

Mountain Iron Public Library

2023 Policy Manual

MISSION:

The mission of the Mountain Iron Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming and respectful to all.

The Mountain Iron Public Library will serve residents of the community and the public library system area. Service will not be denied or abridged because of religious, social, economic, or political status; or because of mental, emotional, or physical condition; age; or gender identification or sexual orientation.

The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay fines/ fees, destruction of library property, disturbance of other patrons, or other illegal, disruptive, or objectionable conduct on library premises.

Mountain Iron Public Library Services

- Select, organize, and make available necessary books and materials
- Provide guidance and assistance to patrons
- Sponsor and implement programs, exhibits, displays, book lists, etc.
- Cooperate with other community agencies and organizations
- Secure information beyond its own resources when requested
- Lend to other libraries upon request
- Develop and provide services to patrons with additional needs
- Maintain a balance in its services to various age groups
- Provide service during hours which best meet the needs of the community
- Regularly review library services being offered
- Use media and other public mechanisms to promote the full range of available library service

Mountain Iron Public Library Board

The Library Board will consist of five (5) community members appointed by the Mayor, approved by the City Council.

The Library Board will meet monthly between September and May in the Library or at City Hall.

Library Board members will serve a three-year term. They may serve for up to 3/ three-year consecutive terms.

The Library Board will hold annual Election of Officers for President and Secretary. This term begins with the ANNUAL MEETING each January. Officers are sworn in at this meeting.

The Library Board acts as a Committee of the Whole.

The Library Director shall make every attempt to be present at all Library Board Meetings.

The Library Board will establish quorum when at least three (3) members are present. Meetings may be held with less than three (3) members but no actions may be taken.

Volunteers and Friends of the Library

The Library Board encourages individuals and groups to volunteer their time, talents and efforts in the service of the Mountain Iron Public Library. In appreciation of volunteer services, the Library Board acknowledges the need to organize volunteer activities and provide for appropriate recognition benefitting to the Library and the communities it serves.

A Friends of the Library group is a formal 501(c)(3) organization of community patrons who unite and execute, in conjunction with library goals and the needs of the Library staff, programs and events to benefit the Mountain Iron Public Library. In particular, the Friends of the Library is often heavily involved in fund-raising for the Library and will oversee periodic book sales and special events. The Friends of the Library serve at the pleasure of the Library Board, which is the only body with legal authority to set policy for the development of the Library.

Intellectual Freedom

The Mountain Iron Public Library upholds patrons' intellectual freedom according to the American Library Association's Library Bill of Rights.

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the *Library Bill of Rights* and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the ALA Council.

Access to Digital Resources and Services: Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform. Amended 2019

Access to Library Resources and Services for Minors: Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Amended 2019

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation: The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation. Amended 2020

Access to Resources and Services in the School Library: The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014

Challenged Resources: ALA declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Amended 2019

Diverse Collections: Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. Amended 2019

Economic Barriers to Information Access: All resources provided directly or indirectly by the library, regardless of format or method of delivery, should be readily and equitably accessible to all library users. Imposing any financial barrier may disadvantage users, and libraries of all

types—public, school, and academic—should consider eliminating barriers that limit access to library resources and other services. Amended 2019

Education and Information Literacy: Libraries and library workers foster education and lifelong learning by promoting free expression and facilitating the exchange of ideas among users. Libraries use resources, programming, and services to strengthen access to information and thus build a foundation of intellectual freedom. In their roles as educators, library workers create an environment that nurtures intellectual freedom in all library resources and services. Amended 2019

Equity, Diversity, Inclusion: Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual's inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do. Adopted 2017

Evaluating Library Collections: Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Amended 2019

Expurgation of Library Materials: Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). Amended 2014

Internet Filtering: The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy. Adopted 2015

Intellectual Freedom Principles for Academic Libraries: A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. Amended 2014

Labeling Systems: Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they

examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Adopted 2015

Library-Initiated Programs and Displays as a Resource: Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. Amended 2019

