



MORAVIA PUBLIC LIBRARY

Policy Handbook

Updated 5-24-2023

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Structure

The Moravia Public Library will operate within the parameters established by its founding ordinance as stated in the City Code for the town of Moravia. The Board of Trustees will number seven members divided among city and county & male & female representatives. The members of the Board will be appointed by the mayor of the town or Moravia with the approval of the city council to terms of six years as dictated by the Iowa Code. The members of this board are responsible for the policies and operation of the library.

The Board of Trustees is a policy forming body, with responsibilities which include the selection of library director, promotion of library interests, securing of funds adequate for a progressive expanding program, and control of library funds, property, and equipment.

The Board of Trustees for the Moravia Public Library will hold yearly elections to elect members to the following officers' positions: President, Vice-President, Secretary, and Treasurer. It will be the responsibility of the trustees to provide a written monthly library report to the city council at its regular monthly meetings.

The Board of Trustees for the Moravia Public Library will meet in regular monthly sessions.

These meetings will be held on the Thursday before the second Tuesday of each month at 4:15p.m. at the library unless an alternate date or time is publicly announced at least one week prior to the regular meeting date. In accordance with Iowa Open Meetings Law, the agenda for these meetings will be posted at least 24 hours prior to the meeting and visitors will be welcome.

Meetings will be conducted according to Robert's Rules of Order.

Building

Introduction

The Moravia Public Library occupies a portion of the Moravia community Building. This building is in the city park in the center of the town square. The building is the property of the town of Moravia.

Maintenance

The library will set aside a portion of its budget to contribute to the payment of the utility bills for the library. Basic janitorial maintenance is the responsibility of the library staff. General repairs and building maintenance will be the responsibility of the city.

Displays, Exhibits and Posters

The Board of Trustees has provided a limited amount of space in the library for the display of educational and cultural exhibits and public announcements. Such displays are subject to the limitations of space, facilities, and staff time.

Posters of a political nature will not be displayed within the library. This includes student groups. Exceptions to this rule are at the discretion of the library director. Political materials must be of a non-partisan nature which serves to educate the public on political or governmental issues.

Any poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall not be exhibited, displayed, or placed in the library for distribution without the permission of the library director.

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 when placing the exhibit in the library.

All notices posted in the library become the property of the library and may be removed and discarded at any time. The library cannot accept responsibility for returning notices and posters to their owners.

Announcement not suitable for placement within the library may be placed in the hallway of the community building at the discretion of the city government.

Accessibility

The Moravia Public Library makes every effort not to discriminate against any group or individual by limiting access through location, physical barriers, or hours of operation.

The use/presence of the following are prohibited within the library:

Pets (with the exception of service animals)

The Moravia Public Library is aware of the need for accommodations to be used by groups and committees for meeting. It is understood that making available such accommodations to the public is an additional service which the library may render under conditions set by the library board. The board of Trustees of the Moravia Public Library invites any group of citizens, whose purpose is not illegal and whose conduct is not objectionable, meet in the library subject to the following regulations:

1. Attendance at meetings is limited to ten (10)
2. Application for use must be made to the library director.
3. No refreshments are permitted.
4. Youth groups must be supervised by an adult sponsor, other than library personnel.
5. Groups are responsible for maintaining the condition of the library and its contents during their use of its facilities.

Use of the library space for meetings in no way implies library endorsement of ideas expressed in the meetings or of the aims and goals of the organizations using the facilities.

Alteration

Alteration of the library's internal furnishings and the arrangement will be at the discretion of the library director as subject to approval by the members of the Library Board of Trustees.

Alteration or expansion of the library will be at the discretion of the Library Board of Trustees as subject to approval by the members of the City Council of Moravia.

Goals

1. Update computer hardware and software.

2. Expand free public access to computer resources other than the internet.
3. Educate members of the community on the availability and use of information technology, such as Facebook, through pamphlets, web page, educational programs and newspaper articles.
4. Develop and expand youth involvement in the library.
5. Maintain recognition of volunteers

Objectives

By December 2021

1. To submit library's holdings to SILO in timely fashion- SILO Library Director.
2. To provide training for all library staff on currently owned hardware/software and basic internet Board of Trustees and Library Director.
3. To continue to update local newspaper file for public access – Library Director
4. To improve genealogy section and update equipment as needed- Board of Trustees and Library Director.
5. To continue a volunteer recognition plan Board of Trustees and Library Director.

