

**By-Laws**  
**Wilton Public Library Board of Trustees**  
**Wilton, Iowa**

**ARTICLE 1 – NAME**

Sec. 1. Name. The name of this organization shall be the Wilton Public Library Board of Trustees. This Board shall be an integral part of the City of Wilton and shall be responsible to the Mayor of Wilton and the Wilton City Council.

**ARTICLE II – PURPOSE AND POLICIES**

Sec. 1. Purpose. The purpose of the Board is to establish and maintain a free public library in the City of Wilton.

Sec. 2. Duties. The Board shall make available for free public use materials selected to meet the mental, emotional, and activity needs and wants of all age groups. It shall provide all services compatible with responsible library operation, within the limits of its financial ability.

**ARTICLE III – POWERS AND DUTIES**

Sec. 1. Powers. The Board shall have full charge of the property and business of the Wilton Public Library, with full power and authority to manage and conduct same, subject to existing federal, state, and municipal regulations relating to library operation.

Sec. 2 Duties. The Board shall be responsible for selection of a Library Director and shall authorize the hiring of such assistants and employees as may be necessary; promotion of library interests; securing of funds adequate for a progressive, expanding program; and control of library funds, property, and equipment.

**ARTICLE IV – ORGANIZATION AND ADMINISTRATION**

Sec. 1. – Number, manner of selection, and terms of office. The Board shall consist of five (5) members to be appointed for staggered terms of six (6) years each by the Mayor of Wilton. Appointees living within the City of Wilton, located in the County of Muscatine, shall be subject to approval by the Wilton City Council.

Sec. 2. Qualifications. Members of the Board shall be persons over the age of 18, living within the City of Wilton, located in the County of Muscatine.

Sec. 3. Vacancies. Any vacancy occurring on the Board by reason of the resignation, death, or disqualification of a member shall be filled for the remainder of the vacant term through appointment by the Mayor of Wilton with appropriate approval of the Wilton City Council. Three consecutive absences from Board meetings of any member without a valid reason shall be deemed a resignation.

Sec. 4. Meetings. The Board shall meet at regular intervals not less than ten (10) times a year. The President may call special meetings and shall call a special meeting upon written or oral request of two members of the Board. If it is impossible for a Board member to participate in a meeting in person, the member may participate electronically using any real-time means of communication.

Sec. 5. Quorum. Three members of the Board shall constitute a quorum.

**ARTICLE V – OFFICERS**

Sec. 1. Enumeration and election of officers. The officers of the Board shall be a President, a Vice President, and a Secretary to be elected for terms of two years at the last meeting of every other fiscal year. The President may serve two consecutive terms.

Sec. 2. The President. The President shall preside at all meetings of the Board and shall be, ex-officio, a member of all library board committees. The President shall have the usual powers of supervision and management as may pertain to the office of the President and perform such other duties as may be designated by the Board. These powers include voting at Board meetings and making the decision to close the Library due to unusual circumstances. The President, or such person as the President may

appoint, shall make annual application to the County of Muscatine for appropriation of such tax funds as may be available.

Sec. 3. The Vice President. The Vice President shall, in the event of absence, disability, or death of the President, possess all powers and perform all duties of that office until such time as the Board shall elect one of its members to fill the vacancy. The Vice President shall perform such other duties as the President and Board may designate.

Sec. 4. The Secretary. The Secretary shall keep minutes of all meetings of the Board and shall serve as Board correspondent. The Secretary may be assigned responsibility for board meeting notification, and for preparation and publication of meeting agenda and any other duties assigned by the President of the Board.

#### **ARTICLE VI – FINANCIAL ADMINISTRATION**

Sec. 1. Approval of Expenditures. Board members are charged with the responsibility for checking and approving all vouchers prior to their submission by the Library Director to the City Clerk for payment. The Board will review financial statement from the City Clerk, presented to the Board, at its regular meetings.

Sec. 2. Fiscal Year. The fiscal year of the Wilton Public Library shall conform to that of the City of Wilton.

Sec. 3. Budget. Preparation and monitoring of the annual budget shall be the responsibility of the Board. The Board and Library Director shall direct preparation of the annual library budget and shall monitor library expenditures against the budget allocations. The budget shall be submitted to the Wilton City Administrator and the Muscatine County Auditor prior to the preparation of the annual budgets of the City of Wilton and the County of Muscatine.

Sec. 4. Funding. The library shall be funded through tax appropriation from the City of Wilton and the County of Muscatine; and through supplementary revenues from library fines and fees, sales of materials, gifts, miscellaneous income, and proceeds from such fund-raising efforts as may be deemed suitable by the Board.

#### **ARTICLE VII – PARLIAMENTARY AUTHORITY**

Sec. 1. Parliamentary Authority. The rules contained in ROBERTS RULES OF ORDER, REVISED shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these by-laws.

#### **ARTICLE VIII – AMENDMENTS**

Sec. 1. Amendments. These by-laws may be amended at any time by a majority vote of the members of the Board.

Adopted 01/1994, Reviewed 03/1997, Revised 02/2007, Revised 07/2009, Reviewed & approved 01/2010, Reviewed 01/2012, Reviewed 08/2014, Revised 01/2018, Amended 02/2021

**MISSION STATEMENT  
WILTON PUBLIC LIBRARY**

GATHER – READ – LEARN - GROW

The Wilton Public Library serves the community with a broad range of media, programs, and technologies to encourage life-long learning, satisfy curiosity, and stimulate imagination. The Library promotes community through opportunities to gather, create, and discuss.

Adopted 07/2004  
Reviewed 08/2007  
Reviewed 05/2010  
Reviewed 01/2010  
Reviewed 01/2012  
Revised 10/2014  
Reviewed 02/2018  
Reviewed 04/2021

**Operations  
Policy Statement  
General Administrative Rules  
Wilton Public Library**

The Wilton Public Library serves the community of Wilton and rural residents of Muscatine County through direct funding from the city and county. Other residents of Iowa are served in accordance with the Open Access policy of the State Library. The Wilton Public Library has state accreditation and strives to maintain and improve its services as defined by the state standards published in the handbook, *In Service to Iowa*.

