

KENTUCKY LIBRARY COMMISSION,
FRANKFORT, KENTUCKY

IOWA LIBRARY
COMMISSION
DES MOINES
LEAFLET NO. 1

**“Shall
A Free
Public Library
Be Established?”**

IOWA PUBLIC LIBRARY LAWS

IOWA LIBRARY COMMISSION

PURPOSE: *To advance the library interests of the State of Iowa.*

OFFICE: STATE HISTORICAL BUILDING, Des Moines.

MEMBERS *Ex-Officiis*.

JOHNSON BEIGHAM, *State Librarian, Chairman.*

A. M. DEYOE, *State Superintendent of Public Instruction.*

JOHN G. BOWMAN, *President of the State University.*

MEMBERS BY APPOINTMENT.

MRS. H. M. TOWNER, Corning.

MRS. HENRY J. HOWE, Marshalltown.

MRS. A. J. BARKLEY, Boone.

W. R. ORCHARD, Council Bluffs.

JULIA A. ROBINSON, *Secretary and Director of Library Extension, Des Moines.*

The Iowa Library Commission was created by an act of the Twenty-eighth General Assembly of the State of Iowa, March 20, 1900, and this law was amended very materially by the Twenty-ninth General Assembly, in the transfer of the Free Traveling Library of Iowa to the Commission.

The purpose for which the Iowa Library Commission was created is to promote the establishment and efficiency of public libraries in Iowa, and to encourage the circulation and reading of good books.

Can it serve your community in any of these respects, by co-operating with any local movement in these directions?

HOW TO START A FREE LIBRARY

IOWA has a good library law. There is no reason why your community should not avail itself of the provisions of that law. The first thing to be done is to arouse public sentiment. A community should realize that the public library is a part of our great educational system, and is as essential to an enterprising town as the public school; have public meetings and stirring addresses to awaken citizens to a realization of this fact.

A few earnest souls, realizing the need of a library, and determined that the people of the community shall have the benefit of free books, must plan and work and agitate until the people are aroused to the fact that this opportunity is for them and for their children if they will only grasp it.

The provisions for establishing a free public library as given in sections 727-732, title V, chapter 4, of the Code of Iowa, and amendments of the Thirty-fourth and Thirty-fifth General Assemblies, should be read carefully. The citizens should petition the city council to submit the question to a vote of the people at a general or special election.

This petition will in a tangible way show the city council that a large number of citizens really want a free public library. Residents, both men and women, whether taxpayers or not, should sign this as a means of expressing approval of the project.

The following form is suggested in preparing such a petition for circulation:
To the Honorable Mayor and City Council of the City of....., Iowa:

The undersigned citizens of the city of....., Iowa, most respectfully request

your honorable body to submit to the legal voters of this city at the next city election, to be held on the.....day of....., 191.., the question: "Shall a free public library be established?" as provided in section 727, title V, chapter 4, of the Code of Iowa.

By a little effort a long list of signatures may be secured, and the presentation of the petition to the council will bring the matter definitely to their attention. Some one of the councilmen should be interested, and be ready to introduce a resolution to submit the question to the voters.

The following is a form of resolution recently used in an Iowa town:

"Be it Resolved by the City Council of the City of....., Iowa, That at the city election to be held in the city of....., on the.....day of.....191.., there shall be submitted to the legal voters of said city the question whether a free public library shall be established in said city as provided in section 727 of title V, of chapter 4, of the Code of Iowa. Said question shall be printed upon the ballots at said election in the form required by section 1106 of title VI, of chapter 3, of the Code of Iowa, as follows: "Shall a free public library be established?"

The council may order the question submitted to a vote at a general election or at one especially called for the purpose. Notice of such elections shall be given in two newspapers published in the city or town, if there are two; if not, then in one, once each week for at least four consecutive weeks. (Code Section 721.)

The resolution having passed the city council the next step is to secure the necessary votes in favor of such establishment. Here is the place for active, personal work,

for a measure of this sort may easily be lost by mere indifference. Have a rousing mass meeting and secure prominent local speakers to tell why a public library supported by tax is a good thing and why every voter should support it.

Women can vote on the library question. A decision of the Iowa Supreme court, July 7, 1908, settled the legality of this question, in the case of the "Women of Des Moines (Mrs. Coggeshall, et al.) vs. the City of Des Moines" regarding the erection of a new city hall. The action was based on Section 1131 of the Code.

