

Correctionville Public Library

Administrative Practices & Procedures

The Correctionville Public Library Board approves the following for those persons who administer and operate our library. Several of these items are stated in the formal rules of the public Library and other of the items are guidelines which may contribute to smooth operation of our facility and cooperation among the persons who regulate and operate the library. All library employees are paid at least minimum wage with regular raises awarded after performance evaluations.

Library Director Duties

1. Manage patron services including the following:
 - a. Circulating materials
 - b. Acquainting patrons with library services
 - c. Processing new and donated acquisitions in a timely manner-the goal for addition of new materials into the collection is within ten days of acquisition.
 - d. Directing the work of assistant librarian and volunteers involved in library operations.
 - e. Directing and/or providing story hour programs on a regular basis.
2. Report to the Board of Trustees on acquisitions, weeding, processing of material, library attendance, circulation of materials by type and any other matters requested by the Board.
3. Report to the Board of Trustees all income and expenditures of the library operation and consult with the board about budgetary concerns.
4. Maintain a library atmosphere conducive to comfortable and convenient use by all patrons by:
 - a. Maintaining a quiet (not silent) atmosphere
 - b. Enforcing rules approved by the Board of Trustees
 - c. Conferring with the Board of Trustees concerning proper library use, especially respecting computer use and acceptable behavior of patrons.
5. Abide by all schedules and regulations for Correctionville city employees
6. Refer all policy decisions to the Library Board-the Director does not make policy but is responsible for implementing Board policies in the operation of the library.
7. Prepare reports
 - a. Iowa Public Library General Information Survey to be prepared by library director after July 1st each year, submitted to the Correctionville Library Board for approval, followed by online submission to State Library of Iowa by the end of October deadline.
 - b. Accreditation & Standards Report to be prepared at the end of the year and submitted to Library Board before submission to State Library of Iowa.

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Library Assistant Duties

Under minimal supervision, the Library Assistant performs library duties under direction of head librarian, provides check-out and check –in of books, registers new patrons when necessary, uses computer data bases to assist patrons; and performs related work as assigned.

Specific duties may include:

- Fills in and handles library duties when the library director is absent.
- Helps to locate materials for patrons
- Checks library books and materials in and out utilizing a computer system.
- Registers and issues library cards to patrons; checks patron status to verify registration information
- Calculates and collects fines and other charges for overdue, lost or damaged books, clears information as possible.
- Receives returned books and materials, reviews due dates and examines items for damages; sorts returned materials for return to shelves.
- Performs standard office support work such as answering telephones, maintaining files and operating standard office equipment, including computers and copy machines.
- May repair or replace cut or torn pages, rebuild jackets, cut out damaged binding sections, repair or replace damaged hinges, and use laminates and tapes to strengthen bindings.
- May assist in a variety of assigned special projects and services.
- Deals tactfully and effectively with a variety of individuals, including patrons, library staff and the general public.

The Library Board of Trustees

1. Make policy on all library operations-the Library Board of Trustees is appointed by the City of Correctionville to formulate policies and procedures, not to participate in the day-to-day operation of the facility.
2. Maintain diligence over the library budget and financial matters.
3. Oversee the Director / librarian assistant and other compensated personnel.
 - a. Hire
 - b. Evaluate
 - c. Determine compensation
4. Familiarize themselves with volunteers and their work and recognize volunteer contributions.
5. Review and consider reports from the librarian on finances, circulation, deletions and acquisitions.
6. Provide decisions on disciplinary action involving patrons' access to library services and referrals for city council action.
7. Fund publicity for library programs and services.

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8. Hear and consider citizen input. All citizen input to be considered by the Library Board should be presented to the board in person or in written form. Forms for written complaints are available in the library and in the City Clerk's office.

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