Meeting Rooms: Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the Library Bill of Rights states, "Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Amended 2019

Minors and Online Activity: The online environment offers opportunities for accessing, creating, and sharing information. The rights of minors to retrieve, create, and interact with information posted on the Internet in schools and libraries are extensions of their First Amendment rights. Amended 2019

Politics in American Libraries: The Library Bill of Rights specifically states that "all people" and "all points of view" should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics. Adopted 2017

Prisoners' Right to Read: ALA asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps, and segregated units within any facility, whether public or private. Amended 2019

Privacy: All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. Amended 2019

Rating Systems: Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view. Amended 2019

Religion in American Libraries: The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from

establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed. Adopted 2016

Restricted Access to Library Materials: Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights. Amended 2014

Services to People with Disabilities: Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services. Amended 2018

Universal Right to Free Expression: Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information. Amended 2014

User-Generated Content in Library Discovery Systems: Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g. one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system. Amended 2019

User-Initiated Exhibits, Displays, and Bulletin Boards: Libraries may offer spaces for exhibits, displays, and bulletin boards in physical or digital formats as a benefit for their communities. The use of these spaces should conform to the American Library Association's *Library Bill of Rights*. Amended 2019

Visual and Performing Arts in Libraries: Visual images and performances in the library should not be restricted based on content. Librarians and library staff should be proactive in seeking out a wide variety of representational and abstract artwork and performance art, with limitations or parameters set only with respect to space, installation, fiscal, and technical constraints. Adopted 2018

Circulation Policy

The goals of this policy are to encourage accountability for and the timely return of Library materials so that there is optimal sharing of the collection.

Library Card: Patrons must have a library card in good standing (with fines/ fees below \$10) in order to borrow materials from the Mountain Iron Public Library.

Citizens should present a MN State Identification card (i.e. driver's license) or some other current form of identification to obtain a Library card. If a patron loses their card, they should notify the Library as soon as possible and request a replacement.

ALS Public Library Card Online Application:

ALS is helping to ensure patrons have access to library cards. Individuals may request a public library card (if they live in the ALS seven-county service area) by applying online. With an ALS Public Library Card, patrons are able to access many of the free digital resources available 24/7 online and can use it to check out books, DVDs, audiobooks, and more at any of the 27-member public libraries in the region. New ALS Public Library Cards will be sent via mail to the mailing addresses listed in the applications. If a patron knows they have a library card but can't find it, call 218-741-3840 and help is available to renew a library card or issue a new library card for free.

<https://www.alslib.info/how-to-get-a-library-card/>

Hold: As a member of the Arrowhead Library System, the Mountain Iron Public Library will attempt to fulfill requests for materials either currently checked out or not owned locally first within and then without the Arrowhead Library System. Patrons may place requests for items not owned by the Mountain Iron Public Library in person, over the phone, via email, the online catalog or through MNLink (if not owned by the Arrowhead Library System).

Loan Periods:

DVD's – Feature Films are checked out for 7 days. Series are checked out for 21 days. These items may be renewed if no other Mountain Iron patron is waiting on them.

Magazines – 7 days

Books/ Books on CD – 21 days

All other items – 21 days

Renewals may be obtained by phone, via email or the online catalog.

Some reference materials may be accessed at the Library ONLY.

Copies made at the Library are \$.25/ copy. Fees may be waived if they are related to legal, financial or medical needs.

Fines:

Library materials are purchased for use by all citizens of the City of Mountain Iron and are considered local government property. The Mountain Iron Public Library establishes regulations for the loan of materials, including circulation periods and renewal processes.

The Mountain Iron Public Library does not charge patrons late/ overdue fees but DO expect items to be returned on time. Library staff will inform patrons of overdue items and will use discretion in allowing patrons to check out additional items. The Library will attempt to recover overdue materials and will notify patrons of unpaid fees (including Lost/ Damaged Item fee and overdue fees from other Arrowhead Library System/ MN Link locations) according to procedures. The Library will also provide sufficient information to allow any individual other than the card holder or the borrower to settle unpaid fees on that card. However, authors, titles, or subject of the lost or overdue items will not be disclosed without the presentation of the borrower's card and/or current identification that matches library records.

