

Radcliffe Public Library

Policies and Procedures



Radcliffe, Iowa

August 13, 2012

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LIBRARY ORDINANCE

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 Radcliffe, 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 that 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 Radcliffe Public Library.

SECTION 3: LIBRARY TRUSTEES.

The Board of trustees of the Radcliffe Public Library, hereinafter referred to as the Board, consists of six members. (amended 4-14-2003) All (residents) 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 THE TRUSTEES.

All of the members of the Board shall be bona fide citizens and residents of the city (except the nonresident member), and shall all 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. (amended 7-12-99) 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 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/she has been absent from six (6) 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 the 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 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, incompetence 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 the 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 of gifts, 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 the 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

1. 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.
2. 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) per cent 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 materials to be loaned to nonresidents.
3. By establishing bookmobiles or a traveling library so that books or other library materials may be loaned to nonresidents.
4. By establishing branch libraries for lending books or other 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 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: _____

Clerk

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948

Amended February 2, 1961, June 27, 1967, and January 23, 1980,

Council of the American Library Association

Radcliffe Library
Mission Statement

The Radcliffe Public Library will serve the public and ensure people of all ages the freedom to read and to freely choose from all sources of information and knowledge.

Approved by the Radcliffe Library Board, April 10, 1989

Re-approved 2000, 2003, 2006

Re-approved February 6, 2009

Re-approved August 13, 2012

RADCLIFFE PUBLIC LIBRARY BYLAWS

I. Library Board

- A. According to the requirements of the Library Ordinance, City of Radcliffe, the Library Board of Radcliffe, Public Library shall consist of six members to be appointed from time to time by the Mayor, with the approval of the City Council.
- B. The general powers and duties of the Radcliffe Public Library Board are outlined in the Library Ordinance, City of Radcliffe.
- C. The Board shall exercise its powers and duties by:
 - 1. Employing a competent and qualified Librarian;
 - 2. Cooperating with the librarian in determining and adopting written policies to govern the operation and program of the library including personnel policies and policies governing the selection of library materials, supplies and equipment;
 - 3. Reporting to and cooperating with other public officials, boards and the community as a whole to support public relations for the library;
 - 4. Assisting in the preparation of and seeking adequate support for annual budget; and
 - 5. Developing short and long-range goals for the library and working toward their achievement.

II. Officers

- A. The officers of the Board shall consist of a President, a Vice-President and a Secretary. Their terms of office shall be for one year. Officers shall be elected at the Annual Meeting and hold office until their successors are elected and installed. (amended 4-14-03)
- B. The duties of all officers shall be such as by custom and law and the rules of this board usually devolve upon such officers in accordance with their titles.

III. Meetings

- A. Regular meetings shall be held monthly, date and hour to be determined by the Board, in the library or such other place as the Board may determine.
- B. The Annual Meeting will be held in July each year.
- C. Special meetings may be held at any time at the call of the President or Secretary or at the call of any two members of the Board, provided that notice thereof be given to all Trustees at least 24 hours in advance of the special meeting.
- D. A quorum at any meeting shall consist of three or more members.

E. Order of business:

- Roll Call
- Approval of minutes of previous meeting
- Examination and approval of expenditures
- Report of Librarian
- Committee reports as needed (amended 4-14-03)
- Old Business
- New Business
- Any other business that the Library Board deems appropriate
- Adjournment

- F. An agenda for Board meetings shall be prepared by the Librarian in cooperation with the President of the Board.
- G. All meetings of the Board are open to members of the public who wish to observe. Non-Board members who wish to address the Board should request a place on the agenda not later than 24 hours before the time established for the meeting. The request may be directed to the President, the Secretary, or the Librarian.
- H. Roberts Rules of Order shall govern in the parliamentary procedure of the Board.

IV. Committees

- A. The Board may appoint such special committees as may be needed from time to time.

V. The Librarian

- A. The Librarian shall be the executive director of the policies adopted by the Board. Around her duties and responsibilities shall be:
1. To select the library materials such as books, magazines, audiovisual materials, etc.;
 2. To maintain and operate the physical plant;
 3. To recruit, train and assign members of the Library staff;
 4. To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes and problems of the Library; and
 5. The Librarian shall be in attendance at all meetings of the Board except those at which his tenure or salary is to be discussed or decided.