By December 2022

1. To provide information sessions for Library Trustees and any interested local government officials to familiarize them with the available technology and its uses

Library director.

2. To recognize military personnel on Veterans Day Board of Trustees.
3. To improve public relations with neighboring libraries Board of Trustees and Library Director.
4. To review and update computer technology -Library Director.
5. To continue updates of web training Board of Trustees and Library Director.

By December 2023

1. To continue programs for children and adults Board of Trustees.
2. To develop an emergency plan-Board of Trustees.
3. To continue to update computers and software.

The Moravia Public Library is a public forum; a place where ideas and information are freely communicated, where a board spectrum of opinion and a variety of viewpoints are presented in its collection, displays, programs and services and where all these reflect both majority and minority

cultures, the work of men and women, respect for young and old and the various lifestyles and abilities and diverse aspects of our society. The library strives to present materials representing all sides of an issue in a neutral, unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of the particular point of view.

Collection of development policies

Description of Moravia, Iowa

Moravia is located in Appanoose County in the south-central region of Iowa 25 miles from the Missouri Border. The Current population is 660. Settled by the Moravians in 1849, it was incorporated in 1851. The founding fathers were a part of the Moravia religious sect who traveled from Winston-Salem, North Carolina. The location of Moravia is along the Mormon Trail. Some of the descendants of the founding fathers still reside in the Moravia Community.

The minority population of Moravia is lower than the surrounding communities. Moravia residents have employment in a wide variety of occupations and travel to nearby cities. Farming is also an important occupation since Moravia is located in a rural area. The largest employer is the local school district, Moravia Community School. A new housing division was started in Moravia to provide more homes to alleviate the shortage of available dwellings for sale or rent.

The economy is on an upswing brought about by increased development of the Rathbun Lake area, just three miles southwest of Moravia. The largest warm-water fish hatchery in the United States is located on Federal land near the dam. Also nearby is the largest rural water system in the US. Its distribution encompasses counties in southern Iowa and Northern Missouri. Fishing, boating, camping, and hunting provide recreation for vacationers and tourist to the area. A destination park on state-owned land near Honey Creek state Park just six miles west of Moravia has be developed with state and federal funding and private investors. Also, an 18-hole golf course, the Preserve, attracts many golf enthusiasts. An 8-mile hiking and biking trail has been established of person who enjoy nature.

A smaller privately owned lake, Lake Sundown, located five miles southeast of Moravia is also being developed. Most lakeside lots have already been sold on the south shore. The north shore is now being developed. Homes are being built in this area.

Description of Moravia Public Library

The Moravia Public Library was established by its founding ordinance in 1941 as stated in the city Code for the town of Moravia. It is situated in the Community Center in the Moravia City Park and serves as a hub in the community. In 1980 an addition was built on the south side of the Center. The addition serves as a meeting place for several civic organizations. It is available for reunions, receptions and houses crafts and food during the annual celebration in September, the Moravia Fall Festival.

Also, in 1984 a grant was received to enlarge and renovate the library. Extensive remodeling was provided by volunteer labor. The City provides funds to hire a director. The present director now works 28 hours a week.

In September 2000 a grant was received from LSTA for a building consultant. The city allowed expansion of the library into an adjoining room, which increased the size by approximately 800 square feet. The size of the library now is about 2,200 square feet. With ongoing purchases and donations, the library had out grown its present facilities.

MISSION STATEMENT

The mission of the Moravia Public Library is to serve the informational, educational, and recreational needs our community by creating a welcoming and dynamic space where everyone can explore, connect and grow.

VISION STATEMENT

The Moravia Public Library will be the recognized source of knowledge and information, a place to gather and discuss, an encourager of reading, and the leader of cooperation with City, Schools, and organizations. It will be the gateway to life-long learning, offering a full spectrum of services, materials, and programming.

