Cedar Falls Public Library
3D PRINTER POLICY

The Cedar Falls Public Library provides a MakerBot Replicator+ 3D printer as part of the Collaborative Laboratory. Print jobs may be submitted by the public and will be printed by library staff. Software provided by the library is available for design use on a specified computer, and may be changed without advance notice. Other software products cannot be installed by patrons. Patrons must have a signed Co-Lab User Agreement on file with the library in order to use the design computer.

*.stl files may be submitted via the library's website. 3D print jobs will be printed in an order determined by library staff; library staff take into consideration the print job size and color when determining this order, as well as estimated completion time. Print jobs must be completed when the library is staffed. Large print jobs may need to be divided into smaller jobs. Turnaround depends on demand; library staff will give patrons an estimate of turnaround after their print job has been approved for printing.

Staff members will also determine the feasibility of a print job. Print jobs may be denied if they cannot be completed while the library is staffed, if the printed design does not fit the size requirements of the printer, or if the printed content violates any of Cedar Falls Public Library's policies. Printing of materials under current copyright is illegal.

Cost for printing is $0.15 per gram. If grams cannot be determined for whatever reason, print cost will be calculated at $0.02 per minute of print time.

Only filament supplied by the library can be used, and availability of colors may vary. Samples of these colors are available at the Second Floor Reference Desk. The cost for printing will be added to the patron's library account, which will be collected at the first floor service desk before the patron can remove the item from the library. Print jobs not picked up within two weeks may be discarded and the cost will not be refunded.

Library staff will print .stl files as they are submitted and do not provide corrections or alterations. Print job failures not due to library or equipment malfunction are the responsibility of the patron and the cost will be added to the patron's library account.

Adopted June 5, 2019

Cedar Falls Public Library
ART COLLECTION POLICY

Works of art may be either purchased by or donated to the Library. Final responsibility for acceptance of a work of art resides with the Board of Library Trustees. The Library particularly collects art created by local artists, but may collect works outside that scope. The intent of this collection is to enhance the library's aesthetic environment.

Items given to the library will be presented to the Board of Trustees for final acceptance upon recommendation of the art committee. Items given to the library for Board consideration which have not yet been accepted are not covered by the City's insurance policy, and must be covered by the donor's personal insurance. If the Board decides not to accept an item, the owner will be notified as soon as possible and may reclaim the item within two weeks. After two weeks, the library has the right to dispose of the work in the best interest of the library.

Items that are accepted by the Board are considered unconditional and outright gifts. These are to be displayed, accessed, housed, loaned, retained, reproduced, sold, donated to a public organization, or disposed in the best interest of the Library. Donors will be asked to read and sign a copy of the library's "Deed of Gift." Gifts to the Library may be deductible from taxable income in accordance with the provisions of the federal income tax rules, and in compliance with this law the appraisal is the responsibility of the donor.

Art created by library employees and their families will not be accepted for display or for the permanent collection. However, the Board reserves the right to commission or request works of art by any artist.

Works of art on display in the library are not for sale.

The Board of Library Trustees will be responsible for any decisions regarding the removal of a work of art upon recommendation from the Art Committee. Any art withdrawn from the collection may be donated to an appropriate public organization or sold at public auction, or otherwise disposed of in the best interest of the Library. The proceeds from the sale of a work of art will go the Cedar Falls Public Library's Investment Funds account and will be reserved to be used for future collection-related purposes such as to repair and / or conserve works in the collection, or acquire additional works for the collection, at the discretion of the Board of Library Trustees.

Reviewed/Revised: 01/07/2009, 02/06/2019

Cedar Falls Public Library
ART COLLECTION POLICY

DEED OF GIFT
(Single Donor)

The undersigned, _____ (hereinafter the "Donor"), of _____ (address of Donor), does hereby irrevocably and unconditionally give, transfer and assign to the Board of Trustees of the Cedar Falls Public Library, Cedar Falls, Iowa, all the Donor's right, title and interest in and to the following described property (hereinafter the "Property"), which is described as follows:

This deed of gift does not include any transfer or assignment of the copyright, or any other intellectual property rights of Donor, in the above-described property.

The undersigned Donor acknowledges that this gift is an irrevocable and unconditional gift, and accepts the foregoing conditions, and acknowledges having read the Cedar Falls Public Library Art Collection Policy. The undersigned Donor also understands that the gift may or may not be on display at any given time, in the discretion of the Library.

Due to IRS rules, the undersigned Donor acknowledges full responsibility to obtain any appraisal to determine the value of the Property, and that such appraisal is at the sole cost of the Donor.

This gift is given in memory of _____.

Dated this _____ day of _____, 20_____.

_____
Donor

STATE OF _____)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on _____, 20____, by _____, the Donor.

_____
My Commission Expires: Notary Public in and for said State

_____

ACCEPTANCE OF DEED OF GIFT

The above and foregoing Deed of Gift is hereby accepted by and on behalf of the Board of Trustees of the Cedar Falls Public Library.

Dated this _____ day of _____, 20____.

BOARD OF TRUSTEES OF THE
CEDAR FALLS PUBLIC LIBRARY

By_____
_____(name)
_____(title)

Cedar Falls Public Library
ART COLLECTION POLICY

DEED OF GIFT
(Two Donors)

The undersigned, _____and _____ (hereinafter the "Donors"), of _____ (address of Donors), do hereby irrevocably and unconditionally give, transfer and assign to the Board of Trustees of the Cedar Falls Public Library, Cedar Falls, Iowa, all the Donors' right, title and interest in and to the following described property (hereinafter the "Property"), which is described as follows:

The deed of gift does not include any transfer or assignment of the copyright, or any other intellectual property rights of Donor, in the above-described property.

The undersigned Donors acknowledge that this gift is an irrevocable and unconditional gift, and accept the foregoing conditions, and acknowledge having read the Cedar Falls Public Library Art Collection Policy. The undersigned donors also understand that the gift may or may not be on display at any given time, in the discretion of the library.

Due to IRS rules, the undersigned Donors acknowledge full responsibility to obtain any appraisal to determine the value of the Property, and that such appraisal is at the sole cost of the Donors.

This gift is given in memory of _____.

Dated this _____ day of _____, 20_____.

_____
Donor

_____
Donor

STATE OF _____)
) ss.
COUNTY OF _____)

This instrument was acknowledged before me on _____, 20____, by _____ and _____, the Donors.

_____
My Commission Expires: Notary Public in and for said State

_____

Cedar Falls Public Library
ART COLLECTION POLICY

ACCEPTANCE OF DEED OF GIFT

The above and foregoing Deed of Gift is hereby accepted by and on behalf of the Board of Trustees of the Cedar Falls Public Library.

Dated this _____ day of _____, 20____.

BOARD OF TRUSTEES OF THE
CEDAR FALLS PUBLIC LIBRARY

By_____
_____(name)
_____(title)

Cedar Falls Public Library
CHECKOUT PERIODS AND LIMITS

Checkout Periods
Books, books on CD, audio Playaways, e-readers, music CDs: 3 weeks with 3 weeks renewal.
Youth holiday books: 1 week with no renewals.

Magazines: 1 week with 1 week renewal.

DVDs, Playaway Views, Binge Boxes, and Launchpads: 1 week with 1 week renewal.

Express Books: 1 week with no renewal and may not be reserved.

Express DVDs: 3 days with no renewal and may not be reserved.

Video Games: 1 week with 1 week renewal.

Library of Things items: 2 weeks with 2 weeks renewal.

Checkout Limits
Binge Boxes—1 per library card
Board Games—2 per card
DVDs—10 per card
Electronic Devices—2 per card
E-readers—3 per card
Home & Garden Tools—3 per card
GoPro Cameras—1 per card
Hotspots—1 per card
Musical Instruments—1 per card
Playaway Views—5 per card
Playaway Launchpads—2 per card
Video Games—2 per card

There is no general limit to the number of items that may be checked out for other formats of materials. At staff discretion, limits may apply to seasonal materials.

Approved by the Board of Trustees 12/04/2019

Cedar Falls Public Library
CIRCULATION POLICY

Checkout period for library materials is based on days of operation.

Materials may be renewed two times in person, over the telephone, or online unless the material is reserved for another person.

Materials can be reserved in person, over the telephone, or online. Reserved items will be held for the patron for 3 days.

Laptops are to be used in the library only. They cannot be removed from the library building.

Borrowers must have a Cedar Falls Public Library adult library card. Laptops are checked out to the cardholder and become the responsibility of the borrower.

Laptops are checked out for four hours per day and are not renewable.

The Library's Public Access Computer Policy applies to all laptop usage.

FINES AND FEES

The cost for a lost borrower's card is $2.00.

The borrower is responsible for lost or damaged material. Fees for damaged materials are determined by the department head, plus a $5 processing fee.

