

BETTENDORF PUBLIC LIBRARY AND INFORMATION CENTER PROGRAM DEVELOPMENT POLICY

MISSION STATEMENT

The Bettendorf Public Library Information Center is committed to providing access to information and ideas for all.

VISION STATEMENT

The Bettendorf Public Library Information Center will be the recognized source of knowledge and information; the place to gather and discuss; the encourager of reading; and the leader in cooperation with the city, schools and organizations. We will be the gateway to lifelong learning, offering a full spectrum of services, materials and programming.

VALUE STATEMENTS

The Bettendorf Public Library Information Center, its Board of Trustees, staff and volunteers are committed to the following values:

- We value the Library as a community facility for open communication of ideas and information; its collection, displays, programs and services reflect an array of opinions and viewpoints.
- We value the community by actively participating in it and endeavoring to enhance the quality of its life.
- We value full and equal access to information, the building, its services and its programs.
- We value the collection of and accessibility to information in all formats: print, electronic, audio and video.
- We value our customers by responding to them with equal, respectful, accurate and friendly service to all.
- We value reading and learning and promote both for all ages.
- We value the privacy of our users by keeping their transactions confidential to the extent allowed by law.

PURPOSE OF THE PROGRAM DEVELOPMENT POLICY

The purpose of this policy is to define standards for the development of library sponsored programming, in accordance with the Library's mission, vision, and values; to inform the public and staff on the principles guiding program development; to provide the public and staff with guidelines for acceptable use of library resources within library program activities.

GENERAL PROGRAM GUIDELINES

The Bettendorf Public Library and Information Center is a public forum, offering a broad spectrum of ideas and information, which are freely communicated and reflected within its programs, collection of materials, services, and displays. Library programs are designed to meet the interests of a variety of users, cultures, and age-ranges in accordance with the Library's mission, vision, and values.

I. Definition of a Library Program

A library program is any presentation or event provided to the public, inside or outside of the library building, in face-to-face settings or through technological means, designed

and facilitated by library staff (or other authorized presenter) to further the mission of the Library. Library programs are funded by the Library or through external funds obtained and approved by library administration.

II. *Responsibility for Programming*

The Library Board of Trustees vests full responsibility and authority for library program development in the Library Director or authorized designee. Patron interests and demand are important influences and public suggestions are considered. *Library program staff may utilize volunteers in the facilitation of events.

Library programs may be developed in collaboration with other city departments, community organizations, groups and individuals, as determined by library administration or authorized designee.

III. *Program Characteristics*

Content

- Library programs are designed to meet the recreational and lifelong learning interests of the residents of Bettendorf, IA. As a free public library, all users (residents and non-residents alike) are welcome to attend library programs.
- Library programs support the Library's unique mission. Library sponsored programs are non-biased and non-partisan in nature, intended to further the open communication of ideas, and may appeal to a wide array of ages, interest and reading-levels, and social and cultural groups.
- Programs will be regularly evaluated for quality, public demand, and structured to ensure effective facilitation.
- Programs may be thematic in nature and correspond to current events, popular topics, and/or social issues. Duplication of programs offered elsewhere in the Quad Cities will be avoided, as possible.
- Library programs may be offered in a variety of formats: readings, receptions, films, musical or theatrical performances, art displays, lectures, discussions, electronically, etc.
- Suggestions from Bettendorf residents are welcome via email, in-person, by phone, or through suggestion cards available at the Library's public service desks. The Library may initiate public surveys to establish interest and demand for programs and services.
- Reconsideration of Library programs/events should be forwarded to the Library Director, utilizing the approved *Reconsideration of Library Resources Form* and process. (Exhibit A)

Schedule

- Programs are offered at various times the Library is open to the public. Program frequency may vary: once, weekly, monthly, etc.
- Programs may be planned in advance or occur spontaneously in response to request or need, and may require advance registration.

Location

- Library programs may be offered within library spaces designated for programming, within the library building, on the Bettendorf Learning Campus, or *off-site* at schools, community centers, or other public locations in Bettendorf.

- Library programs are conducted in ADA accessible spaces appropriate to the program's purpose. *Attendance limits may apply due to space availability. The Library reserves the right for primary consideration in the use of all library spaces for the purposes of scheduling library programs.
- Creation Studio Space- See *Creation Studio Usage Guidelines*. (Exhibit B)

Funding

Library programs may be funded, in-whole or in part, through library funds, or through additional financial support obtained via grants or external contributions, gifts, donations, or sponsorships, as approved by library administration. In limited instances, library programs may include a minor materials supply fee which may be passed on to attendees, as approved by the Library Director in advance of program or contract. (See *Sponsorship Guidelines* - Exhibit C)

Presenter Fees

Library program presenters may negotiate or receive a fee or honorarium from the Library or approved external funding source. Presenters may be contracted for fees up to \$500 per event, unless otherwise approved by the Library Director.