Value Statements

The Moravia Public Library information Center- its Board of Trustees, staff and volunteers is committed to the following values:

We value the library as a public forum; it is a community facility for open communication of ideas and information, its collection, Displays, programs and services reflect an array of opinions and viewpoints.

We value the community by actively participating in it and endeavoring to enhance the quality of its life.

We value full and equal access to information, the building, its services, and its programs.

We value the collection of and accessibility to information in formats: print, electronic, audio, and digital.

We value our patrons by responding to them with equal, respectful, accurate and friendly service to all.

We value reading and learning and promote both for all ages.

We value the privacy of our users by keeping their transactions strictly confidential.

Library Bill of Rights

The Moravia Public Library endorses the Library Bill for Rights of the American Library

Association as stated below:

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, and views of those contributing to their creation.
2. Libraries should provide materials and information presenting all pints 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 abridgment 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, and 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.

The Moravia Public library provides library materials for the information, entertainment, intellectual development, and enrichment of the people of Moravia and the surrounding community. Library materials are chosen according to the Collection Development Policy which has been approved by the board of Trustees.

Purpose of the Collection Development Policy

1. To further the Mission and roles of the Moravia Public Library.
2. To guide the librarian in the selection of materials.
3. To inform the public about the principles upon which selections are made.

Responsibility for Selection

Library material selection is vested in the Library Director who is qualified by reason of education and training. Any library material so selected shall be held to be selected by the Board of Trustees.

General Selection Criteria

Materials for the Moravia Public Library will be selected from the following formats: books, periodicals, audio CDs, DVDs, CD-ROM and e-books.

Materials are selected monthly from a limited but varied number of sources. Special requests or recommendations from patrons are always accepted for consideration. Acceptance of such a request or recommendation does not mean that the library is obliged to purchase an item.

Selection Tools

The library uses several sources as a review and evaluation for material selection. Among these are:

1. New York Times Best Sellers
2. Forecast
3. USA Today Best Seller list
4. Patron Request

Methods of Selection

The Moravia Public Library wishes to develop a balanced collection within the limits of its stated purpose. In general, circulation figures will determine percentage of the monthly budget to be spent in each area, with no less than 10% of the total budget to be used for the purchase of written materials. Circulation figures within each genre will determine the percentage of the budget spent within each area. All selection criteria stated may be altered at the discretion of the Library Director with the approval of the Board of Trustees. Within these general guidelines the standard criteria for selection will be:

1. Patron demand for popular material;
2. Author's reputation and significance as a writer within their genre;
3. Importance of the subject matter to the collection;
4. Suitability of the subject and style of intended audiences;
5. Present and potential relevance to community needs and interests;
6. Scarcity of material on the subject;
7. Timeliness and permanence;
8. Reputation and standing of the publisher;
9. Price;
10. Availability of material elsewhere in the area.

De-selection and Weeding

Obsolescence, damage and normal wear and tear make the discarding of books a continuing process. Weeding shall be conducted on a continuous basis. Materials removed from the library will first be offered for sale to patrons or in the trade to used bookstores or recycled as appropriate. The following factors are taken into accounting before a book is discarded, rebound or replaced:

1. Physical condition of the book
2. Number of copies remaining in the library collection
3. Elimination of books containing obsolete information.
4. Availability of similar material in the collection.
5. Usage of a particular volume

Gifts and Memorials

The Moravia Public Library acknowledges the fact that gifts have been vital to the establishment and growth of the facility. Without such gifts the library would not be able to offer the present level of service to the community. The Board of Trustees appreciates and encourages gifts and memorials to the Library.

Due to shelf space and cost of processing, outdated, duplication, and poor condition, some books and materials are not suitable for placing in the library. Such items may be offered to other libraries or institutions as gifts or for exchange; materials not used in the above manner will be sold and the resulting funds utilized for the purchase of new books. If the donor wishes materials returned to them if not shelved in the library, they may so state and leave their telephone number to be notified.

Gifts of money, real property, and/or stock will be accepted if conditions are acceptable to the Board of Trustees.

The library will not accept for deposit materials which are not outright gifts.

