

**Cedar Rapids Public Library  
Board of Trustees Policy Manual  
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Any policies not specifically addressed by the library board can be assumed to follow official policy of the City of Cedar Rapids. These policies can be found at [www.cedar-rapids.org](http://www.cedar-rapids.org)

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## Our Mission, Vision and Values

### Mission Statement: Who we are

We connect people to information, experiences, and services that enhance their quality of life so our community can learn, enjoy, and thrive.

### Vision Statement: What we do

We are a beacon of literacy to all who seek knowledge and understanding. We are passionate navigators to the information, resources, and entertainment you seek. We are your library.

### Guiding Principles

**Intellectual Freedom:** We are committed to the free and open exchange of ideas. We facilitate your access to information free of judgment.

*“Having the freedom to read and the freedom to choose is one of the best gifts my parents ever gave me.” – Judy Blume*

**Privacy:** We protect your information and your right to privacy.

*“Privacy is essential to the exercise of free speech, free thought, and free association. Lack of privacy and confidentiality chills people’s choices, thereby suppressing access to ideas.” – American Library Association*

**Equity:** Our Library is for everyone. You are welcome here.

*“We contribute to a more just society in which all community members can realize their full potential.” – Urban Libraries Council*

### Core Values

#### *We serve enthusiastically*

- We have a people-first attitude
- We take initiative
- We go the extra mile

#### *We Find a Way*

- We are problem solvers
- We listen and learn
- We explore creative alternatives

#### *We Team Up*

- We are open and approachable
- We value relationships
- We serve with generous intent

Adopted: 01/26/89

Revised: 01/27/94, 06/04/98, 08/04/05, 04/07/11, 05/03/18

Reviewed: 2013, 08/06/2015

## **Board of Trustees**

### **Bylaws**

#### **Article I - Name**

This organization shall be called "The Board of Trustees of the Cedar Rapids Public Library" existing by virtue of Section 6.02 of Chapter 6 of the Municipal Code, City of Cedar Rapids, Iowa, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

#### **Article II - Officers**

Section 1. The officers shall be a president and a vice president, elected from among the appointed Trustees at the July meeting of the board. The Library Director is an ex officio member of the board without the right to vote.

Section 2. Officers shall serve a term of one year from the meeting at which they are elected or until their successors are duly elected. Officers may succeed themselves in office, provided that none serves more than three terms in the same office.

Section 3. The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex officio voting member of any committees established by the board, and generally perform all duties associated with that office.

Section 4. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president, until the president resumes those duties or in the case of vacancy in the office until an election at the July meeting.

Section 5. If neither the president nor the vice president is available to preside at a regularly scheduled meeting of the Board of Trustees, a chairperson of one of the board committees may preside.

Section 6. The president, vice president, and one other trustee appointed by the president shall serve on the Foundation Board until the term of their library board office expires or the president appoints another trustee.

Section 7. The library administrative assistant shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that position. In the absence or inability of the library administrative assistant, all secretarial duties shall be performed by a designated staff member.

Section 8. The auditor for the City of Cedar Rapids shall be the disbursing agent of the board. All expenditures shall be approved according to the purchasing policies set by the Board of Trustees. The Library Director shall sign all bills before payment is issued by the auditor.

### Article III - Meetings

Section 1. Regular meetings shall be held monthly, date and hour to be determined by the board.

Section 2. The order of business for regular meetings shall include, but not be limited to, the following items:

- Call to Order
- Consent agenda including disposition of minutes of previous regular meeting and any intervening special meeting(s)
- Communications and public comment
- Friends and Foundation reports
- Committee reports
- Director's report
- Old business
- New business
- Adjournment

Section 3. Each meeting of the board shall include an opportunity for public comment. The time for public comment is not a time for discussion between the public and the board but as an opportunity for the public to offer comments for board's consideration at the appropriate time.

Anyone wishing to speak shall sign up to do so before the meeting starts by writing their name on the sign-up sheet provided as well as writing a brief description of the matter upon which they wish to speak. Upon review of the sign-up sheet, the chairperson shall announce the total time during which public comments will be taken, which in any event shall not typically exceed 30 minutes. The chairperson shall also announce the time to be given to each speaker, which shall not exceed 5 minutes per speaker. In order to run an efficient meeting the chairperson may group related comments and may change the portion of the meeting during which public comment shall be received.

Public comments must be germane to the operation of the Library. The chairperson shall rule on the germaneness of public comments. Behavior that is abusive, personal, impertinent, irrelevant, slanderous or profane remarks shall not be allowed. Loud, threatening, personal or abusive language shall not be allowed.

The Cedar Rapids Library Board of Trustees will not allow or entertain public comment or discussion of personal matters or other matters under consideration by the Civil Service Commission or subject to the Iowa Public Employees Relation Act.

Section 4. Special meetings may be called by the Library Director at the direction of the president, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum at any meeting shall consist of a majority of the members of the board. If it is impossible for a board member to participate in a meeting in person, he or she may participate electronically by speakerphone, videophone, or another real-time means of communication.

Section 6. Proceedings of all meetings shall be governed by the latest edition of *Robert's Rules of Order*.

### Article IV - Library Director

Section 1. The board shall appoint a qualified Library Director who shall be the executive and

administrative officer of the library on behalf of the board and under its review and direction.

Section 2. In accordance with policies as adopted by the board, the director's duties and responsibilities shall be:

- To provide effective, professional leadership, positioning the library to meet the community's current and future informational needs.
- To develop a planning process and annual objectives to fulfil the library's mission.
- To suggest proposed policies and policy changes for the board's consideration.
- To secure resources for the support of normal and enhanced library operations.
- To ensure all library facilities and equipment are maintained and improved as necessary to complete the library's mission.
- To direct the hiring, placement, development, supervision, and evaluation of qualified staff.
- To formulate a balanced annual budget and administer it in a fiscally responsible, cost-effective manner.
- To inform the board about the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the library.

Section 3. The Library Director or, in cases of emergency, a designee shall be in attendance at all meetings of the board.

#### **Article V - Committees**

Section 1. The president shall appoint a nominating committee and all other committees, each for such purposes as the business of the board may require.

Section 2. No committee will have other than advisory powers unless it is granted specific power to act by suitable action of the board.

#### **Article VI - General**

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. In some circumstances, a larger affirmative vote may be necessary in accordance with the laws of the state of Iowa and/or City of Cedar Rapids. The president, unless required by law, may not vote on a proposal before the board except in those cases where the president's vote is necessary to break a tie vote by other members. In such cases of a tie vote, the president must cast the deciding vote.