**BORROWERS RESPONSIBILITIES**

Library patrons are responsible for all materials checked out on their account. The library expects materials to be returned on time and in good condition. Patrons with late or damaged materials are required to settle fines or fees.

**LIBRARY ACCOUNTS**

An individual library number may be issued to each patron using the Library, regardless of age. A parent or guardian needs to sign the registration application for children under the age of 14. Staff may request proof of identity for patrons who do not have their photo attached to their computer record. Proof of identity and address (driver's license, ID, piece of mail) may be required to register for an account. There is no charge for registering for a library account.

Temporary residents and visitors may request a guest account, which would be good for the duration of their stay, and with a limit of two items out at any time. The guest account must include a local address and telephone number, preferably with the name of a permanent resident as a reference.

**OPEN ACCESS**

The Wilton Public Library is a member of the Open Access program under the Iowa Library Services. This reciprocal borrowing program allows patrons of participating libraries to directly borrow materials and use reference services of the other participating libraries. Materials may be dropped off at the home library for return to the lending library. Staff may limit Interlibrary Loan requests from Open Access Patrons.

Revised 08/2007

Revised 05/2010

Revised 03/2012

Revised 08/2014

Revised 02/2018

**General Policy Statement  
Wilton Public Library**

**INTERLIBRARY LOAN**

The library participates in the Access Plus programs to provide Interlibrary Loan service to its patrons. Through SILO (State Library On-Line) and Southeastern Library Service, almost any request for a material can be filled. Some materials filled through the nationwide service OCLC require a service fee. The patron will be asked whether he/she wants to pay to receive the item. The Wilton Public Library charges \$3.00 for each item received to help pay the postage charge for returning the item. Materials published in the current year are not available through ILL and many libraries will not fill requests for paperback books, audio-video materials or materials which cost less than \$10.00. Magazines are not available for ILL, however, copies of individual articles can be requested. The Patron shall pay the expense, if any, for postage for returning the item. The fee for each article is \$3.00.

Revised 10/2017  
Revised 08/2021

**CIRCULATION PERIODS AND FEES FOR EXTENDED USE OF MATERIALS**

<b>Material Type</b>	<b>Loan Period</b>	<b>Late Fee Rate</b>	<b>Maximum Fine</b>
DVDs	7 days	\$1/day	\$10.00
Encyclopedias	7 days	\$.25/day	\$10.00
Reference Books	7 days	\$.25/day	\$10.00
Magazines	7 days	\$.15/day	\$10.00
14 Day Books	14 days	\$.15/day	\$10.00
All other Books	21 days	\$.10/day	\$10.00
Books on CD	21 days	\$.10/day	\$10.00

**CIRCULATION RULES**

Renewals will not be given on any material with a waiting list. All other items may be renewed one time. Newspapers are for in-library use only. Reference materials, which may be checked out, have a **7-Day** sticker on them. This includes one set of encyclopedias.

Reserves will be taken on any material or equipment in the Library. Patrons will be notified when the material is available, and it will be held for the patron for three days after the call.

Revised 10/2007  
Revised 03/2011  
Revised 05/2011  
Reviewed 08/2014  
Revised 02/2017  
Revised 01/2019

**OVERDUE MATERIALS**

Materials checked out to the patron's account are the responsibility of the patron. The automated system provides a printed slip of all items out on the individual's account. Overdue notices are processed each week. If a patron chooses, they may receive a 3-day advance notice that materials will be due either by text or email. Patrons with overdue items are called, sent a text, or email, or notified by mail if they cannot be reached by phone. Two notices will be given. If material is delinquent for two months, the material is marked as lost and a replacement fee is charged to the patron's account. According to state law, legal action can be taken against the patron for the return of the material.

Patrons are allowed two "claims returned" per the life of the library account. A "claims returned" item is an item that a patron believes they have returned, however it can't be located in the library.

Revised 09/2015  
Revised 04/2022

**DAMAGED, LOST OR UNRETURNED MATERIALS**

All damage to materials beyond reasonable wear and all losses must be made good to the satisfaction of the Library Director. The current cost of replacing the item will be charged. These costs must be paid before the patron can check out any additional materials.

Reviewed 09/2015  
Revised 04/2022

**REPLACEMENT COST SCHEDULE**

The standard replacement cost for materials that are lost or damaged beyond repair will be the cost of the material. The patron may purchase the replacement copy if the item is the same.

Revised 06/2011  
Reviewed 09/2015  
Revised 04/2022

**LIMITATIONS ON USE**

The use of the Library or its services may be denied for due cause, such as failure to pay fines on materials overdue, failure to return items or pay for their replacement, stealing of library property, destruction of library property or illegal conduct on the Library premises. The patron may appeal to the Board for a review of any suspension of services or access.

Library patrons with fines in excess of \$10.00 will not be allowed to check out additional materials, including computers, until the fine is paid, or the fine is below \$10.00. Patrons with overdue materials will not be able to check out additional items, including computers.

Revised 11/2007  
Revised 04/2022

**General Policy Statement  
Wilton Public Library**

**GIFT POLICY**

The public library welcomes gifts of all types including library materials, money and real property. Monetary gifts are especially welcome to help further library programming and the collections. The library also accepts monetary gifts designated for specific purposes. All gifts to the Library are tax deductible as the Library is part of the city and falls under the tax-exempt status of 501(c)6 of the Federal Tax Code.

When receiving donations of materials for the collection, the Library applies the same criteria for evaluating that it would to purchased materials. The Library reserves the right to accept or reject offers of gift materials considering their usefulness, suitability, and appropriateness to general library operation. Acceptability of gift materials shall be based on the Library's material selection policy and determined by the Library Director.

To maintain the integrity of the collection, the Library will accept donations for collection consideration of the following:

- Hardcover books published in the last ten years
- Adult and children's DVDs in good condition

The Library will also accept donations of other books for the Friends of the Library book sale.