The library charges overdue fines only for high-demand, non-traditional materials as follows:
GoPro Cameras: $5 per day
Hotspots: $5 per day
Laptops: $5 per hour
Musical Instruments: $5 per day
VersaMe Starlings: $5 per day

For Interlibrary Loan (ILL) fees, see the Interlibrary Loan policy. A complete list of Collaborative Laboratory (Co-Lab) fees is available on the Co-Lab web page and at the reference desk.

Addendum to Circulation Policy approved 04/07/2010; Revised: 07/02/2014, 02/06/2019, 12/04/2019
Previously revised: 04/06/2011, 01/04/2012, 04/04/2012, 08/01/2012, 06/05/2013, 11/05/2014, 05/06/2015

Cedar Falls Public Library
COLLABORATIVE LABORATORY (CO-LAB) POLICY

Cedar Falls Public Library's Collaborative Laboratory (Co-Lab) is located on the second floor of the Library.

Registration
Cedar Falls Public Library patrons who are cardholders age 18 or older may use the Co-Lab during open lab hours (staffed by library personnel) and by reservation. Patron accounts must be in good standing in order to use the Co-Lab, with outstanding fines at or below $5.00. Minors may use the Co-Lab during open lab hours but must have a responsible adult (18 years old or older) who is a registered Co-Lab user with them at all times while using the Co-Lab. A completed Co-Lab User Agreement will be required prior to use of the Co-Lab equipment. In order to complete a User Agreement, a valid Cedar Falls Public Library card and valid photo identification must be presented to library staff.

A User Agreement form is attached at the end of this Policy.

Reservations
See Cedar Falls Public Library Co-Lab Reservation Policy.

A Reservation Form is attached at the end of this Policy.

General Use Policies
Use of the Co-Lab is subject to this policy and the User Agreement. Use of the Co-Lab is also subject to the Cedar Falls Public Library's Behavior Policy, 3D Printer Policy, Acceptable Use Policy (WiFi), Addendum to Internet and Acceptable Use Policy, Meeting Room Policy, Public Access Computer Policy, and Safe Child Policy, and any other applicable library policies, procedures, and staff direction. Written policies are available at the reference desk and are also available on the Library's website. Failure to abide by all applicable policies, procedures, and staff direction will result in suspension or loss of Co-Lab use privileges.

All equipment available in the Co-Lab must remain in the Co-Lab. The Co-Lab computers and equipment located in and adjacent to the Co-Lab are intended for patrons utilizing the specialized Co-Lab software programs, and are designated as such. The library reserves the right to reassign patrons to other computers in the library if they are not utilizing the Co-Lab computers or equipment for their intended purpose.

Users of the Co-Lab agree to abide by any and all applicable copyright laws and licensing agreements. Furthermore, users agree not to use the Co-Lab in violation of any local, state, or federal ordinances, regulations, or laws.
Users agree to be courteous to other Co-Lab users, patrons, and staff.

Library staff will assist patrons using the Co-Lab to the extent that time, other duties, and patron demands will allow. Open lab hours are staffed by library personnel and are an opportune time to learn more about Co-Lab equipment and receive guided instruction. Open lab hours have priority over reservations. Scheduled library events take priority over all other Co-Lab use.

The Co-Lab closes 30 minutes before the library closes. All work and clean-up in the Co-Lab must be completed no later than 30 minutes before the Library closes. Equipment, programs, projects, etc., cannot be left running or suspended while the Co-Lab is closed.

The library assumes no responsibility for patron projects, whether completed or not. Neither the

Library Board, staff, nor the City of Cedar Falls will be responsible for the property of individuals or organizations using the Co-Lab, or take responsibility for storage of materials.

The library reserves the right to charge patrons for consumable items and supplies used in the Co-Lab. If such charges are paid in full, any project worked on by a patron becomes the property of the patron. If the library provides consumable items and supplies free of charge, any project worked on by a patron becomes the property of the patron.

The Co-Lab may not be used for any commercial purpose.

The library reserves the right to prohibit or restrict the use of the Co-Lab by any person if such use would threaten the safety or welfare of Library patrons, guests, or staff.

Safety
Some of the equipment located in the Co-Lab may contain aspects, parts, or components that could cause injury to the user. Patrons are responsible for following all Co-Lab rules and safety recommendations, which are posted near the Co-Lab equipment. Patrons should use common sense when operating all Co-Lab equipment and using all Co-Lab materials.

The library is not responsible for loss or damage to the person or property of individuals or organizations using the Co-Lab. Patrons assume the risk of any injury while using the Co-Lab and agree to release, indemnify and hold the library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Co-Lab, including the equipment, tools, and materials located there. Users also agree to be responsible for any damage to the Co-Lab or Co-Lab equipment that they cause.

Food and Beverages
Covered beverages are allowed inside the Co-Lab. No food is allowed within the Co-Lab with the exception of library-sponsored events. Food and beverages are not permitted where noted.

Library address, endorsement
No organization, without the permission of the Library Director, may list the address of the Cedar Falls Public Library as its official address. Groups may not use the Cedar Falls Public Library name or logo in any way that implies Library endorsement or sponsorship of any non-sponsored activities.

Cedar Falls Public Library
COLLABORATIVE LABORATORY (CO-LAB) POLICY

CO-LAB USER AGREEMENT

Name:_____Date:_____

Address:_____Phone No.:_____

Library Card Number:_____

Photo ID (Type & Number):_____

I, _____ (full name), have read the Cedar Falls Public Library Collaborative Laboratory (Co-Lab) Policy and this User Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to use of the Co-Lab. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

I agree that by signing this Agreement and/or utilizing the Co-Lab, I acknowledge that substantial benefits are to be enjoyed by such use and I also acknowledge that use of the Co-Lab involves risk of harm, including personal injury, property damage, and even death, which I fully assume. I accept as sufficient the level of care and supervision provided by the Library for the Co-Lab, and if I am signing this User Agreement for my minor child or ward, that permission is hereby given for my minor child or ward to use the Co-Lab, and that I or the adult that I assign to supervise my minor child or ward are responsible for the safety of my minor child or ward while using the Co-Lab.

I and my spouse, heirs, legal representatives and assigns hereby absolve, release, and covenant not to sue the Library, the City of Cedar Falls, and their respective employees, elected and appointed officials, and their officers, volunteers, insurers and administrators ("Releasees") from all claims, actions, causes of action, demands, and rights whatsoever, currently known or unknown, which may arise in connection with or which is in any way related to the use of the Co-Lab by me or my child or ward.

I also agree to defend, indemnify, and hold harmless the Releasees from and against any claim, loss, or damage whatsoever, including attorney fees and expenses, that arise out of or are in any way related to the use of the Co-Lab by me or my minor child or ward.

I also understand and agree that I am financially responsible for any and all damage done to Co-Lab equipment which is caused by me or my minor child or ward. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions.

I agree to pay for any and all material fees involved in my or my minor child or ward's use of the Co-Lab. Material fees will be posted within the Co-Lab and at the Reference Desk.

The above applies every time I or my minor child or ward uses the Co-Lab.

Signature:_____ Date:_____

Cedar Falls Public Library
COLLABORATIVE LABORATORY (CO-LAB) POLICY

Minor Child/Ward Full Name (if applicable): _____

Parent/Guardian Information (applicable only for minors)

Parent or Legal Guardian Full Name: _____

Parent/Guardian Library Card Number:_____

Parent/Guardian Photo ID (Type & Number):_____

Parent or Legal Guardian Signature: _____

Date:_____

Staff Initials: _____

Additional minor children or wards covered by this agreement (full names):

_____

_____

_____

_____

_____

_____

Reservations

The Co-Lab is a space for Library sponsored or co-sponsored programs and conferences which meet the Library's civic, informational, educational, cultural, and recreational goals. When not in use for library activities, the Co-Lab is available to individuals and groups. The Library Board neither approves nor disapproves of content, topics, subject matter, or points-of-view of individuals or groups using the Co-Lab.

Meeting Space Reservation

If the meeting room and conference room are already reserved, the Co-Lab may be offered as a meeting space at staff discretion, so long as the Meeting Room Policy is followed. The projector, laptop, and chairs/tables may be used in the Co-Lab for a meeting. Groups reserving the Co-Lab are welcome to bring in their own tools, equipment, and supplies. Maker equipment, materials, and supplies may not be used.

Note: if they are using co-lab equipment, they need a user agreement on file for reservations and the person making the reservation assumes responsibility for everyone in the room
If they are NOT using co-lab equipment, but bringing their own equipment/supplies, then they do not need a user agreement (just like they wouldn't need special permission to do their craft in the meeting room)

NOTE: The reserving party must complete an APPLICATION FOR USE OF LIBRARY MEETING ROOM (the meeting room application)

Co-Lab Reservation

In order to reserve the Co-Lab outside of open lab hours for the use of maker equipment, materials, and supplies, the reserving patron must be 18 years old or older and be a Cedar Falls Library cardholder.

Reservations can be made any time library staff or registered Co-Lab users are not using the space. Use of the Co-Lab under reservation is subject to the Cedar Falls Public Library Collaborative Laboratory (Co-Lab) Policy.