Section 2. The bylaws may be amended by the majority vote of all members of the board provided a written notice of the proposed amendment shall have been mailed or emailed to all members at least five days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension to be valid may be taken only at a meeting at which two-thirds of the members of the board shall be present and two-thirds of those present shall approve.

Section 4. Any member of the board may resign at any time by giving written notice to the chairperson, the Library Director, or the full board, and the notice will be forwarded to the City Council. Such resignation will take effect at the time specified or, if no time is specified, at the time the resignation is received.

Section 5. The position of any trustee shall be vacant if he/she moves permanently from the city; or if he/she is absent from 6 consecutive regular meetings of the board, except in the case of sickness or temporary absence from the city. Vacancies in the board shall be filled by appointment of the Mayor, with the approval of the Council, and the new trustee shall fill out the unexpired term for which the appointment is made.

### **Article VII - Indemnification**

The Cedar Rapids Public Library shall defend, indemnify and save harmless its Board of Trustees and officers from and against all costs and expenses imposed upon or incurred by any such person in connection with or resulting from any claim, demand, action, suit, prosecution, investigation and/or proceeding in which any such person may be involved by reason of current or former service as a member of the Board of Trustees of the Cedar Rapids Public Library. Such indemnification shall be provided (i) even if such person is no longer serving in such capacity and (ii) to the estate, executor, administrator, and personal representatives of any such person who is deceased. "Costs and expenses" shall include, but not be limited to, attorney fees and expenses, costs of investigation and preparation, settlements, judgments, awards, decrees, fines and/or penalties. Advances for such costs and expenses may be made by the Board of Trustees upon approval by resolution of the board. The indemnification provided hereunder shall be provided to the fullest extent allowed by law.

The Cedar Rapids Public Library shall indemnify and save harmless its employees to the extent provided in any applicable (i) bargaining unit contract, (ii) employee handbook or policy or (iii) as otherwise determined by the Board of Trustees.

(See Section 670.8, Iowa Code (2006))

Adopted: 02/22/90

Revised: 01/27/94, 05/02/96, 01/06/00, 08/04/05, 11/02/06, 04/05/07, 02/07/08, 08/26/13, 10/1/15, 11/2/17

Reviewed: 08/06/2015

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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, or 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 fulfilment 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, or 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.

[Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council]

Adopted: 03/30/89

Reviewed: 2013, 08/06/2015



### Freedom to Read

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

[Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.]

Adopted: 01/26/89

Revised: 06/06/96, 10/07/99, 08/04/05

Reviewed: 2013, 08/06/2015

### Freedom to View

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labelling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

[This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990]

Adopted: 08/04/05

Reviewed: 2013, 08/06/2015

**Statement on Labelling  
An Interpretation of the Library Bill of Rights**

Labelling is the practice of describing or designating certain library materials by affixing a prejudicial label to them or segregating them by a prejudicial system. The American Library Association opposes this as a means of predisposing people's attitudes towards library materials for the following reasons:

1. Labelling is an attempt to prejudice attitudes and as such, it is a censor's tool.
2. Some find it easy and even proper according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.
3. Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate an endorsement of their contents by the library.

[Based on a policy adopted July 13, 1951; amended June 25, 1971; July 1, 1981; June 26, 1990 by the ALA Council.]

Adopted: 03/30/89

Revised: 06/06/96, 10/07/99

Reviewed: 2013, 09/2015

## **Labels & Rating Systems**

### **An Interpretation of the Library Bill of Rights**

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, the ability for library users to access electronic information using library computers does not indicate endorsement or approval of that information by the library.

#### **Labels**

Labels on library materials may be viewpoint-neutral directional aids that save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language or themes of the material, or the background or views of the creator(s) of the material, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage or prohibit users or certain groups of users from accessing the material. Such labels may be used to remove materials from open shelves to restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

#### **Rating Systems**

A variety of organizations promulgate rating systems as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by the library violates the Library Bill of Rights. Adopting such systems into law may be unconstitutional. If such legislation is passed, the library should seek legal advice regarding the law's applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or destroying such ratings—if placed there by, or with permission of, the copyright holder—could

constitute expurgation (see *Expurgation of Library Materials: An Interpretation of the Library Bill of Rights*).

Some find it easy and even proper, according to their ethics, to establish criteria for judging materials as objectionable. However, injustice and ignorance, rather than justice and enlightenment, result from such practices. The American Library Association opposes any efforts that result in closing any path to knowledge.

[Adopted July 13, 1951; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005, by the ALA Council.]

Adopted: 08/04/05

Reviewed: 2013, 09/2015

## **Table of Organization**

An organizational chart will be reviewed annually at the time of the proposed budget and included in the budget paperwork.

Adopted: 08/01/2013  
Revised: 10/2/2014; 6/4/2015; 11/5/2015  
Last Review: 2013

### **A Statement of Ethics for Library Trustees**

Public library trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every trustee makes a personal commitment to contribute the time and energy to faithfully carry out his/her duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.
- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A trustee shall immediately disqualify him/herself whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.
- All authority is vested in the board when it meets in legal session and not with individual board members.

[Approved by the United for Libraries Board in January 2012.]

Members of the Cedar Rapids Public Library Board of Trustees are appointed by the Mayor with the approval of the City Council of Cedar Rapids, Iowa and are also governed under city policy 1.11 titled Ethics.

Adopted: 01/30/92

Revised: 11/99, 08/05, 10/2015

Reviewed: 2013

## Collection Development

This policy functions as a general guide for the development of a robust collection that allows the Cedar Rapids Public Library to fulfil its mission to be passionate advocates for literacy and lifelong learning and to achieve the vision of impacting our community and transforming its quality of life through education, civic engagement, the arts, and entertainment.

### SELECTION PHILOSOPHY

Materials for the library collection are chosen to serve the informational, educational, and recreational needs of the community. The primary goal of selection is to provide the best possible collection with the financial resources available and according to community standards. The decision to purchase any item for the collection is usually based on *demand* or *anticipated need*.