After the electors have voted in favor of the establishment of a library, the Code provides that a "Board of library trustees consisting of nine members (five in commissioned governed cities) shall be appointed by the mayor, by and with the approval of the council" and that "The board of trustees shall, before the first day of August in each year, determine and fix the rate to be levied for the ensuing year for the maintenance of such library."

This Board should be composed of high-minded, intelligent men and women, who have the good of the community at heart and are above petty intrigues. While a period of time will elapse before the tax levy is available, the board should organize immediately after appointment and make the levy; there will also be the planning of the work and the selection of standard books of recognized merit and the choice of a librarian which should be duly considered.

The success of the library as an institution will depend largely on the character and attainments of the librarian who comes in daily contact with the patrons. If possible a librarian of training or experience should

be secured, if the funds are sufficient for this. A young woman of good education and pleasing manners and address can usually be found in every community whose tastes would lead her to undertake this work, and a six weeks' course in the Iowa Summer Library School at the State University, would be the means of aiding her in undertaking the work with intelligence and helpfulness. The Secretary of the Library Commission should be called on in regard to questions of organization, and the organizing assistant will be sent by the Commission to guide and assist the librarian in inaugurating the work. If the work is properly done at the beginning, it will not have to be done over again when the library is larger and the question of modern organization becomes a larger task.

FREE PUBLIC LIBRARY LAWS OF IOWA

As provided in the Code of 1897 and Code Supplements of 1907 and 1913.

SECTION 727. *Public Library.*—Cities and towns shall have power to provide for the formation and maintenance of a free public library, open to the use of all the inhabitants, under proper regulations, and may purchase land and erect buildings, or hire buildings or rooms suitable for that purpose, and provide for the compensation of the necessary employes; may receive, hold, or dispose of any and all gifts, donations, devises and bequests that may be made to them for the purpose of establishing, increasing or improving any such library, and when the conditions of such gifts, donations, devises and bequests have once been accepted by the

council the performance of such conditions may be enforced at the instance of the library board by mandamus and by other due process of law; and the council may apply the profits, proceeds, interest and rents accruing therefrom in such manner as will best promote the prosperity and utility of such library; but no money can be appropriated for such purpose until the electors of such city or town shall, at a general or special election have voted for the establishment of such library.

Note—The power to levy taxes for library purposes can not be vested by the legislature in a board of library trustees not elected by the people, but appointed by the mayor with the advice and consent of the council. *State ex rel. vs. Mayor, etc., of Des Moines, 103-76.*

SEC. 727a. *Special Charter Cities.*—This act shall apply to cities acting under special charter.

SEC. 728. *Library Trustees.*—In any city or town in which a free library has been established, there shall be a board of library trustees, consisting of nine members, to be appointed by the mayor, by and with the approval of the council. Of said trustees first appointed, one-third shall hold office for two, one-third for four and one-third for six years, from the first day of July following their appointment; and, at their first meeting, shall cast lots for their respective terms, reporting the result of such lot to the council. Biennially thereafter, before the first day of July, the mayor shall appoint, by and with the approval of the council, three trustees to succeed the trustees retiring on the following first day of July, each of whom shall hold office for six years from such

(See sections 1056a and 269b for commissioned governed cities.)

first day of July, and until his successor is appointed and qualified. Vacancies occurring in the board shall be filled by appointment by the mayor, such appointees to fill out the unexpired term for which the appointment is made. *Bona fide* citizens and residents of the city or town, male or female, over the age of twenty-one years, are alone eligible to membership. The removal of any trustee permanently from the city, or his absence from six consecutive regular meetings of the board, except in case of sickness or temporary absence from the city, without due explanation of absence shall render his office as a trustee vacant. Members of said board shall receive no compensation for their services.

Provided that in cities and incorporated towns where a college or university is located it shall be lawful for the city or town and such institution of learning to jointly establish and maintain a public library for their mutual benefit upon such terms and conditions as regards maintenance, control, appointment of library trustees, and other incidents of joint control as may in any lawful manner be mutually agreed upon between them; but no city or town may undertake to contribute toward the maintenance more than the amount produced by a rate of taxation therefor allowed by law, and no person shall be appointed or confirmed as library trustees other than such having the qualifications required by law.

