

Dakota City Public Library  
POLICIES

Public Service Policy  
of the Dakota City Public Library

**1. GENERAL LIBRARY OBJECTIVES**

**I.** To assemble, preserve, and administer, in organized collections, books, materials and related educational and recreational resources, in order to promote an enlightened citizenry and enrich personal lives.

**1a.** To provide a place or forum where inquiring minds may encounter original, sometimes unorthodox and critical ideas necessary to a society that depends for its survival on free competition in ideas.

**1b.** To provide opportunity and encouragement for people to educate themselves continuously.

**1c.** To seek continually to identify community needs; to provide programs of service to meet such needs and to cooperate with other organizations, agencies and institutions, which can provide services to meet community needs.

**1d.** To provide opportunity for recreation through the use of literature, music, audio-visual and other art forms.

**II. USE OF THE LIBRARY**

**IIa.** The library will serve all interested persons.

**IIb.** Residents of the city of Dakota City, Nebraska may obtain a borrowers card without charge. Others may obtain a library borrower's card upon payment of a fee.

**IIc.** Use of the library or its services may be denied for due cause, including failure to return materials, unpaid service charges, or violating rules of conduct.

**IId.** Library Hours – Hours will be set by the Board. Library services will be provided during the hours which best meet their needs.

**IIe** Circulation – Any and all catalogued items may circulate to any patron holding a current valid library card, although there may be restrictions of time or numbers of items that may be checked out at any given time.

Fines for overdue materials will be 5 cents per day per 5 item for books and magazines.. The maximum fine is \$2.50. Overdue VCRs and DVDs are \$1.00 per day. Keeping track of the date due of materials is the responsibility of the patron.

**IIIf.** Charges equal to the average cost of repair or replacement will be levied for damaged or lost materials.

**III. SERVICES OF THE LIBRARY**

**IIIa.** The library will select from the mass of available resources and organize for easy access, those resources which best meet the needs of the community.

**IIIb.** The library staff will provide guidance and assistance for people to obtain the information they seek as recorded in print, audio-visual and electronic resources.

**IIIc.** The library will provide information and resources to help people:

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1. Equip themselves for efficient activities in useful occupations and practical affairs.
2. Increase their competence to form sound judgements on public problems and to encourage them to express their opinions and act according to their judgement.
3. Increase their understanding and appreciation of literature, the arts, sciences and the political world.
4. Promote personal and social well-being and develop creative and spiritual capacities.

III d. The library will initiate programs, exhibits, materials list, etc. to stimulate the use of library resources for the enlightenment to people of all ages.

III e. The library will cooperate with other community agencies and organizations to determine and meet the educational needs of the community.

III f. The Library accepts responsibility for securing information beyond its own resources by:

1. Collecting information about and listings for referral, resources of agencies, institutions, organizations and individuals in and beyond the community.
2. Providing users access to online information databases.

III g. The Library will endeavor to maintain balance in its services to men, women, young people and children. The public library will cooperate with, but cannot perform the function, of school or other institutional libraries, which are designed to meet curricular needs.

III h. The Library will lend materials to other libraries. Patrons of this library have priority in the use of materials.

III i. Periodic review will be made of library services to determine whether the needs of the community indicate that present services should be discontinued or other services should be added.

#### **IV. MATERIALS SELECTED**

IV a. Goals and objectives: The materials Selection policy of the library is designed to carry out the general library objectives as described in Part 1.

IV b. Intellectual Freedom: The Library endorses the American Library Association's "Library Bill of Rights," "Intellectual Freedom Statement" and "The Freedom to Read" and "Freedom to View" found in the Handbook on Intellectual Freedom.

IV c. Responsibility for Selection: Responsibility for materials selection rests with the Library Director who operates within the framework of policies determined by the Library Board. The Library Director may delegate to such members of the staff as are qualified by training or experience, the responsibility to make selections in their area of expertise.

IV d. Selection Aids: A policy, however high its standards, cannot replace the judgement of the librarian, but provides goals and guidelines that will assist them in choosing from the vast array of available materials. The librarian utilizes professional judgement and expertise, based on an understanding of community needs and the knowledge of authors and publishers, in the process of selecting materials, and is aided by reviews found in professional, literary, specialized and general periodicals in addition to standard lists of basic works. At times, the library staff may consult subject area specialists.

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Materials will be judged on the basis of content and style of the work as a whole, not be selected by random passages or scenes. All acquisitions whether purchased or donated are considered in terms of the standards listed below. An item need not meet all criteria in order to be accepted.

Ive. Criteria for Selection: In general the Library's policy is the purchase materials within budget limitations that best satisfy its clientele. Established criteria are:

1. Permanent or timely value
2. Accurate information
3. Authorativeness
4. Clear presentation or readability
5. Social significance
6. Presentation of both sides of controversial issues.
7. And, at times, materials of doubtful value for their purpose

Also considered in purchase are:

1. Author's professional reputation
2. Importance and need of subject matter in the collection
3. Listings in special bibliographies or indexes
4. Publisher's standing
5. Price
6. Availability of material elsewhere
7. Community interest or demand

Ivf. Exclusion of materials: The Library Board in the final analysis reserves the right to exclude materials, which it judges to be strictly sensational or pornographic, according to community standards.. However, a serious work dealing with some problem or aspect of life will not be excluded because some readers may find the language or subject matter offensive. Materials on controversial issues and current problems considered inflammatory, prejudiced, or violent may be acquired because they have influenced past or present thinking.