Patrons may loan books to the library for a period of three (3) months. After the period has expired, the patron will be contacted and will have one (1) week after the contact date to reclaim the loaned items. If the items are not claimed by this time, the items will become property of the library. The library is not responsible for the condition of the loaned materials.

Reconsideration of Materials

Because of rich diversity of human experience and opinion, it is inevitable that some materials in the library collection will be objectionable to some people in the community. The director and staff purchase materials daily which they may find personally objectionable. The library, however, belongs to the whole community to the minority as well as the majority.

The library has a responsibility to serve the community in all its variety. That responsibility includes providing for the need and interests that may offend a few or even a great many people.

The library attempts to represent all sides of controversial issues. In no case does the library take materials from which people can make choices, not to make choices for people.

The library staff and the library board welcome comments and criticisms of the collection as a whole or of individual items. Any patron of the library may formally challenge materials purchased by the library on the basis of appropriateness. All formal objections must be made in writing using a Request for Reconsideration form. Each request will be submitted to the Board

of Trustees at its next regularly scheduled meeting where it will be considered in open meeting.

Materials in question will remain in the library while the request is being processed.

Networks

Since libraries cannot meet all of the possible needs of their patrons with in-house materials, they belong to networks which give them access to collection of other libraries.

Materials not available at the Moravia Public Library may be requested on interlibrary loan through the Stat of Iowa Online (SILO) system. Moravia Public Library will only place SILO requests for Moravia cardholders.

Circulation of Materials

In order to make materials available to all patrons on an equal basis, the library will set policies for library card use, length of loan period, renewals, reserves, fines, Open Access and Interlibrary Loan services.

Children's Library Cards

Any person who resides within the city limits of Moravia or in the local rural area will be issued a borrower's card, upon application, without a fee. Identification showing name and current address will be required, as well as a telephone number.

Elementary age children must have a parent or guardian sign their application card.

There are no restrictions for borrowing or using library materials or resources. Responsibility for a child selection and return of materials is held by the parent or guardian of the child.

Business Cards/Teacher Cards

Businesses and institutions located in areas eligible for direct public service in Moravia and Appanoose/Monroe Counties may apply for an institutional card. There are some restrictions on borrowing. Please inquire at the registration desk.

Homebound Cards

The library is committed to serving all citizens and will provide home delivery of library materials. Volunteer delivery will be made to residents who are unable to come to the library because of a physically disabling condition.

BOOKS AND PERIODICALS

Availability

These materials are available for circulation to current (card holding) patrons in good standing (with no materials outstanding). They are also available free of charge to patrons of other Open Access libraries. New patrons will have a three-month trial period to determine the number of checkouts allowed

Materials are available on a first-come, first-serve basis. No more than ten books, five periodicals, and four audio cassettes/DVDs/CDs may be checked out at one time. Items currently circulating may be reserved.

Circulation

The circulation period for most items is two weeks. Materials will be allowed two renewals if they have not been placed on reserve.

Items may be renewed in person or by telephone during regular library hours. An outdoor book drop is provided for the return on books and periodicals after hours. An outdoor drop is also available for the return of DVDs and CDs.

Responsibilities and Penalties

The patron is responsible for the timely return of materials in good condition. In the case of loss, theft, or damage, the patron will be charge the full replacement cost of the item. The library will not accept checks from patrons for payments of book purchases or copying.

When an item has been overdue for 30 days, the Code of Iowa, Section 714.5 states this is evidence of intent to deprive the owner and the library will comply with the provisions and procedures outlined in the Iowa Code and its supplements in assuring that materials borrowed from the Moravia Public Library are returned to it.

Library privileges will be revoked when a borrower becomes a habitual violator. A borrower becomes a habitual violator when materials totaling more than \$50.00 have been lost, damaged, overdue, etc.

Privileges will be restored on a limited basis for the trial period of one year. Restoration of privileges will be made at the discretion of the library director with the approval of the Board of Trustees.

Parents shall be held responsible for children's (Under age 16) fines and/or damage to materials.