SEC. 729. *Powers.*—Said board of library trustees shall have and exercise the following powers. To meet and organize by the election of one of their number as president of the board, and by the election of a secretary and such other officers as the board may deem necessary; to have charge, control and

supervision of the public library, its appurtenances and fixtures, and rooms containing the same, directing and controlling all the affairs of such library; to employ a librarian, such assistants and employes as may be necessary for the proper management of said library, and fix their compensation; but, prior to such employment, the compensation of such librarian, assistants and employes shall be fixed for the term of employment by a majority of the members of said board voting in favor thereof; to remove such librarian, assistants or employes by a vote of two-thirds of such board for misdemeanor, incompetency or inattention to the duties of such employment; to select and make purchases of books, pamphlets, magazines, periodicals, papers, maps, journals, furniture, fixtures, stationery and supplies for such library; to authorize the use of such libraries by non-residents of such cities and towns and to fix charges therefor; to make and adopt, amend, modify or repeal by-laws, rules and regulations, not inconsistent with law, for the care, use, government and management of such library and the business of said board, fixing and enforcing penalties for the violation thereof; and to have exclusive control of the expenditures of all taxes levied for library purposes as provided by law, and of the expenditure of all moneys available by gift or otherwise, for the erection of library buildings and for all other moneys belonging to the library fund. Said board shall keep a record of its proceedings.

SEC. 729a. *May Contract for Use of Books.*—The board of library trustees of any free public library shall have power to contract with any school corporation, the township trustees of any civil township, the board of supervisors of the county in which said li-

brary is situated, and the council of any city or town, whether such school corporation, civil township, or city or town be in the same county in which such library is situated or in an adjoining county, for the free use of said library by the residents of such school corporation, civil township, county, city or town, by one or more of the following methods in whole or in part:

First: By lending the books of such library to such residents on the same terms and conditions as to residents of the city or town in which said library is situated.

Second: By the establishment of depositories of books of such library to be loaned to such residents at stated times and places.

Third: By the transportation of books of such library by wagon or other conveyance for lending the same to such residents at stated times and places.

Fourth: By the establishment of branch libraries for lending books to such residents.

Such contracts, unless otherwise provided therein, shall remain in force for five years, unless sooner terminated by a majority vote of the electors of such school corporation, civil township, county, city or town.

SEC. 729b. *Condemnation of Ground for Library Buildings.*—In any city or town in which a free library has been or may hereafter be established the board of library trustees shall have the power to condemn real estate in the name of the city or town for the location and construction of library buildings and for branch libraries and for the purpose of enlarging the grounds of such library building and branch libraries.

SEC. 729c. *Condemnation Proceedings.*—Proceedings for condemnation of land as contemplated in this act, shall be in accordance

with the provisions of the code relating to taking private property for works of internal improvement, except that no attorney's fee shall be taxed or allowed for the owner of the real estate.

SEC. 729d. *Special Charter Cities.*—This act shall apply to cities acting under special charter.

SEC. 729e. *Local Historical Societies.*—Whenever a local, county historical association shall be formed in any county having a free public library, the trustees of such library are hereby authorized to unite with such historical association and to set apart the necessary room and to care for such articles as may come into the possession of said association; said trustees are also authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of a historical and educational nature, and pay for the same out of the library fund.

SEC. 730. *Library Fund.*—All moneys received and set apart for the maintenance of such library shall be deposited in the treasury of such city or town to the credit of the library fund, and shall be kept by the treasurer separate and apart from all other moneys, and paid out upon the orders of the board of trustees, signed by the president and secretary.

Provided that in any city or incorporated town where is maintained jointly by the city or town and an institution of learning a free public library, for the support and maintenance of which both the city and the institution of learning contribute, the library trustees may elect a library treasurer therefor, and it shall be the duty of the city treasurer to pay over to said library treasurer any and all library taxes that may be collected by him monthly.

SEC. 730a. *Co-operation Legalized.*—Where cities or incorporated towns and institutions of learning have established or contracted to establish public libraries to be maintained and controlled jointly as contemplated by this act, all contracts, elections, ordinances and other proceedings made, held or passed in the manner provided by law are hereby declared as valid and obligatory upon the parties thereto as though the same had been made, held or passed after the taking effect of this act.

SEC. 731. *Report.*—Said board of trustees shall each year make to the council a report for the year ending December 31st, a statement of the condition of the library, the number of books added thereto, the number circulated, the number not returned or lost, the amount of fines collected, and the amount of money expended in the maintenance thereof during such year, together with such further information as it may deem important.

