

## Middleton Public Library Policy Manual

### I. GENERAL OBJECTIVES OF THE LIBRARY

The Middleton Public Library shall attempt to make available to the public the best possible facilities for obtaining information and knowledge, for stimulating the search for new ideas, providing opportunity for acquaintance with the past, offering the pleasure to be found in books, and to serve the community as a center of reliable information. In addition, the Library endeavors to provide opportunity and encouragement for children, young people, men and women to educate themselves continuously as well as to support the educational, civic, and cultural activities of local groups and organizations.

The Board accepts as a major responsibility the continuous exploration of ways to increase the number of library users and the amount of materials circulated. It attempts to provide the widest possible range of opinion, ideas, and information within its physical and budgetary limitations, while maintaining constant vigilance against intolerance, bias and censorship.

The Board affirms the principles set forth in the Library Bill of Rights and Freedom to Read, both of which are printed in the Appendix.

### II. SELECTION AND APPOINTMENT OF TRUSTEES

City or municipal libraries are established and operate under the Idaho Code, Sections 33—2601 to 33—2611 and 33—2617 Title 33.

#### 1. Number of trustees to be appointed:

- A. A board of five library trustees, selected from the citizens at large, shall be appointed by the City Council. In addition to the five trustees, a city council member shall act as liaison, but with no voting rights.

- B. Term of Office:

The Library Trustee's term is five (5) years. Trustees may not serve more than two consecutive terms of five years each. Each year the City Council shall appoint one of its members to be a liaison to the Library Board.

- C. Vacancies:

All vacancies shall be reported to the City Council within five (5) days by the Board of Trustees and shall be filled by appointment in the same manner as appointments are made originally. Appointments to complete an un-expired term shall be for the remainder of that term only.

- D. Compensation:

No compensation shall be paid or allowed to any Trustee.

## Middleton Public Library Policy Manual

### III. ORGANIZATION AND POWER OF THE TRUSTEES:

#### 1. Organization of the Board:

Board officers shall consist of a Chairperson, Vice Chairperson, Treasurer, Secretary, and Public Relations Representative who shall be elected each year at the regular meeting in October. They shall take office on the following January 1<sup>st</sup>. All officers shall be elected by the Board.

2. The Board of Trustees manages and controls the affairs of the library. They shall make and adopt such bylaws, rules and regulations of their own guidance and for the government of the library as may be expedient. They shall determine any question of policy.
3. They shall have exclusive control of the expenditure of all monies collected for the library fund, and the supervision, care, and custody of the library building. Such money shall be drawn from the treasury by the proper officers, upon properly authenticated vouchers of the Board of Trustees, which shall be in accordance with current city policies and procedures.
4. The Board selects and appoints a librarian and assistants, prescribes rules for their conduct and fixes their salaries and duties with the approval of the City Council.
5. The Board adopts a yearly budget with the advice and assistance of the librarian, allocating the proper amounts for books, salaries, maintenance and other operating expenses; subject to approval of the City Council.
6. The Board, with the assistance of the librarian, must prepare the necessary and proper reports from the library for the city government and the State Library.

### IV. POWERS AND DUTIES HELD JOINTLY BY BOARD AND LIBRARIAN

1. Both the Board and the librarian shall be responsible for public relations and interpreting the library policies to the public.
2. The librarian and the Board will work together in the preparation of the annual budget.
3. The librarian and the Board will cooperate in obtaining adequate funds for library operation.

### V. OTHER DUTIES HELD BY THE LIBRARIAN

1. The librarian is responsible for general administration and supervision of the entire operation of the library.
2. The librarian recommends to the Board of Trustees employment of new personnel and volunteers and supervises their work.

## Middleton Public Library Policy Manual

3. The librarian shall keep the monthly financial records and statistics and shall present a summary at each board meeting.
4. The librarian shall attend all or part of each board meeting as desired by the Board.

