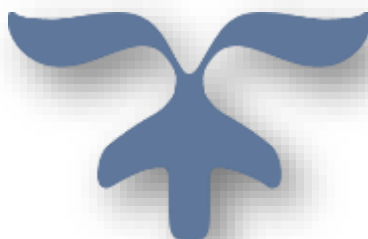


MORAVIA PUBLIC LIBRARY

Policy Handbook



UPDATED AND REVISED 2024
MORAVIA PUBLIC LIBRARY
100 East Chariton Street, Moravia, IA 52571

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Mission Statement

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

Visions 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.

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.

In 1984, a grant was received to enlarge and renovate the library. Extensive remodeling was provided by volunteer labor.

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.

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 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 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.

Sex Offender Policy

The Moravia Public Library adheres to Iowa Code Chapter 692A with respect to registered sex offenders. Iowa Code section 692A.113 states: "A sex offender who has been convicted of a sex offense against a minor or a person required to register as a sex offender in another jurisdiction for an offense involving a minor shall not . . . [b]e present upon the real property of a public library without the written permission of the library administrator." During the library card application process, the library administrator may utilize court records and the Iowa Sex Offender Registry in determining whether to allow library access by a registered sex offender.

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 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.

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

All notices posted in the library become the property of the library and may be removed and discarded at any time.

Announcements 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 meetings. 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.

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. Youth groups must be supervised by an adult sponsor, other than library personal.
5. Groups are responsible for maintaining the condition of the library and its contents during their use of its facilities.

Alteration

Alteration of the library's internal furnishings and the arrangement will be at the discretion of the library director.

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.

Collection Development Policy

Collection development includes evaluating the needs of users and potential users, allocating resources to address these needs, and determining the subject specializations, depth, formats and languages of materials to be included in the library's collections. Collection development also addresses resource sharing and networking to gain access to materials outside the library, evaluating use, and maintaining the collections through preservation and weeding.

Responsibility for Selection

Authority for selection of materials is delegated by the Library Board of Trustees to the Library Director and the Director's designated staff. Any library materials so selected shall be held to be selected by the Library 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.

The director will determine the best source of obtaining desired materials.

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 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

Gifts and memorials are welcome. All gifts are treated the same as other library materials. This includes weeding procedures and disposal.

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

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 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.

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 State 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.

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.

Patron 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.

Children ages 11 and under 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.

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.

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 charged 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 be checked-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.

DVDs and CDs

Availability

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 person.

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.

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 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 patrons receive the same treatment and consideration with regard to confidentiality as all other patrons.

Library of Things

Purpose and Selection

The library recognizes the need to circulate items that may be outside the scope of traditional library materials. The Library of Things collection is developed and managed to meet the cultural, informational, educational, and recreational needs of library patrons of all ages in the City of Moravia. Therefore, the Library has developed a "Library of Things." The library staff will select materials for the Library of Things based on the criteria identified in the Library's Material Selection Policy. Any requests for reconsiderations of "Things" will be processed under the same procedure as reconsideration of library materials in the Material Selection Policy.

Due to limited storage space and the staff time necessary to evaluate, test and maintain each Thing, the library can accept only a limited number of donations. The library does not accept materials that are not outright gifts, and cannot guarantee the permanence of a gift in the collection. Materials donated to the

library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as material acquired for purchase.

Not all library materials may be suitable for all members of the community. Responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library.

Borrowers for all LOT items (EXCEPT those on the exception list) MUST be at least 18 years of age and have a signed LOT User Agreement on file with the library.

- All items on the exception list MAY be checked out by patrons under the age of 18 PROVIDED their parent/guardian has a MPL card and has signed a LOT user agreement giving their minor child/children permission to check out the aforementioned items.

Due to the nature of the items contained in the Library of Things, these items will not be eligible for Interlibrary Loan to other libraries. All library patrons are required to check out and return

Library's Use of Things:

The library reserves the right to take a Thing out of circulation temporarily to use for library purposes (workshops, demonstrations, or other programs), or to repair a damaged item.

Loan Periods:

Most Things may be borrowed for 1 week or 2-week intervals, depending on the item, and renewed per the library's general policies. Items will not be renewed if another patron has placed a hold on it. Some items may be for use in the library only, or may have other restrictions. The library does not charge fines for late returns; however, a library card may be blocked immediately if a Thing becomes overdue.

Updated 02/15/2025

Services

CD Listening Area

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

Computer Area

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.

IA Shares Program

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 IA Shares 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 at the discretion of the Director. There will be no charge for educational materials copied for students.

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.

Video/Audio Conversion Service

The Moravia Public Library will provide, subject to the restrictions set out in this policy, video / audio conversion services to the public which include:

- Converting original cassette medium into a digital file(s), either with or without the patron's intent to edit said content.
- Burning digitized video / audio files onto USB(s) provided by the patron.

Staff will not edit content for patrons, but can offer assistance and/or training to patrons who want to edit their own content.

The following parameters are necessary for a patron to utilize the video / audio conversion service:

- Patrons can drop off materials at any time to a staff member.
- Patrons may drop off no more than 3 cassette tapes of any type or up to 6 hours of material at a single time.
- Patrons must sign a release form prior to leaving materials.
- While a time estimate will be given, there will be no guarantee of time to complete.
- Once notified of completion, patrons must pick up their materials within 30 days.
- No materials may be submitted for conversion services, which are subject to copyright or otherwise protected from reproduction/conversion under the law. Patron agrees to indemnify the Moravia Public Library in the event any claim is made against the library for violation of copyright or other violation of the law as a result of the conversion.

The following parameters are required for staff to accept materials from a patron to utilize the video / audio conversion service:

- Staff must review this form with patrons and collect their signature to use the service.
- Staff must record, in a designated log, the patron's information regarding the materials to be left.
- Staff must verify with the patron that the materials are not subject to copyright or otherwise protected from reproduction/conversion under the law.
- Once the conversion process is complete, staff will contact the patron to let them know.

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.

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 two 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 to be interviewed by the committee. The candidate will then be approved by the 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 30 days, at which time a performance evaluation will be held. The employee will achieve permanent employment status once the 30 day probationary period is ended. The yearly job evaluation begins after the probationary period has 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 a member of the board or friends of library to fill in.
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 responsible 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 state and federal agencies.

The director is also responsible for annual budget preparation with trustee input and approval. 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.

Compensation

1. Library employees are paid on an hourly wage for 28 hours per week.
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, or employee incompetence. 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 Board 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 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, the director will exercise judgment about traveling to work. The director shall contact the Mayor and President of the board if he/she is unable to get to work.

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.