SEC. 732. *Library Tax.*—The board of trustees shall, before the first day of August in each year, determine and fix the amount or rate, not exceeding five mills on the dollar in all cities and incorporated towns of the taxable valuation of such city or town, to be levied, collected and appropriated for the ensuing year for the maintenance of such library; and in cities and towns also the amount or rate, not exceeding three mills on the dollar of the taxable valuation of such city, to be levied, collected and appropriated for the purchase of real estate and the erection of a building or buildings thereon for a public library, or for the payment of interest on any indebtedness incurred for that purpose, and for the creation of a sinking fund for the extinguishment of such indebtedness;

and shall cause the same to be certified to the city council, which shall levy such tax for each of said purposes so determined and fixed, and certify the percentum thereof to the county auditor, with the other taxes for said year.

In any city or town under special charter where the mulct law is in force, the city or town council may, in addition to the tax hereinbefore provided for, appropriate not to exceed twenty per cent of the total amount of the mulct tax received by said municipality, for the support and maintenance of its free library including the purchase of books and furniture.

When any public library building shall be fully completed and paid for and a balance remains in the library building fund, the library trustees are authorized to transfer such excess to the maintenance fund; provided that this shall not be construed to authorize a levy of tax for building purposes after the library has been erected with intent to take advantage of this act to increase the library income for maintenance purposes.

Note—The paragraph in the above section which refers to the mulct law was an amendment enacted by the Thirtieth General Assembly, Ch. 25, as additional to No. 732 of the 1902 enactment, but the Thirty-first General Assembly, by Ch. 21, repealed said No. 732 without referring to or specially repealing the said amendment. The editor of the 1907 supplement deemed it advisable to include the said amendment in the section and explained the same editorially. As the section has been thrice amended since the publication of the 1907 supplement without reference to said amendment, it has been thought best to again include it. Whether or not the said paragraph is a part of the law is a matter for judicial determination. Editor, Supplement to Code, 1913.

SEC. 732a. *Special Charter Cities.*—This act shall apply to cities acting under special charter.

RELATED LAWS

SEC. 126. *Distribution of Reports and Documents.*—Provision is made that the Secretary of State shall make distribution of the various public documents, of one copy to each public library and each college library within the state.

SEC. 422-25. *County Supervisors—Power to Contract for Use of Public Libraries.*—The Board of Supervisors at any regular meeting shall have the power to contract with any free public library in the county for the free use of the books thereof by the residents of the county outside of the cities and towns therein, as provided in section one of this act,¹ which contract when made shall supersede all contracts made by townships or school corporations, and to levy annually on the taxable property of the county outside of cities and towns a tax of not more than one mill on the dollar to be used exclusively for that purpose.

SEC. 592a. *Township Trustees—Power to Contract for Use of Public Libraries.*—The township trustees of any civil township shall have power to contract with any free public library for the free use of such library by the residents of said township, as provided in section one of this act,² and to pay such library the amount agreed therefor, and to levy annually, at the April meeting, a tax not exceeding one mill on the dollar on the taxable property of the township, the fund derived from which shall constitute a special fund to be known as the library fund, and shall be used exclusively for the purposes contemplated in this section. When a

(¹Sec. 729a herein.)

(²Sec. 729a herein.)

majority of the resident tax payers, as shown by the last preceding assessment list of such civil township, petition the trustees thereof in writing to enter into such contract, and such library gives its written consent thereto, it shall be the duty of such trustees to execute such contract. When any such contract is made, whether on petition of the resident tax payers or without such petition, a tax in an amount sufficient to pay such library the consideration agreed upon, not exceeding one mill on the dollar, shall be annually levied by such trustees and their successors, until such contract is terminated by its own provisions or by a majority vote of the electors of such township.

SEC. 616. *Taxation of Lands.* No lands included within said extended limits which shall not have been laid off into lots of ten acres or less, or which shall not subsequently be divided into parcels of ten acres or less by the extension of streets and alleys, and which shall also in good faith be occupied and used for agricultural or horticultural purposes, shall be taxable for any city or town purpose, except that they may be subjected to a road tax to the same extent as though they were outside of the city or town limits, which tax shall be paid into the city or town treasury. Said lands shall not be exempt from taxation for library purposes as provided by section seven hundred thirty-two of the supplement to the code, 1907, as amended by chapter forty-six of the acts of the thirty-third general assembly.

