

# **General Policies Grand Rapids Area Library**

**As adopted by the Board of Directors  
April 12, 2006**

**As amended by the Board of Directors  
August 8, 2007, October 8, 2008  
December 9, 2015**

# **General Policies Grand Rapids Area Library Board of Directors**

## **1. INTRODUCTION**

### **1.1 Scope of Manual**

This manual contains those policies that, together with the By-laws of the Board, the laws of the State of Minnesota, the Municipal Code of the City of Grand Rapids, the Personnel policies of the City of Grand Rapids and the labor contract with library employees govern the Grand Rapids Area Library.

### **1.2 Adoption**

These policies were adopted by resolution of the Library Board, April 12, 2006 and became effective upon approval.

### **1.3 Amendment**

These policies may be amended at any time by resolution of the Grand Rapids Area Library Board of Trustees.

### **1.4 Disclaimer**

These policies shall apply unless they are in conflict with Minnesota Statutes.

### **1.5 Savings Clause**

If any portion or portions of these policies are held invalid, the remainder shall not be affected thereby.

## **2. GOVERNANCE**

The Grand Rapids Area Library operates as a unit of the City of Grand Rapids as a public library under provisions of Minnesota Statute Chapter 134. It is governed by a Board appointed by the City Council and funded as provided in various portions of Minnesota Statutes Section 134, Public Libraries. Minnesota Statutes Section 13.40 establishes rules for data privacy for Public Library records. Minnesota Statute 609.541 governs protection of library books. (*Appendix A*)

## **3. STATUS AS A PUBLIC LIBRARY**

The Grand Rapids Area Library will function as a public library as defined by Minnesota Statutes and the Grand Rapids Municipal Code.

- Minnesota Statutes chapter 134.14 states: “Every public library established under sections 134.07 to 134.15 shall be forever free to the use of the inhabitants of the city or county subject to reasonable regulations the library board may adopt.”
- Chapter 34.1 of the City Code of the City of Grand Rapids states: “There shall be established at public expense, a free public library and reading room or rooms in the city to be under the management and

control of the board of directors, to be appointed in the manner prescribed by the laws of this state.”

3.1 Free and open access

It is the policy of the Board of Directors of the library that all rules and procedures of the library contribute to free and open access to resources to inform and enrich the lives of the community.

3.2 Fees and Fines

Fees may be charged to reimburse the library for costs of services such as meeting room use and single use/single user information acquisition. The Board may, however, choose to subsidize costs of any service within the bounds of the library’s budget. The purpose of fines assessed shall be to encourage timely return of materials and to recoup the costs of notice mailings.

3.3 Resource Development

The Library Board will operate its programs, establish plans of service, acquire materials, and contract for the provision of resources to meet the informational and cultural needs of individuals in its communities.

3.4 Resource dissemination

The Library will publicize available materials and resources which provide information about important local issues in order to improve the quality of public debate and decision making.

**4. STATEMENT OF NON-DISCRIMINATION**

The facilities and services of the Library are available to all, regardless of race, color, religion, sex, national origin, age, marital or veteran status, disability, sexual preference or status with regard to public assistance.

**5. FUNDING**

The Major sources of library funding are taxes on property in the City of Grand Rapids and in specified towns and townships in Itasca County. The Library Board receives funding from a variety of additional sources, including gifts, grants, donations, fines and fees for services.

5.1 City Levy

The Library's primary source of funding is a levy established by the City of Grand Rapids.

5.2 Arrowhead Library System supporting township remittance

Under its membership agreement with the Arrowhead Library System (*Appendix B*), the Library receives the library taxes levied by Itasca County upon the cities of LaPrairie, Warba, and Cohasset, and the townships of Arbo, Blackberry, Feeley, Harris, Sago, Spang and Wabana.

5.3 Supplemental funding

It is the policy of the Board of Directors that additional sources of funding will be sought in order to enhance library programs, collection, and staff for this community and to provide services as required under the Minnesota Reciprocal Borrowing Agreement to the many individuals who

are not residents of our support area, but who have a right to call upon this library for service.

