

ESTHERVILLE PUBLIC LIBRARY ADMINISTRATION & USE POLICY

HOURS OF SERVICE

The Estherville Public Library is open 46 hours. The schedule for library hours is as follows:

Monday,
(10:00 a.m. – 8:00 p.m.)

Tuesday and Wednesday
(10:00 a.m. – 6:00 p.m.)

Thursday
(10:00 a.m. – 8:00 p.m.)

Friday
(10:00 a.m. – 5:00 p.m.)

Saturday
(10:00 a.m. – 1:00 p.m.)

Closed Sunday

AUTOMATION POLICY

All circulating items in the library's collection will be leant through the automation system via the member's library card number. Individuals will not be granted permission to borrow items without registering for a library card and utilizing that card number to complete the loan transaction.

Library users are expected to have their barcoded library card with them in order to check out library items. While staff are able to call up a member's account without the card, they may refuse to do so if they suspect an individual of attempting to use another's account.

REGISTRATION PROCESS

Borrowing privileges at the Estherville Public Library are available by filling out a member application card. Every individual will be issued their own number.

Registrants should be alerted to their responsibilities as a cardholder. The person to whom the card is issued (or, the parent or guardian who authorized the card) is responsible for all fees, fines and materials checked out or rented with that card. If the card is lost, stolen or found, notify the Estherville Public Library.

BUILDING AND GROUNDS

The Director of Library Services shall be responsible for maintaining plans and other records of the Estherville Public Library site and building, for overseeing routine maintenance, and for minor or emergency repairs that may be secured without the prior approval of the Estherville Public Library Board of Trustees. Major repairs not of an emergency nature, structural changes and other major capital improvement shall require the prior approval of the Estherville Public Library Board of Trustees.

POLICY ON USE OF ESTHERVILLE PUBLIC LIBRARY SQUARE

The City of Estherville Parks and Recreation Department is responsible for the maintenance of the grounds. This office also manages the scheduling of events held on Library Square.

The use of any library building utilities outside of the building such as electricity, Christmas lighting or water requires advance permission from the Director of Library Services.

TELEPHONE USAGE POLICY

The Estherville Public Library's business telephone is not for public use. Calls to or from library patrons will not be permitted unless staff members on duty feel that the safety of an individual is at risk. Staff cannot violate the privacy or compromise the safety of a patron by verifying their whereabouts to a caller.

CIRCULATION PROCEDURES

Since library materials are purchased and processed to be on loan to all citizens, each borrower is obligated to follow the basic rules of any library with regard to care and return of these materials. It is generally the policy of the library to extend the same borrowing privileges to everyone; however, the Estherville Public Library staff may make exceptions.

Library privileges are not without a certain degree of responsibility. Each borrower must agree to a few simple rules when issued a library card. These rules are designed to help the library staff maintain control of the location of materials and to assure the public that everyone has equal access to the resources of the library.

Specific Rules for Borrowing:

1. Books, periodicals, and other library materials including non-print media, are loaned for a two-week period unless otherwise specified or allowed by the library staff. A five-day grace period will be allowed for the return of these items before a fine will begin to accrue.
2. DVD check-outs will be limited to 5 per person, due to the size of the available collection.
3. All current issues of periodicals are kept on display. Back issues will be retained for a period of time based on usage of the various titles, and may be circulated.
4. Patrons are allowed to renew items up to a total of 56 days before they are required to return the item to verify that it has not been lost or damaged. After returning the item, patrons are welcome to borrow the item again, provided no reserves have been placed.
5. Patrons are expected to abide by all copyright, public performance, and other applicable laws when utilizing materials belonging to the library.
6. Patrons are encouraged to inform library staff concerning items that need repair rather than attempting to repair the item themselves.
7. Patrons may be held responsible for repair or replacement fees for items damaged while checked out under his or her account.

Failure to comply with library borrowing guidelines can result in loss of borrowing privileges.

DROP BOX POLICY

The Drop Box at the Estherville Public Library is intended for after hour use, and is located just south of the main entrance on the East side of the building. Library users will be encouraged to bring library items to the circulation desks when the library is open.

FAX POLICY

1. No charge will be assessed for receiving or sending up to 10 pages of Interlibrary Loan materials or receiving requests.
2. No charges to send or receive to or from 800 #'s.

Other costs for fax use will be assessed as follows:

To send material:

\$1.50 for the first legal size page
\$1.00 for the first letter size page
\$.25 thereafter

To receive material:

\$.20 per page

Patrons wishing to use the fax should give library staff material to be faxed and pay fees if appropriate. Library staff will transmit the material as soon as library business will allow. Patrons may receive faxed material at any time the machine is not in use, and are expected to pay applicable fees.

Items to be faxed that are on wrinkled or torn paper (which will not feed through the machine) will have to be reproduced on the copy machine for a cost of \$.10 for letter size and \$.15 for legal size.

LIBRARY SERVICE AREA

Since 1903 the Estherville Public Library has been supported by city taxes, covering service extended to City of Estherville residents.

Since 1971 the library has contracted with the Emmet County Board of Supervisors to provide service to rural Emmet County residents.

The library will also serve residents of area cities that offer financial support for library service. Contact the library to find out if your city of residence funds library service through the Estherville Public Library, allowing you full access to our print and electronic resources.

PARTICIPATION IN STATE PROGRAMS:

The Estherville Public Library agrees, on an annual basis, to take part in state lending programs; therefore, anyone in the state of Iowa may use most services of the library. Through these programs, the library cooperates in an inter-library loan system, and allows open access to most services to library cardholders statewide.

The Estherville Public Library agrees to abide by provision and protocols of the State Library of Iowa, and also by the contracts set forth by various service providers.

OTHER SERVICES

The Estherville Public Library extends all possible borrowing privileges, to residents outside of our state or service area. Exceptions to this availability will be those services which are restricted by the terms of our contracts with a given vendor.

The library staff will accept invitations to speak at various types of group meetings or forums, as available.

The Estherville Public Library will co-operate with individuals who need to put in community service hours, according to the availability of projects. Community Service Workers must comply with the policy for their work arrangements. Staff members are under no obligation to accept community service workers, and will terminate an agreement to do so if problems arise.

The Estherville Public Library staff members are available to take materials to nursing homes, the jail and other establishments where clients do not have access to the library, as time allows. Home-bound delivery arrangements can be made upon request, within city limits.

Approved: 06/2011

Reviewed: 04/2014

Revised 10/2015