Ivg. Selection Policy for Children's Materials:

1. The Dakota City Public Library's objective in selecting materials for children is to make available a well-balanced collection that satisfies developmental, informational, recreational and cultural needs from early childhood through 8<sup>th</sup> grade.
2. Aims for the materials selection policy are:
  - a. Selection materials that stimulate enjoyment of learning
  - b. Maintain a collection of overall quality
  - c. Present both side of controversial issues
  - d. Respond to changing trends and patterns in society.
  - e. Reflect the interest of the immediate community
3. Materials for children are selected with the realization that literature for children is an integral part of all literature. It is judged by the same standards which apply to adult materials.

Ivh. Gifts to the Library:

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1. Any donation may be accepted within the Ordinances of the City of Dakota City and provision of State Statutes on the condition that the Library Director has the authority to make whatever disposition he/she deems advisable.
2. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Library Board.
3. The library will not accept for deposit materials which are not outright gifts, with the exception of exhibits of special collections which, upon approval of the Library Director, may be set up by the owner for a limited time and at the owner's risk.
4. The same standards of selection will govern the acceptance of gifts as govern materials purchased by the library. Useful but unneeded material may be sold and the money used to buy new materials. It may also be offered to other libraries or institutions as a gift of exchange.

IVi. Replacement of Materials: Materials withdrawn because of loss, damage, wear or nonuse will not be automatically replaced by the library. Decisions will be based on the following considerations:

1. Demand for the specific title
2. Importance and value of the specific title
3. Number of copies in the collection.
4. Other coverage of the subject.
5. Availability of item in other format.
6. Availability of newer and better materials on subject
7. Reference materials which will be replaced as new editions are available
8. Materials often go out-of-print rapidly and are difficult to replace

Ivj. Multiple copies: Duplication of titles to meet demand is encouraged. Exceptions are the following:

1. Titles suitable for Reference Only.
2. Adult materials that fulfill specific or narrow subject categories or that are "literary" fiction
3. Children materials without lasting value

Ivk. Weeding: The library maintains an active policy of withdrawal of materials accordance with established guidelines and based on the following:

1. Material no longer of interest or in demand
2. Duplicates and worn or mutilated copies
3. Frequency of circulation
4. Community interest
5. Availability of newer and more valid materials

Ivl. Problem Materials and Resources:

1. Serious objections to titles owned by the library should be in writing. The Library provides the form "Request Reconsideration of Library Resources" which is to be filled out and signed by the patron (see appendix). The request should be returned to the Library Director who will examine the complaint, the material in question, and the circumstances involved in the complaint. The Library Director will submit to the patron no later than one week after receipt of the request, a response based on the reasons for the selection of the material and the policies of the library. A copy of the library's Public Service Policy

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will be included with the response. If the complainant feels that the response of the Library Director is not supported by the Policy Statement, the patron has the right to an additional hearing on the complaint with the Library Board.

2. The Library Board recognizes that while individuals are free to reject materials or services of which they do not approve for themselves, they do not have the right to restrict the freedom the read or view of others. Whenever the question of censorship is involved, no library material or access shall be removed except under unanimous vote of the Library Board.
3. No catalogued material will be placed on closed shelves except for the purpose of protecting it from theft or mutilation.
4. Responsibility for children's reading and viewing rests with their parents or legal guardian. Selections or circulation will not be prohibited by the possibility that controversial materials may be obtained by children.

**V. COOPERATION WITH OTHER LIBRARIES**

Va. The Library Board and the Library Director will be alert to all opportunities for cooperation with other libraries in order to better meet the needs of the community and to strengthen the services and resources of the library.

Vb. The Library Board recognizes that no single library can meet all demands in its community. Therefore, the Library Board will work with the Nebraska Library Commission, Regional Library Systems, local agencies and other libraries for mutual benefit. Agreements and contracts may be negotiated formalizing such arrangements.

**V. PHYSICAL FACILITIES**

Via. To achieve the goal of good library services, the Library Board accepts the responsibility to see that public library facilities are provided which will adequately meet the physical requirements of modern, aggressive library services. Such facilities will offer to the community a compelling invitation to enter, read, look, listen and learn. The Library Board will work to insure that facilities comply with all relevant State and Federal standards and regulations.

Vib The Library Board accepts the responsibility to secure needed funds for upkeep of the Library.

**VI. PUBLIC RELATIONS**

Some of the goals of the library are:

1. To inform the public of library objectives and services through print and electronic media.
2. To participate in community activities.
3. To give talks in the community.
4. To encourage use of the library by giving tours to groups which ask for help.
5. To obtain citizen support for library development.

**VII. POLICY REVIEW**

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The policies of the Dakota City Public Library will be reviewed periodically and revised as needed.

Adopted by Dakota City Public Library Board of Trustees \_\_\_\_\_

**MEETING ROOM POLICY**

**INTERNET – ACCESS POLICY AND GUIDELINES**