The Library will not accept items that are damaged, outdated, or unusable by the Library. Other items not accepted include, but are not limited to:

- Encyclopedias
- Text Books
- Music CDs
- Physical items such as statues without prior approval

Donors waive all claims to any gifts once accepted by the Wilton Public Library. The use of the gift materials and subsequent disposal of the material is up to the discretion of the Library Board and Director. Gift materials will also be evaluated for retention in the same manner as purchased materials. The Library has the right to dispose of all materials no longer needed in the collection. Books and other materials that are added to the collection will not be shelved in any special section but will take their place with the regular collection.

The Library welcomes gifts of money for the purchase of books and materials as memorials. Books purchased on this basis will be appropriately identified. An attempt will be made to match the content of memorial books to the interests of the person to be honored. Books selected as memorials will be ones of long-term usefulness and interest so that the donor will know that he is presenting material that will remain in the collection for many years.

Revised 04/2022

**General Policy Statement  
Wilton Public Library**

**CONFIDENTIALITY**

Chapter 22.7 of the CODE OF IOWA states: “The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release information:

“13. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the Library patron checking out or requesting an item or information from the Library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

“14. The material of a library, museum or archive which has been contributed by a private person to the extent of any limitation that is a condition of the contribution.”

The Wilton Public Library Board of Trustees supports this law and will not make the records of the Wilton Public Library available to anyone unless ordered to by a court of law.

Any information included in the Wilton phone book, or any other published document may be given out, but information from the Library’s patron database will not be given to anyone.

The library, in publicizing the services offered, may include reference subjects and the sources used to answer the question, but no information will be given out indicating who requested the information.

Reviewed 02/2008

Revised 10/2012

Reviewed 09/2015

Reviewed 04/2018

Reviewed 01/2019



**General Policy Statement  
Wilton Public Library**

**BOOK/MEDIA DROP**

The Wilton Public Library will provide a Book/Media drop for the use of the patrons. This drop will be accessible 24 hours a day – seven days a week.

The drop will be emptied during the 30-minute opening procedure. It may be necessary to get returned items throughout the day, as needed.

Upon opening the Book/Media drop if vandalism has occurred, the drop will be shut. The police will be called for a report and a picture will be taken by a staff member. This information will be given to City Hall and the Insurance Company the same day. In the event of this occurring during the weekend, the Director or Board President shall be notified, and the information turned in promptly on Monday morning. In the event of the Director's absence, the Assistant Director or supervisor will give the information to City Hall and the Insurance Company.

Adopted 08/2012  
Reviewed 09/2015  
Reviewed 04/2018

**EQUIPMENT FOR USE IN THE LIBRARY**

Revised/Reviewed 12/2005  
Revised 1/2008  
Reviewed 9/2015

**MICROFILM READER/PRINTER**

Microfilm of the local paper, as well as some Muscatine County census rolls, is available at the circulation desk. The machine also has a carrier for microfiche. Librarians may limit the use of the viewer-printer by children. The charge for printing is 25 cents per page.

**LAMINATOR**

The librarians will laminate items for patrons for a fee. Consideration is given to the cost of the laminating materials in setting prices. The current fees are:

2 X 3 inch (military pouch)	\$0.75
6 X 9 inch sheet	\$1.00
9 X 12 inch sheet	\$1.25
9 X 14 inch sheet	\$1.50

**PHOTOCOPIER**

All material to be copied is subject to current copyright laws. Librarians will run the copier unless the patron asks to make his/her own copies for confidentiality issues. The charge for black & white photocopies is 25 cents per page if copied on one side; 50 cents per sheet of paper for two-sided copies. Color copies can be made at a cost of 50 cents per page/ \$1.00 for both sides.  
All reviewed 9/2015

**ONLINE CATALOG**

The card catalog is contained on the automated system. Items within the Library are catalogued according to the Dewey Decimal System. The catalog searches by author, title, subject, key word phrases, call number, material type, location, and reading age or lexile. The catalog contains listing for books, magazines, CDs and DVDs. The automated catalog will tell where the item is located and whether it is available.

Revised 01/2008  
Revised 10/2012  
Revised 09/2015  
Revised 02/2017  
Revised 01/2019

**Equipment Policy  
Wilton Public Library**

**STUDENT COPIES**

Students will receive free copies for homework purposes. This includes copies of library materials, printed pages from the Internet or computer. They will receive the equivalent of \$1.00 worth of free copies per day/ 2 color or 4 black and white. After that amount, the students will pay 50 cents for a color page and 25 cents for black.

**TELEPHONE**

Request to use the phone should be made to the librarian. Only local calls may be made from the phone at the circulation desk. Since this is the Library's main phone line, calls must be kept short.

**PROJECTION EQUIPMENT**

The Friends of the Library have purchased a Projector and speaker system for use by the Library. The equipment has the capability to show movies and work well in outdoor or large room settings. Due to the high cost of the equipment, it will not be loaned out to groups outside the Library. This can be used with the VCR/DVD unit for training DVDs or library sponsored programs.

Revised 02/2008

Revised 03/2011

Revised 10/2012

Reviewed 09/2015

Reviewed 02/2019

**MAKER SPACE PRICE SHEET**

Prices for projects created in the Maker Space are at the discretion of the library staff and subject to change depending on prices of materials. A list of equipment can be found in the Maker Space Policies.

<b><u>Project</u></b>	<b><u>Cost</u></b>
Small	\$1.00
Medium	\$5.00
Large	\$10.00
Vinyl Sheet	\$1.00
Photo Prints	\$2.00
Button	\$1.00

If you are a business owner creating items that you will sell, you must provide your own materials. There is a yearly business fee of 50 dollars to use the Maker Space to help cover maintenance of the machines.

Adopted 04/2022

**Equipment Policy  
Wilton Public Library**

**FAX MACHINE**

The FAX machine is available for public use. A fee is charged for sending or receiving faxes.

**Types of requests accepted:**

Non-library fax requests (for business or personal patron use). The patron will be charged for both sending and receiving pages according to the listed rate schedule.

Personal staff use of the fax will be charged at the normal rate.