Outside Presenters, Collaborators, and Sponsors

Library programs may incorporate outside presenters, performers, writers, entertainers, etc., as approved by library administration or designee. Library staff will be present during all programs featuring non-library presenters or performers. See *Collaborator/Sponsorship Guidelines* (Exhibit C) for details.

Exhibit A
REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

The Bettendorf Public Library Board of Trustees has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. As a Bettendorf resident, if you wish to request reconsideration of library resources, please return the completed form to the Library Director of the Bettendorf Public Library Information Center, 2950 Learning Campus Drive, Bettendorf, Iowa 52722.

[Please note that this form may become part of the public record.]

Name _____ Date _____

Address _____ Bettendorf, Iowa 52722

Phone _____

Do you represent self? Organization?

Resource on which you are commenting:

Book Textbook Video Display Magazine

Library Program Audio Recording Newspaper

Electronic Information/Network (please specify): _____

Other _____

Title _____

Author/Producer of the resource _____

What brought this resource to your attention? _____

Have you examined the entire resource? _____

What concerns you about the resource? (Use other side or additional pages if necessary.) _____

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

Revised by the American Library Association Intellectual Freedom Committee, June 27, 1995. Approved by Library Board of Trustees: 11/14/14, 8/10/17

Exhibit B

CREATION STUDIO EQUIPMENT POLICY & USAGE GUIDELINES

Purpose

The Bettendorf Public Library provides the *Creation Studio* spaces for use in library sponsored or co-sponsored programs in accordance with the Library's mission and vision statements. When not in use for library-sponsored activities, the space and equipment are available to individuals and non-profit groups in activities, as approved by library staff.

The Library offers community access to new and emerging technologies such as 3-D printers and other equipment which inspires interest in creativity, design, STEAM activities, and assists users in bringing their creations to life. These guidelines establish processes for public use of the equipment located within the Bettendorf Public Library Information Center's *Creation Studio* service areas.

Creation Studio Spaces- Usage Guidelines

- A. Primary use of Creation Studio spaces is intended for library sponsored activities and programs.
- B. Independent users of Creation Studio spaces and equipment under 14 years of age must be supervised by an adult, 18 years or older.
- C. Each piece of equipment for public use in Creation Studio spaces will have its own "*Equipment Use Guidelines*". Users may be required to complete basic training on a piece of equipment and agree to specified user guidelines. Training may be offered online or on-site, depending on availability.
- D. Creation Studio equipment cannot be used to create items intended for sale, commercial use, items that could be construed as weapons, or in violation of law. The Library reserves the right to halt, delete, or otherwise disallow the creation of items (in-whole or in-part) that violate this or other library policies.
- E. User reservations will be considered on a first-come, first-served basis. Cancellations for Creation Studio spaces should be made promptly. Failure to do so may result in loss of library privileges.
- F. Individuals reserving Creation Studio spaces may be responsible for damage to library equipment or the physical space which occurs during the reservation time. Damage and replacement costs will be determined by library staff.
- G. Some equipment in The Creation Studio may require a materials charge or the Library may require the user to provide consumable supplies needed for independent use of Creation Studio equipment.
- H. Permission to use The Creation Studio, or materials created within it, does not imply support of the user's opinions or views by the Library Board of Trustees, library staff, or the City of Bettendorf. The Library Director, or their designee, is authorized to administer these guidelines.

3-D Printer - Usage Guidelines

The Library's 3-D printer is available to the public to produce three-dimensional objects in plastic, printed from a design that is uploaded from a digital computer file supplied by the user.

- I. The Library's 3-D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3-D printer to create material (in-whole or in-part) that may be considered:
 - A. Prohibited by local, state or federal law.
 - B. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - C. Obscene or otherwise inappropriate for the library environment.
 - D. In violation of another's intellectual property rights. Example: Reproduction of material that is subject to copyright, patent or trademark protection.
- II. The Library reserves the right to refuse any 3-D print request including, but not limited to, violation of library policy, manufacturer terms, failure to pick up and pay for previous requested prints, etc.
- III. Color options for filament will be limited to available library stock.
- IV. Fees for 3-D printing are based on the quantity of filament used during the print process. *See Circulation Policy- Fines & Fees Schedule*
- V. Items printed from Library's 3-D printer, which are not picked up within 7 days of completion will become property of the Library.
- VI. Only designated library staff and volunteers will have hands-on access to the 3-D printer.
- VII. Use of this equipment complies with any and all other library policies, as applicable.

Printing Process

- I. Design creation:
 - A. 3-D print projects can be designed with basic knowledge of *Computer-aided Design (CAD)* software.
 - B. Any 3-D drafting software may be used to create a design as long as the file can be saved in .stl or .obj file format.
 - C. Digital designs also are available through various file-sharing databases such as Thingiverse.com.