- **Selection based on demand:** We believe that the library patron is an important part of the selection process. An individual request from a patron for a title is usually honored if the request conforms to the guidelines outlined in this policy statement. The library has suggestion boxes at various locations and request forms at all public service desks. Suggestions regarding services and other aspects of library operations are also encouraged.
- **Selection based on need:** Some materials are chosen for the purpose of updating and developing specific subject areas. Materials added in this manner are selected from reviews, availability lists, vendors' catalogs, bibliographies, and local experts. The library staff is constantly gathering information concerning the needs of library users by means of surveys, circulation statistics, interlibrary loan requests, and patron input. Follow-up studies are conducted on those items or subject areas for which demand is constant.

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 that particular point of view. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its materials selection on the basis of race, creed, gender, occupation, or financial position.

The Cedar Rapids Public Library endorses the LIBRARY BILL OF RIGHTS, the STATEMENT ON LABELING, the LABELS AND RATING SYSTEMS, the FREEDOM TO READ STATEMENT and the FREEDOM TO VIEW STATEMENT of the American Library Association, which have been included in this manual and are intended to be part of this policy statement.

### RESPONSIBILITY FOR MATERIALS SELECTION

The responsibility for materials selection and the development of the library collection rests with the director, who works under the authority of and in accordance with the policies of the Board of Trustees. The library Collection Development department carries out the actual selection of materials.

Materials may be available in a variety of formats. Factors governing the choice of format include anticipated use, storage requirements, ease of access, cost, and the format of earlier



editions. When all other factors are equal, ease of access by the public should be the primary consideration.

### **SELECTION GUIDELINES**

Collection Development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to library circulation and use
- Date of publication
- Price, availability and library materials budget

**"Weeding"** of the collection is an ongoing process directly related to collection development. Materials that are worn, damaged, outdated, duplicated, or no longer used may be removed from the collection. Other factors taken into consideration are frequency of use, community interest, and availability of other material on the subject. Materials removed from the collection are given to the Friends of the Library for book sales.

**Gifts of books, periodicals, and other materials** are encouraged with the understanding that they will be included in the collection only if they are in formats currently in use for the public and if they meet the criteria for selection outlined in this policy. Special interest materials representing particular organizations or points of view may be accepted and displayed as space permits. A few gift periodicals of more general interest may be handled as part of the regular periodical collection. The Collection Development Manager will decide where and how long gift periodicals will be kept. Each gift donor will sign a gift waiver to receive recognition and a receipt. For more information, see the separate policy statement "Gifts and Memorials."

**Memorials** are welcomed. If cash donations are made for materials in a person's name, it is helpful if a subject is also named so the funds will be expended appropriately. Direct donations of books or other materials are accepted under the provisions of the separate policy statement "Gifts and Memorials."

**Minors** are not restricted in the use of the library. Responsibility for the reading, viewing, and listening habits of minors rests with parents and legal guardians. Selection of materials is not restricted by the possibility that minors might obtain materials their parents consider inappropriate. The library does not discriminate on the basis of age in the use of its resources.

Adopted: 06/30/88

Revised: 10/29/92, 12/02/99, 12/04/03, 08/04/05, 02/01/07, 2/2013, 09/2015

Reviewed: 2013

## Reconsideration of Material

This policy functions as a procedure to be used by individuals or groups seeking a reconsideration of library materials held in the library collection.

Library customers may request books or other materials to be added to the collection. The Cedar Rapids Public Library Board of Trustees supports intellectual freedom and subscribes to the principles of the [American Library Association Library Bill of Rights](#). The library staff applies the criteria described in the Library Bill of Rights and the Library's [Collection Development Policy](#) to provide books and materials that reflect the diversity of viewpoints within the community.

The board recognizes that individuals may question library materials that do not support their tastes and views. Library staff is available to discuss concerns, and identify options and alternate materials. If concerns are not satisfied through a discussion with staff, customers may request a formal reconsideration of library materials. Requests for reconsideration are first handled by the library's Collection Development Manager, then the Library Director and ultimately, the library's Board of Trustees.

The board has adopted a process for the formal reconsideration of library materials. This process ensures that questions about specific items in the collection are handled in a prompt and consistent manner.

The material in question will remain in the collection and available to patrons during the reconsideration process. Items the board deems appropriate for the collection will be not be removed except by court order.

Adopted: 2/7/2013

Last Review: 2013, 09/2015

**Request for Reconsideration of Material**

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Date request received by staff: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Type of Material:  Book  Movie  Music  Digital  Game  Other

1. Would you describe your concern about the material? Please be specific including pages.

2. What do you believe is the central theme of this material?

3. In your opinion, is there anything good about this material, any redeeming quality?

4. Are you aware of any professional or literary reviews of this material?

5. What materials can you suggest to counterbalance the point of view of this material?

6. Did you read/watch the entire material?

Name: \_\_\_\_\_

Representing:  Self  Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Adopted: 2/2013

Revised: 09/2015

## Gifts and Memorials

The Cedar Rapids Public Library encourages individuals and organizations to support library services through gifts and memorials. The library will maintain an active development program through the Cedar Rapids Public Library Foundation, which will seek to identify potential benefactors. Assistance to individuals or organizations considering a gift or establishment of a bequest is available through the Foundation office.

**Gift funds:** Funds received from gifts, memorials, or bequests are directed to the Foundation. This ensures that donors are properly acknowledged and their wishes documented and adhered to; that funds are invested for the best possible return; that private contributions are distinguished from public funds; and that staff is utilized efficiently.

**Real or Personal Property:** Gifts and bequests of real or personal property are accepted only after the board of trustees for the Cedar Rapids Public Library, in consultation with the Cedar Rapids Public Library Foundation, have voted to accept the donation. All donations of this nature are accepted with the understanding that they may be used at the discretion of the library or disposed of for value when deemed necessary or desirable. The library Board of Trustees may elect to assign a gift or bequest of real or personal property to the Cedar Rapids Public Library Foundation.

Gifts or bequests of real estate, real property, or personal property are subject to appraisal, title search, and boundary surveys at the expense of the donor before the donation can be considered.

Works of art received as a bequest may be accepted by the library board of trustees, without a review by the Cedar Rapids Visual Arts Commission, under the terms and conditions outlined in the previous paragraph.

Prospective donations of art, either as a gift and/or a loan, must be reviewed by the Cedar Rapids Visual Arts Commission before the donation will be considered by the library Board of Trustees. Acceptance by the library Board of Trustees of such gifts of art will be made in consultation with the commission and will be based on the guidelines and criteria outlined in the Procedures and Guidelines for Gifts or Loans developed by the Commission. The donor is responsible for preparing any materials necessary for the review process. Once accepted, donations of this nature will be displayed in library facilities at the discretion of the library Board of Trustees.