Co-Lab Group Reservation (with Co-Lab equipment)

Any patron reserving the Co-Lab space and equipment for a group agrees to take responsibility for all members of the patron's group during the reserved time.

The reserving patron must complete a User Agreement prior to use of the Co-Lab as a meeting space, unless a User Agreement is already on file with the library. Other members of the patron's group are not required to complete a User Agreement unless the reserving patron does not agree to take responsibility for all members of the patron's group. -

How to Reserve the Co-Lab

Reservation forms to reserve the Co-Lab may be obtained and submitted at the reference desk on the second floor of the library, or via the Library's website. The reservation form requires the individual or group name, title of the program, any special equipment needed, the number of people expected, name and phone number of the patron responsible for the reservation, the exact times of arrival and departure, and whether or not the reserving patron has a completed Co-Lab User Agreement on file with the Library.

Reservation forms and the User Agreement are attached at the end of this policy.

Regulations
The Co-Lab is available for use from when the library opens to 30 minutes before it closes, and only when Library programming has not been scheduled. Users are responsible for their own set up and breakdown. Clean-up must be completed 30 minutes before the library closes. The Co-Lab must be returned to its original condition immediately after use. All individuals and groups must take reasonable precautions to avoid damage to equipment, furnishings, floor cover, and other library property. The Library reserves the right to require a damage deposit from groups. Groups should check in at the reference desk before setting up and notify the reference desk when leaving.

The Library reserves the right to refuse reservations. The library does not page or take telephone calls for groups or individuals in meetings at the Co-Lab.

Cedar Falls Public Library
COLLABORATIVE LABORATORY (CO-LAB) POLICY

RESERVATION FOR USE OF LIBRARY CO-LAB (Individual and Group Use)

Name of Responsible Individual: _____

Name of Group:_____

Name of Program: _____

Address of Responsible Individual: _____

Email Address: _____ Phone: _____

Anticipated Attendance: _____

Date of Reservation: _____ Day of the Week: _____

Start Time: _____ End Time: _____

Equipment Needs:

_____

_____

_____

_____

User Agreement on File? YES NO (***signed user agreement is required for Co-Lab use***)

I have read the Collaborative Laboratory (Co-Lab) Policy and Collaborative Laboratory (Co-Lab) Reservation Policy and agree to abide by them and all other referenced policies.

Signature:_____

Today's Date: _____

Approved? YES NO

Staff Initials: _____

Policy Reviewed/Revised: 06/05/2019

Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)

COLLECTION DEVELOPMENT

Purpose of Policy: This policy sets broad guidelines for the selection of library materials that correspond to the library's mission and identified roles. It may also be used to inform the public and staff about the principles upon which selections are made.

1. Definitions

A. Selection refers to the decision to add, retain, or withdraw materials in the library's collection.
B. Library materials include all items in the library's collection regardless of format.
C. Access is the availability of materials in a variety of formats for users of all ages and abilities.

2. Goal of Materials Selection

The goal of selection is to provide collections within the library's legal service area that meet the informational, educational, and recreational needs of the patrons.

3. Responsibility for Selection

A. Selection of all materials shall be the responsibility of the Library Director who operates within the framework of policies determined by the Library Board of Trustees. A staff of librarians with professional education and training assists the Director in the principles and practices of materials selection.
B. Both the general public and staff members may recommend materials for consideration.

4. Criteria for Selection

A. The Library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement[2] and the ALA Library Bill of Rights[3].
B. Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.
C. All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.
D. Reviews in professionally recognized resources are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, and the advice of people competent in specific subject areas will also be used.
E. The library keeps its collections vital and useful by retaining or replacing essential materials and by removing on a systematic and continuous basis/schedule those works that are worn, outdated, of little historical significance, or no longer in demand.

5. GIFTS

A. Gifts shall meet the same selection criteria as purchased materials. The library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition. The appraisal of the gift for tax purposes is the responsibility of the donor.
B. When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. In accordance with the needs and selection policies of the library, the library staff will make selection of specific titles.
C. Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection.

6. Concerns Regarding Material

A. The patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.
B. Any patron in the library's service area who objects to the presence or absence of a work may do so by completing the Statement of Concern About Library Resources[1] form included at the end of this policy. The professional staff and the Library Trustees will review challenges. The patron will be informed of the Trustees' decision.

Cedar Falls Public Library
COLLECTION DEVELOPMENT POLICY
(MATERIALS SELECTION)

[1]STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name: _____ Date: _____

Address:_____ Phone: _____

City: _____ State:_____ Zip: _____

1. Resource on which you are commenting:
   _____ Book
   _____ Audiovisual Resource
   _____ Magazine
   _____ Content of Library Program
   _____ Newspaper
   _____ Other

Title:_____

Author/Producer: _____

2. What brought this title to your attention?

3. Please comment on the resource as a whole as well as being specific on those matters which concern you. (Use other side as needed.) Comment:

4. What resource(s) do you suggest to provide additional information on this topic?

Return to Library Director, Cedar Falls Public Library
524 Main Street, Cedar Falls, IA 50613

[2]AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand

firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

   To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to

be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

   The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

   The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people

read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by The American Library Association and Association of American Publishers.

[3]AMERICAN LIBRARY ASSOCIATION 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.

Policy Reviewed/Revised: 09/02/2015, 02/06/2019

Cedar Falls Public Library
POLICY OF USE OF COMMUNITY DISPLAY CASE (1ST FLOOR)

1. Local community organizations are welcome to use the community display case, a gift in 1982 from Friends of the Library and the Altrusa Club. Display periods not already allocated by the library may be reserved through the reference desk of the library.

2. The recommended display period will be one month.

3. No nails, double-sided tape, or other devices for hanging on the walls.

4. Subject matter of the display must be appropriate for the library's public space.

5. The library is a public building, and while the display case can be locked, the library is not responsible for securing items in the display case.

6. The library will assume no responsibility for displays other than its own. It is the responsibility of each organization using the display case to remove the display on the last day of the reserved period.

7. The Cedar Falls Public Library reserves the right to accept or reject the contents of each display.

8. The display case must be left in its original condition. Clean-up and any damage to the case is the responsibility of the user.

9. The display case may not be reserved more than three months in advance.

APPLICATION FOR USE OF COMMUNITY DISPLAY CASE (1st Floor)

Name of Organization: _____

Name of Individual: _____

Address: _____

Phone: _____ Email: _____

Date Requested: _____

I have read the community display case policy and agree to abide by it.

Signature: _____

Date:

Reviewed/revised: 01/07/2015, 02/06/2019

Cedar Falls Public Library
POLICY OF USE OF COMMUNITY DISPLAY CASE (2nd FLOOR)
COMMUNITY NATIONAL BANK DISPLAY CASE

1. The case is scheduled for a 2 month period as follows:

January 1 – February 28/29	March 1 – April 30
May 1 – June 30	July 1 – August 31
September 1 – October 31	November 1 - December 31

Display periods not already allocated by the library may be reserved through the reference desk of the library.

2. Displays are to be installed during the first week of the display period and removed the last week by the organization. Items left in the case become the property of the library.

3. No nails, double-sided tape, or other devices for hanging on the walls.

4. Items weighing under 1 pound may be hung from the ceiling.

5. Subject matter of the display must be appropriate for the library's public space.

6. The library is a public building, and while the display case can be locked, the library is not responsible for securing items in the display case.

7. The Cedar Falls Public Library reserves the right to accept or reject the contents of each display.

8. The display case must be left in its original condition. Clean-up and any damage to the case is the responsibility of the user.

9. The display case may not be reserved more than six months in advance.

Cedar Falls Public Library
POLICY OF USE OF COMMUNITY DISPLAY CASE (2nd FLOOR)
COMMUNITY NATIONAL BANK DISPLAY CASE

APPLICATION FOR USE OF COMMUNITY DISPLAY CASE (2ND Floor)
COMMUNITY NATIONAL BANK DISPLAY CASE

Name of Organization: _____

Purpose of Organization: _____

Brief description of the display: _____

_____

_____

_____

_____

Name of Individual: _____

Address: _____

Phone: _____ E-mail: _____

Preferred dates: _____

I have read the display case policy and agree to abide by it.

Signature: _____ Date: _____

Reviewed/Revised: 03/06/2013, 01/07/2015, 02/06/2019

Cedar Falls Public Library
CONFIDENTIALITY POLICY

The confidentiality of library records is central to intellectual freedom and directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.

Confidentiality extends to information sought or received and materials consulted, borrowed or otherwise acquired including:

- database search records
- Internet and electronic resources search records
- reference interview and transactions
- interlibrary loan records
- all other personally identifiable uses of library materials or information services.

COMPLIANCE WITH IOWA OPEN RECORDS LAW

All information stored in any medium belonging to a city is defined as a public record by Section 22.1(3) of the Code of Iowa, but Section 22.7(13) provides that certain "public records" are confidential, including: "The records of a library which, by themselves, or when examined with other public records, would reveal the identity of the library patron checking out or requesting an item or information from the library." This same section specifically prohibits the release of such information except under court order.