**Levels of service and turnaround time:**

The Wilton Public Library participates in and complies with the guidelines of the Iowa Interlibrary Loan Network. It will serve any other library which also participates. Both urgent and non-urgent requests may be sent via fax. The library attempts to fill requests within a reasonable amount of time or to meet reasonable limits designated by the requesting agency.

This library treats incomings fax requests as quick reference and will fill them immediately, for a turn-around time measured in minutes. The library will notify the requesting library if it is unable to fill the request within the time specified.

Patrons receiving a fax document will be notified during normal library hours.

**Charges:**

Participating libraries will NOT charge other participating libraries for fax requests.

If the patron request is for non-library information, the patron will be charged for each page being sent and for documents received.

<b>Transmission cost for</b>	
International calls	\$5.00 for first page
Inside the United States	\$3.00 for first page
Each additional page	\$1.00
Fax to an 800 number	\$1.00 total charge
<b>Receiving cost</b>	\$1.00 for up to 5 pages

Patrons must pay for fax calls at the time they are made. No provision is made for billing these calls. The library will not fax to "900" numbers.

Reviewed 12/2005  
Revised 02/2008  
Revised 10/2012  
Reviewed 09/2015  
All Reviewed 02/2019

**Equipment Policy  
Wilton Public Library**

**Computers**

The Wilton Public Library provides computers for public use to offer educational opportunities to a broad patron base. The computers may be used to provide learning opportunities, access to the Internet, for homework purposes and to encourage individuals gaining computer experience. The library staff is available to answer brief questions on computer usage and to do troubleshooting when needed. Staff members are not to spend more than five minutes at a time helping computer users. Individuals needing more help should schedule a training session with the Library staff.

In order to ensure fair access to the computers, individuals may be limited to 60 minutes at the discretion of the librarian. Work can be saved on a USB device. The Library is under no obligation to retain information saved to the hard drive.

Use of the Internet is subject to the regulations of our provider, net.wtc (See attached policy). The Wilton Public Library is committed to providing an environment free from sexual harassment. Patrons shall not intentionally display on screens and/or printers materials that may be objectionable to others. Individuals using the Internet must download to a USB Device, not the hard drive. Patrons are not allowed to load and/or run their own software on library computers. Internet users may send and receive email through a web-browser based email client, do online transactions and use chat rooms

Use of the Internet and the computers is free of charge; however, there is a fee for printing. Black & white copies are 25 cents and color copies are 50 cents. Free copies will follow the guidelines for student copies.

The computer is to be used by one person at a time. In the case of a person learning computer skills, a mentor will be allowed. All persons are expected to cooperate with library etiquette. One warning may be given, but the librarian can ask any person ignoring this policy or library etiquette to forfeit his/her turn.

Adopted 01/1997  
Revised 01/2003  
Reviewed 12/2005  
Revised 10/2006  
Revised 03/2008  
Revised 01/2010  
Reviewed 03/2012  
Revised 09/2015  
Reviewed 02/2019

**Internet User Agreement  
Wilton Public Library**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

I understand that the use of the Internet is a service offered by the Wilton Public Library to its patrons. The librarians can deny access to this service if the patron does not follow the Library Policy. Internet access is provided to aid students doing research projects and individuals seeking information for personal use and life-long learning opportunities. The acceptable use policy of netwtc.net must be adhered to relating to hacking, creation of web sites, email spamming, and unsolicited mailing

As a user, I agree to:

- Follow the Acceptable Use Policy.
- Limit my time if requested by the Librarian.
- Download only to a USB device following all copyright laws.
- That educational and business online transactions are permitted.
- Use private email account to send/receive email.

I understand that the Library is committed to providing an environment free from sexual harassment. I will not intentionally display on screens and/or printers materials that may be objectionable in content.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

Reviewed 12/2005

Revised 10/2006

Revised 03/2008

Revised 01/2010

Revised 03/2012

Reviewed 09/2015

Reviewed 02/2019

**Facilities Policy**  
**Wilton Public Library – Meeting Room**

A meeting room is available during the Library's open hours for groups to use. Groups include small study groups, non-profit groups, Book Club, and other Library sponsored events.

The Library will maintain records of the use of the room for reporting purposes.

The room will not be available after hours.

Reviewed 12/2005

Revised 03/2008

Revised 11/2012

Reviewed 09/2015

All Reviewed 02/2019

## **Materials Selection Policy Wilton Public Library**

### **Purpose of the Policy**

To further the stated objectives of the Wilton Public Library.

To guide librarians in the selection of materials.

To inform the public about the principles upon which selections are made.

### **Objectives**

1. The Wilton Public Library serves a variety of people with a vast range of experiences, education, and desires. The Library's goals and objectives must encompass a broad range of human needs.
2. The Wilton Public Library's purpose is to supply the general information needs of the community by building a collection of books and other materials and supported by professional staff.
3. The Wilton Public Library is a significant source of recreational materials for reading, viewing, and listening for a diverse group of people of all ages and interests.

### **Definition of Materials "Selection"**

"Selection" refers to the decision that must be made either to add materials to the collection or to retain or weed materials already in the collection.

### **Responsibility for Selection**

The responsibility for selection lies with the professional staff. The general public and other staff members may recommend items for consideration. Ultimate responsibility for selection rests with the Director who operates within the framework of policies determined by the Board of Trustees.

### **General Principles of Selection**

The Library recognizes its responsibility to provide access to aspects of the human record. The Library strives to provide a information and literature in a variety of subjects and views. Selection of materials is based on the merit of the work in relation to the needs and interests of the community. Critical judgment is used to select items for the collection that are cost effective, useful, and current.

Adopted by the Board of Trustees 08/1978

Revised 02/1991, Reviewed 02/94, 02/97, Revised 04/99, Reviewed 12/2005, Revised 04/08, Revised 05/2012, Reviewed 09/2015, Reviewed 09/2019, Revised 04/2022



## **Materials Selection Policy Wilton Public Library**

The Library encourages suggestions and comments about the collection. They are important in helping to decide what to acquire. Because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

It is the goal of the Library to provide support to those individuals seeking self-improvement and education outside formal classroom instruction; however, the Library provides only supplementary and enrichment materials for the educational programs of the local schools. The Wilton Public Library does not provide textbooks and specialized materials for public school, community college, or university curricula.

