

Library Board

BYLAWS

The following shall be the bylaws of the Keck Memorial Library, Wapello, Iowa, it's Board of Trustees, librarians, employees and those administering the business of the establishment. The bylaws shall supersede all previous ones.

TRUSTEE MEETINGS

REGULAR: The regular monthly meeting of the Keck Memorial Library Board of Trustees shall be held at the Library at 6:30 P.M. the second Tuesday of each month, unless an alternate date is announced.

ANNUAL: The annual meeting shall be held at the time of the regular monthly meeting for the month of July at the usual place and time.

SPECIAL: Special meetings may be called by the President upon the written request of three members of the Board for the transaction of business stated in the call for the meeting.

QUORUM: A quorum for the transaction of business shall consist of three (3) members. In the absence of a quorum, those present may approve payment of ongoing, operational expenses.

PUBLIC ADDRESS: 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 twenty-four hours before the time established for the meeting. The request may be directed to the president, secretary or the librarian. The Board is not obligated to act upon any complaint or suggestion at the meeting at which it is presented.

ORDER OF BUSINESS: The order of business at regular meetings shall be as follows:

1. Call to order
2. Approval of agenda and public address
3. Reading and approval of minutes
4. Claims presented for approval
5. Report of committees
6. Unfinished business
7. New business
8. Adjournment

Revised 6/95, 12/03, 2/07, 4/11. 1/15, 11/17

MEMBERSHIP AND OFFICERS

NUMBER AND TERM: The Board of Trustees shall be composed of five members appointed by the Mayor with the approval of the City Council for a period of six (6) years. The ultimate responsibility for all Library activities rests in the Board of Trustees, including authorization of all payments.

OFFICER: Officers of the Board of Trustees shall be chosen at the regular annual meeting of the Board and shall be as follows: president, vice president, secretary and treasurer. An officer may succeed himself or herself.

PRESIDENT: The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings and generally perform the duties of the presiding officer.

VICE PRESIDENT: The Vice President shall preside in the absence of the President and perform all other duties in case of the President's absence or incapacity.

SECRETARY: The Secretary of the Board shall keep a true and accurate account of all proceedings of the Board meeting.

TREASURER: The Treasurer shall make all payments from the memorial account upon authorization of the Board.

Reviewed 6/95, 12/03, 2/07, 4/11, 1/15, 11/17

COMMITTEES

SPECIAL: Special committees for the study and investigation of special problems may be appointed by the President such as committees to serve until the completion of the work for which they were appointed.

Reviewed 6/95, 12/03, 2/07, 4/11, 1/15, 11/17

AMENDMENTS

AMENDMENTS: Amendments to the Bylaws may be made by any member of the Board at any regular meeting of the Board with a quorum present by the unanimous vote of the members present, providing the amendment was stated in the call for the meeting.

Reviewed 6/95, 12/03, 2/07, 4/11, 1/15, 11/17

KECK MEMORIAL LIBRARY POLICIES

MISSION STATEMENT

The primary mission of the Keck Memorial Library is to offer complete modern library service and resources to the entire community. To achieve this purpose the Keck Memorial Library Board and staff intend to:

1. Serve all the individuals of the community without regard to age, race, creed or color by assembling and managing a collection of books and other materials to promote education, provide recreation, and stimulate the personal lives of those served.
2. To serve the community as a center of reliable information, providing assistance in gathering materials and facts within the library and referring the individual to external resources when necessary.
3. To seek continually to identify community needs, to provide materials and programs of service to meet those needs and to cooperate with other organizations and agencies which serve the community as a whole.
4. To provide facilities to house the library that are of an appropriate size and nature and that add to the aesthetic environment of the community.

Revised 9/00, 12/03, 2/07, 4/11, 2/15, 11/17

Collection Development

SELECTION OF BOOKS AND MATERIALS

The Keck Memorial Library will attempt to provide books and other library materials of value and interest for information and enlightenment of all the people of the community. The Library will attempt to maintain a collection of carefully selected representative books and non-book materials which are of both current interest and permanent value. Since the community it serves is both urban and rural, it will try to meet the demands of clientele from both areas. It will attempt to serve the children, young adults, adults and senior citizens equally.