VI. Amendments to Bylaws

- A. Amendments to these Bylaws may be adopted at any regular meeting of the Board, provided that notice of propose amendments be given to all members of the Board in advance of the meeting.

Re-approved 1-10-1999
Re-approved 7-18-2006, 2-06-2009, 8-13-2012

RADCLIFFE PUBLIC LIBRARY PERSONNEL POLICY

I. Library Personnel

A. Librarian

1. **General statements of duties:** Plans, organizes, directs and coordinates library activities; determines reader and community interests and makes plans to develop the resources and services of the library; supervise recruitment, selection , and training of all other library personnel; orders, catalogs, classifies and supervises circulation work, keeps records for circulation, library use, reference and other such records as required; organizes and supervises children's story hours; runs and maintains audio-visual equipment; supervises budget preparation and library expenditures; administers the policies established by the Board of Trustees; keeps in touch with developments in the library field, attends classed, workshops, library meetings, when in the best interest of the library to do so.
2. **Requirements:** Public Library Certificate or willing to take classes to become certified, library experience; interest reading and other library-related activities; ability to meet the public well.

B. Library Aide

1. **General statement of duties:** Assists in circulation work, including checking out and checking in materials, registration of patrons, shelving and maintaining collection; answers phone and gives out general information about the library; prepares new materials for circulation and makes needed repairs of materials; runs audio-visual equipment; assists children's programs; promotes a positive library image to the public; consults with Librarian on a regular basis.
2. **Requirements:** Junior or senior high school grade level status or equivalent; ability to meet the public well; interest in reading and other library-related activities; ability to accept responsibility, learn skills, adapt to change; physical ability to perform the duties of this job classification.

C. Custodian

1. **General statement of duties:** Keeps the interior of the library and meeting room clean.

2. Requirements: Dependability; physical ability to perform the duties of this job classification.

D. Library staff consists of Librarian and Library Aide.

II. Wages and Working Conditions

- A. Library Staff and Custodian will be paid at least minimum wage or wages as negotiated annually at the June Board of Trustees meeting for the following fiscal period.
- B. The Librarian will receive one week or equivalent hours of paid vacation after one year of employment.
- C. The Librarian will be granted 3-5 hour days for personal leave per year not to be accumulated.
- D. The Library will be closed for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas day. These are paid holidays. Other holiday closing will be determined by the Board of Trustees as deemed appropriate.
- E. The Library will be closed at 3:00 pm on Christmas Eve Day and New Year's Eve Day when applicable.
- F. The Library will be closed on Wednesday evenings if the holidays of Thanksgiving, Christmas or New Year's fall on Thursday.

II. Staff Development

- A. Librarian may attend enrichment classes or workshops for which travel and registration will be paid. Hours spent in class will be paid if held during working hours.
- B. Librarian may attend Iowa Library Association and other library association meetings as deemed necessary, and when economically feasible.
- C. Librarian will be paid mileage and regular wages for required meetings held during working hours.

IV. Recruitment, Appointment and Termination of Employment

- A. The Board of Trustees will appoint the director.

- B. Employment will be provisional for the first 90 days.
- C. An employee who has completed her/his provisional period may be dismissed for incompetence and unfitness, insubordination, frequent unexplained absences from duty, or conduct which is criminal, infamous, or dishonest in the eyes of the law. In all cases where the facts are in dispute, the accused employee shall be informed in writing by the Board President of the charges against her/him and given an opportunity to be heard in her/his own defense by the Board. This hearing shall be held at least 10 days after the written charges are sent to the employee, and the employee may present her/his viewpoint to the Board.
- D. Employee and/or employer are required to give written notice 30 days prior to termination of employment.

V. Lines of Communication

- A. The Board of Trustees will set policies to be administered by the Librarian.
- B. The Librarian is responsible to the Board of Trustees for the administration of the policies.
- C. All other library employees are responsible to the Librarian.

Approved: November 10, 1986
Board of Trustees of the
Radcliffe Public Library

Re-approved 2-14-2000, 6-9-2003, 7-18-2006, 6-6-2007, 8-13-2012
Amended 2-7-09

COLLECTION DEVELOPMENT POLICY

1. General Objective

The objective of the Radcliffe Public Library is to select, organize, preserve, and to make freely and easily available to the people of the community printed and other materials, within the limits of space and budget, which will aid them in the pursuit of education, information, research, recreation, culture, and in the creative use of leisure time.