## **6 STATEMENT ON INTELLECTUAL FREEDOM**

The Grand Rapids Library supports the right of individuals within its community to free access to the literary and informational output of society as a whole. The Library will work to provide materials to express the full range of viewpoints on topics of interest and controversy.

### **6.2 Intellectual Freedom Documents**

The Library supports The Library Bill of Rights and The Freedom to Read Statement of the American Library Association. The Library will develop policies to implement those statements when they are not in conflict with state law, and make efforts to influence changes in law which will allow full and equal access to ideas for all

*(Texts of those statements are included in Appendix C.)*

### **6.3 Labeling of materials**

No library material will be labeled for the purpose of rating the suitability of its content for prospective readers.

### **6.4 Sequestering of materials**

No library material will be sequestered except to protect it from damage or theft.

### **6.5 Removal of selected materials**

No library material which was selected in accordance with the policies of the Board shall be removed from the collection except by express order of a court of competent jurisdiction or by the withdrawal policy of this board and the established weeding procedures of the library.

### **6.6 Responsibility for Children's Reading**

Responsibility for a child's reading rests with the parent or legal guardian. No material eligible for selection under the library's policies and guidelines shall be excluded from the collection because it may fall into the hands of children.

## **7 COLLECTION DEVELOPMENT**

The Library's efforts in obtaining, developing access to, and withdrawing materials will be focused on fulfilling the Library's purpose and mission as defined in Section 3 of this policy. The Library Director will establish selection guidelines for the use of staff.

### **7.1 Statement of Collection Scope**

The Grand Rapids Area Library Board of Trustees acknowledges the Library's responsibility, as a reference and referral library of the State of Minnesota, to provide materials to meet the varied information needs of the public it serves and to fill at least 95% of all information and title requests from locally available resources.

### **7.2 Inclusiveness**

The Library collection shall include representative materials of all races and nationalities, and all political, religious, economic and social views.

The collection will be carefully developed in order that a full range of opinion on controversial issues will be represented and that the needs of special groups will be balanced with general demand.

7.3 Collection focus

The collection will be focused on currently useful materials. Specialized research materials will be made available through participation in the Arrowhead Regional Library System and other statewide programs.

7.4 Currency of materials

In order to keep the collection current procedures be implemented to weed five percent (5%) of the collection yearly.

7.5 Donations

Donations of books and other materials will be accepted without condition. Materials must meet established Selection Guidelines if they are to be added to the collection. Disposal of materials not selected for inclusion in the collection will be treated as surplus as indicated in Board Resolution 2002-09 as exhibited in Appendix D

7.6 Responsibility for collection development

The Director is ultimately responsible for the selection of materials to implement the purpose, mission and policies of the Library and its Board of Directors.

**8 COOPERATION AND COLLABORATION WITH OTHER LIBRARIES AND INFORMATION PROVIDERS.**

It is the policy of the Board of Directors that the library cooperate with other libraries and community organizations to increase available resources and to maximize the value of expenditures.

8.1 Criteria for Cooperative and Collaborative Efforts

Cooperative and collaborative efforts must meet the following criteria:

- Local library services will not be adversely impacted
- Funding is available within the library's existing budget or external funding is available and the budget amended by the Library Board and the City Council.
- The activity is in keeping with the Library Board's Mission and Goals
- Staffing is available within the current staff or external funding will provide staff to carry out the activity.
- The activity is of a short-term nature or the library can expect to have funding to continue the project into the future.

**9 LOAN PERIODS**

Loan periods will be established to maximize effective use of library materials, will be set by the library director after consultation with staff and will be reported to the Board at the beginning of each year. Loan periods will be enforced through notices and fines.

## **10. BORROWER'S PRIVILEGES**

The Library's materials will be available on loan to eligible borrowers without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, sexual preference or status with regard to public assistance.