Library materials will never be excluded because of the race or nationality or the social, political or religious view of the authors. The Library will try to provide materials presenting all points of view concerning current problems and issues at the local, national and international levels. However, materials on controversial issues that present only one side of the question and are written in a violent, sensational and inflammatory manner will ordinarily not be selected.

Revised 9/97, 2/04, 3/07, 5/11, 2/15, 11/17

Responsibility for Selection

The ultimate responsibility for book selection, as for all library activities, rests with the Director, who works within a frame of policies approved by the library board. Staff, trustee and patron recommendations and suggestions are given prompt consideration. As with all selections, favorable reviews are sought in standard reviewing sources or from recognized trade and professional journals.

Standard Criteria: Materials will be chosen on literary merit, enduring value, popularity, and bestselling status. Multiple copies may be purchase for materials with high demand. Materials still in demand will be replaced if lost, stolen or damaged beyond repair.

General Non-Fiction: Materials selected for general reading in the subject fields are considered for their readability and popular appeal, soundness of the author's attitude and approach, and quality of writing. The Library tries to provide some factual up to date material in all areas.

Reference: Standard reference material will be kept current.

Religious Books: The Library does not favor or discriminate against any religious group. Purchase of religious books is limited to those of a general nature or to recognized classics and standard reference items.

Fiction: An effort is made to purchase fiction of some literary merit. The problem of selecting fiction involves a variety of types of novels and the need to satisfy readers of different tastes and reading levels. In the majority of cases books on best seller lists will be purchased to make them available to the public, even though some may be considered to be ephemeral in nature.

Large Print: The Library attempts to have a variety of books in large print for those who have difficulty in reading ordinary type.

Paperbacks: Fiction and non-fiction paperbacks will be purchased for both children and adult collections.

Children and Young Adult Material:

Materials are provided which will aid young people in understanding and coping with their lives, as well as to entertain. The objective in providing reading materials for children is to guide the children toward the enjoyment and appreciation of good books. This in turn may help the child to a better understanding of himself/herself as an individual as a member of society, and to establish patterns of public library use that will carry over into adulthood. The Library cannot assume the responsibility of deciding what a child may or may not read. That responsibility must lie with the home and the parent

Children and Young Adult Non-Fiction and Reference:

The same guidelines apply that are used in selecting adult materials. Special consideration is given to appropriateness.

Children and Young Adult Fiction: The same guidelines apply that are used in adult fiction. Additional consideration is given for the special problems, needs and desires of children and young adults.

Sound Recordings: Sound Recordings for both adult and children will be purchased with regard to popularity and quality of production

DVD's: Both fiction and non-fiction DVD's will be purchased for both adult and children.

Periodicals: Periodicals for both adult and children shall be purchased. Subscriptions shall be retained in regards to popularity and quality.

Selection Tools: Selections shall be made using reviews from such trade and professional journals as Booklist, Publishers Weekly, School Library Journal, and VOYA.

Method of Selection: Materials shall be ordered on a regular basis. Periodical subscriptions shall be evaluated yearly.

(9/97) Revised 6/01, 2/04, 11/17, 3/07, 5/11, 2/15, 11/17

WITHDRAWAL OF BOOKS AND MATERIAL

The goal of the library is to provide the patrons with efficient, effective service in a pleasant attractive library environment. To achieve this goal and long range collection-building goals, it is necessary to weed the collection regularly. In doing so the following factors will be considered:

1. Age of materials based on copyright.
2. Usage circulation with the past five years.
3. Physical appearance.
4. Literary merit or accuracy of materials.
5. Value to the community.

Disposition of weeded Library materials will be at the discretion of the Librarian and the Board of Trustees.

Revised 4/01, 2/04, 3/07, 5/11, 2/15, 11/17

Circulation Services

The privilege of using the Keck Memorial Library carries with it the responsibility of abiding by its policies and procedures. When applying for a library card, the patron agrees to abide by these policies which are in the best interest of the library, patrons, and the community. Library materials are public property. When borrowing library materials, the applicant assumes responsibility for all the materials charged on the applicant's library card. *Revised 11/00, 2/04, 4/07, 6/11, 2/15, 2/18*

PATRON RIGHTS TO SERVICE: The rights of an individual to use of the Library shall not be denied or abridged because of his/her age, race, religion, and national origin, social or political views. *Revised 11/00, 2/04, 4/07, 6/11, 2/15, 2/18*

CIRCULATION POLICY

WHO MAY USE THE LIBRARY: A library card will be issued upon proper identification, proof of residency, and completion of a registration form. Proper identification shall be a state issued identification such as a driver's license showing name and current address. If proper identification cannot be produced with current address, a library card will be sent by mail and must be used to check out.