SEC. 741n. *City or Town Councils—Power to Contract for Use of Public Libraries.*—The council of any city or town in which there is no free public library shall have power to contract with any free public li-

brary for the free use thereof by the residents of such city or town, as provided in section one of this act,¹ and to pay such library such an amount as may be agreed upon therefor, and to levy annually on the taxable property of such city or town a tax not exceeding one mill on the dollar to be used exclusively for such purpose. When a majority of the resident tax payers, as shown by the last preceding assessment list of such city or town, petition the council thereof in writing to enter into such contract, and such library gives its written consent thereto, it shall be the duty of such council to execute such contract and when any such contract is made, whether on petition of the resident tax payers or without such petition, a tax in amount sufficient to pay such library the consideration agreed upon, not exceeding one mill on the dollar, shall be annually levied by such council until such contract is terminated.

SEC. 894. *Other Taxes.*—Any city shall have power to levy annually the following special taxes:

4. In cities and towns which have established, or may hereafter establish, a free public library when the trustees of such library have made the certificate provided for in section one hereof, a tax in the amount so certified, but not exceeding in any one year five mills on the dollar in all cities and incorporated towns to be used for the maintenance of such library; and in such cities and towns an additional tax not exceeding in any one year three mills on the dollar, for the purchase of real estate and the erection of a building or buildings thereon for a public library, or for the payment of in-

¹Sec. 729a herein.)

terest on any indebtedness incurred for that purpose, and for the creation of a sinking fund for the extinguishment of such indebtedness.

SEC. 1056a-26a. *Library Trustees—Commission Form of Government.*—The board of library trustees in all cities now or hereafter organized under the commission form of government shall consist of five members, (except in cities which have heretofore maintained a library under lease or contract fixing a different number of trustees), and said board shall have and exercise all the powers possessed by library boards in cities not organized and acting under said chapter fourteen-c.

SEC. 1056a-26b. *How Selected—Terms.* The said board of five trustees shall be selected as follows: At the first meeting of the council, or as soon as practicable thereafter, the mayor shall appoint, by and with the approval of the council, five library trustees, one to serve for the period of five years, one for four years, one for three years, one for two years, and one for one year, and until their successors are elected and qualify. Upon the election of said five trustees the term of the existing board of nine trustees heretofore acting under the general law shall cease. Annually thereafter there shall be elected in like manner one trustee to serve for five years and to take the place of the trustee whose term first expires. Provided, however, that in cities already operating under said chapter fourteen-c of the supplement to the code, 1907, the library board shall continue as now constituted until the meeting of the first council elected after this date and until their successors as such trustees are elected and qualify.

SEC. 1131. *Voting by Women.*—At the elections where women may vote no registration

of women shall be required; separate ballots shall be furnished for the question on which they are entitled to vote; a separate ballot box shall be provided in which all ballots cast by them shall be deposited, and a separate canvass thereof made by the judges of the election, and the returns thereof shall show such vote. The right of any citizen to vote at any city, town or school election, on the question of issuing any bonds for municipal or school purposes, and for the purpose of borrowing money, or on the question of increasing the tax levy, shall not be denied or abridged on account of sex.

SEC. 1467. *Collateral Inheritance Tax.*—The law was so amended as to exempt public libraries from the payment of such tax in case of bequest.

SEC. 2806. *Directors of School Corporations—Power to Contract for Use of Public Libraries.* The board of directors of any school corporation in which there is no free public library shall have power to contract with any free public library for the free use of such library by the residents of such school district as provided in section one of this act,¹ and to pay such library the amount agreed therefor, and to certify annually a tax not exceeding one mill on the dollar of the taxable property of such district, to be used exclusively therefor; and during the existence of such contract a tax sufficient to pay such library the consideration agreed upon, not exceeding one mill on the dollar, shall be certified annually by such board. Each school corporation making such contract shall, during the existence of such contract, be relieved from the requirements of section 2823n of the supplement to the code, 1907. This section shall not be construed

¹Sec. 729a herein.)

to apply to townships where a contract is in existence under the provisions of section two of this act.¹

SEC. 4830. *Damage to Library Property.*—The law regarding malicious mischief was amended by adding the following paragraph:

Any person who shall wilfully, maliciously or wantonly tear, deface, mutilate, injure or destroy in whole or in part, any newspaper, periodical, book, map, pamphlet, chart, picture or other property, belonging to any public library or reading room, shall be deemed guilty of a misdemeanor, and shall be fined not more than \$100.00 or imprisonment not more than 30 days.