In order to provide access to materials beyond the financial limitations and storage capacity of the Wilton Public Library, the Library participates in a variety of inter-library cooperative arrangements.

Revised 09/2012

Revised 09/2015

Revised 09/2019

Revised 04/2022

**Materials Selection Policy  
Wilton Public Library**

Collection Maintenance

Maintaining a current, appealing collection is important to a library. Items that are obsolete, damaged, or non-circulating will be removed from the collection. A careful study is made of each book considering several factors: copyright date and relevance of material, physical condition, availability of similar materials and the immediate need for the title. In non-fiction titles, the book is judged by its relevance and if the information is up to date.

Controversial Materials

It is inevitable that some materials in the Library's collection will be objectionable to some people in the community. The library, however, belongs to the whole community, to the minority as well as the majority. It has a responsibility to serve the entire community in all its variety. That responsibility includes providing for the needs and interest that may offend a few or even a great many people.

A great effort is made to provide a balanced collection. The library attempts to represent all sides of controversial issues. In no case does the Library take an official stand on any public question. The function of the Library is to provide information, not to advocate specific points of views.

The Library welcomes comments and criticisms of its collections. However, no citizen in a democracy has a right to prevent another from reading a specific book by demanding its removal from the Library's shelves.

Anyone wishing to make a formal complaint may do so by filling out the form, "Citizen's Request for Reconsideration of a Book." The form will be considered by the Board of Trustees and their decision will be final.

Revised 09/2012  
Reviewed 09/2015  
Reviewed 03/2018  
Reviewed 04/2022

**Materials Selection Policy  
Wilton Public Library**

**Citizen's Request for Reconsideration of Material**  
**Wilton Public Library**  
**Wilton, Iowa**

Title: \_\_\_\_\_ Format:  Hardcover  
Author: \_\_\_\_\_  Paperback  
Barcode Number: \_\_\_\_\_  DVD  
 CD Audio  
Request initiated by: \_\_\_\_\_  Magazine

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

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

Request represents:

Self  Organization \_\_\_\_\_  
(Name of group represented)

What are your concerns with the material? (Please be specific and cite pages, use the back if necessary)

What do you believe is the theme of this material?

Did you read, listen to, or view the entire material? If not, what parts?

How might this material impact the community?

Are you aware of the judgment of this material by literary critics?

What material of equal literary quality would you recommend in its place that would convey the subject matter or point of view on society or our civilization that this item provides?

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Revised 09/2012, Reviewed 09/2015, Revised 03/2018, Reviewed 04/2022

## **Reference Policy Wilton Public Library**

The Wilton Public Library realizes the importance of reference work; therefore, all staff members receive training on using reference materials. The Library's goal is that all reference questions are answered within 24 hours. Reference questions refer to requests for specific information, whether in person, by mail, telephone, or email, which requires the use of library materials or the professional judgment of the librarian to answer.

The number of reference questions handled each day is recorded on the day sheet for use in statistical reports. A reference survey is done annually to track the actual subject of reference questions, whether the Library staff answered the question or referred it on to the region, and how long it took to get an answer that satisfied the patron's need.

Library staff will use in-house resources, the Internet, and on-line databases to answer reference questions. All answers should be verified before giving a reply to the patron since the credibility of the Library as a source of information is at stake. Requests for family histories can often be answered by photocopying materials from the genealogy materials. The copies are sent back to the requester with a statement for cost recovery at the rate of 25 cents per page plus postage costs.

Individuals with requests, which will take longer than 15 minutes to process, will be notified that the fee for research is \$25 for the first hour. Copies are billed at 25 cents per page. This allows the patron to set a limit for the project. The Director may decline any request for research which is deemed to be too time consuming to fit into the staff schedule.

### **Protocol for Telephone Requests**

It is advisable to take the name and number of the patron and call them back with the answer if the question is going to take longer than one minute to locate. Try to give the patron an estimate of the time needed to locate the answer when taking their information. It is a disservice to the patron waiting for an answer and to other patrons trying to reach the Library to tie up the phone for longer periods of time.

If you are helping a patron who is in the Library and you get a telephone request for information, take down the request and finish helping the in-house patron before locating the information for the telephone request.

When patrons call for information about specific medical, legal, or income tax questions, the questions are answered to the best of our ability, citing the sources used. However, it must be clearly stated that we are not experts in these fields and that the proper experts should be consulted. At no time do we diagnose a medical problem, offer a legal opinion, or interpret the tax laws. If a patron requests information from "Consumer Reports" it is permissible to read the top-rated products, but the patron is urged to come in and read the entire article for themselves to make an accurate judgment.

Revised 02/2006, Reviewed 02/2008, Revised 10/2012, All Reviewed 09/2015, Reviewed 09/2019

**Reference Policy  
Wilton Public Library**

**Students**

Students using the Library for assignments are helped to find the information, but the staff does not answer the question for the student. In other words, if they are asked for biographical information, show them the sources and how to use them, but they must read the material for themselves to answer the question.

Teachers are requested to notify the Library of class projects and define the level of help the Library staff should provide to the students. Students calling in a request for a specific piece of information will be given the answer, just like any other patron, unless the teacher has indicated that the searching skills are what are being taught. In that case the student will be encouraged to come to the Library and staff members will show the student how to find the information.

**Confidentiality**

Chapter 22.7 of the CODE OF IOWA states: “The following public records shall be kept confidential, unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release information:

“13. The records of a library which, by themselves or when examined with other public records, would reveal the identity of the Library patron checking out or requesting an item or information from the Library. The records shall be released to a criminal or juvenile justice agency only pursuant to an investigation of a particular person or organization suspected of committing a known crime. The records shall be released only upon a judicial determination that a rational connection exists between the requested release of information and a legitimate end and that the need for the information is cogent and compelling.

“14. The material of a library, museum or archive which has been contributed by a private person to the extent of any limitation that is a condition of the contribution.”

The Wilton Public Library Board of Trustees supports this law and will not make the records of the Wilton Public Library available to anyone unless ordered to by a court of law.