Lost or Damaged Items: Patrons are responsible for paying replacement fees for items they or their minor children have lost or damaged. Lost or Damaged Item fees over \$10 MUST BE PAID before additional items can be checked out.

Materials Selection Policy

Statement of Purpose: The Mountain Iron Public Library contributes to an informed, connected community by providing books, technology, and special programs and events that support early literacy and academic achievement, and encourage patrons of all ages to become lifelong learners.

The Library Director and the Assistant Librarian are responsible for selecting all materials.

General Principle: The Library shall provide materials in all subject areas and in varied formats, print and non-print. Specific criteria to be considered are:

- Analysis from standard review sources (Booklist, Publisher's Weekly, etc.)
- Patron demand and prominence of book on bestseller lists
- Accuracy and objectivity of viewpoint
- High standards of quality in format, content, artistic quality and literary style
- Authors or publishers who excel in knowledge or authority of subject content
- Clarity in the presentation and organization of subject matter
- Value to collection based on permanency, timeliness, and lack of other library materials on topic
- Broad coverage of viewpoints and subjects within budget limitations.

Duplication of titles will be held to a minimum in an effort to expand the library's overall subject resources as much as possible.

In addition, the Library will make the following considerations for special materials as listed:

- Local history or area authors – the library tries to collect local materials whenever possible.
- Gifts – gifts must be in good condition and meet the same criteria as library purchased materials to be included in the library's collection.
- Reference – because the library emphasizes a circulating collection, the reference collection will be kept small and updated with the latest titles. Reference titles that are being updated will be moved to the circulating collection.

The library may remove titles from the library under the following guidelines:

- Duplicate titles that are not in high demand (excluding local authors/history).
- Items in poor physical condition
- Items that contain obsolete or inaccurate subject matter
- Items that have not been used for a considerable length of time

When materials are removed from the library, consideration shall be given to replacing the title or subject matter to ensure a well-rounded collection

Suggestions and requests from other librarians, patrons and citizens of Mountain Iron will be considered.

These general principles apply to both adult and youth reading materials.

Controversial Materials

In seeking to accomplish its stated mission, the Mountain Iron Public Library subscribes to the following in the Library Bill of Rights:

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

The Library Board recognizes the right of each individual to approve or reject material for personal consideration and use based on his or her ideals and beliefs. However, individuals do not have the right to make these choices for the community as a whole. The Board defends the library's inclusion of materials with wide variety of topics and styles and will not remove controversial materials from the library when censorship is involved except under the orders of a court of competent jurisdiction.

A Mountain Iron Public Library patron and/ or citizen of the City of Mountain Iron has the right to request a reconsideration of any library material in circulation at Mountain Iron. Requests for reconsideration must be made in writing to include the item for review, the individual's name and contact information, and the reason for the review. Items requested for review will be presented to the Library Board in a timely manner. The item will remain in circulation until such time as a review is complete. The individual requesting the review will be notified of the outcome.

Confidentiality of User Records Policy

The Mountain Iron Public Library respects the rights of its patrons to privately seek information and borrow library materials. In accordance with Minnesota State Law (Statute 13.40), the library considers information in a patron's record – including both personal data and links to information on materials borrowed or requested – to be private. Such records will not be made available to any agency of local, state, or federal government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to local, state or federal law relating to civil, criminal, or administrative discovery procedures or legislative power. The library will resist issuance or enforcement of any such process, order of subpoena until such time as proper showing of good cause has been made in court of competent jurisdiction.

If any agent or officer of the court or law enforcement approaches library staff for access to library records, staff will immediately ask for identification and alert the Library Director that a request has been made. The Library will request to have its legal counsel present before and during the execution of a search warrant to assure that the search conforms to the terms of the warrant. Any court orders will be examined by the Library's legal counsel for defect. If a defect exists, the Library's counsel will advise on the best method to resist the order.