The provision of the code regarding larceny would apply to the appropriating and carrying away of the property of a public library or reading room.

BY-LAWS SUGGESTED FOR BOARDS OF LIBRARY TRUSTEES

ARTICLE I. NAME.

The name of this library shall be the Free Public Library of.....

ARTICLE II. OFFICERS.

The officers of the board shall be a president, vice president, secretary and treasurer, who shall be elected annually. The president shall perform the duties generally pertaining to that office. The vice-president shall, in the absence or disability of the president, perform all the duties of the president. The secretary shall record all proceedings of the

¹Sec. 592a herein.)

board and have custody of all its official books, records and accounts, and shall perform such other duties as the board may require. The treasurer shall receive and have charge of all funds belonging to the library other than the city tax, and pay out same only on warrant signed by the president and secretary. He shall report at each regular meeting of the board the condition of the treasury.

ARTICLE III. COMMITTEES.

At the annual meeting of the board, the president shall appoint three standing committees of three members each, viz.: Book committee, finance committee and committee on buildings and grounds.

The book committee shall, in connection with the librarian, supervise the selection, buying, exchange and binding of books and periodicals, and have general supervision of the administration of the library and reading room.

The finance committee shall have charge of all library finances, shall see that the city council is duly informed as to the amount of tax levy certified to the council for the succeeding year, shall certify to the correctness of all bills and pay rolls presented to the board, and shall make an annual investigation of and report upon the library fund in the hands of the city treasurer and treasurer of the board.

The committee on buildings and grounds shall have supervision over all matters pertaining to the general care of the buildings and grounds. They shall look after all matters pertaining to heating, light, furniture and arrangement of the rooms and janitor service.

ARTICLE IV. MEETINGS.

The regular meetings of the board shall be held on the.....Monday of each month, at..... P. M., at the library.

Special meetings shall be called by the president whenever, in his judgment, they may be necessary, or at the request of any two trustees, for the transaction only of business stated in the call.

The annual meetings shall be held on the second Monday of.....in each year.

ARTICLE V. QUORUM.

Five members of the board shall constitute a quorum for the transaction of business.

ARTICLE VI. EXPENDITURES.

All claims against the board must be presented at a meeting of the board and referred to the finance committee for investigation and approval, with the exception of the monthly salaries of employes, already fixed by the board, which may be paid by orders drawn in the usual manner.

The president and secretary shall draw orders upon the city treasurer or treasurer of the board for payment of bills approved by the board.

No committee shall authorize an expense of more than \$25.00 in any one month without having secured the sanction of the board in advance.

ARTICLE VII. LIBRARIAN.

The librarian shall have charge of the library and reading room and be responsible for the care and preservation of the books and other library property. He shall be responsible for the courtesy and efficiency of the library service; the accessioning, classifying, cataloguing and shelving of the books;

the enforcement of the rules, the accuracy of the records, the exact amount of moneys received by him from fines and other sources, and the cleanliness and attractive condition of the rooms.

He shall co-operate with the book committee in recommending books for purchase.

He shall make a monthly report of the operations of the library, including additions, circulation, number of borrowers, visitors, etc., and shall make such recommendations as shall promote the efficiency of the library.

He shall prepare an annual report showing as fully as possible the progress of the library during the preceding year, including an inventory of the books, etc., and shall attend the meetings of the board and assist the secretary in keeping the minutes and accounts.

He shall discharge such other duties as may be prescribed by the board, provided that in the performance of his duties he shall not incur debt or liability of any kind without authority from the board.

ARTICLE VIII. AMENDMENTS.

Amendments hereto shall only be made at a regular meeting of the board, and must be proposed at least one month previous to final action on same.

ARTICLE IX. ORDER OF BUSINESS.

Order of business at the meetings of the board shall be as follows:

1. Roll call.
2. Reading of the minutes.
3. Communications and petitions.
4. Report of Librarian.
5. Report of Book committee.
6. Report of Building committee.

7. Report of Finance committee.
8. Bills and pay roll.
9. Report of special committees.
10. Unfinished business.
11. New business.
12. Election of officers.

RULES AND REGULATIONS FOR BORROWERS

CIRCULATING DEPARTMENT.

Borrowers.—Books for home use are free to all residents of.....
Adults are entitled to draw books upon giving satisfactory reference and subscribing to the following application obtained of the librarian:

I, the undersigned, a resident of..... hereby apply for a reader's card in the Free Public Library. I promise to observe all rules, pay promptly all fines and make good any loss or injury to the library incurred by me.