2. Responsibility for Book Selection

The responsibility for books and other materials selected lies with the Board of Trustees of the library. The actual selection and purchase of materials is the responsibility of the Director of the library. Suggestions from readers are always welcome and will be given serious consideration by the Director.

3. Criteria for Selection

Each acquisition is considered in terms of the following standards:

- A. Insight in human and social conditions
- B. Suitability of subject and style for intended audiences
- C. Present and potential relevance to community needs and interests
- D. Contemporary significance or permanent value
- E. Relation to existing collection
- F. Attention of critics, reviewers and public
- G. Scarcity of information in subject area
- H. Availability of material elsewhere in community
- I. Price and format

4. Gifts

Any books or materials presented to the library will be evaluated and accepted using the same criteria as that used in the purchasing policy of the library. (See Gift Policy)

5. Citizen's Request for Reconsideration of a Book

Any citizen requesting removal of materials from the library should make their request in writing using the form made available by the Library Board and the request will then be considered by the Board.

6. Weeding

Weeding is done on a continual basis to keep the library collection updated and strengthen the weak areas.

Approved 12-9-85
Re-approved 6-14-85, 12-9-96, 1-10-00, 4-14-03, 6-6-2008, 8-13-2012

VOLUNTEER POLICY

General Statement:

Volunteer workers are unpaid staff who give their time and talents to assist the library staff in the operation and programming of the Radcliffe Public Library. Volunteers may work with short term projects or programs or give continuing service over an extended period of time.

Guidelines:

Guidelines for the use of volunteers at the Radcliffe Public Library will be as follows:

1. Volunteer work will be coordinated by the Director or a person designated by the Director. The volunteer coordinator's responsibilities are to provide for recruitment, training, scheduling, evaluation, and appropriate recognition of all volunteers.
2. Attempts will be made to assign volunteers meaningful work which makes use of their talents, experiences, training, and interests. Volunteers will be given orientation and a clear job description for the work assigned. Volunteers will not take the place of established staff position spaces.
3. Upon approval of the volunteer coordinator volunteers will be reimbursed for work related expenses for supplies and materials.
4. Persons volunteering for service at the Radcliffe Public Library will apply to the volunteer coordinator.

Approved by Board 11-85
re approved 6-14-93, 12-9-96, 1-10-00, 4-14-03, 2-7-09, 8-13-2012

POLICY ON GIFTS

General Statement on Gifts

1. The Radcliffe Public Library acknowledges the fact that gifts have been vital to the establishment and growth of the library. Without such gifts we would not have the present facility or collection of materials. The Board of Trustees appreciates and encourages gifts to the library.
2. Any books or materials presented to the library will be evaluated and accepted using the same criteria as that used in the purchasing policy of the library. The donor of any gift should understand that the library reserves the right to assign the gifts to the appropriate section of the library, or to dispose of them in some other way, if they do not meet the library's selection criteria. If a donor wishes the material which is not added returned to him/her, he/she should so state when the gifts are given.

When the library receives a cash gift for the purchase of books or other materials, the selection will be made by the library director. In the case of a memorial tribute, the general nature of the book, or its subject area, will be based upon the interests of the deceased, the wishes of the donor, and the needs of the library. Cash gifts for memorial tributes are especially encouraged because (a) the library can usually purchase materials at a substantial discount, and (b) the library can make the final selection according to collection needs.

In the event that a memorial tribute is purchased by the donor and given to the library, it will be received according to the above stated criteria for gift materials. Memorial tributes will be identified by an inscription in the book or material.

3. Equipment and Furnishings

Contributions for equipment and furnishings are welcome. Decisions concerning the purchase and placement of equipment and furnishings for the library will be made by the library Board of Trustees. Donors should contact the library Director or the President of the Board of Trustees in regard to the contribution.