LIBRARY'S RESPONSIBILITY

At no time will the Library Director, who serves as custodian of the records, release records of circulation transactions or information requests except under court order. Furthermore, the Library will resist issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

BORROWERS' RIGHTS

The confidentiality of circulation transactions and information requests is both library policy and state law. This information may be released only to the person who has borrowed the items upon presentation of the library card or by phone if the patron provides the card number. Parents may be told how many books are checked out to their children and when they are due, but may not be told the titles of the items.

Reviewed/Revised: 09/02/2015, 03/06/2019

Cedar Falls Public Library
ELECTRONIC INTELLECTUAL FREEDOM POLICY

Consistent with our mission and the professional principles of public librarianship, our Internet Access Policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access, confidentiality of information about users and their use of all library resources including electronic, and individual responsibility. The library affirms the following principles and user rights as delineated in the American Library Association's Library Bill of Rights in Cyberspace:

Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users.

Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fear of confrontation.

Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.

Responsibility for, and any restriction of, a child's use of the Internet rests solely with his or her parents or legal guardian.

Library staff may track use for statistical purposes, while keeping users anonymous.

Reviewed/Revised 01/07/2015, 04/01/2015, 05/01/2019

Cedar Falls Public Library
ELECTRONIC SIGNAGE POLICY

The Library's electronic signage is intended to notify the public of Cedar Falls Public Library events, services, materials, and other items of interest directly related to the Cedar Falls Public Library, including matters related to the Friends of the Cedar Falls Public Library.

Adopted by Library Board of Trustees 04/07/2010
Reviewed/Revised 01/07/2015, 05/01/2019

Cedar Falls Public Library
EXTENDED LOAN PERIODS

Renewable materials can be checked out for an extended loan period approved at the service desks under certain circumstances such as vacations or special programs.

Extended loan periods are also available for materials checked out on Teacher Cards, through the Third Age Project, or for homebound patrons. There are no overdue fines on Third Age Project, teacher card, or homebound materials.

Policy Reviewed/Revised 01/07/2015, 05/01/2019

Cedar Falls Public Library
FREEDOM TO READ POLICY

AMERICAN LIBRARY ASSOCIATION FREEDOM TO READ STATEMENT

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand

firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

   To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to

be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

   The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

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A Joint Statement by The American Library Association and Association of American Publishers.

Reviewed 06/05/2019

Cedar Falls Public Library
GIFT AND DONOR RECOGNITION POLICY

The Cedar Falls Public Library accepts gifts of library materials, money, real property, art, equipment, or other miscellaneous gifts but reserves the right to make the final decision pertaining to accepting these gifts. Deferred gifts, including but not limited to, gifts of life insurance and planned gifts may be accepted under the discretion of the Cedar Falls Library Board of Trustees (hereafter referred to as "Trustees"). Unrestricted monetary contributions are added to the Library's endowment, which is administered by the Cedar Falls Community Foundation, and are recognized as gifts to the Library. The Trustees reserve the right to accept or decline acceptance of gifts with restrictions. The Trustees also reserve the right to maintain and control the final disposition of any gifts, including sale of such gifts. Letters of acknowledgement will be sent to donors.

In accordance with the City of Cedar Falls Code of Ordinances, the Trustees can exercise the following powers and duties: "To accept gifts of real property, personal property or mixed property, and devises and bequests, including trust funds; to take the title to such property in the name of the Library; to execute deeds and bills of sale for the conveyance of such property; and to expend the funds received by it from such gifts for the improvement of the Library."

Standards have been developed to ensure that donor recognition is consistent and appropriate throughout the Library. Names will appear only with the permission of the donor; donors may reserve the right to remain anonymous.

Donor recognition wall: This permanent display will be updated at least annually to include acknowledgement of gifts of the following levels:

- $900-$2,999: plaque noting sponsorship of small terra cotta book on exterior wall, designed by artist David Dahlquist.
- $3,000-$9,999: plaque noting sponsorship of large terra cotta book on exterior wall, designed by artist David Dahlquist.

Pledges made over a multi-year period will be posted when the initial payment is received. The Trustees retain the right to recognize gifts-in-kind in this manner also, including years of service by board of trustees members and staff.

Gift Acceptance Includes:

- Library Materials: Donors who contribute funds for library materials will receive recognition through the placement of a label in or on the material itself as well as a note in the Library's catalog.

    - Donations of materials not needed by the Library are sold to raise funds for Library use by the Friends of the Library at outlets such as The Book Nook.

    - The Library may or may not accept donations of specialized collections at the discretion of the Trustees based on the recommendation of the Library Director. The Library applies the same criteria for evaluating gifts materials as apply to purchased materials.

- Gifts will be withdrawn in the same manner as purchased material. The Library does not accept responsibility for notifying donors of withdrawal or replacement of gift items.

- The Library will not state a value on the gift but will leave the determination to the donor.

- Donated Item: Donor recognition in the form of tags, plaques, or other means may be placed near a donated item (or item purchased with donated funds) when deemed appropriate by the Library Director.

- Art Work: Works of art may be either purchased by or donated to the Library. Final responsibility for acceptance or purchase of a work of art resides with the Trustees.

    - The Library particularly collects art created by local artists but may collect works outside that scope. The intent of this collection is to enhance the Library's aesthetic environment. Items given to the Library will be presented to the Trustees for final acceptance upon recommendation of the Library's Art Committee.

    - Donated items that have not yet been accepted by the Trustees are not covered by the City's insurance policy and must be covered by the donor's personal insurance. If the Trustees decide not to accept an item, the owner will be notified as soon as possible and may reclaim the item within two weeks. After two weeks, the Trustees have the right to dispose of the work in the best interest of the Library.

    - Items that are accepted by the Trustees are considered unconditional and outright gifts. These may be displayed, accessed, housed, loaned, retained, reproduced, sold, donated to a public organization, or disposed in the best interest of the Library.

    - Donors will be asked to read and sign a copy of the Library's "Deed of Gift." Gifts to the Library may be deductible from taxable income in accordance with the provisions of federal income tax rules; in compliance with this law, the appraisal is the responsibility of the donor.

    - Art donated to the Library will be acknowledged with a plaque.

    - Art created by Library employees and their families will not be accepted for display or for the permanent collection. However, the Trustees reserve the right to commission or request works of art by any artist.

    - Works of art on display in the Library are not for sale. The Trustees will be responsible for any decisions regarding the removal of a work of art upon recommendation from the Art Committee. Any art withdrawn from the collection may be donated to an appropriate public organization or sold at public auction, or otherwise disposed of in the best interest of the Library. The proceeds from the sale of a work of art will go the Cedar Falls Public Library's Investment Funds

account and will be reserved to be used, at the discretion of the Trustees, for future collection-related purposes such as the repair and/or conservation of works in the collection or to acquire additional works for the collection.

- Named Rooms and Special Use Areas: In general, only collection areas, meeting rooms and designated special use areas shall be named for an individual, family, or corporation. The naming of such a space generally requires a contribution of a percentage of the cost of the area in proportion to the total cost of the facility or the project for the facility. The percentage shall be determined at the time of the project by the Trustees. Signage for named spaces shall be prominent, readily identifiable, and appropriate to the aesthetics of the immediate area. All references to the named area in promotional materials, directional signage, and Library documents shall include the name of the individual, family, or corporation.

Rescinding Name Recognition
In unusual or extraordinary circumstances, including obsolescence, the Trustees may enact removal or alter the name of a fund or other gift if doing so is deemed to be in the Library's best interests. Reconsideration may occur if the naming would be damaging to the reputation of the Trustees or the Library or would contradict applicable law or the policies, procedures, or strategic objectives of the Library. A name bestowed in recognition of a gift may be removed if the intent of the gift cannot be fulfilled.

Adopted 08/05/2015, Reviewed/Revised 06/05/2019

Cedar Falls Public Library
INTERLIBRARY LOAN POLICY

Interlibrary Loan is a service offered by the Cedar Falls Public Library to CFPL card holders in which requested items are borrowed from other libraries. For materials requested for Cedar Falls Public Library patrons from other libraries:

- Each request costs $2.00 to help offset postage costs, charged upon the library's receipt of the item.
- The patron's account must be in good standing to request items through Interlibrary Loan. Good standing is defined as having less than $5.00 in fines and fees.

At the discretion of the library director, a fee may be waived for extenuating circumstances.

Approved by the Board of Trustees 04/03/2019

Cedar Falls Public Library
LIBRARY BEHAVIOR POLICY

All are welcome to use the library facilities as long as their activity does not interfere with use by others. Users responsible for disturbing others will be warned once and then required to leave the premises if the behavior does not cease. Failure to comply will result in staff calling the appropriate authorities. Abusive language to staff or patrons, damage to the library or its contents, or behavior that is not in compliance with the City of Cedar Falls' ordinances for behavior in public places will not be tolerated. (Including, but not limited to Chapter 16: https://library.municode.com/ia/cedar_falls/codes/code_of_ordinances?nodeId=COOR_CH16OFMIPR) When the behavior policy is violated, suspension of library access may also be implemented after warnings to correct behavior.