**Additional Guidelines:** Gift waiver forms are available in the library administrative office for those desiring formal recognition of the gift or a receipt for tax purposes. In such instances, this form must be completed before final acceptance of real or personal property by the library Board of Trustees. The library is prohibited by state statute from appraising or assigning a value to gifts of real or personal property. Establishing the value of a gift is the responsibility of the donor which may include the donor paying for the cost related to obtaining an independent appraisal.

The library cannot assume responsibility for replacing damaged and/or stolen donations of art or equipment or worn or lost copies of materials donated as gifts nor for purchasing new or revised editions of titles that were donated as gifts.

It is generally the policy of the library not to accept special collections of books to be kept together as a separate physical entity. Donated materials are integrated into the general collection.

Bookplates, identification plaques, or other appropriate recognition identifying the donor or person being honored may be displayed on items acquired through funds received by bequests or gifts, subject to the approval of the director.

Other methods of recognition regarding gifts or donations will be evaluated on a case-by-case basis by the director.

Adopted: 04/27/89

Revised: 10/29/92, 05/01/97, 12/02/99, 11/01/07

Reviewed: 2013, 10/2015

**The Evelyn Zerzanek Collection  
of Original Art from Children's Literature**

The Evelyn Zerzanek Collection of Original Art from Children's Literature is an important part of the library's ability to present the field of children's literature for public understanding, enjoyment and study.

At this time, management of the existing collection will be under the direct supervision of the Library Director. All items presently included in this collection and all those obtained in the future on behalf of the library are considered the property of the Cedar Rapids Public Library. The library will accept donations of money for the purchase of additions to the collection. Also, original children's book illustrations will be accepted as donations if they expand the scope and depth of the collection.

The library may allow portions of the collection to travel for public exhibition. Insurance to and from the exhibit location will be paid by the requesting group. All items from the collection that are in transit or at the exhibit location must be insured at replacement value. The exhibit will be shipped only in containers approved by the owner.

Individual items in the collection are the property of the Cedar Rapids Public Library and may be removed from the collection only by approval from the Board of Trustees.

The library may add to the existing collection by the acquisition of new illustrations through donations from artists and illustrators. Direct purchase of items for the collection will not be made from the library budget.

Adopted: 12/17/87

Revised: 10/31/91

Reviewed: 2013, 10/2015

## Confidentiality of Library Records

The Cedar Rapids Public Library does not release information that would reveal the identity of a library patron who checked out or used certain materials or services or requested an item of information from the library.

Through standard circulation practices, the library collects personally identifiable information. The Library limits employee access to personal information to only those employees who need access in order to perform their assigned duties. Such information will only be accessed as needed for direct action and library business. The Library also maintains security standards and procedures regarding unauthorized access to personal information to prevent unauthorized removal or alteration of data.

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 Library does not keep a record of borrowed items once the items are returned, unless the borrower requests this service. Items are otherwise deleted from the borrower's record immediately upon return.

No individual except authorized library staff shall have access to circulation or patron records other than his or her own without the cardholder's consent. 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.

Library accounts for which a bill has been sent may be revealed to parents or guardians of minor children, a collection agency, or law enforcement personnel.

Contact information for displays and meetings is provided by the user and considered public information. Persons attending library programs or public meetings may be videotaped or photographed as an audience member. These images may be used for library programming or promotion, including broadcast on the library's website, the Internet, and other media.

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 access.

At no time will the Library Director, who serves as custodian of the records, release protected records except if a request is submitted in writing and accompanied by an order from the court as outlined in Chapter 22.7 of the Iowa Code.

Adopted: 09/26/91

Revised: 10/29/92, 12/02/99, 08/05, 11/2015, 07/2017

Reviewed: 2013

### **The Library's Message: A Value Statement**

At the Cedar Rapids Public Library, we believe that library advocacy starts with authentic, consistent, and credible communication with our community.

The Library Director is the official spokesperson for the library with the privilege and obligation of representing the library through speaking engagements and media communications. The Library Director may delegate this responsibility to the library's Community Relations Manager and administrative staff to further the mission and effectiveness of the library.

Adopted: 03/03/2011

Reviewed: 2013

Revised: 10/2015





## Library Cards and Customer Privileges

All Cedar Rapids residents and property owners are entitled to receive library cards and services free of charge. Cedar Rapids customers have access to the full range of library services offered by the Metro Library Network.

Library cards are issued without charge to residents of unincorporated areas of Linn County by virtue of a contract with the Linn County Board of Supervisors. Residents of incorporated cities that contract with the library for services also receive free library cards.

The library participates in the state wide Open Access program to allow visitors from across the state to use services.

Limited-use cards may be issued on a temporary basis as needed at the discretion of the Library Director or designee.

Adopted: 01/25/90

Revised: 10/31/91, 05/02/96, 12/02/99, 06/05/03, 10/02/04, 06/05/08, 9/01/11, 8/01/13

Reviewed: 11/2015

### **Unattended Children**

The safety of children left alone in a library building is a serious concern of the library staff. The responsibility for the safety and behavior of children in the library rests with the parents and caregivers. It is the policy of the Board of Trustees to require that parents and caregivers take responsibility for and attend children under the age of ten.

The library has the ability to suspend this policy for specific programs and outreach opportunities where library staff accepts a greater responsibility to monitor the safety and well-being of children. This action requires the approval of the Library Director for these limited opportunities.

Adopted: 01/25/90

Revised: 10/07/99, 08/04/05, 09/01/11, 1/31/2014

Reviewed: 02/04/2016

## Fines and Fees

Our library holds freedom to be one of its core values and is committed to the free and open exchange of ideas. We balance this value with a sense of fair-play. A free society has at its foundation the notion that its citizens are accountable for their actions and make good on their responsibilities. Fines exist, first and foremost, to ensure the availability of and access to our materials. The library will charge fines on materials that are returned late or recover the cost of materials that are damaged or lost.

The library will also charge fees as an economic disincentive to waste or to recover the cost of certain, targeted services. On occasion, the library will charge for extraordinary or specialized services to raise revenue that supports foundational services.

Adopted: 08/24/89

Revised: 10/29/92, 05/02/96, 12/02/99, 08/05, 09/01/11, 02/04/2016

Reviewed: 2013, 11/2015

## Behavior Policy

At the Cedar Rapids Public Library, we strive to create and maintain a quality library experience for every customer. That experience presumes that we respect each other and refrain from behavior that disrupts the enjoyment of public spaces and services.