- II. Submitting designs for printing:
 - A. Users bring a formatted 3-D print file (in .stl, or .obj, file, no larger than 10MB) to the Information Desk during the Library's regular hours of operation. Staff will add the model to the printing queue.
 - B. In times of high demand, staff may limit schedule to one print per day, per person, or entity, based on availability.
 - C. Library staff will view all files in MakerBot or other authorized software before printing. If a 3-D print file is incompatible or flawed, it is the responsibility of the customer (user) to revise the 3-D print file for printing.
 - D. Patrons must agree to associated project fees and wait times prior to print runs.
 - E. Wait/pickup time: Completed print items may be picked up at the Circulation Desk. Wait times are estimates.
- III. Guidelines for use of the 3D printer are subject to change.
- IV. The Bettendorf Public Library Information Center is not responsible for damage to patron files, storage devices, printed projects, unclaimed storage devices or printed objects, or violation of acceptable use guidelines, as defined within this policy.

DEFINITIONS

3D Printing - *The process of making a physical object from a three-dimensional digital model.*

3D Printer - *A device used to manufacture objects by depositing material in successive layers according to a prescribed pattern or model.*

CAD - *Computer-aided Design*

Exhibit C

COLLABORATOR/SPONSORSHIP GUIDELINES

Purpose

The Bettendorf Public Library Information Center may collaborate with individuals, organizations, or groups, and receive financial or *in-kind* sponsorship for library programs and services through external funding sources, with the purpose of furthering the Library's mission and vision.

Collaborator/Sponsor - Definition

A collaborator/sponsor is an institution, organization, business, or individual that agrees to work together with the Library, and/or provide financial support (sponsorship) in the provision of library programs and/or services. The collaborator/sponsor may fund the costs of a library program, in-part or in-whole, in-like or in-kind; provide incentives for reading programs; provide program instruction, as approved or contracted by library administration or authorized designee.

Benefits for Collaborator/Sponsor

- Collaborator/Sponsor name will appear in library promotion of program or service. (See *Conditions*, below)
- Library staff may deliver services at the collaborator/sponsor location (presentations, book talks, etc.)
- Links between the Library and collaborator/sponsor websites/social media may be utilized to promote event information.
- Collaborator/sponsor promotional materials may be made available at library events, as approved by library administration or authorized designee.

Benefits for the Library

- Increase in library programs, events and services available to the public.
- Increased in-kind or financial support for library services.
- Increased opportunity to market library services to collaborator/sponsor audiences.
- Possible source of volunteers for library activities.

Conditions of Collaboration/Sponsorship

The Library may offer programs in collaboration or sponsored by outside entities, under the following conditions:

- A. Content- Program content is determined by library management and/or administration to be of significant benefit to the community; objective, non-partisan, non-biased in nature; compliant with the Library's mission, policies and procedures.
- B. Mission- Philosophy or mission of collaborator/sponsor organization is compatible with the Library's mission.
- C. Presenters- Program presenters will be recommended by a reputable source, and/or observed by library staff prior to contracting or scheduling, whenever possible. Presenter is willing to provide library staff with an advance preview of presentation material and answer questions from staff and attendees, as requested. Employees or representative of the collaborator/sponsor

organization participating in the library program, event or service comply with all library policy and procedure.

- D. Fees and Costs- Program or presentation is offered at no charge (free) to attendees. Presentation costs comply with established budget guidelines and any costs to the Library are approved by library administration, in advance of contracting or scheduling the program or event. Exceptions: Minor supply costs, as approved by the Library Director, in advance of program.
- E. Planning- Library staff has sufficient time to plan and facilitate the program. No staff overtime is expected, unless approved in advance by the Library Director.
- F. Publicity- Program presenters, collaborators and sponsors will receive one line of publicity in library promotional materials as defined by the *Library's Sponsorship Agreement*. The library's logo and contact information may be used in library sponsored programs only, unless otherwise authorized in advance by the Library Director. The Library is credited in all collaborator/sponsor publicity, utilizing the Library's established brand.
- G. Location - Program location provides appropriate physical spaces required to meet library program guidelines, ADA accessibility, and agreement specifications.
- H. Sales- No products or services are sold during programs, events, or on library property. Exceptions: Approved sales in accordance with library policy. See *Sale of Merchandise Policy*.
- I. Agreement- Library *Sponsorship Agreement* may be required. Agreement is facilitated by program manager, signed by sponsor, and approved by Library Director in advance of program or event. Library collaboration/sponsorships may be discontinued at any time, at the discretion of the Library Director.

Approval of Collaborator/Sponsorship Agreements

The Board of Trustees authorizes the Library Director to approve any and all collaborator/sponsorship agreements associated with library programs and services, activities which involve library staff, the Library's name, or take place on library property, in advance of commitment. The Library Board has final authority if the Library Director's decision is appealed via formal *Request for Reconsideration of Library Programs/Services*. (See *Statement of Concern*, Exhibit A)

Bettendorf Public Library Board of Trustees
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Reviewed 11/05
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Revised 11/14
Revised 5/14/15
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