Approved by Library Board 12-9-85
re approved 6-14-93, 12-9-96, 1-10-00, 4-14-03, 7-19-06, 2-7-09, 8-13-2012

DISPLAYS AND EXHIBITS

1. The Board of Trustees of the Radcliffe Public Library has provided space for the public to display art work and space for public announcements. Such displays are subject to the limitations of space, facilities, and staff time.
2. Placement of local products may not be accompanied by advertisement beyond acknowledgement of the owner of the exhibit.
3. The library will honor the wish of an exhibitor to remain anonymous to the public.
4. The use, by individuals or organizations, of the library's facilities for displays and announcements (other than those that are library-related) is considered a privilege which is subject to review by the Board of Trustees.
5. No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the library for distribution without permission of the Director.
6. Displays may remain in the library no longer than one month.
7. As display areas are used to present as varied fields of interest as possible, the library cannot devote exhibits to specific "weeks" and "days" year after year.
8. Partisan politics and religious matters applying to only one faith or sect are strictly avoided, unless they are of particular local or historical interest.
9. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk. The owner of the exhibit will sign a paper acknowledging this fact, upon placing the exhibit in the library.
10. Posters announcing bazaars or programs sponsored by any local educational, religious or fraternal organizations may be displayed provided there is room for such displays and they are of reasonable size. Such displays shall be on a "first-come, first-served" basis, and may be placed in the library no earlier than two weeks before the event.

Approved by Board 11-85, 6-14-93, 12-9-96, 1-10-2000,

6-9-2003, 7-19-2006, 8-13-2012

DISPLAYS AND EXHIBITS RADCLIFFE PUBLIC LIBRARY

Nature of display

Dates to be displayed

I understand that the library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk.

Signature of owner_____

Signature of librarian_____

Date_____

THE USE OF THE PHOTOCOPY MACHINE

I. The photocopier machine is provided as a service and convenience to the public, as well as the library.

II. Cost of black and white copies to the public shall be:

- a. one side-10 cents
- b. both sides-20 cents

Cost of color copies to the public shall be:

- a. one side-25 cents
- b. both sides-50 cents

All copies paid in cash at time of service, not credit.

III. No fee for materials copied for school projects.

IV. The library shall post and comply with the following warning concerning copyright restrictions:

NOTICE:

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.

UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIED CONDITIONS IS THAT THE PHOTOCOPY OR OTHER REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP, OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

Approved by the Board of Trustees 10-85
re approved 07-19-06, 8-13-12

GUIDELINES FOR USE OF COMPUTER

1. EVERYONE is eligible to use the computer.
2. Time may be reserved in half hour blocks from 1:30 to 4:30 pm weekdays, 7:30 to 8:30 Monday and Wednesday evenings, and 9:30 to 11:30 Saturday morning.
3. A MAXIMUM OF TWO PERSONS may be at the computer at one time.
4. Anyone ten minutes late for a scheduled time forfeits that time to anyone who wishes to use remaining time.
5. The library will furnish some programs.
6. For Internet use follow the guidelines set by the Internet Policy on page 25.

Approved 2-14-00
Re-approved 7-14-03, 8-13-12
amended 2-6-09

FAX POLICY

1. The Radcliffe Library participates in and complies with guidelines of the Iowa Interlibrary Loan Network. It will serve any other library which also participates.
2. Type of requests accepted:
 - a. The Library will receive via fax any library requests for photocopies, information, or books. It will fax responses up to 15 pages. Materials which are more than 15 pages or which are not rush, may be mailed to the requesting library.
 - b. Non-library fax requests (for business or personal patron use) will be accepted up to a maximum of 20 pages of transmission.
 - c. Library staff may use fax for professional library activities and administrative matters at no charge.

3. Levels of service and turnaround time:

Both urgent and non-urgent requests may be sent via Fax. The library attempts to fill requests within a reasonable amount of time or to meet reasonable limits designated by the requesting agency. This February strives to treat incoming fax requests as quick reference, and fill them immediately, for a turnaround time measured in minutes. The library will notify the requesting library if it is unable to fill the request within the time specified. Local patron recipients of documents will be advised during normal library hours.

4. Charges

- a. Participating libraries will NOT charge other participating libraries for fax requests.
- b. If the patron request is for non-library information the patron will be charged for each page being sent or received.

Transmission cost - sending and receiving \$.50 a page.

Calls made outside the United States proper will be charged an additional \$1.00 per page. (Amended 8-14-00)

- c. Patrons must pay for their fax calls when made. No provision is made for billing these calls.