### Our policy intends to:

- Protect the right of patrons to use Library property, materials, and services;
- Protect the rights of employees and volunteers to conduct business without interference;
- Preserve Library materials and facilities from harm; and
- Ensure the safety of Library patrons, employees, and volunteers.

Library employees will bring to an individual's attention any behavior that disrupts the enjoyment of library services. Employees will work with patrons to change disruptive behavior. Employees are empowered to apply an escalating level of service reductions should the behavior continue. Employees are expected to contact and involve law enforcement as appropriate to stop illegal acts or curtail repeated behavior.

### Example behavior that interferes with the rights of others:

- Leaving children under age 10 unattended.
- Any unreasonable noise.
- Profane, obscene or abusive language; racial or ethnic epithets.
- Any harassment or intimidation of staff or customers.
- Intentional damage, destruction, or theft of library property.
- Disruptive physical activity – running, skating, roller blading, ball playing, cycling.
- Camping, sleeping, or the use of bed rolls.
- Any misuse of food.
- Abuse or improper use of furniture, equipment or materials.
- Gambling, panhandling, or soliciting money.
- Monopolizing or obstructing space, passageways, furniture, fixtures or equipment or blocking access to the library or any part of the library.
- Fighting, challenging someone to fight, or physical abuse or assault.
- Possessing firearms or weapons of any kind, concealed or openly visible, on Library premises with the exception of those carried by authorized law enforcement agents.
- Engaging in or soliciting a sexual act. Indecent exposure.
- Improper dress, including bare feet and no shirt.
- Distributing or posting unauthorized literature.
- Being under the influence of drugs or alcohol.
- Bathing, shaving or washing clothes.
- Any possession of animals, other than service animals.
- Offensive body odor.

Adopted: 1/2013

Revised: 02/2015, 08/2015, 07/2017

## Internet and Computer Usage

### **I. General Policy and Mission Statement Regarding Internet and Computer Usage**

The mission of the Cedar Rapids Public Library is to provide the public with timely access to information through a wide variety of materials, appropriate technology and a well-trained staff. A goal of the library is to enhance its existing collection in size and depth and provide opportunities for any citizen who wishes to explore the Internet at the library.

The Internet is an unregulated medium. It offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but it also allows access to some material that may be offensive, disturbing and/or illegal.

The library cannot control or monitor the vast amount of material accessible from computers and the Internet. As with printed material, not all sources provide accurate, complete or current information. It is the responsibility of individual users to evaluate the validity of all information found.

### **II. Conditions and Terms of Use of the Internet in the Library**

In an effort to ensure that the use of this medium is consistent with its mission, the following conditions and terms of use shall apply to use of the Internet in the library:

1. The library will manage the use of the Internet in a manner consistent with all the library's policies including those policies regarding Behavior, Unattended Children and Vandalism. These policies are available at all public service desks and in the administrative offices at the library. Failure to use the Internet appropriately and responsibly, as defined in the Computer Usage Rules and Regulations posted in the computer areas, will result in suspension of computer use privileges and possibly library privileges.
2. Activities that violate local, state, or federal statutes are prohibited.
3. Use of library Internet access stations to display or disseminate sexually explicit -material is prohibited.
4. Unauthorized use is prohibited including but not limited to interfering with the operation, security or integrity of the library's computer system or of any other party.
5. Adults are allowed to use the computers in the designated children and/or youth areas only if accompanying a child or youth.
6. The library affirms the right and responsibility of parents or guardians to guide, determine, and monitor their children's use of library materials and resources. Parents or guardians, not the library or its staff, are responsible for the information selected and/or accessed by their children.

Adopted: 11/07/96

Revised: 06/06/03, 07/05/07

Reviewed: 2013

Revised: 11/2015

### **Library Access for Registered Sex Offenders**

See also related policy 3.04, Behavior Policy.

It is the purpose of this policy to ensure that the library is in compliance with Iowa State law (692A.113) that excludes registered sex offenders convicted of sex offenses against minors from public libraries.

Registered sex offenders convicted of sex offenses against minors may be eligible for library service, depending on their residence address. They may register for a card directly with the Customer Service Manager or designee via telephone or email. At the time of registration, the applicant may make arrangements for a person of their choosing to select, check out, and return materials using that card. They may also receive information via telephone reference services or by use of the library's web site and online databases from home.

Violations of this policy will be immediately reported to law enforcement and violators will lose all library privileges.

A copy of that law is attached to this policy for reference.

Adopted: 08/06/2009

Revised: 10/04/11, 11/2015

Reviewed: 2013

Iowa Code 692A.113

**EXCLUSION ZONES AND PROHIBITION OF CERTAIN EMPLOYMENT-RELATED ACTIVITIES.**

1. A sex offender who has been convicted of a sex offense against a minor shall not do any of the following:
  - a. Be present upon the real property of a public or nonpublic elementary or secondary school with out the written permission of the school administrator or school administrator's designee, unless enrolled as a student at the school.
  - b. Loiter within three hundred feet of the real property boundary of a public or nonpublic elementary or secondary school, unless enrolled as a student at the school.
  - c. Be present on or in any vehicle or other conveyance owned, leased, or contracted by a public or nonpublic elementary or secondary school without the written permission of the school administrator or school administrator's designee when the vehicle is in use to transport students to or from a school or school-related activities, unless enrolled as a student at the school or unless the vehicle is simultaneously made available to the public as a form of public transportation.
  - d. Be present upon the real property of a child care facility without the written permission of the child care facility administrator.
  - e. Loiter within three hundred feet of the real property boundary of a child care facility.
  - f. **Be present upon the real property of a public library without the written permission of the library administrator.**
  - g. **Loiter within three hundred feet of the real property boundary of a public library.**
  - h. Loiter on or within three hundred feet of the premises of any place intended primarily for the use of minors including but not limited to a playground available to the public, a children's play area available to the public, recreational or sport-related activity area when in use by a minor, a swimming or wading pool available to the public when in use by a minor, or a beach available to the public when in use by a minor.
2. A sex offender who has been convicted of a sex offense against a minor:
  - a. Who resides in a dwelling located within three hundred feet of the real property boundary of public or nonpublic elementary or secondary school, child care facility, public library, or place intended primarily for the use of minors as specified in subsection 1, paragraph "h", shall not be in violation of subsection 1 for having an established residence within the exclusion zone.
  - b. Who is the parent or legal guardian of a minor shall not be in violation of subsection 1 solely during the period of time reasonably necessary to transport the offender's own minor child or ward to or from a place specified in subsection 1.
  - c. Who is legally entitled to vote shall not be in violation of subsection 1 solely for the period of time reasonably necessary to exercise the right to vote in a public election if the polling location of the offender is located in a place specified in subsection 1.
3. A sex offender who has been convicted of a sex offense against a minor shall not do any of the following:
  - a. Operate, manage, be employed by, or act as a contractor or volunteer at any municipal, county, or state fair or carnival when a minor is present on the premises.
  - b. Operate, manage, be employed by, or act as a contractor or volunteer on the premises of any children's arcade, an amusement center having coin or token operated devices for entertainment, or facilities providing programs or services intended primarily for minors, when a minor is present.
  - c. **Operate, manage, be employed by, or act as a contractor or volunteer at a public or nonpublic elementary or secondary school, child care facility, or public library.**
  - d. Operate, manage, be employed by, or act as a contractor or volunteer at any place intended primarily for use by minors including but not limited to a playground, a children's play area, recreational or sport-related activity area, a swimming or wading pool, or a beach.