### **10.1 Borrower Criteria**

Borrowers' privileges will be extended to individuals meeting any of the following criteria who are not excluded from eligibility by the conditions listed in section 10.2 of this policy:

- Residents of the Arrowhead Library System geographic area
- Individuals holding valid library cards from any library in the State of Minnesota
- Individuals who have paid an annual non-resident fee set by the Library Board

### **10.2 Suspension of Borrowers Privileges**

Borrowers privileges may be suspended in the following cases and will remain suspended until the conditions calling for suspension have been cleared:

- Individual has fines at the Grand Rapids Area Library in excess of the maximum amount set by board in fine and fee schedule.
- Individual holds materials more than 20 days overdue
- Individual's borrower's privileges have been suspended by another library in the Arrowhead System.

## **11 LIBRARY USE PRIVILEGES**

Library in-house services are available to any individual whose actions are within the boundaries of the libraries published "Rules of Conduct."

*(See Appendix E)*

### **11.1 Suspension of use privileges**

User privileges may be suspended by staff for a 2 week period for violation of the library's "Rules of Conduct." The Board may impose longer or even permanent suspensions for frequent or egregious violation of the "Rules of Conduct."

## **12 CHILDREN'S ACCESS TO LIBRARY MATERIALS AND SERVICES**

The right of children to access library resources and materials for use in their pursuit of knowledge or understanding shall not be curtailed by the policies of this board or the decisions of library staff.

### **12.1 Parental responsibility**

Parents are responsible for their children's reading and access to information. Parents should accompany their children to the library or arrange for suitable responsible accompaniment until such time as they feel that the child is capable of making informed decisions on such topics as choice of books, use of Internet resources and appropriate actions toward others. Parental or guardian permission is required before children

sixteen and under may use Internet computers outside of the Children's Department.

12.2 Limits upon staff guidance of children's information access

Although staff members must not prohibit children from accessing desired Information, they may attempt to lead children to resources more appropriate for their age and understanding.

12.3 Parental responsibility for safe transportation

Parents are responsible for their children's safety. Staff members who are on duty when a child has no safe way to get home are instructed to stay in the library with the child for 15 minutes while trying to contact the parents. At the end of 15 minutes, the staff member should contact the Grand Rapids Police Department to report the unattended child.

12.4 Unattended Children in the Library.

The Grand Rapids Area Library welcomes children of all ages to use its facilities and services. Responsibility for the behavior and well-being of the children using the library rests with the parent, guardian, or caregiver assigned by the parent. The safety of all patrons, and especially the safety of the library's youngest patrons, is of primary importance to the Grand Rapids Area Library.

Children under the age of 8 and those lacking mental capacity must be within eyesight at all times of a parent/guardian or caregiver age 14 and older who is able to attend to the child's safety and ensure proper behavior. When children under the age of 8 attend a program, the parent, guardian or caregiver age 14 and older is expected to remain in the building.

Children age 8-12 are welcome in the library unattended for a period of time not to exceed 2.0 hours, provided that their behavior is not disruptive to other patrons or staff members. If there is due reason, and parents or caregivers cannot be located, staff will notify the Grand Rapids Police Department.

*(Section 12.4 added 10/08/08)*

**13 ACCESS TO ELECTRONIC INFORMATION SOURCES**

In keeping with its mission, the library will provide access to a variety of electronic information sources. In keeping with its commitment to the Freedom to Read statement of the American Library Association, filtering of computers will be kept to the minimum level to comply with federal and Minnesota law.

13.1 Children's right to access the Internet

The policy on children's right to access library resources applies to children's use of the Internet. In keeping with the Children's Internet Protection Act and Minnesota State Law, library Internet access will be filtered as to access to illegal and pornographic materials. Such filters do not guarantee that information accessed will be appropriate to the needs of children. For that reason, children sixteen years of age or younger

must have the permission of parent or guardian to use computers outside of the Children's Department.