No library materials may be taken into restrooms.

No smoking, e-cigarettes, or alcoholic beverages are permitted anywhere on the premises.

By following these rules, staff and patrons will make the Cedar Falls Public Library a good place for learning, recreational reading, and research.

Reviewed/Revised 01/07/2015, 09/04/2019

Cedar Falls Public Library
LIBRARY BILL OF RIGHTS

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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.

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Inclusion of "age" reaffirmed January 23, 1996.

Reviewed 08/07/2019

Cedar Falls Public Library
LIBRARY BOARD OF TRUSTEES BYLAWS

ARTICLE I. NAME

The Board of Trustees of the Cedar Falls Public Library is the legally appointed, policy-making body governing the operation of the Library as representatives of the Cedar Falls Community.

ARTICLE II. POWERS AND DUTIES

Section 1. The Code of Iowa, 392.5, provides for the City to adopt ordinances necessary for the appointment of a City Library Board of Trustees.

Section 2. The powers and duties of the Library Board of Trustees are set out and defined in the Cedar Falls City Code, Division 8, Section 2-298 to 2-306, Ordinance No. 1464, (5-24-75).

ARTICLE III. MISSION

The mission of the Cedar Falls Public Library is to promote literacy and to provide open access to resources which facilitate lifelong learning.

ARTICLE IV. OFFICERS

Section 1. The officers shall be a President, Vice-President, and Secretary who shall be elected at the June meeting, with the office becoming effective the following July 1.

Section 2. The President shall preside at all meetings of the Board, authorize calls for any special meetings, be responsible for the initiation of the agenda of meetings, appoint all committees, execute all documents authorized by the Board including warrants for bills, serve as an ex officio member of all committees, be the spokesperson for the Board, and generally perform all duties associated with that office.

Section 3. The Vice-President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 4. The Secretary shall be responsible for a true and accurate record of all the meetings of the Board, shall sign warrants for bills, and shall perform such other duties as are generally associated with that office.

ARTICLE V. MEETINGS

Section 1. Regular meetings shall be held each month, the date and hour to be set by the Board at its July meeting.

Section 2. Special meetings may be called by the President, the Secretary at the direction of the President, or at the request of five members, for the transaction of business as stated in the call for the meeting. Such meetings shall follow all requirements of a regular meeting.

Section 3. A quorum for the transaction of business at any meeting of the Board shall consist of a majority of the confirmed Board members.

Section 4. Unless otherwise specified by law, motions may be passed by simple majority of those present.

Section 5. Proceedings of all meetings shall be governed by Robert's Rules of Order.

ARTICLE VI. COMMITTEES

Section 1. Strategic Planning shall be conducted by the Board as a whole, and the Board shall meet as needed, in addition to the regularly scheduled Board meetings. The purpose of Strategic Planning shall be to ensure that the mission and goals of the library are focused on meeting community needs.

Section 2. Committees shall be appointed as needed (see President duties). Committees shall make recommendations to the Board for action, but shall not take action themselves except as designated by the Board.

Section 3. One Board member shall serve as liaison with Friends of the Library.

Section 4. The Personnel Committee is comprised of three Board members appointed by the President of the Board. The Chair is selected by the Committee, subject to Board approval. The purpose of the Committee is to: A. Conduct the annual performance appraisal of the Director, and B. Receive and forward to the Board recommendations regarding the contracts, classification, and compensation of the Library Director and other employees holding special appointments. The Committee may also receive and make recommendations on other personnel matters referred to the Committee by the Board.

Section 5. The Finance Committee is comprised of four Board members appointed by the President of the Board. The current Board President, the immediate Past Board President, the Vice-President, and another member chosen by the Board President comprise this Committee. The Chair is selected by the Committee, subject to Board approval. The Committee shall meet as necessary. The purpose of the committee is to: A. Recommend to the Board as a whole policies and actions related to financial matters. B. Review and provide recommendations to the Board for the annual budget as proposed by the City and Library Director.

Section 6. All Board members may observe the meetings of any committee.

ARTICLE VII. GENERAL

Section 1. The bylaws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Section 2. Any procedural rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

Section 3. Emeritus Board Members: A board member in good standing, upon completion of least six (6) years of service may be placed on emeritus status. Emeritus status, if granted by the Board of Trustees, allows full rights to the board member relative to meeting attendance and event participation and removes any attendance standard from the board member. Granting of this status is for the life of the board member unless revoked by the Board of Trustees. Emeritus board members are not voting board members, may not hold a leadership position, and may not be elected as officers. The number of emeritus board members has no cap but is at the discretion of the Board of Trustees. Emeritus status does not prohibit the board member from re-nomination to active status on the Board. The presence of emeritus board members shall not be included for purposes of calculating a quorum of the Board of Trustees.

Approved as amended 10/13/2010
Reviewed 09/02/2015
Approved as amended 07/06/2016
Approved as amended 12/04/2019

Cedar Falls Public Library
LIBRARY CARD POLICY (REGISTRATION)

Any person who resides within the city limits of Cedar Falls, or who owns property in Cedar Falls, will be issued a borrower's card, upon application, without a fee. Photo identification showing both name and current Cedar Falls address or photo identification plus proof of current address is required.

Any person who resides within rural Black Hawk County will be issued a borrower's card, upon application, without a fee. Photo identification showing both name and current address or photo identification plus proof of address is required.

Children below the 7th grade must have a parent's or legal guardian's signature to obtain a borrower's card.

Cedar Falls Public Library will issue library cards in compliance with Open Access rules for statewide reciprocal borrowing.

UNI students may borrow books from the Cedar Falls Public Library according to the rules of Open Access. Students will be asked to provide photo identification and their UNI address and home address as proof of identification.

Anyone who does not have a permanent Iowa address or does not have identification showing their name and current address can obtain a Library Lite card. With a Library Lite card, patrons may check out five items at a time and the card is valid for three months or until they bring in proof of address. Cards may be renewed. Library Lite cardholders may check out all item types except Bingeboxes, videogames, items from the Library of Things collection, garden tools, Nooks, Launchpads, and Playaway Views. Library Lite cardholders are not eligible for Interlibrary Loan requests or Co-Lab reservations.

Reviewed/Revised 09/02/2015, 04/03/2019

Cedar Falls Public Library
LIBRARY WEBSITE LINKS POLICY

The Cedar Falls Public Library website is an online source of information for staff and patrons of the Library. Included on the site are links selected to enrich, broaden, and complement the print and audiovisual library materials available and must be consistent with the Library's Collection Development Policy. Criteria include currency, authority, organization and accessibility.

Resources are constantly changing on the Internet. Since these linked sites are not under the control of the Library they may change or disappear over time. New links will be added and current links evaluated regularly based on the Collection Development Policy criteria. Sites are not added upon request. It is not intended that the listing of sites open up the Library's web pages as a full or partial public forum.

Reviewed/Revised 09/02/2015, 08/07/2019

Cedar Falls Public Library
MASKS TO PREVENT THE SPREAD OF COVID-19

In accordance with Center for Disease Control (CDC) and Black Hawk County Health Department guidelines, to prevent the spread of COVID-19, face masks completely covering the nose and mouth are required to be worn by all library visitors above the age of two at all times while in the library. For those who cannot or should not wear a mask, curbside pickup of library materials will be offered.

For the purposes of this policy, *face mask* means a material that securely covers a person's nose and mouth and remains affixed in place without the use of one's hands, whether purchased or homemade, and consistent with the Center for Disease Control and Prevention guidelines. ("Face Mask Regulation," Black Hawk County Health Department) Face shields and gaiters will not be considered masks.

Adopted: 10/07/2020

Cedar Falls Public Library
MEETING ROOM POLICY

The Cedar Falls Public Library provides meeting rooms for library sponsored or co-sponsored programs and conferences which meet the library's civic, informational, educational, cultural, and recreational goals. When not in use for library activities, these meeting rooms are available to community organizations and committees under the following guidelines approved by the Library Board. The Library Board neither approves nor disapproves of content, topics, subject matter, or points-of-view of individuals or groups using the meeting rooms.

WHO MAY USE THE MEETING ROOMS

Approval is granted for a single meeting or a brief series of meetings, no more than three at once. Rooms are not intended to be a group's regular meeting place. Exceptions may be made at the discretion of the Library Director. Bookings may not be made more than three months in advance. Exceptions may be made at the discretion of the Library Director.

Organizations using the meeting rooms may not conduct direct sales, collect fees, or charge admission fees other than regular membership dues. Exceptions may be made at the discretion of the Library Director. Meeting room usage is not intended for use for personal gatherings, such as showers, funerals, birthday parties, etc.