When a patron claims that he/she has returned an item that appears on the Moravia Public Library's records as still being checked out, the transaction will be noted as having a status of

"Claims Returned." The library will be searched periodically for the item. If the item is found at the library, the record is cleared. If someone else brings the item to check-out the item is cleared. If the patron finds the item, the record will be cleared. If, after three months, the item is not found, it will be placed in the lost materials.

Reference

Reference items are available for in-library use only and do not circulate. This includes reference shelf items, Genealogy information, World Book encyclopedias, atlases, etc.

Circulation DVDs and CDs

Availability

DVDs/CDs are available for circulation to current (card holding) patrons in good standing (with no materials outstanding) over the age of 16 or to younger patrons with a current parental permission slip on file.

DVDs/CDs are available on the first-come, first-serve basis. No more the four DVDs/CDs may be reserved for a specific loan period in advance.

Circulation

The circulation period for DVDs/CDs is for two weeks. Four titles may be borrowed per family.

They may be renewed twice if they have not been placed on reserve. They may be returned in the DVD Drop box.

Responsibilities and penalties

The patron is responsible for the compliance with all applicable restriction so the copyright laws.

DVDs/CDs may be used only for private home viewing and are not licensed for group showings.

The patron is responsible for return of DVDs/CDs in good condition. In case of loss, theft, or damage, the patron will be charged the full replacement cost of DVD/CD. Replacement costs for damage is the result of being returned in the Book Drop will be charge to the borrower.

Each DVD/CD will be inspected when returned and charges will be made for damage to the DVD/CD or its case.

The library assumes no responsibility for damage caused to a borrower's DVD player by a library DVD/CD,

Circulation of Youth Materials

The library cannot assume the responsibility of what a child may or may not read or view. The responsibility lies in the home with the parent/guardian. If a parent or guardian wishes the child 13

to avoid a certain format or subject matter, then it is up to the parent to inform the child of this and to enforce it.

Circulation Records

The library maintains that circulation records and records identifying the names of users with specific materials are confidential in nature (Section 22.7, subsection 13, Code of Iowa)

Said records shall not be available to any third parties, including an agency of state, federal, or local government except pursuant to legal process, with proper showing of good cause in a court of competent jurisdiction.

The records of youth patron receive the same treatment and consideration with regard to confidentiality

Confidentiality Policies and Procedures

Confidentiality of library records is covered in Iowa Code, Section 22.7 and states that the records of a library shall be kept confidential when by themselves or examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information.

Information concerning an individual's account will be released to that individual only.

- 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 child for which a parent or guardian may be considered liable.

However, information will not be provided to the parent or guardian who is merely attempting to determine what library materials a minor child is using.

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

The Moravia Public Library will ensure the confidentiality of a patron's library record, account, and Library presence by securing and limiting access to these same records and back-records to only approved staff members.

The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed, from third party digital services to which we provide service.

The Library Director or the Director's designee, as the lawful custodian or library records, is authorized to release records that are otherwise confidential " ..upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling" (Iowa Code 22.7)

By the Library Board of Trustees

Adopted October 30, 2014

This policy was adapted from the Carnegie -Stout Public Library, Dubuque, Iowa www.dubuque.lib.ia.us 10/30/14.

Library Confidentiality Policy

Section A. References

The confidentiality policy of the Moravia Public Library is based on the first and fourth

Amendments of the U.S. Constitution, the Iowa Code, and professional ethics.

First Amendment: Congress shall make no law...abridging the freedom of speech.

Fourth Amendment: The right of the people to be secure in their person, houses, papers, and effects against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized

Code of Iowa 22.7 "Examination of Public Records (Open Records)"

22.7 Confidential records.

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

13. The records of a library which, by themselves or when examined with other public records. would reveal the identity of the library patron checking out or requesting an item or information from the library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records

shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

18. Communications not required by law, rule, procedure, or contract that are made to a government body or to any of its employees by identified persons outside of government, to the extent that the government body receiving those communications from such person outside of government could reasonably believe that those person would be discouraged from making them to that government body if they were available for general public examination

Professional Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." (Source: Code of Ethics of the American Library Association).