Any information included in the Wilton phone book, or any other published document may be given out, but information from the Library’s patron database will not be given to anyone.

The Library, in publicizing the services offered, may include reference subjects and the sources used to answer the question, but no information will be given out indicating who requested the information.

Reviewed 02/2008, Revised 10/2012, Reviewed 09/2015, Reviewed 09/2019

**Behavior Policy**  
**Wilton Public Library**

**Purpose of the Policy**

The Wilton Public Library will provide a safe, comfortable environment that is conducive to the use of library materials either by individuals or small groups.

**Expectations of Library Users**

Patrons using the Library are expected to behave in a way that is appropriate to the Library's purpose as stated above. Therefore, the following kinds of behavior are prohibited.

- A. Any behavior that is illegal.
- B. Any behavior that endangers oneself or others.
- C. Any behavior that is disruptive of the Library environment.
- D. Any behavior that is abusive of staff members or other patrons.
- E. Any behavior that interferes with the Library's purpose.

**Responsibility for enforcing this policy**

The primary responsibility for enforcing this policy rests on the staff member in charge of the Library when the incident occurs. Any staff member observing the incident is encouraged to take action to stop the behavior and then refer the incident to the librarian in charge. The staff member will document the incident on the Library's Incident Report Form. This form will be kept in a restricted access file by the Library Director and will be used to track problems that are reported by staff and also those of a reoccurring nature.

**Procedures**

- A. The goal of staff action will be to curtail a patron's inappropriate behavior and to encourage the patron to behave appropriately in the Library.
- B. Response to any incident should occur as soon as possible after the incident begins.
- C. Except in cases where the staff feel in physical danger, they will discuss the inappropriate behavior with the patron, suggest alternatives, and if necessary, state the consequences of continued inappropriate behavior.
- D. In cases where an illegal or highly dangerous incident occurs, the staff member in charge is authorized and encouraged to call the police.
- E. In cases where a juvenile refuses to behave appropriately in the Library, the staff member in charge may call the juvenile's parents.
- F. When a patron continues to behave in an inappropriate manner after the staff has warned the patron that such behavior is inappropriate, the librarian in charge is authorized to tell the patron to leave and to call the police if the patron refuses.
- G. If the police are called, there will be an automatic ban (revocation of invitation) for 30 days. If this occurs a second time, the ban will be for 90 days. In the event of a third incident regarding police, the ban will be for 1 year. If the patron comes on library property during the time of the ban, the police will be called to charge the individual with trespass.

Adopted 1988, Reviewed 02/91, 02/94, Revised 04/99, Reviewed 12/2005, Reviewed 02/2008, Revised 01/2009, Reviewed 10/2012, Revised 04/2015, Reviewed 02/2018, Reviewed 04/2021

**Incident Report**

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

Date: \_\_\_\_\_

Report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed 10/2012  
Reviewed 04/2015  
Reviewed 02/2018

**Behavior Policy  
Wilton Public Library**

**Unattended / Vulnerable Child Policy**

The staff of the Wilton Public Library welcomes patrons of all ages to visit and use the Library and its resources. We are concerned about the safety of all library users, especially children. The library is not equipped, nor is it the Library's role to provide long-term or short-term daycare for children of any age. Library staff cannot supervise children or act as substitute babysitters.

The Wilton Public Library recognizes the parents' or guardians' responsibility for the behavior and well-being of their children. We respect the privacy of all library patrons and intervene only when a child is at risk.

The Vulnerable Child is an unattended child of any age who is deemed by the staff to be at risk. If a Vulnerable Child comes to the attention of library staff, the parent or guardian will be notified. If the parent or guardian cannot be reached, the police will be called.

If a child becomes ill while at the Library, the parent/guardian will be called to come and get that child. Repeated problems will be brought to the attention of the Library Board for further consideration.

Under no circumstances will the staff take the child out of the Library.

Adopted 08/2007  
Reviewed 10/2012  
Reviewed 04/2015  
Revised 08/2016  
Reviewed 09/2019



**Sex Offender Policy  
Wilton Public Library**

In accordance with Chapter 692A of Subtitle 1 of Title 16 of the Code of Iowa, the Wilton Public Library Board of Trustees prohibits the presence of sex offenders convicted of sex offenses against minors upon or within 300 feet of library property without written permission of the Library Director. The Library Director may only give written permission as the result of a vote at the meeting of the Board of Trustees at which a quorum is present.

Persons barred from library property under the law remain entitled to library service. It is the responsibility of the patron to arrange for a courier to select, check out, and return materials to the Library through possession of the patron's card.

Persons barred from library property under the law will not be served by the Library's homebound delivery service.

Violations of this policy will be immediately reported to law enforcement.

Adopted 07/2009  
Reviewed 11/2012  
Reviewed 10/2015  
Reviewed 11/2019

**EMPLOYEE DRESS CODE**  
**Wilton Public Library**

All employees of the Wilton Public Library shall dress in a business manner that is presentable and commensurate with their duties. As all library employees' duties include representing the Wilton Public Library and the City of Wilton, it is required that they dress in a manner that projects a positive image. This image conveys the appearance of a knowledgeable, professional staff member. Just as important as the work done is the image that is projected while completing that task.

The following list is not exhaustive and is a set of guidelines. Individual items of clothing may be deemed inappropriate by a supervisor and appropriate action taken.

1. All clothing must be clean and in good repair (no holes or tears).
2. Clothing with images or words will not be allowed.
3. Tight fitting, noticeably short or revealing garments; exposed midriffs and/or exposed undergarments are not acceptable.
4. Open-toed shoes, including but not limited to flip-flop sandals, are not allowed.
5. Shorts and sweatpants are not allowed.
6. No sheer or see-through fabric.
7. No blue jeans except on designated days.
8. Skirts, skorts, or pants should be a professional look and length.
9. Any article of clothing or accessory that prevents an employee from efficiently performing his or her duties.

This policy is in effect for library employees during their scheduled work time and when they represent the Library outside of the building, such as at a conference or when visiting a school.