HOW TO RESERVE A ROOM

With this policy there is an application form to reserve a meeting room. This may be picked up from the library at either the service desk on the first floor or the reference desk on the second floor, or printed out from the library's webpage, https://cedarfallslibrary.org/library/library-policies/. The form requires the organization or group name, title of the program, any special equipment needed, the number of people expected, name and phone number of person responsible for meeting, and the exact times of arrival and departure. Information collected from the meeting room application is intended to ensure that library staff can communicate with the reserving party.

REGULATIONS

The meeting rooms are available for use only during the hours the library is open to the public. Users are responsible for their own set up and breakdown. All rooms must be returned to their original condition immediately after the meeting is completed. All organizations must take reasonable precautions to avoid damage of equipment, furnishings, floor cover, and other library property. The library reserves the right to require a damage deposit from the organization's reserving party.

The reserving party should check in at the reference desk before setting up and notify the reference desk when leaving.

FOOD AND BEVERAGES

Refreshments may be served in the meeting rooms, provided the room(s) and kitchenette are left in the condition they were found. Users must bring their own utensils and supplies. No smoking, e-cigarettes, or alcoholic beverages are permitted anywhere on the premises. Food or beverages may not be carried to other parts of the library. Users will empty any full trash bins, carrying out the trash.

Cedar Falls Public Library
MEETING ROOM POLICY

DISCLAIMERS

- No organization, without the permission of the Library Director, may list the address of the Cedar Falls Public Library as its official address.
- City facilities or grounds may not be used for political campaign purposes. However, candidate debates or forums may be held in city facilities or on city grounds so long as at least two candidates seeking the same office are invited to attend the debate or forum. Precinct caucuses and caucus education or training may be held in city buildings where other public meetings are allowed. Caucus education or training may not include fundraising or other campaign work and may not include advocacy for or against a candidate or for or against a ballot issue.
- Groups may not use the Cedar Falls Public Library name or logo in any way that implies Library endorsement or sponsorship of the groups' activities.
- The Library reserves the right to refuse reservations.
- The Library does not page or take telephone calls for groups or individuals in meetings in the library.
- The Library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations. Neither the Library Board, staff, nor the City of Cedar Falls will be responsible for the property of individuals or organizations meeting in the library, or take responsibility for storage of materials.
- Individuals or organizations meeting in the library must agree to indemnify and hold the Library and the City of Cedar Falls harmless from any and all liability, claims, actions, causes of action, and/or damages, which may arise, or allegedly arise during use of the library facilities. This shall include obligation to defend the Library and the City of Cedar Falls and to be responsible for any legal fees incurred and pay any judgments entered.

APPLICATION FOR USE OF LIBRARY MEETING ROOM

Name of Reserving Individual: _____

Name of Organization (if applicable): _____

Name of Program: _____

Description of Program: _____

Email Address of Reserving Individual: _____

Phone: _____ Anticipated Attendance: _____

Day and Date of Meeting: _____ Start Time: _____ End Time: _____

Equipment Needs (circle): AV Cart Projector Microphone

Coffee pot (must provide own coffee) Wireless presentation clicker

I have read the meeting room policy and agree to abide by it.

Signature: _____ Date: _____

Approved as revised 07/11/18, 09/04/19, 10/02/19

Circle Room Assigned: Conference Room Meeting Room

Cedar Falls Public Library
PETITION/SOLICITING POLICY

No group or individual may distribute or solicit participation in petitions in the library building and/or on the library's social media or digital platforms.

Petitions may be circulated outside the facility at a reasonable distance from the library; however, patrons must be allowed free access to the facility, and harassment or intimidation of patrons will not be tolerated.

No one can sell any items in the library and/or on the library's social media or digital platforms unless in conjunction with a library-sponsored event. The Friends of the Cedar Falls Public Library may sell items in the Book Nook.

No commercial advertisements may be posted in any format within the library and/or on the library's social media or digital platforms.

Reviewed/Revised 09/02/2015, 11/07/2019

Cedar Falls Public Library
PUBLIC ACCESS COMPUTER POLICY

The Cedar Falls Public Library provides public access computers for Internet and Microsoft office products. Computers are reserved on a "first come, first served," basis for one hour blocks of time with additional minutes if no one else is waiting. All computer sessions must end 10 minutes prior to closing time. To use the computers, patrons must use their own library card. Patrons may use only their own library card to access the Internet. Guest logins may be requested at the department desks for those without library cards; adults are required to present photo identification at the time of their request.

Software availability may change without notice. Anti-virus precautions have been implemented on library computers. However, the library does not guarantee protection from viruses. Users should bring their own file storage device for downloads.

Library staff cannot provide in-depth training on personal computer use or the Internet. The staff may be able to offer searching suggestions and answer questions. Internet, word processing, and other computer books are available for patron use and check-out.

Only two people may share a computer at one time. Misuse of computers such as, but not limited to, physical abuse of hardware or attempts to circumvent library security measures, will result in the loss of the patron's computer privileges. The Library may also charge a patron for damages caused by their actions. If the patron is a minor, the parents or guardians will be held responsible for damages. The Library does not filter Internet content. Staff may, however, limit images displayed on those screens open to public viewing in accordance with Library policies. The Library reserves the right to end a computer session at any time at our sole and uncontrolled discretion.

Library equipment may not be used to make unauthorized copies of copyrighted materials. Persons who make or attempt to make unauthorized copies shall be subject to all fines and penalties applicable to copyright violation.

Copies may be made on the first-floor copier. Prints and copies may be made from the second-floor computers and copier according to the following pricing:

	Black & White		**Color**	
Paper Size	**8.5" x 11"**	**11" x 17"**	**8.5" x 11"**	**11" x 17"**
Single Sided	10¢	20¢	25¢	50¢
Double Sided	20¢	40¢	50¢	$1.00

Minimum of $1.00 for non-cash or 10 cents for cash payment must be inserted for use.

On the first floor, Youth Department public access computers may only be used by patrons in 6th grade or younger and their accompanying parents or guardians.

Computers in the young adult room are intended for patrons who are twelve to eighteen years old and in grades 7 through 12.

Revised 04/04/2018, 10/02/2019

Cedar Falls Public Library
POLICY REGARDING REGISTERED SEX OFFENDERS

The purpose of this policy is to ensure that the Library is in compliance with Iowa Code Chapter 692A that excludes registered sex offenders convicted of offenses against minors from public libraries. Sex offenders convicted of a sex offense against a minor shall not be present upon the real property of a public library and they shall not loiter within three hundred feet of the real property boundary of a public library. The Code provides an exception to this prohibition if the library administrator provides written permission.

The Library Director will not give written permission for registered sex offenders convicted of sex offenses against minors to be in the library. This decision can be appealed to the Library Board of Trustees. The issuance of a library card at any time is NOT permission to enter the library.

The law provides for only two exceptions to the above library exclusion zone: Sex offenders who otherwise live within an established residence within the exclusion zone and sex offenders who are legally entitled to vote may enter the premises if it is a polling location and only for the time reasonably necessary to exercise the right to vote.

Registered sex offenders convicted of sex offenses against minors may be eligible for some library services. They may receive information via telephone or online. They may register for a card directly with the Director, or her designee, via telephone or online, and make arrangements for a person of their choosing to select, check out, and return materials using that card. They may use that card to access the Library's online materials or databases.

Violations of this policy will be immediately reported to law enforcement, and violators will lose all library privileges. Violators will be subject to prosecution for violation of the Iowa Code.

Approved: 07/08/2009; Reviewed/Revised 09/02/2015, 01/08/2020

Cedar Falls Public Library
REQUEST FOR RECONSIDERATION OF A POLICY

Date: _____

Request initiated by: _____

Address: _____ Phone: _____

Email address: _____

Complainant represents:

_____ Patron: _____

_____ Group: _____

Policy: _____

_____

1. Why do you object to this policy? _____

_____

_____

2. What specific part of this policy do you object to? _____

_____

_____

3. What changes would you like to see in this policy? _____

_____

_____

Would you like to present your concerns to the Library Board of Trustees?

Yes No (circle one)

The next Library Board of Trustees meeting is: _____

_____
Signature of Complainant

Return to Library Director, Cedar Falls Public Library
524 Main Street, Cedar Falls, IA 50613

Reviewed/Revised: 09/02/2015, 12/04/2019

Cedar Falls Public Library
SAFE CHILD POLICY

The Cedar Falls Public Library is not responsible for unattended children:

The Library cannot ensure the safety of any library patron of any age. Library staff duties cannot include babysitting or taking over any parental responsibilities for children in the library. While the Cedar Falls Public Library is concerned about the safety and welfare of all children, parents and caregivers are responsible for the children's safety and welfare and for monitoring children's activities and behavior.

Children ten and under must be under direct visual supervision by a parent or responsible caregiver at all times while in the library. Parents or caregivers are responsible for the safety and appropriate behavior of each child in their care. Parents or caregivers cannot leave young children unattended in the Youth Department or any other library department while using other parts of the library.

Children or groups of children visiting the library from any preschool, child care or babysitting facility must be under direct visual supervision at all times by caregivers to ensure safety and to monitor behavior.