Revised 11/00, 2/04, 4/07, 6/11, 2/15, 2/18

Changes of address must be reported. Proper identification may be requested showing the change.

(11/07) Revised 6/11, 2/15, 2/18

New library card users will be limited to check out three items at a time for the first month. Videos may be checked out from a specified shelf.

Revised 11/00, 2/04, 4/07, 6/11, 2/15, 2/18

Anyone with a hotel, motel, or rooming house address (transient) will be issued a temporary card and allowed to borrow one book. A library card will be sent by mail that should be used for future checkouts.

Revised 11/00, 2/04, 4/07, 6/11, 2/15

Children under the age of sixteen will be issued a card by having a parent or guardian, showing proper identification, complete a registration form and sign the form accepting the responsibility for the child.

Revised 12/97, 11/00, 2/04, 4/07, 6/11, 2/15, 2/18

RIGHT TO LIMIT: The Library Director has the right to place limits on checkouts to anyone who may have shown reason to do so. This includes, but is not limited to, those who do not return materials in a timely manner, those who change address frequently, or those who do not have a telephone.

(11/07) Revised 6/11, 2/15, 2/18

BUSINESS CARDS/CLASSROOM CARDS: Business cards are available for institutions serving residents of Wapello, Oakville, and rural Louisa County. Administrators or authorized personnel must sign the application. A list of authorized users must be provided to the library. Business will be billed for any lost or damaged materials.

Teachers in the Wapello School District may apply for a Classroom card. The teacher must sign the application card and will assume responsibility for the use of the card.

(11/00) Revised 2/04, 4/07, 6/11, 2/15, 2/18

E-CARDS: E-cards are available for anyone wishing to only use the library's e-book, downloadable audios, or library databases needing a library card to log in. E-cards may not be issued to open access patrons, those who live in another library district. (Approved 2/18)

HOMEBOUND CARDS: The Keck Memorial Library is committed to serving all citizens and will provide home delivery of library materials. Applications for library service to those unable to come to the library because of a physically disabling condition may be made through the director

(11/00) Revised 2/04, 4/07, 6/11, 2/15, 2/18

INCORPORATED TOWNS: A separate contract may be made with the town council of the incorporated town of Oakville for annual reimbursement entitling residents of said town to free library service.

Revised 11/00, 2/04, 4/07, 6/11, 2/15, 2/18

OPEN ACCESS: The Keck Memorial Library in cooperation with the State Library of Iowa has entered into an agreement to participate in the Open Access lending program (See attached Agreement). All Open Access patrons using the Keck Memorial Library must abide by its rules and regulations. Open Access patrons may receive full service except they will not be able to request Interlibrary Loan service.

(11/00) Revised 02/04, 4/07, 6/11, 2/15, 2/18

PRIVACY OF RECORDS: The circulation records of the Keck Memorial Library are not open to inspection by any individual or agency except to such process, order of subpoena as may be authorized under the authority of and pursuant to federal and state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigator powers.

Revised 11/00, 2/04, 4/07, 6/11, 2/15, 2/18

LOST CARDS: If a card has been lost, a replacement may be purchased for \$1.00. Checkouts may still be made at the discretion of the librarian.

(11/00) Revised 2/04, 4/07, 6/11, 2/15, 2/18

EXPIRED CARDS: Library cards are issued for a three year period. Upon expiration, the card can be renewed on-line or in person.

(11/00) Revised 2/04, 4/07, 6/11, 2/15, 2/18

LOAN PROCEDURES: The Keck Memorial Library will loan books and materials upon presentation of a valid library card or upon presentation of a library card from any library participating in the Reciprocal Borrowing Program. Adult borrowers, with library cards in good standing, are asked to limit their checkouts to 25 items. Children borrowers, with library cards in good standing, are asked to limit their checkout to 10 items. Videos shall be limited to three per family.

