

OPERATING POLICY

Marion Public Library

I. **Vision Statement:**

The Marion Public Library is a leader in building and sustaining Marion as a creative city that attracts and nurtures talented people, mobilizes ideas, stimulates innovation, and encourages diversity. The library is a center of cultural vitality and participation that enhances the quality of life for all Marion residents.

II. **Mission Statement:**

The Marion Public Library promotes cultural engagement, lifelong learning, and personal development for audiences of all backgrounds and ages by providing collections and services that educate, inform, enrich, and entertain. The Library supports community engagement and serves as a public commons where Marion's citizens connect and share ideas. It is dedicated to the principles of professional service, equal opportunity, and intellectual freedom.

III. **Primary Service Roles:**

A. **Access to Popular Culture:**

1. Expose users to diverse narratives (fiction and non-fiction, in all media) that represent contemporary life and culture; narratives that explore how we live now and why and reflect what we think and how we feel about the nature and meaning of human existence.
2. Create opportunities for entertainment and personal enrichment—discovery and fun.
3. Satisfy user expectations and demand by providing best-selling fiction and non-fiction representing the mainstream discourse of conventional popular culture.
4. Provide the possibility of discovering the different, the unconventional, the unexpected, and the challenging. Ensure access to material that explores and analyzes personal, social, and practical issues of contemporary existence.

B. **Access to Useful Information:**

1. Maintain a non-fiction collection—on site and digital—that addresses everyday practical needs and helps people meet the requirements of contemporary life.
2. Provide introductory educational material to a wide variety of fields of knowledge.
3. Provide access to material focused on practical education that meets specific local demands and needs.
4. Identify and serve specific target audiences and needs relevant to Marion.

C. **Cognitive, Cultural and Social Development:**

1. Promote reading and information literacy as a necessary personal and social skill.

2. Contribute to the development of all patrons as self-aware consumers and users of culture and information.
3. Promote the development of self-awareness and self-knowledge, recognizing that both education and entertainment are appropriate means to that end.
4. Create readers and lifelong learners.

IV. Use of the Library:

- A. The library will serve all residents of the City of Marion. Service will not be denied because of race, color, creed, sex, religion, national origin, disability or familial status. Persons residing outside of the Marion city limits but owning property in the City of Marion are eligible for library service. They may be required to show proof of property ownership.
- B. The library cooperates with the Cedar Rapids and Hiawatha public libraries in a shared system called the Metro Library Network. Library cards from any of the three libraries can be used (including those issued to residents of contracting communities). The library participates in the statewide Open Access program which recognizes residents of other participating Open Access communities in the state.
- C. The use of the library or its services may be denied for due cause as outlined in the Behavior Guidelines and Library Access for Registered Sex Offenders policies of the library. Other causes may be failure to return materials or pay fines.
- D. Goods or services may not be sold nor may orders for goods or services be solicited on library premises, unless the sales benefit the library. An exception is that authors visiting as part of a library program are allowed to sell books, and businesses that are presenting programs may distribute promotional literature. Other exceptions may be granted by the library board to not-for-profit groups. Requests will be considered on an individual basis by the library board at regularly scheduled board meetings. Such activity must be considered as benefiting the community.
- E. Non-profit groups may charge attendees to recoup the cost of presenting a program (e.g., pay for training materials), but may not charge an admission or registration fee.

V. Physical Facilities:

- A. The library board assures that library building facilities are handicapped accessible and meet ADA requirements.
- B. The library board will acquire sites, additions, and/or new buildings as needed and accepts the responsibility of securing funding.
- C. The library director and the library board will work with appropriate experts to assure future/additional facilities meet recognized standards and the needs of the community.

VI. Gifts:

Within the provisions of state law and the Marion Municipal Code, the library board stipulates that:

- A. Books and other materials will be accepted on the condition that the library staff will determine disposition.
- B. Gifts of money, real property and/or stock will be accepted if the conditions are acceptable to the library board.

C. Gifts of art: see Art Acquisition Policy.

VII. Public Relations:

The library board acknowledges the value of good public relations and will promote the library's image through:

- A. Excellent customer service;
- B. Involvement in community activities;
- C. Maintaining relationships with local media; and
- D. Taking advantage of social networking opportunities.

VIII. Materials for Display:

The library will accept materials for display providing there is sufficient space and the donor is willing to assume full responsibility for loss and/or damage.

Proposed July, 1985
Adopted October 14, 1986
Revised and approved October 10, 1988
Revised and approved January 13, 1992
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Revised 4/12/04
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Revised 4/9/07
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Revised 4/13/09
Revised 4/12/10
Revised 4/11/11
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