Section B. Confidentiality policy

Confidentiality is essential to protect the exercise of First and Fourth Amendment rights. In accordance with First and Fourth Amendments of the U.S. Constitution, the Iowa Cod and professional ethics, the Board of Trustees of the Moravia Public Library respects the privacy of users and recognizes its responsibility to protect their privacy.

1. The library will not reveal the identities of individual users nor reveal the information sources or services they consult unless required by law. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired.

Confidentiality includes database search records, reference interviews, interlibrary load records, computer use records, and all other personally identifiable uses of library materials, facilities or services.

2. The library will hold confidential the names of card holders and their registration information and not provide access for private, public or commercial use.

3. The lawful custodian of the records is the Director of the Library.

4. The library will not release registration, circulation or other records protected under the Iowa Code unless it is required by law to release the information. Circumstances which may require the library to release the information include the following:

A. A criminal or juvenile justice agency is seeking the information in pursuant to an investigation of a particular person or organization suspected of committing a known crime AND the criminal or juvenile justice agency presents the library Director with a court order demonstrating that there has been a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

- The library receives a Warrant for the information issued under the USA Patriot Act (which includes amendments to the Foreign Intelligence Surveillance Act and the Electronic Communications Privacy Act).

- The Library receives a National Security Letter seeking the information pursuant to the USA Patriot Act.
- The Library receives a valid court order requiring the library to release registration, circulation or other records protected under the low Code and the information is not sought in conjunction with a criminal or juvenile justice investigation.

Section C. Procedures for enforcing the policy on confidentiality of library records.

1. The library staff member receiving a request to examine or obtain information relating to Registration records or circulation records or other records identifying the names of library users, shall immediately refer the requestor to the Director, the official custodian of the records.

(To prevent any misunderstanding, the staff member should avoid discussing with the person making the request what user information may or may not be available, or what the library can or cannot do).

If the library Director is not available (Such as during evenings or weekends or away on business) inform the requestor when the Director will be available. If pressed to act sooner, contact the director immediately whether the Director is away on business or at home. In the event the Director cannot be reached, the highest ranking person on duty is responsible for working with the requestor.

2. The Library Director shall meet with the requestor/ If the requestor is a law enforcement officer, the officer must have a court order, a warrant issued under the USA Patriot Act, or a National Security Letter (NSL) issued under the USA Patriot Act to receive the requested records. If the officer does not have a proper court order, warrant, or NSL, compelling the production of records, the library Director shall refuse to provide the information. The library Director may explain the confidentiality policy and the state's confidentiality law, and inform the agent or officer that users records are not available except when a proper court order in good form has been presented to the library.

3. If the records requested cover registration, circulation or other records protected under the Iowa Code, and the Director is uncertain about whether the order, or subpoena presented to the library Director is sufficient to require release of the records, the library Director may immediately consult with legal counsel to determine if such process, order, or subpoena is sufficient to require release of the records.

4. If any written request, process order, or subpoena is not in proper form or does not otherwise appear to be sufficient to support releasing the records, the library Director shall insist that such defects be cured before any records are released.

5. If the Library Director or the Director in consultation with library's attorney determine that the order, warrant, or NSL, is sufficient and compels the release of the records, the library Director shall release the records.

6. If the request is made pursuant to the USA Patriot Act, the library Director is authorized to obtain legal counsel regarding the request. As required by the USA Patriot Act, the library Director may not discuss the request with anyone other than legal counsel.

7. If the requestor is not a law enforcement officer and has not presented any type of court or administrative order requiring release of the requested information, the library Director shall refuse to

provide the requested records. The library Director may explain the confidentiality policy and the state's confidentiality law.

8. The library Director is authorized to take legal action (such as moving to quash subpoena) to resist releasing requested registration, circulation or other records protected under the Iowa Code if the library Director and the library's legal counsel deems such action to be appropriate.

9. Any threats or unauthorized demands (i.e. those not supported by a written request, process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the Director.