(11/00) Revised 2/04, 4/07, 6/11, 2/15, 2/18

LOAN PERIODS:

1. Books - 2 weeks: overdue fee-- \$.10 cents per book, per day
2. Audiobooks- 2 weeks: overdue fee-- \$.10 cents per tape per day,
3. Videos - 3 days: overdue fee-- \$.50 per video, per day
4. Periodicals – 5 days: overdue fee – \$.10 cents per day
5. Reference Books may not be checked out.
6. Music CD– 2weeks; overdue fee-- \$.10 cents per day

Revised 2/04, 4/07, 6/11, 2/15, 2/18

INTERLIBRARY LOANS: The Keck Memorial Library, in cooperation with the State Library of Iowa, has entered into an agreement to participate in the Access Plus interlibrary

loan lending program (See attached Agreement). Patrons using the Interlibrary Loan service must have a Keck Memorial Library and be in good standing. Patrons are limited to no more than 2 requests at a time. Patrons will be notified upon arrival of materials. Loan periods for Interlibrary Loans may depend on the lending library. There will be a ten cent a day per material charge for overdue material. Patrons using the Interlibrary Loan service shall be responsible for replacement costs for items not returned and shall pay as billed by the lending library.

Revised 11/00, 2/15 2/04, 4/07, 6/11, 2/18

RETURN OF MATERIALS: All materials may be returned to the library during the normal hours of operation and when the library is closed. A book drop is located in the lobby of the library for the return of books when the library is closed. A media return is located in the lobby of the library for the return of videos, DVDs, cassettes, and CD's.

Revised 6/93, 4/07, 11/00, 2/04, 4/07, 6/11, 2/15, 2/18

RETURN OF OTHER LIBRARY MATERIAL: Material from other libraries left at the Keck Memorial Library will be returned to the proper library as promptly as possible. Material being returned to other libraries will include a slip stating the date the material was returned to the Keck Memorial Library. However, the Keck Memorial Library is not responsible for other libraries policies concerning material returned in this manner.

(6/93) Revised 11/00, 2/04, 4/07, 6/11, 2/15, 2/18

RENEWALS: Books and audio books may be renewed twice on or before the date due. Books on reserve may not be renewed. Videos may not be renewed. Patrons may call 319-523-5261 to renew materials. Patrons may also renew materials by e-mail, Patrons may renew materials by phone, e-mail, text, or using their on-line account.

Revised 11/00, 2/15, 2/18, 2/04, 4/07

OVERDUE MATERIAL: The privilege of borrowing library materials also carries the responsibility for their prompt return. Borrowing privileges will be suspended when a patron has overdue material or a patron has a fine that has not been paid. Borrowing privileges will be suspended on all library cards signed by the person accepting responsibility on a card that has overdue material for over a month. If the fines are over two dollars, borrowing privileges will be suspended on all library cards that are signed by that person.

Revised 2/04, 4/07, 6/11, 2/15, 2/18

When material is late, the librarian will contact the patron by phone, e-mail, or text as a reminder. If the patron cannot be reached by phone e-mail, or text a reminder notice will be sent by mail. Two reminder notices will be sent. If the overdue material is not returned after a two month period, a letter from the city attorney will be sent informing the patron of legal action that *may* be taken.

(4/96) Revised 11/00, 2/04, 4/07, 6/11, 2/15, 2/18

Fines for a book, audio cassette, or video will not exceed the cost of that type of material. For lost or damaged materials: patrons will be required to pay the replacement cost of the material plus any fines that may have accumulated with the fines not exceeding the cost of the material.

(6/93) Revised. 11/00, 2/04, 4/07, 6/11, 2/15, 2/18

RESERVING BOOKS: Patrons may reserve books in the circulating collections. The request may be made to the librarian on duty, on-line, or by e-mail. The patron will be notified when the book is available. Reserved material must be picked up within 3 days. If it is not, then it will be given to the next person on the reserve list.

Revised 11/00, 2/04, 4/07, 6/11, 2/15, 2/18

OTHER REGULATIONS AND POLICIES:

Smoking, food or drinks will not be permitted in the library or within 25 feet of the library. Drinks (Water) with screw on lids may be permitted as long as they are not at the computers

Revised 4/04, 5/07, 7/11, 3/15, 3/18

DISPLAYS, POSTERS AND ANNOUNCEMENTS

In its role as a forum for information, free thought, and communication in the community, the Keck Memorial Library will, at its discretion, exhibit displays and posters or announcements, which have been submitted by community groups on the bulletin boards. Only materials of community, national or world interest will be considered. All materials should fit in with the Library's collection or its broader goals as a source of information, education and recreation. No materials with a profit motive can be accepted nor those of a political or religious organization representing a single point of view. Furthermore, the Library retains at all times the right to accept or reject for any reason any or all materials submitted for display.