### **Special Event Alcohol Use Policy**

- I. Purpose  
Alcoholic beverages are sometimes served in conjunction with special events held at the library. This policy clarifies how and under what circumstances alcohol can be served.
  
- II. Policy
  - a. Permission to serve alcoholic beverages on library premises must be approved by the Board of Trustees at a board meeting prior to the event date.
  - b. In seeking permission, the customer must include where the event will be held within the library. As such, alcohol may be sold and/or consumed as long as the service is provided by a licensed caterer or bar service.
  - c. The applicant is responsible for all additional maintenance and personnel costs resulting from use of alcoholic beverages.
  - d. Alcohol is not permitted at youth activity events or at public hearings, nor may alcohol be served to minors.
  - e. No leftover beverages may be left on library premises.

Adopted: 09/05/2013

Reviewed: 11/2015





### **The Library As Place: A Value Statement**

The Cedar Rapids Public Library is committed to lifelong learning and open access to information. Our library buildings are the platform where we assist young minds in their preparation for life and school. We seek to make our libraries the center of our community's intellectual life – places where we celebrate literacy and gather for civic engagement. We prize our facilities and are determined to sustain them as a legacy for future generations.

Adopted: 2/2011

Reviewed: 2013, 11/2015

## Meeting Rooms

### I. PURPOSE

At the Cedar Rapids Public Library we value civic engagement. We demonstrate that value by serving our community with a variety of accessible public spaces for meetings, programs, training sessions, and events. In full support of free expression of ideas, the library Board of Trustees neither approves nor disapproves of any particular program or its content.

### II. GENERAL MEETING ROOM POLICIES

1. Food is allowed in all meeting rooms except the Technology Classroom.
2. Room capacities must be observed.
3. Rooms must be reserved and supervised by adults age 18 or older.
4. The library is not responsible for loss or damage to the private property of individuals or organizations using meeting facilities. An outside organization may be required to submit evidence that the organization is covered by general liability.
5. Deliberate misuse of or damage to library meeting rooms or equipment may result in billing the user for damages and/or refusing any further requests for meeting room use.
6. Library programs and events take precedence over any other use of civic space. The library may cancel a reservation or change room assignments for library business.
7. In keeping with our goal of open access for all, the library does not charge for traditional use of civic space. Library facilities are also available for celebrations and commerce - including, but not limited to parties, weddings, and a variety of for-profit activities. A fee schedule and detailed planning guide is available for special occasion use.

Adopted: 03/29/90

Revised: 05/25/95, 12/02/99, 02/05/04, 05/08/07, 11/4/10

Reviewed: 2013, 11/2015

## Public Display Art Policy

### I. PURPOSE

At the Cedar Rapids Public Library we value civic engagement and free expression of ideas. We recognize the tension between providing organizations with opportunities to express their ideas and the need for an uncluttered, professional library facility.

### II. GENERAL POLICY

Exhibits shall have one or more of these attributes:

- High quality, original art by Iowa artists;
- A theme related to Library services, collections or programs;
- The ability to bring together Library materials from several subject areas which relate to a theme of current interest;
- The ability to inform patrons of current issues, events or other subjects of public interest.
- The ability to heighten the Library's presence and impact in the community.

### III. SPECIFIC APPLICATION

1. The library assumes no responsibility for theft, loss, damage or destruction of items on display.
2. All displays must meet existing State and Federal laws on obscenity, libel, defamation of character and invasion of privacy.
3. The library does not accept responsibility for ensuring that all points of view are represented in any single display. Permission to display materials does not imply library endorsement of content, nor will the library accept responsibility for the accuracy of statements made in such materials.
4. Displays of original art will be accepted by a staff committee. The Art Selection Committee reserves the right to refuse exhibits which, in its opinion, do not further the library's mission. By choosing not to display any art, the library is not commenting on the value or importance of that art.
5. The group or individual preparing the display may include name, contact information, and price of work (if applicable.) Sales are between artist and buyer.
6. The library will designate spaces for particular types of displays to make best use of display units and/or to make displays accessible to the intended audience. The library will seek to be innovative and flexible in the display and use of art.
7. All displays must adhere to established guidelines for installation.

8. A single group or individual may be limited to a single display in a twelve-month period. Length and parameters of all displays are determined by the library's Art Selection Committee.

Adopted: 06/03/2010

Revised: 12/2010; 2/2011

Reviewed: 2013, 11/2015

## Community Postings

### I. PURPOSE

At the Cedar Rapids Public Library we value civic engagement and free expression of ideas. We recognize the tension between providing organizations with opportunities to express their ideas and the need for an uncluttered, professional library facility.

### II. GENERAL POLICY

Library staff, under the supervision of the Library Director, has discretion to approve, reject, and limit community bulletins, hand-outs, and other exhibits – size, number, duration, and display.

### III. SPECIFIC APPLICATION

Community posting will be conscribed to a carefully maintained area within library facilities.

### IV. APPEAL PROCEDURE

Anyone can object to library's use of discretion about community postings by corresponding with the Library Director in writing. The Library Director will seek to resolve the dispute and safeguard the library's value for the free expression of ideas. The director will assist any customer in moving unresolved disputes to the library's Board of Trustees for final consideration.

Adopted: 2/2011

Reviewed: 2013, 11/2015

## **Environmental Policy**

### **I. PURPOSE**

The library is committed to protecting and improving the environment by recycling commonly used materials such as mixed paper, cardboard, plastic, glass, and aluminium.