The Library Director will have the final decision whether something is appropriate for the workplace. Employees will be given a warning if attire is not appropriate. The second time the employee will be required to return home, without pay, to change clothing. Repeated violations of this policy will result in disciplinary action up to and including termination.

The Library Director shall have the discretion to grant exceptions to the above mentioned policy for, but not limited to, special events, medical conditions, or disabilities. The Library Director may occasionally declare a day of themed dress and will provide staff with guidelines in advance.

Effective 09/2010  
Revised 05/2013  
Reviewed 10/2015  
Reviewed 11/2019

**Food and Beverage Policy  
Wilton Public Library**

The Wilton Public Library strives to maintain a clean and comfortable environment for library users to enjoy the collections and services of the Library. Food and beverages will be allowed in designated areas of the Library.

Library patrons may have non-alcoholic beverages in re-sealable or covered containers. Spills should be reported to a staff member immediately to avoid damage to library property.

No food or drink will be allowed at the computers.

Exceptions may be made by the Library staff for special events.

Adopted 07/2010  
Reviewed 10/2015  
Reviewed 11/2019

**Fundraising**

The Wilton Public Library will not be available for commercial purposes, fund raising or sale of items. The only exceptions to this will be: Used materials such as books, movies, etc.; lollipops, necklaces, or other items that are donated and compensated with a donation for this item. These donations will go directly into the Library's Trust and Agency Account.

In the event of an author visit, the Board of Directors would need to approve the sale of the author's book prior to the visit.

Adopted 11/2013  
Reviewed 11/2019

## **Emergencies Policy Wilton Public Library**

### **Winter Storms**

The Wilton Public Library may close or postpone opening when weather conditions exist making it highly improbable for travel. The primary factor of any decision made will be the safety of the staff and the Library patrons. However, maximum effort will be made to maintain regular library operating hours. If a decision is made to close or postpone, the news stations in the area will be notified to make necessary announcements.

### **Tornadoes**

When the city siren sounds the warning, the Library staff will advise the Library's patrons of the situation. Staff and patrons will seek shelter in the MCC classrooms at the center of the building. Alternative shelter areas are the bathrooms in the hallway. Two staff members will move patrons to the designated safety area. All patrons and staff are required to shelter until an all-clear is given. Using the weather radio located at the front desk, the staff will listen and then relay an all-clear message to patrons. Normal routine may resume when the all-clear sign is given.

### **Fire**

At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 and clear the building.

Two staff members will be designated to clear the building. Person A will check staff areas, children's, teen's and move along the back wall by the fireplace to alert patrons. Person B will make a phone announcement stating there is a fire and then clear the computers and Fiction area. Move patrons to the parking lot. If 911 hasn't already been notified, do so now.

### **Health Emergencies**

In the event of any serious health emergency, call 911. Staff members should exercise caution when administering first aid. It is not advisable for staff to do more than keep the person safe, calm, and comfortable until medical professionals arrive. No medication should be dispensed to the public by library staff.

### **Bomb Threats**

Keep the caller on the line as long as possible. Ask the caller to repeat the message and record or write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time possible detonation, **ASK FOR THIS INFORMATION.**

Pay particular attention to anything that might distinguish location or personal identifiers of the caller. Immediately after the caller hangs up, call the police. Clear the building.

### **Active Shooter**

In the event of an active shooter, press the button to lock the main library doors. Send one staff to lock/secure the back garden door. Shut off the lights in the building. Assist patrons to rooms with doors that lock (staff bathroom, director's office, classrooms if possible). Hide in areas of resistance such as under tables or behind bookshelves. As soon as possible, call 911.

Revised 10/2015, Reviewed 11/2019, Revised 12/21

## **Maker Space Policies & Procedures Wilton Public Library**

A maker space is a place for multiple ages to explore and learn about technology. Equipment includes items like virtual reality, 3D printers, and software for engineering and design.

### **Definitions**

Maker Space - A place with cool technology that everyone can use to create projects.

Projects - The things that you create while in the Maker Space.

Machines/Equipment - The technology available in the Maker Space.

Library Staff - People who work at the library

Circulation Desk - the big desk at the front of the library

### **Usage**

Anyone can use the maker space within the available open hours. Please see the “limitations” section for age requirements.

The maker space is available during the library’s open hours by appointment or during drop in times. When arriving at the Library to use the maker space, check in at the circulation desk. They will take your name and allow you access to the space.

If you are visiting for the first time, a library staff member will show you the equipment available in the space and have you sign the liability waiver. If you have a signed waiver and have used the equipment previously, please check in with library staff at the circulation desk before use.

In the interest of access for our patrons, machines can be used for two hours at a time unless prior approval is given. Projects must not exceed this limit.

Projects must be picked up within seven days of completion. Projects not collected in this time frame become property of the Library.

### **Hours**

The Wilton Public Library Maker Space is open Monday-Friday between the hours of 2-5:30 pm. Staff will be on site during these times to assist. Other times will be available by appointment. Guided classes are offered throughout the year.

Five people will be allowed in the Maker Space at once unless otherwise authorized. Access is on a first come, first serve basis. To access the space, check in with the circulation desk.

### **Limitations**

If you are under the age of 14, you must be with an adult to use the machines.

If you are a business owner creating items that you will sell, you must provide your own materials. There is a yearly business fee of 50 dollars to use the Maker Space to help cover maintenance of the machines. Please see library staff to fill out a business form.

**Maker Space Policies & Procedures  
Wilton Public Library**

**Machines**

Glowforge Laser Cutter	Sewing and Embroidery	Makey Makey
MakerBot 3D Printer	Machine	Virtual Reality
FlashForge Dual 3D Printer	Cricut	Film Studio
AnyCubic Resin Printer	Ozobots	Drawing Tablets
	Snap Circuits	Button Makers

**Material Use**

Project costs will be subject to the size and amount of material used. Project cost is subject to change. The Library is not responsible for failed or flawed projects.

**User Instructions**

Equipment may only be used after a brief training session or with staff supervision. Please see a library staff member before operating the machines. Basic understanding of computers is helpful when operating machines in the Maker Space. Video tutorials are available.