### VI. PERSONNEL POLICIES

1. Trustees shall designate official holidays when the library will be closed, annual leave, and sick leave for staff, minimum wage, and make these a matter of record for the staff. As a general rule, they should conform to the regulations governing other city employees.

### VII. WHO MAY USE THE LIBRARY

1. The library will serve all residents of the city free of charge. Persons not residing within the city limits shall be required to pay an annual fee, as decided by the Board, for the privilege of checking out books and materials. There is no charge for use of library materials on the premises. Library cards may be issued to children age 6 and older, with parental consent.
2. The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons or other noisy behavior, solicitations, no shirt and shoes.

### VIII. SERVICES OF THE LIBRARY

1. Hours of operation shall be determined by the librarian and the Board and shall be as long as possible within the limitations of budget, staff, and public need. Holidays shall conform as much as feasible to those of other offices in the city.
2. The Library Board permits library staff to close the library in case of any emergency that would directly affect the patrons' or the staff's personal or families' welfare. If time allows, the staff will contact the Director or the Chairman of the Board for permission to do so. Staff, Board members, and City Hall will be called after the library is closed with the explanation and an estimate of the length of closure if it is physically possible to do so.
3. Middleton Public Library provides inter-library loan service to patrons who have an up-to-date membership with no overdue books or unpaid fines. An inter-library loan is a transaction in which library materials are borrowed from another library. Resource sharing between libraries increases access to materials.

The loan time will be dependent upon the due date set by the lending library but usually fall within our library's loan limits. A request for renewal must be made, at least, one day prior to the Middleton library's due date.

We do not charge for inter-library loans, but if the lending library charges a fee, it will be passed on to the patron. Other fees may be assessed. Overdue charges will begin to accrue the day after the due date at

## Middleton Public Library Policy Manual

the rate of 25 cents per day. Any charges that the lending library makes for overdue fines or damages will be in addition to our fines.

### IX. GIFTS AND DONATIONS

1. Books and other materials will be accepted on the condition that the librarian has the authority to make whatever disposition the librarian deems advisable.
2. Gifts of money, real property and /or stock will be accepted if they comply with the state and city codes governing such gifts. (See State Code 33—2610)

### X. LOANS

1. The library will accept, on loan, materials and books for public display in the locked display case when available.
2. Art work will be accepted for display from local art organizations.

### XI. MATERIAL SELECTION

1. The library will provide any materials which help to meet its objectives. Materials may include: books, periodicals, pamphlets, newspapers, pictures, slides, films, music scores, maps, recordings, video tapes, and computer discs. This shall be done with the consideration of the money and/or resources available to the library.
2. The librarian and the Board will rely on their best judgment, aided by reputable and recognized review sources and consideration of prevailing standards.

### XII. BOOK SELECTION POLICIES

1. The librarian and the Board will consider, with respect, any complaint that is presented in good faith and in a reasonable manner by a qualified person of the library.
2. The Board will not consider the random selection of a passage taken out of context a “reasonable” complaint.
3. The Board will not consider a petition signed by a number of persons a valid complaint in and of itself unless each signatory complies with the standard for entering a complaint.
4. Complaints will not be considered from persons ineligible to use the library (e.g., non-residents of the city who have not paid the non-resident fee.)
5. All legitimate objections and grievances will be considered carefully and thoughtfully if the patron provides the following information in writing:
  - i. Patron’s name and address

## Middleton Public Library Policy Manual

- ii. Title, author, and publisher of the objectionable material
  - iii. An affirmation that he/she read the material in question
  - iv. Patron's objection to the material, and
  - v. Why he/she believes it should be removed.
6. Complaints will be presented to the Board by the librarian. The Board will review the book and the complaint. No book will be removed from the shelves without the approval of such action by a majority vote of the Board of Trustees.

Notice of action to retain or remove a book will be sent to the complainant(s) in writing within a reasonable period of time.

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