Revised 9/97, 4/04, 5/07, 7/11, 3/15, 3/18

GIFTS

ENDOWMENT AND LEGACIES: Endowment funds and legacies left in trust of the Board of Trustees shall be invested in interest bearing US Government Bonds, certificate of deposits or other secured investments.

MONEY: Money given as gifts will be deposited in the Keck Memorial Library Fund

BOOKS AND ARTICLES: All gifts of articles, books, rare items, etc. donated to the Keck Memorial Library shall become the property of the Keck Memorial Library and shall be used, displayed, or disposed of as the Board deems fitting and proper, according to the gift agreement.

Revised 01/01, 4/04, 6/04, 5/07, 7/11, 3/15, 3/18

Keck Memorial Library Gift Item Agreement

The following waiver is necessary for our records. It can be used as a receipt for the items

I hereby agree that the items given are governed solely by the wishes of the Library Board of Trustees.

Signature of the Donor: _____

Name of Donor (Please Print) _____

Street Address _____

City, State, Zip _____

Brief description of item(s) _____

Staff initials _____ Date _____

Revised 4/04, 6/04, 5/07, 7/11, 3/15, 3/18

DVD POLICY: The portable video player may be used by patrons of the Keck Memorial Library. People viewing the video must use the headphone set unless they are given special permission from the librarian. Children may be allowed to use the portable DVD only with adult supervision unless they stay in the reading corner. Anyone found misusing the machine or discs, will be asked to leave. If the same individual continues mistreatment, he/she may lose their privileges.

(9/93) Revised 12/97, 4/04, 7/07, 7/11, 3/18

FAXING POLICY:

Fax requests will be accepted from the public.

The library has a fax machine that is available to the public.

1. Faxes will be both sent and received. The customer will be charged for each page being sent or received
2. Fees for faxing are:
 - Sending \$1.00 for each page sent
 - Receiving: \$1.00 for each sheet received
3. No charge will be made for sending or receiving Inter-library loan or reference requests.

4. Material being faxed will be sent as promptly as library business allows.
5. Those wishing to have the library receive a fax for them, should notify the library before the fax is to be sent. Transmissions received will be labeled and placed on a reserve shelf.

(7/07) Revised: 7/11, 3/15, 3/18

Microfilm Reader Printer Policy

Through a generous donation, the Keck Memorial Library received a digital microfilm reader.

Persons wishing to view microfilm may use the microfilm reader.

Those wishing to use the reader must ask library staff for assistance to use the reader. Staff will turn the computer on and type in the password. The password will not be given out to anyone other than staff and president of the Louisa County Genealogical Society/Committee.

Staff will give an overview of the system to first time users

Prints can be made from the reader. Printing is done through a network computer located at the front desk. Costs are the same as printing from any other library computer.

Users may also save information to a removable storage device. Users having web based e-mail accounts may have scans sent to themselves or others.

Time limits may be imposed if others are waiting to use the machine.

The microfilm computer has Internet, Word, Excel, and PowerPoint.

The microfilm computer will be shut down by staff after use. The microfilm computer should not be left on unattended.

(4/11) Revised 3/15, 3/18

COPYING POLICY:

The Keck Memorial Library complies fully with the United States copyright law. Copies will be \$.10 per page for black and white copies and \$.50 per copy for color copies.

Copies from manually fed single sheets or multiple copies of pages from books are \$.15 per page

(7/97) Revised 4/04, 8/07. 9/11, 3/15, 3/18

MEETING ROOM POLICY

Use of the Keck Memorial Library for a meeting room will be for library sponsored programs and library related meetings or programs. Such as Friends of the Keck Memorial Library meetings, Library Board meetings, Louisa County Librarians meetings, Summer Library Programs, book talks, author talks, tours, children and adult literary programs, or programs sponsored by the library or the Friends group.

Revised 8/07, 9/11, 3/15, 3/18