5. Only library staff will be allowed to use fax machine.

Approved 6-14-93
re approved 12-9-96, 2-14-00, 6-9-03, 2-7-09, 8-13-12

RADCLIFFE LIBRARY TELEPHONE POLICY

Library Phone

1. The purpose of the telephone at the Radcliffe Library is for business use.
2. The Librarian has purview over its use by patrons and may limit the use of the phone to the following uses:
 - a. Patrons who are minors may use the phone for contacting a guardian or parent.
 - b. Adult patrons may utilize the phone for local calls that will be limited to less than three minutes in duration.
3. Library patrons may not receive personal phone calls for the purpose of conducting their private business.

Cell phone use in the Library

1. Patrons are discouraged from conducting extended personal cell phone conversations in the Library. Loud talking on the cell phone that disturb other patrons may result in the cell phone user being asked to finish the conversation outside of the Library.

Approved 10-4-2008, 8-13-2012

RADCLIFFE LIBRARY VIDEO POLICY

Out Monday Return Wednesday

Out Tuesday Return Thursday

Out Wednesday Return Friday

Out Thursday Return Saturday

Out Friday Return Monday

Out Saturday Return Tuesday

Beginning October 1, 1992, a \$1.00 deposit per tape will be required. If the tape is returned on time, this deposit will be refunded to the patron. If the tape is returned late, the deposit will be lost. If the tape is lost or damaged, replacement cost will be required.

Everyone will be treated equally. Everyone must follow the rules.

Approved by the Board 9-92

Re-approved 12-9-96, 2-14-00, 8-12-02, 7-14-03, 10-4-08, 8-13-12

PATRON REGISTRATION POLICY

1. Persons applying for a Radcliffe Public Library card must show proof of residency by presenting some form that includes name and current address. Accepted proof could be a bill receipt, or proof of water deposit. A phone number shall be requested as well, but failure to supply will not be used to deny anyone a library card.

If no such proof may be given, two references shall be provided by the applicant. The references will be called immediately, at the time of application. The references will be placed on the permanent file of the patron.

2. Each person of a family age 3 and up who wishes to use the library shall have their own individual card. The name of the patron or guardian of a minor shall be responsible for the materials borrowed from the Radcliffe Public Library. The purpose for individual cards is to aid in the determination of the number of patrons of the Radcliffe Public Library at the end of each year.
3. First time card users are limited to checking out one (1) item only. After the one item is returned promptly and in good condition, the regular limitations will still apply. All other policies apply as well, such as the policies regarding audio or video materials and will be enforced without exception.

Approved 2-14-2000

Re-approved 8-11-2003, 7-7-08, 8-13-12

OVERDUE POLICY

Effective October 1, 1995 books, magazines or audios may be checked out for 2 weeks, automatically renewed for 2 weeks and then a fine of 5 cents per day will be assessed.

When a patron has an item or items overdue or fines are unpaid, NOTHING may be checked out until all items are returned and/or fines are paid at the Librarian's discretion.

The Library shall have 2 free fine exemption periods, one in July during Summerfest, and one between Christmas and New Year's during which any overdue items may be returned without fine.



Radcliffe Library Book Drop

Approved 1-8-96
Amended 11-8-99, 2-14-00, 8-11-03, 7-7-08, 8-13-12

INTERNET POLICY

1. Internet, which is a natural extension of traditional library services, is now available at the library. It will provide access to the same materials already found at the Radcliffe Public Library, but access will be much broader and in some cases much faster. Only those patrons who hold a Radcliffe Library card may use the Internet with the following exceptions:
 - a. Those persons who have any fines may not use Internet until fines are paid at the Librarian's discretion.
 - b. Cardholder's under age 18 need a permission slip from a parent or guardian signed in the presence of the librarian.
2. The Radcliffe Public Library does not monitor and has no control over the information accessed through the Internet and **CANNOT BE HELD RESPONSIBLE FOR ITS CONTENT**. Patrons must understand that information found on the Internet is input from all over the world and in some cases sources can not be documented. During a search you may come across objectionable material. Just as we do not restrict an individual's access to printed information, we cannot refuse access to Internet content that someone else may deem objectionable. The principles of intellectual freedom that apply to the traditional library also apply to this new "electronic" library.
3. Patrons may reserve the computer for a 30 minute period. If no one else wishes to use it at the end of 30 minutes, the patron may continue for another 30 minute segment. Late comers forfeit the unused portion of their reserved time.
4. E-mail is available to library patrons with their own e-mail address.
5. Patrons will be allowed to order merchandise over Internet using their own credit card and having items mailed to home address.
6. Only the library's software may be used on the computer. This will help prevent computer viruses that are common on public computers.
7. Printing charges will be as listed on printer.
8. Misuse of the computer or Internet access will result in the loss of computer privileges. Length of suspension is at the discretion of the library staff.

