

Ellsworth Public Library	1549 DeWitt St	Tel: 1-515-836-4852
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OTHER POLICIES

Prepared for: Ellsworth Public Library

Approved by: Board of Trustees

Approved: March 12, 2008

Revised: March 2014

Revised: March 2017

Reviewed: March 2020

Other Policies

Policy Statement

Ellsworth Public Library strengthens community, supports literacy, provides access to information, and foster's lifelong learning and enrichment.

Other Policies

Regulations

The Ellsworth Public Library will make reasonable accommodations in order to provide access to its collections and services to persons with disabilities and meet(s) relevant requirements of the Americans with Disabilities Act.

The library will provide a summer reading program for the children and young adults they serve. Children are defined as persons 14 years of age or younger.

The library director will promote its collections and services by posters, signage, newspaper articles and radio exposure. The library has a telephone with the number listed in the local phone book.

At least every five years, the library director, with input from the staff, completes and shares with the board a written space needs assessment based on the following:

- Current space requirements
- Community study findings
- Changes in access points
- Services
- Size of collection
- Types of materials
- Staffing levels mandated by the library's plan

The library will allocate space for child and family use, with all materials readily available and provide(s) furniture designed for children's use.

MEETING ROOMS

Meeting rooms may be used by patrons of the library in good standing and other citizens of Ellsworth in good standing without charge for nonprofit groups. There is a \$5.00 charge per time for lessons held and sales parties given (profit groups). Organizations needing set up/tear down assistance may request services at a charge of \$10.00.

Large meeting room, kitchen facilities and bathroom may be reserved at any time. Equipment and furniture should be returned to the original place before leaving.

Kitchen dishes, utensils, silverware, etc. need to be washed and returned to the cupboard. If refrigerator temperature was changed, turn back to lowest setting. Doors should be secured when leaving. Key to be returned to book drop.

The small meeting room is available during library hours without charge.

Reservations for the meeting rooms can be made during Library hours.

HISTORICAL ROOM

The Historical Room will be open to anyone wanting to visit the display area during Library hours. Informational tours will be given if requested.

The old *Ellsworth Newspapers* are not to be handled. The Ellsworth Chronicle dated from 10/12/1899, Ellsworth News, and South Hamilton Record/News Papers up to 12/29/2004 are digitized and available for viewing at www.ellsworth.advantagepreservation.com.

Other Policies

Procedures

The library will develop good community relations by regular communication with elected officials and business leaders. The library director will place notices on the front door of activities to be held in the library. An article will be written and placed in the local newsletter telling of new materials and activities in the library. The local radio correspondent will be advised of library activities.

MEETING ROOMS

It is the responsibility of the person reserving the large meeting room, to obtain the key during the library hours closest to the time of need. The key can be picked up at the circulation desk. The key is then to be dropped in the book drop box at the front of the library after use.

HISTORICAL ROOM

The upkeep of the artifacts and memorabilia will not be the responsibility of the Library Staff. The responsibility of replacing the volunteer organizer will be with the Library Board of Trustees and the former volunteer. The budget of the Historical part of the room is not funded by the City of Ellsworth but has a separate line budget comprised of donations from various groups and individuals.

Historical room tours will be given by the person in charge of the memorabilia if requested in advance. Donations of articles can be left at the library circulation desk. A donor's form is required to be filled out and signed. No items or pictures are to be taken out of the historical room.

New items will be numbered and cataloged on card files, then put on display.

The special DVD of Ellsworth will be kept with the TV in the Historical Room. It is not to be checked out.

Other Policies

Guidelines

MEETING ROOMS

The Library staff is responsible for recording reservations and attendance for the Historical meeting room. (The attendance will be included on the annual survey under library usage.) The custodian will be paid to clean these facilities out of the Library budget.

The meeting rooms have to be reserved in advance, first to have priority. The reservations will be recorded on the calendar at the circulation desk. No one may pick up the key if their name is not recorded.

HISTORICAL ROOM

The Historical Room is open during library hours for anyone wishing to browse, if it is unoccupied. Nothing is to be removed from the Historical Room. Pictures or information can be copied or scanned by the staff in the library for the copy fee. No fee is charged for copying by the Historical room volunteer.