13.2 Provision of free access to information in electronic format

In order to provide free access to information the library will maintain a predetermined daily free use time allowance for patrons, and allow staff to make special arrangements for extended use for research, off-campus class activities, and access for senior citizens and the visually impaired.

13.3 Equity in access

In order to provide equity in access to Internet computers, the library may enforce time limits and impose charges for use after a predetermined period of time each day.

**14. MEETING ROOM POLICY**

The Library Meeting Room is provided by the library to encourage cultural activities and to further the free exchange of information and ideas among community members.

14.1 Advertising.

Advertising and other publicity for any event held in the meeting room will include the name of the sponsoring group or individual.

14.2 Free entrance to meeting room events

Events in the meeting room must be free to the public unless they are sponsored or co-sponsored by the library or a library support group.

14.3 Fees for meeting room use

Fees for meeting room use may be established to cover costs related to the use of the rooms. Fees will be approved by the Board as part of the library's Fine and Fee Schedule.

14.4 Rules and procedures

Rules and procedures for meeting room use will be reviewed by the Library Board each year.

14.5 Responsibility for normal care of the facilities

Groups and individuals using the meeting room will be responsible for maintaining order among those in attendance and for returning the room to its previous condition at the end of the meeting. Charges may be imposed for return of the room to its previous arrangement or for extraordinary cleaning costs.

**15. DISPLAY AND BULLETIN BOARDS**

The Library welcomes exhibits, displays and posters for the information, interest and enlightenment of the community.

15.1 Availability.

Exhibit spaces will be available to groups and individuals and will be allocated on a first come, first served basis. All displays and exhibits in the library must be suitable for the viewing by the general public.

15.2 Approval

The Library will have the final decision on all displays or exhibits.

15.3 Waiver of responsibility.



The Library assumes no responsibility for the preservation, protection or possible damage or theft of any item exhibited or displayed.

**16 CODE OF ETHICS**

The Library Board adopts the American Library Association Code of ethics as the Code of Ethics of the Grand Rapids Area Library.  
(See Appendix F)

**17 CONFIDENTIALITY OF LIBRARY RECORDS**

The Library Board supports the confidential status of library records that link an individual with the materials borrowed or used, topics researched or names of correspondents.

17.1 Conformity with Minnesota Statutes.

The library will protect the confidentiality of library records in conformity with the laws of the state of Minnesota, especially Minnesota statute 13.40 and “definition of individual” in Minnesota Statute 13.02.

17.2 Responsibility of staff members and volunteers.

All staff members and volunteers are required to respect the privacy of all library users and the confidentiality of their records.

**18 POLICY ON CONSULTATION WITH THE CITY OF GRAND RAPIDS TO MAINTAIN CONSISTENT PERSONNEL POLICIES**

It is the policy of the library board to maintain personnel policies consistent with the personnel policies of the City of Grand Rapids.

**19 RECORDS RETENTION**

The Library Board hereby adopts the records retention schedule, library section, as published by the State of Minnesota Department of Administration.

**20 PROTECTION OF LIBRARY PROPERTY**

The Library Board places a high value on the protection of the public property under its care.

20.1 Loss Prevention

The Library Director will maintain proper procedures to control both theft of materials and removal of materials from the collection through non-return of circulated materials and establish security measures for the building and grounds.

20.2 Insurance

The Library Director will work with the City to assure that adequate insurance is maintained on the library and its contents.

20.3 Disaster Plan

The Library Director will establish a disaster plan for the library.

**21 PETTY CASH**

Library fund handling will be governed by the regulations of the Finance Department of the City of Grand Rapids. A petty cash fund of under \$100

will be maintained in the building for change making and for expenditures for international postage and maintenance supplies under \$10.00. The Library Director will provide petty cash procedures for the guidance of staff.

**22 EMERGENCIES IN THE LIBRARY**

When emergencies arise in the library, each staff member should provide for his/her own safety first. Guidelines for staff action during more common emergencies will be developed by the Director and should be followed unless doing so would compromise staff member safety.