9. Library computers may not be used to store personal data or downloaded information or music. Patrons should bring their own digital storage devices (i.e., flash drive or similar device).
10. No food or drink is allowed in the computer area.
11. Since the Internet is changing often it is hard to foresee future issues and the Library staff reserves the right to adjust the guidelines as needed.

Approved 4-14-97
Revised 2-14-00
Re-approved 8-11-03
Revised 10-4-08

Re-approved 8-13-12

INTERLIBRARY LOAN

Effective July 1, 2007, patrons will be charged \$2.00 per request for interlibrary loan materials that are not in the library collection.

The fee will be waived for the following:

- a. Library book clubs
- b. Large print materials

STORY TIME POLICY

1. Children's Story time is offered on Tuesday mornings throughout the year from 10:00 am to 10:30 am. Exceptions to this are when the library is closed due to a holiday falling on Tuesday or inclement weather.
2. To be eligible children must be at least three years old and have independent bathroom skills.
3. The children's Librarian reserves the right to deny privileges to children with disruptive behavior.

Approved by the Board 5-14-01
re approved 8-11-03, 8-13-12

LIBRARY SUPERVISION OF UNATTENDED CHILDREN

The safety of children on Library premises is a serious concern of the Library staff.

The responsibility for the safety and behavior of children at the Library rests with the parents or guardian of childcare provider, and is not the responsibility of the Library staff.

The following guidelines apply:

- a. If an unattended child calls attention to him/herself, a Library staff member will attempt to locate the parent, guardian or childcare provider.
- b. If the staff member is unable to locate the parent, guardian or childcare provider, a Library staff member will attempt to contact the person responsible. Children will have a second contact listed on their Library registration form. If no contact is made, the County Sheriff will be notified.

School age children who visit the Library during school hours may be asked to leave at the discretion of the Library staff, and parents may be notified. School officials may also be notified.

Approved 02-06-2009

Reapproved 8-13-2012

EMERGENCY PROCEDURES

The library will follow the fire code for both the City of Radcliffe and Hardin County.

Fire extinguishers will be located at two easily accessible places.

The Library shall have two fire alarms: one in the general reading area and a second alarm in the meeting section.

In case of fire, the library staff member on duty shall evaluate patrons from the Library in as orderly a manner as possible.

In case of tornado, patrons will be directed to the interior hallway between the Librarian's office and the restroom facilities.

HANDICAP ACCESSIBILITY

The Radcliffe Public Library is handicap accessible. The main entrance into the Library requires use a ramp () that conforms to federal guidelines for handicap accessibility. The cement sidewalk has been repaired to maintain safe access for all. The cement curbing and the cement on the ramp were repaired during October 2009.

Library restrooms are handicap accessible.



LIBRARY GOALS

GOALS - ONE YEAR

1. Keep collection current through use of automation system
2. Summer Reading Program
 - a. Maintain student run program receives continued support from Friends of Library Foundation, local merchants including the Security State Bank, Co-Mart, Radcliffe Co-op, Reisetter's Electric, and the Radcliffe Telephone Company.
3. Continuing Education
 - a. Librarian – participate in conferences and online classes
 - b. Assistants - train for using automation and developing a website
 - c. Trustees – attend conference with librarian
4. Rearrange Shelving in Research Area
5. Develop a Reading Club for Middle School Students

GOALS - LONG TERM - 5 YEARS

1. Develop Website for Use with Automation System
2. Facility Maintenance: Seek Bids and Develop Plan to Correct Structural Problem
3. Encourage Library Patrons to Utilize Internet and Wi-Fi System (already installed)
4. Continue to Seek Funding from Available Sources – Actively Seek Grants
5. New computers
6. Develop Library Security System

Developed 2-6-09