10. Any problems relating to the privacy of circulation and other records identifying the names of library users which are not provided for above shall be referred to the Director. This section is based on sample policy for the State Library of Iowa www.statlibraryofiowa.org

Camera Policy

Security cameras are installed in the library to protect the safety and security of people, the building and its contents. Authorized library personnel, City of Moravia staff, and Appanoose County Police Department staff may view recordings. Library security camera recordings are public records and may be viewed upon receipt of an open records or law enforcement request. Library security camera recordings will be shared with law enforcement as a part of investigating and prosecuting crimes committed in the library.

Services

CD LISTENING CENTER

The library has a listening center available so that Books of CD can be previewed by library patrons. There is no charge for this service.

COMPUTER SERVICES

The purpose of public access to computer at the Moravia Public Library to provide interaction with a rapidly growing media, to expand learning opportunities and to attract person who are not library users. The library attempts to promote computer literacy and to satisfy the recreational and educational needs of individuals in the community with the service.

The library will request materials from other libraries if the materials is not available from its collection. This is a free service provided by the State Library of Iowa through the IShares program, so there is no charge for this service.

The library will loan its materials to other libraries within the state when the request is received through the regional or state libraries. The library reserves the right to limit the number of items loaned to any one library.

Internet Searches

The library has internet access. Time permitting, the librarian will be happy to help a patron explore the internet. Items can be downloaded from the internet.

Photocopier

The library has provided a photocopier for the convenience of its patron. Photocopies are 25 cents for black and white per side. Color copies are 50 cents one side. Special pricing is available for multiple copies. There will be no charge for educational materials copied for students.

Purchases for Patrons

Library materials will be purchased upon request for patrons in good standing. The patron will be responsible for the cost of purchase and other expenses relative to acquisition of such materials.

TV, DVD Player, CD Player

The library has a television, DVD player, and CD player available for the use of its patrons. Due to their location., use of these items is limited by its potential to interfere with the rights of other patrons. Use of the items will be limited by the objections of other patrons. There is no charge for the use of these items. The library has a VHS to DVD Converter. This device may be used for in-house only at a rate of \$1 per hour or \$5 per day, no matter how many recordings are made.

Only one copy may be made of each DVD. Patrons will furnish their own labor and DVDs. The converter is not available for materials with copyright. As amended February 4, 2016.

Wireless Connection

Wireless connection is available for wi-fi users. Users must comply with public computer usage rules.

Personnel

The staff of the Moravia Public Library consists of one part-time (28 hr/week) employee who shall be designated the library director. The assistant director shall work thirty (30) hours per month and have similar expectations as the director.

Hiring/Qualifications

1. The library director must be at least a high school graduate and must obtain Public Library Certification from the State Library of Iowa within five years from the date of employment.
3. Library positions will be advertised in the local paper and applications for the position will be available at the library or city clerk's office. Applications will be accepted up to one week before the next library board meeting.
4. A selection committee chosen from the library board will review all applications and choose suitable candidates for interviewing by the entire board. The Moravia Public Library will act as an Equal Opportunity employer.
5. Appointment to the position will be based on educational background and prior experience.
6. Initial employment will be for three months at which time a performance evaluation will be held. The employee will achieve permanent employment status once the three-month probationary period is ended. The yearly job evaluation begins after the probationary period is ended
7. Applicants must demonstrate computer proficiency and technology skills.

Performance Expectations

1. Each employee is responsible for prompt and dependable work attendance. Each position is funded to meet specific work needs and the library must rely on consistent attendance to meet work objectives. Failure to meet attendance expectations may be grounds for discipline and dismissal.
2. Should the library director need a substitute, it is her/his responsibility to contact the assistant director.
3. Each library employee shall be responsible for the appearance of the library and the advertisement of the library's hours.
4. Employees should extend the same courtesy to all patrons but are responsibility for the enforcement of the library rules.
5. The library director is to attend all monthly meetings of the Board of Trustees, being responsible for the creation of the agenda for these meetings and the presentation of the monthly report.
6. The library director is responsible for annual reports due to the stat and federal agencies.

The director is also responsible for annual budget preparation with trustee input. All of the above items are high priority duties and should be completed before items of less importance.