A child (or children) left habitually unattended is (are) deemed to be at risk:

If a parent or guardian of an unattended child age ten and under cannot be contacted or located within one hour of the discovery that the child is unattended, local law enforcement will be notified to take custody of the child.

Reviewed/Revised: 09/02/2015, 12/04/2019

Cedar Falls Public Library
SECURITY CAMERA POLICY

The Cedar Falls Public Library takes reasonable precautions to assure a safe and secure environment for its patrons and staff. Security cameras are used where needed to discourage violations of the Library's Behavior Policy (https://cedarfallslibrary.org/wp-content/uploads/2018/06/cfpl-policies-library-behavior.pdf), to assist library staff in preventing the occurrence of any violations, to protect library resources, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of video security cameras, as well as the access and retrieval of recorded video footage at the Cedar Falls Public Library.

The Cedar Falls Public Library values patron privacy. A goal of the Library is to maintain appropriate confidentiality of its patrons while protecting the public through cooperation with law enforcement when life is at risk. This policy should be interpreted with the understanding that the image of a person on library property is not protected, but anything that would identify information accessed by a library user is protected and held private.

LIBRARY PRACTICES

The Library will post signage at the entrances indicating that security cameras are in use.

Interior camera placement will be determined by the Library Director or his/her designee. Exterior camera placement will be determined by City staff.

Cameras will not be placed in areas where there is a reasonable expectation of privacy or in areas prohibited by Iowa Code, such as restrooms.

Cameras will not be monitored continuously by library staff. Cameras will not monitor or record audio. Because cameras are not constantly monitored, patrons and staff should take appropriate precautions for their safety and for the security of personal property. The use of security cameras is not intended to nor should it be interpreted by patrons or staff as any type of representation or guarantee regarding personal safety or security of personal property.

The Library Director holds the authority to designate library staff members who may access security camera footage. Designated staff may use live surveillance, still shots, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime or injury on Library property, to consult with law enforcement officials, to validate policy violations, to alert staff to banned or disruptive individuals, or to address internal security, safety, or operational concerns. In the discharge of such duties, designated staff members may use identification data available in the Library's user database to identify individuals whose images appear on security camera footage.

The Library Director may authorize the release of security camera imagery at his or her discretion, provided it does not contain information that must remain confidential under Iowa law. Footage that is saved or shared may be destroyed when no longer useful; however, footage that becomes part of an official record will become the responsibility of the appropriate authority for the duration of the applicable record retention period.

Interior library camera footage will be retained for up to thirty days or until storage is filled to capacity, whichever occurs first.

Cedar Falls Public Library
SECURITY CAMERA POLICY

CONFIDENTIALITY

Any footage that includes identifiable persons using or checking out identifiable library resources or identifiable information shall be treated as confidential to the extent provided in Iowa Code 22.7(13) (https://www.legis.iowa.gov/docs/code/22.7.pdf).

Only designated library staff may view real-time or recorded footage to determine if it contains protected information. Any inadvertent views of protected information shall be held in confidence by library staff in accordance with the Library's Confidentiality Policy (https://cedarfallslibrary.org/wp-content/uploads/2018/06/cfpl-policies-confidentiality.pdf).

Footage that includes records protected by Iowa Code 22.7 (https://www.legis.iowa.gov/docs/code/22.7.pdf) will not be released without a valid search warrant or court order, or as otherwise authorized by law.

REQUESTS FOR ACCESS TO SECURITY CAMERA FOOTAGE

All requests to view or obtain interior security camera footage must be presented in writing to the Library Director. If the Library Director is unavailable, such requests must be presented to a designated member of staff. Any camera footage provided to law enforcement or other external persons or agencies will be with the knowledge and authorization of the Library Director, when practicable. Guidelines for public disclosure of security camera imagery shall follow the procedures established by the Library Director in accordance with Iowa Code Chapter 22.

If recorded footage includes records protected by Iowa Code 22.7(13), authorized staff will provide access to criminal or juvenile justice agencies when pursuant to a valid search warrant, subpoena or court order, or when otherwise required by law. Authorized staff will consult with legal counsel to determine if release of the requested footage is permitted by law.

Requests for exterior camera footage must be presented to the City of Cedar Falls Director of Public Safety.

Adopted 09/04/2019

Cedar Falls Public Library
POLICY FOR SERVING WINE AND BEER
AT THE CEDAR FALLS PUBLIC LIBRARY

Alcoholic beverages will be served at the Cedar Falls Public Library in compliance with state and local laws.

All alcoholic beverages served must be given away free and the agency must not be reimbursed for this cost in any way.

No alcoholic beverages will be served at any event to which there is an admission fee, entrance fee, fare, ticket, donation or charge made or required of the invited guests to participate in the event.

Alcoholic beverages will only be served as long as the City of Cedar Falls has Host Liquor Liability insurance.

Wine and beer are the only kinds of alcoholic beverages which may be served.

All occasions in which wine and beer are served shall have previous approval by the Cedar Falls Public Library Board.

Serving of wine and beer on the premises will be limited to not more than ten Cedar Falls Public Library events each year.

On each occasion, wine and beer will be served for no more than a two-hour period.

Wine/beer will only be served if food is also served.

Those pouring or serving beer and wine shall be of legal age.

Those to whom wine and beer is offered or served will be of legal age.

Those serving the wine and beer will monitor the alcohol consumption of individual guests and discontinue service to individuals if deemed appropriate or necessary.

Persons serving will not consume wine or beer while serving wine and beer to guests.

This policy will be reviewed annually by the Cedar Falls Public Library Board.

Non-alcoholic beverages will always be available as an alternate to wine and beer when it is being served.

All wine and beer served will not be purchased with operating funds.

Reviewed/Revised 09/02/2015, 03/06/2019

Cedar Falls Public Library
POLICY ON STAFF USE OF ELECTRONIC EQUIPMENT BELONGING TO THE LIBRARY

Library employees are allowed to use the library's electronic equipment both on and off site, as required in their job duties. In order to track this equipment, the employee must use their own library card to check out the equipment if it is removed from its regular place in the library.

Electronic equipment of $50.00 or more in value will be cataloged in our integrated library system (ILS). Any time a staff member removes a piece of equipment from its regular storage place, that staff member should check out the equipment using the ILS, checking it out to their library card. Equipment should be checked out even if it will not be removed from the building, if the employee is taking the equipment from its normal location.

The checkout period for electronic equipment ordinarily is for one day. Equipment can be renewed if necessary, or the loan period can be extended if the employee knows use will be longer than one day. Long term use of equipment may be accommodated by changing the location rather than checking out. Equipment can be recalled if needed.

Policy Approved 03/02/2011; Reviewed/Revised 09/02/2015, 01/08/2020

Cedar Falls Public Library
TERMS OF SERVICE AND ACCEPTABLE USE POLICY (WiFi)

ACCESS TO THE SERVICE

Cedar Falls Public Library provides free public wireless Internet (WiFi), hereafter known as "the Service." The Service is available 12:00 AM to 11:00 PM daily. Your access to the Service is completely at the discretion of the Cedar Falls Public Library, and your access to the Service may be blocked, suspended, or terminated at any time for any reason including, but not limited to, violation of this Agreement, actions that may lead to liability for or its owners, disruption of access to other Users or networks, and violation of applicable laws or regulations. The Cedar Falls Public Library may revise this Agreement at any time. You must accept this Agreement each time you use the Service and it is your responsibility to review it for any changes each time.

ACCEPTABLE USE OF THE SERVICE

The Cedar Falls Public Library supports the free flow of information and ideas over the Internet. Your access to the Service is conditioned on legal and appropriate use of the Service. Your use of the Service and any activities conducted online through the Service shall not violate any applicable law or regulation or the rights of the Cedar Falls Public Library, or any third party.

The use of the Service for the following activities is prohibited:

Spamming and Invasion of Privacy
Using the Service to send unsolicited bulk and/or commercial messages over the Internet or using the Service for activities that invade another's privacy.

Intellectual Property Right Violations
Using the Service to engage in any activity that infringes or misappropriates the intellectual property rights of others, including patents, copyrights, trademarks, service marks, trade secrets, or any other proprietary right of any third party.

Obscene or Indecent Speech or Materials
Using the Service to advertise, solicit, transmit, store, post, display, or otherwise make available obscene or indecent images or other materials. The Cedar Falls Public Library will notify and fully cooperate with law enforcement if it becomes aware of any use of the Service in any connection with child pornography or the solicitation of sex with minors.

Defamatory or Abusive Language
Using the Service to transmit, post, upload, or otherwise making available defamatory, harassing, abusive, or threatening material or language that encourages bodily harm, destruction of property or harasses another.

Forging of Headers
Using the Service to forge or misrepresent message headers, whether in whole or in part, to mask the originator of the message.

Hacking
Using the Service to illegally access or access without authorization computers, accounts, equipment or networks belonging to another party, or attempting to penetrate security measures of another system. This includes any activity that may be used as a precursor to an attempted system penetration, including, but not limited to, port scans, stealth scans, or other information gathering activity.