**Safety Guidelines**

When using the machines, it is important to use them appropriately. Patrons using the Maker Space are responsible for any damages that occur while using the machines or space. Library staff may remove any patron at any time for any reason. No equipment may be removed from the Maker Space. Food and drinks are not allowed in the Maker Space.

**Liability Waiver**

A liability waiver must be signed before using the Maker Space. If you are under 14 years of age, you must have a waiver completed by a parent or legal guardian. The Library is not responsible for accidents due to misuse of the machines.

**Use Policy**

All projects created in the Maker Space must adhere to copyright laws.

This policy applies to all the machines available in the Maker Space. This policy applies to anyone using the Maker Space at the Wilton Public Library, including library staff.

All projects must be completed for lawful purposes. The following are not permitted to be created:

- Projects that may be considered weapons
- Projects that are harmful, dangerous, or pose a threat to others
- Projects that are inappropriate or obscene
- Projects violating copyright or intellectual property rights
- Projects that violate state or federal law/regulations

The Library reserves the right to refuse any project request found to be in violation of this policy. If found to be creating projects in violation of this policy, library staff reserve the right to revoke access to the Maker Space or the Library. The Library is not responsible for any projects or content that may be in violation of this policy.

Adopted 06/2022

**Maker Space Release of Liability Waiver  
Wilton Public Library**

Please read the following waiver carefully before signing.

I, \_\_\_\_\_, am aware that using the Maker Space may result in personal injury or harm. I understand the Wilton Public Library and the City of Wilton are not responsible for any personal injury or harm that I may incur while utilizing the Maker Space. I agree that I am responsible for my safety while using the equipment. I agree that I was trained by library staff on how to safely use the equipment. I acknowledge that using the equipment or space incorrectly may result in harm or denied privileges. By signing below I acknowledge and represent that I have read the foregoing Waiver of Liability, understand it and sign it voluntarily.

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

E-mail/Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature (if applicable) \_\_\_\_\_

Patrons 14 and under must be accompanied by an adult while in the Maker Space.

Adopted 06/2022

**Volunteer Policy  
Wilton Public Library**

**Definition of a Volunteer:**

Volunteers are unpaid workers who donate their time and talents to support the Wilton Public Library without expectation of future employment, wages, benefits or compensation of any kind. Volunteers may work short term projects and programs or give continuing service over an extended period of time. Volunteers will not replace paid staff positions. Volunteers will enhance, rather than replace adequate staffing.

All volunteers must complete an application form and participate in an interview with the Library Director. Volunteers must be 5<sup>th</sup> grade or older. Signed parental permission is required for all persons under 18 years of age.

Volunteers will be expected to dress appropriately for the assigned task. Also, volunteers will be expected to be on time for the scheduled volunteer assignment and should notify the Library if they will not be able to be present.

**Requirements:**

- Willingness to work within the Library environment
- Ability to interact with patrons and library staff in a positive and pleasant manner
- Dependability

**Skills:**

- Ability to follow directions
- Knowledge of the alphabetical order
- Manual dexterity
- Keyboarding ability
- Organizational ability

**Task that may be performed by a Volunteer:**

- Shelf reading
- Shelving material
- Helping with programs and projects
- Helping with the Summer Reading Program
- Light Cleaning assignments
- Other duties as deemed appropriate by the Library Director

Reviewed 10/2015

Revised 11/2019



**WILTON PUBLIC LIBRARY  
VOLUNTEER APPLICATION**

**VOLUNTEER CONFIDENTIALITY AGREEMENT**

This is to certify that I, \_\_\_\_\_, a volunteer of the Wilton Public Library, understand that any written, verbal, or other form of information obtained During the performance of my duties must remain confidential. This includes all information about members, clients, families, employees, and as well as any other information otherwise marked or known to be confidential. I have read and understand and have had the opportunity to have my questions answered regarding the Privacy of Records Policy.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director

Reviewed 10/2015

Reviewed 11/2019

**WILTON PUBLIC LIBRARY  
VOLUNTEER APPLICATION**

Date\_\_\_\_\_

Last Name\_\_\_\_\_ First Name\_\_\_\_\_

Address\_\_\_\_\_

Daytime Phone\_\_\_\_\_ Evening Phone\_\_\_\_\_

If Student: What grade are you currently in? \_\_\_\_\_

What hours are you available?	Open Hours
Sunday_____	2 pm – 5 pm
Monday_____	11 am – 8 pm
Tuesday_____	11 am – 6 pm
Wednesday_____	11 am – 6 pm
Thursday_____	11 am – 6 pm
Friday_____	10 am – 6 pm
Saturday_____	10 am – 3 pm

Please tell us about your interest and skills.

Why do you want to volunteer here?

What is your experience in working in a library?

Are your volunteer hours a requirement for a class? If yes, explain.

Emergency Contact Name\_\_\_\_\_ Phone\_\_\_\_\_

\_\_\_\_\_  
Signature of Volunteer Applicant

\_\_\_\_\_  
Parent's Signature (If under 18)

### **Library Sign and Postings**

The Librarians will maintain the content of the digital signs and other signs within the Library. The digital sign will promote Library/ Community Center/ MCC activities, library hours, and special events. If possible, the Library will place an announcement on the sign as requested by another individual.

Approved 11/2015

Reviewed 11/2019

### **No Smoking Policy**

The No Smoking policy in the Wilton Public Library will include prohibiting the use of electronic cigarettes – known as e-cigarettes.

People will be directed to the designated smoking area outside of the building.

Approved 11/2015

Revised 11/2019

### **HOLIDAYS**

A) All full-time (Those working 35 hours per week or more) will receive prorated Holiday pay based on the average number of hours the employee works each week.

B) Designated Holidays for which the Library is closed are January 1<sup>st</sup>, Good Friday, Easter Sunday, Memorial Day, 4<sup>th</sup> of July, Founder's Day Saturday, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. If the holiday falls on a Saturday, the Library will be closed on Saturday only. The library may be open on Monday holidays if employees not receiving holiday benefits agree to work the hours.

Amended 11/2018

Reviewed 05/2021