

Bedford Public Library

General Services Policy

Policy Statement 1—City Ordinance Provision

The Bedford Public Library is operated under the provisions set forth in Chapter 74 of the *City of Bedford Code of Ordinances*.

- 1.1 As the Division of Library Services of the City of Bedford, the Library functions under the Managing Director in accordance with all applicable City policies and administrative rules.
- 1.2 Library staff is composed of City of Bedford employees and are subject to all personnel rules and policies.

Policy Statement 2—Library Advisory Board

The Bedford Public Library Advisory Board is established under the provisions of Chapter 74, sections 31-38 of the *City of Bedford Code of Ordinances*.

- 2.1 The purpose of the Library Advisory Board is to advise the Library Director and the City Council on matters pertaining to the operation of the Bedford Public Library.
- 2.2 The Library Advisory Board shall participate in planning policies for both the maintenance and improvement of library services to the citizens of Bedford.
- 2.3 The Library Board shall make recommendations concerning the adoption and enforcement of policies deemed necessary for the administration, government, and protection of the Library.
- 2.4 The Library Advisory Board operates under rules and policies established by the City Of Bedford for all Boards and Commissions.

Policy Statement 3—Bedford Library Friends

The Bedford Library Friends was chartered by the state of Texas in 1994. This organization's membership is open to all and its services are recognized by the City of Bedford as an auxiliary support for the Bedford Public Library.

- 3.1 It is the policy of the Bedford Public Library to support and cooperate with the Bedford Library Friends.
- 3.2 At the discretion of the Library Director, Bedford Library Friends is exempt from restrictions, reservations and fees regarding the use of the library equipment and facility.
- 3.3 The City of Bedford and the Bedford Public Library may enter into formal agreements with the Bedford Library Friends for the purpose of furthering their mutual goals.
- 3.4 All gifts to the Library from the Bedford Library Friends will be accepted in accordance with the Gift and Donation Policy.

Policy Statement 4—Bedford Public Library Foundation

The Bedford Library Foundation was chartered by the state of Texas in 2009. This organization was created at the request of the City Council and Bedford Library Friends. The Bedford Public Library Foundation focuses on raising funds for capital projects, technology and infrastructure needs.

- 4.1 It is the policy of the Bedford Public Library to support and cooperate with the Bedford Library Foundation.
- 4.2 At the discretion of the Library Director, the Bedford Library Foundation is exempt from restrictions, reservations and fees regarding the use of library equipment and facility.
- 4.3 The City of Bedford and the Bedford Public Library may enter into formal agreements with the Bedford Library Foundation for the purpose of furthering their mutual goals.
- 4.4 All gifts to the Library from the Bedford Library Foundation will be accepted in accordance with the Gift and Donation Policy.

Policy Statement 5—Services

It is policy to provide basic library services on a no-fee basis to Texas residents.

- 5.1 As a public tax-supported agency, services are paid by local tax funds.
- 5.2 Budget requests for the Library will be made in an amount to fully fund all services which support the Library's mission and strategic focus areas. Only services supported by the budget will be provided.
- 5.3 Additional services may be provided or funded by volunteers, donations, grants and trust funds.
- 5.4 Cost recovery fees may be imposed for services beyond circulation of materials, reference services (locating and assisting in use of information) and admissions to the facility or any programs sponsored or conducted by the Library.
- 5.5 Fees will be assigned based on a full or partial cost recovery formula that will include such factors as staff time, consumables and utility costs.
- 5.6 All fees have been approved by the City Council.

Policy Statement 6—Fees

Free access to information in various formats is essential to the public library mission, but there are practical limits to what the Library can provide from public funds. Any fees for library service shall be established by the City Council upon the recommendation of the Library Director and the Library Advisory Board.

- 6.1 Fees may be established when the service is not clearly within the mission of the Library.
- 6.2 Fees may be established when an enhanced service is provided as an alternative to an existing service.
- 6.3 Fees may be established when the service clearly benefits one user to the exclusion of others or prevents re-use of the information provided.
- 6.4 Fees shall not be established solely on the basis of format or method of obtaining information.

- 6.5 Fees shall not be imposed that are in conflict with the *Texas Library Systems Act* or the *Rules for Administering the Library System Act*.

Policy Statement 7—Non-Resident Services

The Bedford Public Library is a destination bringing new visitors to our city who enhance our economy.

- 7.1 The Bedford Public Library extends basic library services on a no fee basis to Texas residents.
- 7.2 All others residing outside Texas will be assessed such fees as established by the Bedford City Council.

Policy Statement 8—Hours of Operation

The hours of operation and the total number of hours of operation per week are dependent upon budget, staffing levels and usage patterns.

- 8.1 The hours of operation of the Library will be set by the Library Director upon approval of the City Manager.
- 8.2 Hours may be modified, reduced, or extended depending on changes in budget, staffing levels and usage patterns.
- 8.3 All recommendations for changes in hours will be presented to the Library Advisory Board.

Policy Statement 9—Closing Facilities

- 9.1 All library facilities will be closed when deemed necessary by the Library Director with the approval of the City Manager or designee.
- 9.2 The City Manager will approve all holidays and in-service days.
- 9.3 The Library Advisory Board may make recommendations concerning special openings/closings.
- 9.4 Only the City Manager or designee is authorized to close the Library in the event of severe weather or facility issues such as no electricity.
- 9.5 Library staff should contact the Library Director or the Managing Director of Community Services in the event of severe weather or facility issue.

Policy Statement 10—Cooperation with other Libraries, Agencies & Organizations

Since no single library can ever begin to meet all the needs of its users, libraries must cooperate to share their resources. The Bedford Public Library will cooperate with other libraries as a strategy for fulfilling the mission of the Library.

- 10.1 The Bedford Public Library will cooperate with other libraries, information services, networks and systems at all levels--local, state, regional, national and international--in order to provide the best possible service to its users.

- 10.2 Library Staff will join consortiums and participate in inter-local agreements to take advantage of vendor discounts, shared resources and contract pricing.
- 10.3 The Bedford Public Library will actively cooperate with like-minded community agencies and organizations for the purpose of enhancing the capabilities of the Library in serving the community.

Policy Statement 12—Continuing Education for Library Personnel

Continuing education is a necessity for library staff members.

- 12.1 Continuing education is required by the *Texas Library Systems Act* or the *Rules for Administering the Library System Act*.
- 12.2 The Library Director must complete a minimum of 10 hours of continuing education annually.
- 12.3 Library staff will lead and participate in workshops, seminars, webinars and cross-training to enhance customer service skills and efficiency of the operation of the Library.
- 12.4 Active participation in professional organizations is encouraged as a way of receiving continuing education.