government and management of the library and the business of the board, fixing and enforcing penalties for violations.
9. To have exclusive control of the expenditure of all funds allocated for library purposes by the council, and of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys belonging to the library including fines and rentals collected, under the rules of the board.
10. To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title to said property in the name of the library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts, for the improvement of the library.
11. To keep a record of its proceedings.
12. To enforce the performance of conditions on gifts, donations, devises and bequests accepted by the city by action against the city council.
13. To have authority to make agreements with the local county historical associations, where such exists, and to set apart the

necessary room and to care for such articles as may come into the possession of the association. The trustees are further authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature and pay for the same out of funds allocated for library purposes.

SECTION 7. Power to contract with others for the use of the library.

- 2. Contracting. The board may contract with any other boards of trustees of free public libraries, any other city, school corporation, private or semi-private organization, institution of higher learning, township, or county, or with the trustees of any county library district for the use of the library by their respective residents.
- 3. Termination. Such a contract may be terminated at any time by mutual consent of the contracting parties. It also may be terminated by a majority vote of the electors represented by either of the contracting parties. Such a termination proposition shall be submitted to the electors by the governing body of a contracting party on a written petition of not less than five (5) percent in number of the electors who voted for governor in the territory of the party at the last general election. The petition must be presented to the governing body not less than forty (40) days before the election. The proposition may be submitted at any election provided by law that is held in the territory of the party who is seeking to terminate the contract.

SECTION 8. Nonresident use of the library. The board may authorize the use of the library by nonresidents in any one or more of the following ways:

- 1. By lending the books or other materials of the library to nonresidents on the same terms and conditions as to residents of the city, or upon payment of a special nonresident library fee.
- 2. By establishing depositories of library books or other material to be loaned to nonresidents.
- 3. By establishing bookmobiles or a travel library so that books or other library materials may be loaned to nonresidents.
- 4. By establishing branch libraries for lending books or other library materials to nonresidents.

SECTION 9. Library Account. All money appropriated by the council from the general fund for the operation and maintenance of the library shall be set aside in an account for the library. Expenditures shall be paid for only on orders of the board, signed by its president and secretary. The warrant-writing officer is the city clerk.

SECTION 10. Annual report. The board shall make a report to the city council immediately after the close of the municipal fiscal year. This report shall contain statements of the condition of the library, the number of books added thereto, the number circulated, the amount of fines collected, and the amount of money expended in the maintenance of the library during the year, together with such further information required by the council.

SECTION 11. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 12. Severability clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part not adjudged invalid or unconstitutional.

SECTION 13. When effective. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, and approved this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
MAYOR

Attest: \_\_\_\_\_  
CITY CLERK