### **II. GENERAL POLICY**

The library seeks to design and operate facilities within contemporary sustainable practices.

### **III. SPECIFIC APPLICATION**

New library facilities will seek LEED certification of Gold or greater.

Adopted: 11/29/90

Revised: 05/02/96, 12/02/99, 12/05, 2/2011

Reviewed: 2013, 11/2015

## **Non-Smoking Policy**

### **I. PURPOSE**

At the Cedar Rapids Public Library we value the health, safety and comfort of our patrons and staff.

### **II. GENERAL POLICY**

In accordance with state law (Iowa Code 641.153.5), it is the policy of the Cedar Rapids Public Library Board of Trustees to prohibit smoking in all library buildings, in vehicles or on library grounds. Additionally, the use of tobacco products, nicotine products, nicotine delivery systems, e-cigarettes and all other electronic smoking devices is prohibited in all library buildings, vehicles or on library grounds. Nicotine products that are FDA approved for cessation are allowed under this policy.

All library employees share the responsibility for enforcing the policy and signs will be posted informing patrons of these policy expectations. Visitors that violate this policy will be asked to extinguish and dispose of prohibited materials or may be asked to leave the premises. Employees that violate this policy may be subject to disciplinary action.

### **III. SPECIFIC APPLICATION**

In accordance with the Iowa Smokefree Air Act, no smoking is allowed within the Cedar Rapids Public Library or its grounds. Smoking is also not permitted inside any library vehicle.

Adopted: 03/29/90

Revised: 03/31/94, 2/2011, 10/2/2014, 2/1/2018

Last review: 2013

## The Use of Security Cameras Policy

### I. PURPOSE

At the Cedar Rapids Public Library we value the health and safety of our patrons. We also strive toward effective and efficient library products and services. We balance these needs with our patron's right to privacy.

### II. GENERAL POLICY

Security cameras will be used only for specific purposes:

1. To monitor the safety and security of staff and patrons,
2. To gather information about the effective use of our services and products,
3. To prevent, mitigate, or take action on property damage from vandalism, theft, or other illegal activities.

### III. SPECIFIC APPLICATION

It is the intent of the Board of Trustees of the Cedar Rapids Public Library to empower the Library Director or designee, as the lawful custodian of library records, to release surveillance information that is otherwise confidential, if the purpose of that release is in accordance with the provisions of this policy.

Requests for the release of confidential patron information must be submitted in writing and accompanied by an order from the court as outlined in Chapter 22.7 of the Iowa Code.

The release of exterior footage not considered to be confidential or reveal information about a patron's use of the library or library services may be released by the Library Director or designee after a written request is provided.

Adopted: 2/2011

Revised: 11/2015

Reviewed: 2013



## Philanthropic Naming Policy

The naming of all library buildings and spaces associated with a construction, renovation or expansion project is the responsibility of the library Board of Trustees. Their consideration will be guided by the following criteria.

Cedar Rapids Public Library (CRPL) will consider naming part of the building, other property or interior space after an individual, foundation, organization or corporation in recognition of substantial financial gifts to the CRPL Foundation. Donors making such gifts may choose to memorialize someone other than themselves with the financial gift, subject to the library board of trustees' approval.

The CRPL Foundation will seek financial contributions commensurate with the honor sought and companionable with the mission of the library. Naming opportunities need not be cost reflective, rather they would provide prominent recognition of an entity's service or generosity to the library.

Facilities subject to the guidelines include:

- ✓ Library building or major renovation
- ✓ Interior spaces or service areas
- ✓ Outdoor spaces - gardens, courtyards, walkways, or plazas
- ✓ Amenities such as a fireplace, artwork
- ✓ Primary or specialty collections

Naming a library building as a whole will be considered by the library Board of Trustees on a case-by-case basis under extraordinary circumstances. Consideration will be made if a major donor contributes no less than 51% of the total cost of the project or 51% of a major renovation plus endowment support for the library in an amount approved by the library Board of Trustees in collaboration with the Library Foundation.

Interior and exterior spaces, collections, programs, amenities and fixtures may be offered to major donors contributing a substantial sum in response to a specific fundraising drive. Lists of potential naming opportunities will be developed by trustees in collaboration with the Library Foundation prior to a fundraising campaign, and presented to the library Board of Trustees for advanced approval.

### **DONOR RECOGNITION VERSUS PROPERTY NAMING**

Donations received for equipping or furnishing a library area, that do not include the cost of building or renovating the space, can be given recognition through an appropriate plaque or alternative means within or adjacent to the space. This shall not constitute the "naming" of the space. When the equipment or furnishing becomes outdated, dysfunctional or is retired, the recognition will be withdrawn.

### **GENERAL GUIDELINES**

- All naming recognition must be consistent with the nature and mission of the library. In this regard, due attention shall be given to both long-term and short-term appropriateness of naming.

- When a proposal involves the use of the name of any person, approval is contingent on the agreement of that person.
- When a proposal involves the use of the name of a deceased person, approval is contingent on the agreement of that person's next of kin.
- The library Board of Trustees reserves the right to change or remove the recognition should a significant change occur in the circumstances of the donor.

### **NAMING FORMAT**

The Library Director, in consultation with the library design team, will be responsible for determining the manner in which the name is recognized (e.g. signage).

The Foundation will explain the library's naming policy to the donor, work with the donor to determine a suitable display based on policy guidelines and ask the donor to sign a naming agreement. Any commemoration technique must be consistent with the library's image and design requirements and is subject to review and approval by the library Board of Trustees.

### **DURATION AND CHANGE OF USE**

When a change in the use of a previously named facility occurs because a program moves/ends or space is reassigned or demolished, some form of continuing recognition may be appropriate.

Property naming rights will remain in place for the useful life of the building or area, not to exceed a period of twenty-five (25) years. Renewal of naming right after the twenty-five year period will be reviewed and approved by the library Board of Trustees.

If a previously named facility or space within the facility must be replaced or substantially renovated during the twenty-five year period, the name will remain as set forth in any gift agreements related to the prior naming action.

If a previously named facility or property must be replaced or substantially renovated after the twenty-five year period, the library Board of Trustees will consider renewing the naming right either in a space similar or related to the original named area or in the creation of an alternative memorial, in order to preserve the history of commemoration.

Recognition of all donors is recorded and permanently maintained in library archival records. Gift agreements related to naming actions will be kept by the Foundation.

