

Arlington Public Library Policies

Board of Trustees and operating policy

Revised 1/23/2018

The Board of Trustees of the library consists of five members. These are appointed by the City Council upon the recommendation of the Board of Trustees.

Qualifications: A trustee must be a resident of the Arlington Public School District and an eligible voter whose interest in the library indicates a readiness to devote time and effort to the Library's service to the community.

Officers: Officers shall be President, Secretary, and Treasurer who may serve as long as the Board deems expedient.

Meetings: The trustees should attend the board meeting held on the fourth Tuesday of every month at 2:30Pm in the library unless otherwise specified. Meetings should be posted in three public places one week before the meeting. No official meeting shall be held without a quorum of three members. Basic rules of parliamentary procedure should be followed.

Duties: The Board of Trustees sets policy for library management, establishes goals, and discusses problems and possible solutions. All decisions are made as a board.

A board member shall become informed about all phases of the library operation.

The Board shall approve its own bills and pay library expenditures.

Board members should actively participate in workshops or webinars at least once a year.

The Board of Trustees shall make recommendations to the city council in the selection of a head librarian who has the skills and abilities to administer the activities of the library.

Collection Development

Revised 1/23/18

In accordance with the policy approved by the Arlington Public Library Board of Trustees, materials selection and collection is the primary responsibility of the librarian with final approval of the Board of Trustees.

The library will strive to maintain leisure time fiction and non-fiction books, periodicals, and historically significant materials which are compatible with its mission statement. Requests from patrons will be considered in making these decisions. Unusual requests and suggestions will first be approved by the Board of Trustees.

Donations to the library are accepted only with the understanding that if such donations cannot be used or are not compatible with the mission statement the library may dispose of them as it sees fit.

Confidentiality of records

Revised 1/23/2018

All records are confidential to the general public.

Customer complaints and chain of authority

Revised 1/23/2018

All complaints are addressed to the librarian first, and if necessary, to the Board of Trustees.

Emergency and Safety

Revised 1/23/2018

In case of a fire immediately evacuate the building and call 911.

There is an AED machine available in the entry and at the pool during the summer. In the event of a medical emergency 911 should be called.

No medication of any kind, including aspirin, ibuprofen, or acetaminophen should be dispensed to the public.

In the event of a tornado the librarian and patrons should take shelter in the restrooms and remain there until the warning has expired.

In the case of a snowstorm the library will be closed if the public school is closed.

Exhibits, displays, bulletin boards

Revised 1/23/2018

Exhibits and displays as well as access to the bulletin board will be granted per librarian discretion. The Board of Trustees reserves the right to override this access at its discretion.

Facilities

Revised 1/23/2018

The library may not be used for extraneous meetings during the hours it is open to serve its patrons; except for Trustee meetings. The library may be used for meetings after hours with the approval of the Trustees.

Intellectual Freedom

Revised 4/25/2018

The library and its staff, as well as volunteers, will adhere to the principles of intellectual freedom and grant uninhibited access to information and books. They may make suggestions as to appropriateness but shall not restrict access to any of the libraries assets. Patrons' confidentiality shall be respected.

Gifts, memorials, and donations

Revised 8/28/2018

Internet use

Revised 1/23/2018

The library will provide access to the internet password upon request to any patron wishing to use the internet.

Use of the libraries computers and internet shall be governed by the following principles:

1. Respect for the privacy of others.
2. Adherence to the legal protection provided by copyright and license to programs and data.
3. Consideration for the security and functioning of computers, computer networks, and systems.

It is not acceptable to use the computers for:

1. Any purpose which violates U.S., State, or local laws.
2. Transmitting threatening, obscene, or harassing materials.
3. Intentional or unintentional disruption of network users, services, or equipment.

Distribution of unsolicited advertising.

Marketing

Revised 4/25/2018

Develop and maintain library webpage as well as social media accounts.

Continue having librarian write column for local newspaper.

Patron Behavior

Revised 1/23/2018

There will be no smoking in the library.

No food or drinks during regular hours.

No swim suits or wet towels.

Patrons must wear shirt and shoes in the library.

Personnel

Revised 4/25/2018

The library will maintain one paid librarian who shall be available in the library 19 hours a week. The librarian shall plan, organize, direct, and control the activities of the library according to the directives outlined by the Board of Trustees.

The librarian shall be evaluated annually and given written commendations and recommendations by the board.

Public Services

Revised 1/23/2018

1. Library open Monday 2PM to 6PM.
Tuesday through Friday 3PM to 6PM
Saturday 10AM to 1PM

Library is closed whenever city offices are closed, Thanksgiving Day and the Friday after, December 24th and 25th, New Year's Day, and at board discretion.

2. Eligibility for use and registration

Anyone may use the library, especially patrons within the Arlington School District.

Patrons may apply for a user card by filling out registration.

There is no fee for a library card.

Borrowers who consistently damage material or who do not return them will have their privileges revoked until which time all materials are returned, and fines are paid.

3. Circulation, loans, and renewals

Books and audiobooks may be checked out for two weeks and renewed thereafter for on time period.

Children are limited to four books at a time.

New magazines may not be checked out but old ones may be checked out for a period of two weeks.

The accucut machine may be checked out by teachers for two weeks but otherwise must be utilized in the library.

4. Reservations, overdue, lost and damaged materials

Overdue books are fined five cents per day

Damaged or lost books are to be replaced by borrower at replacement value.

Patrons may place their name on a reserved book list.

5. Copier service is provided at 10 cents per page.

Faxes are provided at \$1 per page.

6. Inter-library loan is provided at the libraries expense.

7. Story time and summer reading are provided to members of the Arlington School District.

8. Overdrive and Freegal are provided free of charge to all library card holders.

Staff Professional Development

Revised 4/25/2018

If Librarian is not accredited he or she will work towards accreditation.

Once accredited he or she will remain so.

Weeding

Revised 4/25/2018

The library will maintain a weeding policy of at least 3% over a three year period.