

PROCEDURES AND POLICIES

The library is open 38 hours a week.

Monday.....9:00-12:00 2:00-6:00

Tuesday.....9:00-12:00 2:00-6:00

Wednesday..9:00-12:00 2:00-6:00

Thursday.....9:00-12:00 2:00-6:00

Friday.....9:00-12:00 2:00-6:00

Saturday.....9:00-12:00

The library is closed on Sundays, holidays and Christmas Eve day. The Director shall, in case of inclement weather or unusual circumstances, decide when the library should close. Notice of closing shall be posted on the front door, Facebook and the website.

The use of the library or its services may be denied by the librarian on duty for due cause. Such causes may be failure to return books or to pay penalties, destruction of library property, computer misuse, disturbance of other patrons or any other objectionable conduct on library premises.

Librarians may use the copy machine for the patron at a cost of .25 cents per copy, or .20 cents for two sided copies. If the patron furnishes his/her own paper, the cost will be .10 cents .15 cents. Copies on the 11x17 will be .20 cents per copy or .25 cents for two sided copies. Librarians will also use the laminator for the patron at the posted costs.

All circulation records of patrons are confidential. The identity of library patrons in relation to specific library material is also confidential. If an inquiry or demand is made by officials with the proper documentation and authority, the following procedure will be followed; library staff will notify the director. He/she will determine if immediate compliance is warranted according to the law, and if not, will notify the board of trustees. After a special meeting for the purpose of information, the correct legal procedure will be followed.

We are a member of NW Library Service area in Sioux City, Iowa and may use their resources for reference, library procedure, continuing education and any other help offered. ILL loan requests are made through the State Library at no expense to the patron.

Payment of mileage is at the rate of the City of Paullina and is allowed for Trustees and Librarians to attend conferences, workshops and for library business. Librarians are encouraged to attend workshops.

Reviewed and Revised: January 8, 2026

Scheduled for Review: January 2029