Distribution of Internet Viruses, Trojan Horses, or Other Destructive Activities
Using the Service to distribute information regarding the creation of and sending Internet viruses, worms, Trojan Horses, pinging, flooding, mailbombing, or denial of service attacks. Also, activities that disrupt the use of or interfere with the ability of others to effectively use the Node or any connected network, system, service, or equipment.

Facilitating a Violation of this Agreement of Use
Using the Service to Advertise, transmit, or otherwise make available any software product, product, or service that is designed to violate this Agreement, which includes the facilitation of the means to spam, initiation of pinging, flooding, mailbombing, denial of service attacks, and piracy of software.

Export Control Violations
Using the Service for the transfer of technology, software, or other materials in violation of applicable export laws and regulations, including but not limited to the U.S. Export Administration Regulations and Executive Orders.

Other Illegal Activities
Using the Service in violation of applicable law and regulation, including, but not limited to, advertising, transmitting, or otherwise making available Ponzi schemes, pyramid schemes, fraudulently charging credit cards, pirating software, or making fraudulent offers to sell or buy products, items, or services.

Resale
Using the Service for the sale, transfer, or rental of the Service to customers, clients or other third parties, either directly or as part of a service or product created for resale.

Notice of Violations of the AUP
The Cedar Falls Public Library requests that anyone who believes that there is a violation of the AUP direct the information to:

Agent to Receive Notification of Copyright Infringement Claims
The Digital Millennium Copyright Act of 1998 (the "DMCA") provides recourse for copyright owners who believe that material posted on Internet sites infringes their rights under U.S. copyright law. If you believe in good faith that items, information or other materials appearing on the Service infringes your copyright, you (or your agent) may send The Cedar Falls Public Library's Designated Agent a notice requesting that the item, information or material be removed, or access to it blocked. You can contact the Cedar Falls Public Library's Designated Agent at: webmaster@cedarfallslibrary.org.

Disclaimer
You acknowledge (i) that the Service may not be uninterrupted or error-free; (ii) that viruses or other harmful applications may be available through the Service; (iii) that the Library does not guarantee the security of the Service and that unauthorized third parties may access your computer or files or otherwise monitor your connection; (iv) that the Cedar Falls Public Library's ability to provide the Service without charge is based on the limited warranty, disclaimer and limitation of liability specified in this Section and it would require a substantial charge if any of these provisions were unenforceable.

THE SERVICE AND ANY PRODUCTS OR SERVICES PROVIDED ON OR IN CONNECTION WITH THE SERVICE ARE PROVIDED ON AN "AS IS," "AS AVAILABLE" BASIS WITHOUT WARRANTIES OF ANY KIND. ALL WARRANTIES, CONDITIONS, REPRESENTATIONS, INDEMNITIES, AND GUARANTEES WITH RESPECT TO THE CONTENT OR SERVICE AND THE OPERATION, CAPACITY, SPEED, FUNCTIONALITY, QUALIFICATIONS, OR CAPABILITIES OF THE SERVICES, GOODS, OR PERSONNEL RESOURCES PROVIDED HEREUNDER, WHETHER EXPRESS OR IMPLIED, ARISING BY LAW, CUSTOM, PRIOR ORAL OR WRITTEN STATEMENTS BY THE CEDAR FALLS PUBLIC LIBRARY, OR OTHERWISE (INCLUDING, BUT NOT LIMITED TO ANY WARRANTY OF SATISFACTORY QUALITY, MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT) ARE HEREBY OVERRIDDEN, EXCLUDED, AND DISCLAIMED. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF CERTAIN WARRANTIES, SO THE ABOVE EXCLUSIONS MAY NOT APPLY TO YOU.

No Consequential Damages
UNDER NO CIRCUMSTANCES WILL THE CEDAR FALLS PUBLIC LIBRARY, THEIR SUPPLIERS OR LICENSORS, OR THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, AND AFFILIATES BE LIABLE FOR CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE OR INCIDENTAL DAMAGES, OR LOST PROFITS, WHETHER FORESEEABLE OR UNFORESEEABLE, BASED ON CLAIMS OF CUSTOMER, ITS APPOINTEES, OR THEIR CUSTOMERS (INCLUDING, BUT NOT LIMITED TO, UNAUTHORIZED ACCESS, DAMAGE, OR THEFT OF YOUR SYSTEM OR DATA, CLAIMS FOR LOSS OF GOODWILL, CLAIMS FOR LOSS OF DATA, USE OF OR RELIANCE ON THE SERVICE, STOPPAGE OF OTHER WORK OR IMPAIRMENT OF OTHER ASSETS, OR DAMAGE CAUSED TO EQUIPMENT OR PROGRAMS FROM ANY VIRUS OR OTHER HARMFUL APPLICATION), ARISING OUT OF BREACH OR FAILURE OF EXPRESS OR IMPLIED WARRANTY, BREACH OF CONTRACT, MISREPRESENTATION, NEGLIGENCE, STRICT LIABILITY IN TORT OR OTHERWISE. IN NO EVENT WILL THE AGGREGATE LIABILITY THAT THE CEDAR FALLS PUBLIC LIBRARY MAY INCUR IN ANY ACTION OR PROCEEDING EXCEED $100. THE LIMITATIONS, EXCLUSIONS, AND DISCLAIMERS SET FORTH IN THIS SECTION WILL NOT APPLY ONLY IF AND TO THE EXTENT THAT THE LAW OR A COURT OF COMPETENT JURISDICTION REQUIRES LIABILITY UNDER APPLICABLE LAW BEYOND AND DESPITE THESE LIMITATIONS, EXCLUSIONS, AND DISCLAIMERS.

Indemnity
You agree to indemnify and hold harmless the Cedar Falls Public Library, their suppliers and licensors, officers, directors, employees, agents and affiliates from any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorney's fees) arising out of or related to your use of the Service, any materials downloaded or uploaded through the Service, any actions taken by you in connection with your use of the Service, any violation of any third party's rights or an violation of law or regulation, or any breach of this agreement. This Section will not be construed to limit or exclude any other claims or remedies that may assert under this Agreement or by law.

Arbitration
You agree to submit any and all controversies or claims arising out of or relating to this Agreement or the existence, validity, breach or termination thereof, whether during or after its term, to an arbitrator. The arbitrator may, at either party's request, grant injunctive relief. The arbitral award will be the exclusive remedy of the parties for all claims, counterclaims, issues or accountings presented or plead to the arbitrator. Judgment upon the arbitral award may be entered in any court that has jurisdiction thereof. Any additional costs, fees or expenses incurred in enforcing the arbitral award will be charged against the party that resists its enforcement. Nothing in this Section will prevent the parties from seeking interim injunctive relief against one another.

Interpretation
This Agreement shall not be construed as creating a partnership, joint venture, agency relationship or granting a franchise between the parties. Except as otherwise provided above, any waiver, amendment or other modification of this Agreement will not be effective unless in writing and signed by the party against whom enforcement is sought. If any provision of this Agreement is held to be unenforceable, in whole or in part, such holding will not affect the validity of the other provisions of this Agreement. The Cedar Falls Public Library's performance of this Agreement is subject to existing laws and legal process, and nothing contained in this Agreement shall waive or impede the Cedar Falls Public Library's right to comply with law enforcement requests or requirements relating to your use of this Service or information provided to or gathered by with respect to such use. This Agreement constitutes the complete and entire statement of all terms, conditions and representations of the agreement between you and with respect to its subject matter and supersedes all prior writings or understanding.

Revised 04/01/2015, 10/02/2019

ADDENDUM TO INTERNET AND ACCEPTABLE USE POLICY

Internet Safety Policy for patrons under the age of 17 as required by the public law, [47 U.S.C. § 254(h) and (l)] commonly known as: The Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) which went into effect on April 20, 2001.

Individuals covered by this policy may not use the Cedar Falls Public Library Internet- enabled computers to access inappropriate matter on the Internet, or any other resource.

Individuals covered by this policy using the Cedar Falls Public Library, while using direct electronic communications, whether electronic mail, chat rooms, or any other form of direct electronic communications may not divulge their name, age, address, location, or other personal information.

Individuals covered by this policy using the Cedar Falls Public Library are specifically forbidden from using the Cedar Falls Public Library computers for unauthorized access, modification, hacking, cracking, and other unlawful activities, including but not limited to accessing library and other networks.

Individuals covered by this policy are specifically forbidden from using the Cedar Falls
Public Library computers to provide unauthorized disclosure, use, and dissemination of personal identifiable information concerning and regarding themselves or any other person.

Individuals covered by this policy may not use the Cedar Falls Public Library to access any material which might be harmful to minors.

Revised 04/01/2015, 10/02/2019

Cedar Falls Public Library
USE OF WHEELCHAIR AND MOTORIZED CART POLICY

It is the policy of the Cedar Falls Public Library that patrons have access to mobility aids.

These aids are available to patrons for appropriate use upon request.

Reviewed/Revised 09/02/2015, 01/08/2020