**23 ACQUISITION AND DISPOSAL OF WORKS OF ART**

The library, as an important public building, is a suitable location for the display of visual art. Works of art which are purchased or accepted for display in the library or on its grounds should be of high quality and suitable for the setting and the community.

23.1 Selection of Art

Selection will be made considering the best interests of the library facility and the needs of its broad community constituency.

23.2 Acceptance without condition

Gifts will be accepted without conditions. Gifts of art become the property of the library and the library will be free to exhibit, store, sell or trade any gift it accepts based solely on the needs of the library. Donors will sign a release acknowledging this policy.

(amended 12/15)

**24 ALCOHOL FREE AREA**

The Grand Rapids Area Library and its grounds will be maintained as an alcohol free area. No beverages containing alcohol may be carried onto the library grounds or sold or served in the library, except with Library Board approval and appropriate permit from the City Council.

(amended 12/15)

**25 TOBACCO FREE FACILITY**

The Grand Rapids Area Library building is a tobacco free area. No use of tobacco products or e-cigarettes is allowed in the building, or within 50 feet of the main entry. (added Sept 12, 2007, amended 12/15)

**26 MEMORIAL PLANTINGS ON LIBRARY GROUNDS**

It is the policy of the Board that the Library grounds should be esthetically pleasing and provide public access to the Mississippi River for residents and visitors without placing unusual financial or staffing burdens on the library or the City of Grand Rapids.

26.1 Donations of plantings:

Because of the visibility of the library grounds and proximity to the Mississippi River trail system, individuals and groups may consider the grounds a good place for plantings that honor or memorialize citizens of

the community. Therefore the Library Board has developed the following guidelines for acceptance of donated or memorial plantings.

26.2 Placement

Plantings may not be placed on the Library Grounds without the express consent of the Library Board after consultation with the Public Works Department.

26.3 Costs

Costs of plants, memorial plaques and installation of memorial plaques must be paid by the donors.

26.4 Size

Markers and their mounting materials should not exceed 18 inches width or length. They should protrude less than two inches from ground level

26.5 Placement

Placement of plantings after acceptance by the Library Board will be determined by the Public Works Department and Library management to assure that the placement does not interfere with library operations or current or potential Mississippi trail activities.

26.6 Care

Plantings will be cared for under a general grounds maintenance plan. The Library is not responsible for replacing plants that do not survive. Donors will sign a release acknowledging this policy.  
(Adopted Aug. 8, 2007, Amended 12/2015.)

**27 STAFF TRAINING**

General Statement: It is the policy of the Board of Directors that staff members should be encouraged to make use of opportunities for training and courses of study which are directly related to either their present job or the pursuit of a library-related career. The development of pertinent skills and knowledge by staff members is considered to be in the best interests of the Library.

27.1 Seminars, meetings and short courses: Staff members will be eligible to participate, with paid time, in short courses, seminars and meetings intended to improve their knowledge pertinent to library work, with time-off and fees paid by the library under the following conditions:

- The Director approves the educational opportunity. (In approving individual training the Director will consider the needs and requests of all staff members and attempt to fairly allocate resources.)
- The library schedule can be maintained despite the employee's absence.
- The educational opportunity is sponsored by the MN State Library, Arrowhead Library System, Minitex, a state or national library association, a library school or other pertinent agency.

27.2 Formal Coursework: The City's policy on tuition reimbursement will govern all requests for formal coursework and training. The Board encourages staff to continue their educations and the library administration to make every effort to secure adequate funding for such study.

(Adopted Aug. 8, 2007)

Appendix A: Laws of Minnesota pertaining to libraries.

Appendix B: Membership agreement with Arrowhead Library System

Appendix C: Freedom to read statement and the Library Bill of Rights.

Appendix D: Resolution 2002-09 Declaring withdrawn and some donated materials as surplus and donating them to the Friends of the Library.

Appendix E: Rules of Conduct

Appendix F: Code of Ethics