7. Daily duties will include (but are not limited to) processing acquisitions, shelving materials, book repair, weeding, correspondence, bills, circulation records, overdue notices. public relations articles, picking up mail and keeping current with community activities.
8. Each newly hired library director may with the present library director for a period of seven days if it is convenient. There will be no compensation for the new director.

Compensation

1. Library employees are paid an annual salary based on a hourly wage for 28 hours per week or 30 hours a month.
2. There will be no overtime, no paid holidays, no paid vacation, and no sick leave.
3. Hours are submitted to the city clerk's office every other week
4. Standard deductions will be made from each check plus IPERS.

Dismissals and Resignations

1. Dismissals are made by the Board of Trustees and can be based on financial considerations which require cutting staff size, hours, employee incompetence, or on physical or mental unfitness. An employee will be given a 30-day notice of termination of employment along with explanation of termination.
2. Resignations are to be submitted in writing to the library board at least 30 days in advance.

Evaluation

The Library Board of Trustees will evaluate the performance and effectiveness of the library director once a year, providing the library director with a written evaluation.

Continuing Education

1. The Library of Trustees encourages the library director in continuing education in order to provide better service, maintain standards, implement new innovations, and maintain certification and accreditation.
2. The library director and assistant director will be compensated at the regular hourly rate for hours spent at classes during library hours.
3. In order to accomplish these goals, the board will approve library expenditures for tuition and mileage for continuing education classes approved by the board.

Inclement Weather

During inclement weather, an employee (director) who is scheduled to work will exercise judgment about traveling to work. The employee (director) shall contact the assistant director about opening the library if she is unable to get to work. The director shall also contact President of the Board or another member if the President cannot be reached. This should be done prior to starting time to share the decision and contact the radio station KCOB/KMGO.

1. If travel time is unsafe, the employee may remain at home.
2. The library may close early whenever weather conditions worsen so that the employee (director) can leave early to travel home safely.
3. Hourly employees will be paid for hours actually worked. However, volunteer hours may be used to make up missed time within the current pay period.

Volunteer Policy

Philosophy:

The Moravia Public Library welcomes volunteers from the community. The teamwork of staff and volunteers furthers the library's goals and objectives, strengthens the library's place in the community and provides meaningful work experiences and practical knowledge of library operations to those who volunteer.

A library volunteer is an individual who assists in library operations at or on behalf of the Moravia Public Library and who does so without expectation or receipt of compensation nor benefits for time or services. Volunteers will be used to augment basic services but will not be used to replace paid library staff positions. All volunteers must sign a volunteer waiver before being allowed to volunteer.

Guidelines and Procedures:

- Volunteers will be recruited through a variety of methods to meet specific as well as general library volunteer needs. Recruitment for volunteer positions, screening, placement, coordination, and supervision is the responsibility of the Library Director or designee.
- Volunteers must be 14 years or older.
- The Library Board and /or Director reserves the right to decline any volunteer or to limit the number of hours a volunteer can work. All volunteers may be subject to director approval, taking into consideration library activity and needs. The Moravia Public Library does not accept volunteers performing court-ordered community service. No one who is a convicted sex offender and on the sex offender list will be allowed to volunteer at the library under any circumstances.
- The Library reserves the right to terminate a volunteer at any time.
- All volunteers must read and sign the Volunteer Policy prior to engaging in volunteer activities at the library.
- Each volunteer will be supervised and supported by a staff member who will provide the volunteer with a job description, appropriate training and supervision, and regular feedback.
- Training for specific tasks will be provided as necessary. Volunteers will record their hours of service for statistical use.

CONFIDENTIALITY: Volunteers will observe regular work rules including rules of library confidentiality while engaged in work for the library. Access to confidential records is restricted to employees of the library. All library business, operations and customer information must remain confidential indefinitely.

Additional volunteer opportunities maybe available through the Friends of the Moravia Library.

Confidentially Statement

The State of Iowa has deemed patron records to be confidential as cited in Chapter 22.7 of the Code of Iowa. All library business, operations and customer information must remain confidential indefinitely.

[Disclaimer](#)

The Moravia Public Library Board of Trustees is committed to reviewing its policies and benefits continually. Accordingly, the policies outlined in the booklet are subject to review and alteration by the library board at any time.