Policy of Internet Access and Computer Terminal Use

Statement of Purpose: The Mountain Iron Public Library will provide internet access as one means of fulfilling its mission “to provide access to information and materials which promote education, intellectual stimulation and entertainment to the citizens of Mountain Iron.”

The internet, as an information resource, enables the library to provide information beyond the regular collection. The internet offers a variety of information that is professionally and culturally stimulating; however, information is constantly changing, making it impossible to predict what information is available. Individual users must accept responsibility for determining content of information found on online.

The Mountain Iron Public Library subscribes to the American Library Association’s Library Bill of Rights:

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Individuals may not use the computer terminals to display graphics that are obscene under the Minnesota State Statutes (section 617.241). They may not use the computer terminals for illegal purposes. It is also the individual user’s responsibility to demonstrate judgment, respect for others, and appropriate conduct while using Mountain Iron Public Library resources and facilities.

The Arrowhead Library System receives federal funding in support of internet access. Federal Law requires libraries receiving such funding to install a technological device to block access to imagery defined as being harmful to minors. Federal Law allows an adult to request that a Children’s Internet Protection Act – CIPA – affected site be temporarily unblocked for “bonafide research or other legal purposes”.

Internet Filtering: The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However, the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy. Adopted 2015

The Mountain Iron Public Library affirms the right and responsibility of parents/ guardians to provide guidance for their children's use of Library materials and resources, including electronic resources.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Access to Library Resources and Services for Minors: Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Amended 2019

Parents/ guardians are encouraged to work closely with their children in obtaining access to and selecting material that is consistent with personal and family values. Parents/ guardians are encouraged to share with their children rules for online safety when using computer terminals.

<https://www.consumernotice.org/data-protection/internet-safety-for-kids/>

Unattended Child Policy

Children are always welcome at the Mountain Iron Public Library. We are concerned about their safety and welfare.

Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children in the library.

A child less than nine (9) years old must be accompanied by a responsible party at all times. "Responsible parties" may include a parent or guardian, an older sibling or caregiver who is at least 16 years old, a library staff person overseeing an activity or an authorized adult group leader.

If unattended children ages 9 and older are being disruptive, are habitually left unattended for long periods of time, or are deemed to be at risk of coming to harm, efforts will be made to locate the responsible parent, guardian, or caregiver. If we are unable to contact the responsible adult, we will notify authorities to ensure the child's safety.

We respect the privacy of all library patrons and will intervene only when, in the opinion of library staff, the safety of a child is threatened.

Tutor Usage Policy

The Library premises are available for the use of members of the public to meet their needs in accessing information and for quiet enjoyment of library materials and equipment. As part of its educational mission, the Library permits tutoring on the premises in accordance with this policy. The Library does not sponsor, recommend or assume liability or responsibility for the work and/or activities of tutors who use library space. All arrangements must be made between the tutor, student and parents.

- Tutoring sessions are to be held in the lower level small meeting room only.
- Tutoring sessions must be kept as quiet as possible as not to disturb other library patrons or library staff.
- Tutoring sessions will be limited to a maximum of two students per tutor at any given time.
- Library staff is happy to assist tutor teams, just as they assist any other patron.
- Tutors are responsible for establishing communication procedures for their students and the student's parents. Library phones may not be used to make or cancel appointments. Library staff will not relay messages to tutors or students.
- Children under the age of eight must be under the direct supervision of the tutor until they are released to a parent or a designated responsible adult.
- No exchange of money may take place between the student and tutor in the Library.
- The Library reserves the right to limit tutoring activities if space resources are monopolized or activities interfere with Library operations.
- No tutoring supplies should be left at the Library.
- Library kitchen facilities are not available for tutor or student.
- Library furniture shall not be moved from where it is placed by Library staff.
- Students must bring their own supplies and money to pay for copies.