### **PROCEDURES**

As a 501c3 non-profit, the Foundation is responsible for the planning and management of private fundraising drives in support of the library. If the Foundation wishes to offer naming opportunities as part of a capital campaign, the Foundation will work with the library director and building committee to identify signature areas for inclusion in the list. Giving levels associated with each naming

opportunity will be recommended by the Foundation based on the campaign goal and number of gifts being requested at each giving level.

The library Board of Trustees will be asked to approve a list of naming opportunities associated with a campaign. Approval will enable the Foundation to offer listed naming opportunities to potential donors at agreed upon giving levels during the course of the campaign.

In general, donors will be recognized based on the agreed upon naming opportunity only after at least 75% of the pledge is fulfilled. Failure to fulfill a pledge in full will nullify the naming agreement. Gift recognition associated with individual campaign efforts will be subject to the campaign-specific gift acceptance policy.

Adopted: 08/2010

Revised: 2/4/2016

Last review: 2013

### **Friends of the Cedar Rapids Public Library**

The Board of Trustees recognizes the Friends of the Cedar Rapids Public Library as a vital source of support and encouragement for the aims and purposes of the public library and wishes to maintain a close, cooperative and harmonious relationship with its board of directors.

Cooperative projects for the benefit of the library are encouraged, provided no such project compromises the Board of Trustees' statutory responsibility for library policy and management.

Such cooperative projects should be selected by the Library Director, in consultation with the Friends' board of directors and/or authorized representatives, for their appropriateness in meeting current need, practicality, and conformance to policies of the Board of Trustees.

The Library Director or designee is to serve as the principal liaison between the Board of Trustees and the board of directors of the Friends organization. Meetings should be held at least annually to plan and define projects which would be most beneficial to the library's purposes.

The board's policy regarding the Friends organization is not intended to limit or prohibit working relationships with other non-profit organizations that provide assistance to the library, or with other individuals who seek to offer contributions and/or volunteer assistance to the library.

The Board of Trustees and library employees alike are encouraged to lend active support to the work of the Friends through membership and participation in Friends activities.

Adopted: 02/28/86

Revised: 10/29/92, 12/05

Review: 2013, 02/04/2016

## The Cedar Rapids Public Library Volunteer Policy

### I. PURPOSE

At the Cedar Rapids Public Library we value the support of an engaged volunteer community. We recognize that volunteers have the ability to enrich library services and enhance our library staff's ability to provide an outstanding library experience. We create meaningful, engaging, and enjoyable volunteer opportunities to build relationships with our community.

### II. GENERAL POLICY

Volunteers provide important support to the Cedar Rapids Public Library staff and perform a wide variety of tasks that are critical to the mission of the library. Though vital, volunteers are not a replacement for a professionally trained and capable library staff. Volunteer positions are unpaid and "at will."

### III. SPECIFIC APPLICATION

Volunteers perform a wide variety of duties. Volunteer positions are designed based on library needs and are filled based on matched volunteer interests and qualifications. The library is committed to providing a safe environment and, to that end, volunteers must complete a background screening process appropriate to their role.

Volunteers are recognized by the public as representatives of the library and portray a positive image to the public. Volunteers receive confidentiality training as it relates to their role and adhere to the library's confidentiality policy.

Adopted: 04/24/86

Revised: 10/31/91, 12/05, 08/11, 02/04/2016

Reviewed: 2013

### Support Group Fundraising

The Cedar Rapids Public Library Foundation and Friends of the Cedar Rapids Public Library are important groups that depend on gifts, donations, and fundraising as the primary source of income for the support of library programs and activities. The library Board of Trustees endorses and encourages those efforts. The intent of this policy is to recognize the foundation and the Friends as the only groups permitted to conduct fundraising activities on all library premises and to provide guidance for the use of those facilities.

Areas of the library to be used for Foundation and Friends fundraising purposes should be carefully chosen with consideration given to high visibility without interrupting traffic flow. Structures erected for these purposes must be portable and compatible with the design of the building. Signage used to direct potential customers or to promote the fundraising events should conform to established library signage practices **and** guidelines. The Library Director and the appropriate board committee will be consulted concerning plans for fundraising activities on library property.

Fundraising events held by the Foundation or the Friends, under the sponsorship of the library, are for the benefit of these nonprofit organizations and are not intended to represent competition with private enterprise. In the event of theft or damage to materials or structures used for fundraising, the library, its officers, and its employees will be held harmless.

The only exception to this policy will be those authors who sell books, CDs, or audiocassettes at the library on behalf of their publishers, bookstores or other distributors and who make a public appearance, talk, and/or **have a** book signing under the sponsorship of the library and its programming strategy. In these situations, proceeds from materials sales will not be directed to library support groups.

Adopted: 03/30/89

Revised: 10/29/92, 01/06/00, 12/05, 02/04/2016

Reviewed: 2013

### **Professional Development**

The Board of Trustees encourages active participation at professional meetings, conferences, workshops, and training sessions. First-rate libraries have staff and board members who challenge their assumptions and give back to the library profession. The Board of Trustees believes that it is necessary and fitting to reimburse reasonable expenses for select participants in keeping with the library's annual budget for travel and professional development priorities.

- 1) Travel: Lowest economical air fare and federal mileage reimbursement for ground travel.
- 2) Lodging: Cost for standard hotel within a reasonable distance from the event.
- 3) Meals: Per Diem costs in keeping with City policy.
- 4) Conference Registration

The Cedar Rapids Public Library Board of Trustees believes that continuing education of the library staff is an important part of our ability to provide quality service. We are committed to upgrading library services through additional education and training. The board endorses annual staff in-service training opportunities.

The board endorses the pursuit of professional library education through both stipends to defray the cost of education and release time.

Adopted: 09/24/87

Revised: 10/31/91, 01/06/00, 12/01/05, 12/01/11

Review: 2013, 02/04/2016



### **Staff Certification**

The Cedar Rapids Public Library Board of Trustees expects its director and other key staff to pursue and achieve certification as professional librarians.

Adopted: 08/27/87

Revised: 10/29/92, 01/06/00, 12/05, 01/05/12

Reviewed: 2013, 02/04/2016





### **Human Resources Authority**

The Cedar Rapids Public Library Board of Trustees delegates its authority for human resources matters (recruitment, evaluation, direction, and terminations) to the Library Director.

Adopted: 12/01/2011

Reviewed: 2013, 02/04/2016