(Signed).....

Children must obtain the signature of parent or other responsible guarantor to the following application to be obtained of the librarian:

I hereby agree to be responsible for the observance by..... of the rules of the Free Public Library of..... and will make good any injury or loss the library may sustain by any delinquency on (his or her) part.

(Signed).....

Immediate notice of change of residence must be given at the library.

Residents of the county who are outside the corporate limits of the city may draw

books from the library upon the payment of \$1 per year, or 25 cents per quarter.

Persons temporarily in the city may borrow books upon depositing the value of the book with the librarian, the same to be refunded upon its return. A fee of ten cents per book shall be charged for its use.

Cards.—Each borrower is supplied with a card which must be presented whenever a book is taken, returned or renewed.

If a borrower's card is lost, a new one will be given after seven days' notice, or at once, upon payment of 5 cents. If the lost card is found, it must be at once returned to the librarian.

A card holder is responsible for all books taken on his card.

Books.—One book, or one work, if not in more than three volumes, may be drawn at a time.

Time Kept.—Books may be kept two weeks and may be once renewed for the same period, provided they are not "seven-day books."

Books which are greatly in demand are marked "seven-day books," and can be retained only one week and can not be renewed.

Fines.—A fine of 2 cents a day will be imposed for all books kept over time. Books shall be withheld from card holders until all fines accrued shall have been paid.

Any damage or injury received by a book while in a borrower's possession, beyond reasonable wear, shall be made good by the borrower.

Hours.—The circulating department is open daily from.....A. M. to.....P. M., except Sundays and legal holidays.

READING AND REFERENCE ROOM.

The reading room is free to any one, whether a card holder or not.

Conversation or conduct inconsistent with quiet and order are prohibited.

Back numbers of papers and periodicals may be had on application to the attendants.

The librarian will aid any one wishing to look up material on any subject or topic, and will explain the use of the catalogue, indexes and other aids. All the books of the library are available to the student, whether shelved for reference or circulation.

Books will be reserved for the use of schools and study clubs upon request.

The reading room is open from....A. M. to....P. M. on week days, and from....to....P. M. on Sundays.

THE VALUE OF FREE PUBLIC LIBRARIES

Theodore Roosevelt Says:

"After the church and the school, the free public library is the most effective influence for good in America. The moral, mental and material benefits to be derived from a carefully selected collection of good books, free for the use of all the people, cannot be overestimated. No community can afford to be without a library."

William Jennings Bryan Says:

"The system of free public libraries now being established in this country is the most important development of modern times. The library is a center from which radiates an ever widening influence for the enlightenment, the uplift, the advancement of the community."

William McKinley Said:

"The opening of a free public library is a most important event in any town. There is no way in which a community can more benefit itself than in the establishment of a library which shall be free to all citizens."

Andrew Carnegie Says:

"The most imperative duty of the state is the universal education of the masses. No money which can be usefully spent for this indispensable end should be denied. Public sentiment should, on the contrary, approve the doctrine that the more that can be judiciously spent, the better for the country. There is no insurance of nations so cheap as the enlightenment of the people."

"I choose free libraries as the best agencies for improving the masses of the people, because they give nothing for nothing. They only help those who help themselves. They never pauperize. They reach the aspiring, and open to those the chief treasures of the world—those stored up in books. A taste for reading drives out lower tastes."

"Besides this, I believe good fiction one of the most beneficial reliefs to the monotonous lives of the poor. For these and other reasons I prefer the free public library to most, if not any, other agency for the happiness and improvement of a community."

James Russell Lowell Said:

"The opening of a free public library is a most important event in the history of any town. A college training is an excellent thing but, after all, the better part of every man's education is that which he gives himself, and it is for this that a good library should furnish the opportunity and the means. All that is primarily needful in order to use a library is the ability to read,

primarily, for there must also be the inclination, and after that, some guidance in reading well."

J. N. Larned Said:

"The free town library is wholly a product of the last century. It is the crowning creature of democracy for its own higher culture. There is nothing conceivable to surpass it as an agency in popular education. Schools, colleges, lectures, classes, clubs and societies, scientific and literary, are tributaries to it—primaries, feeders. It takes up the work of all of them to utilize it, to carry it on, and make more of it. Future time will perfect it, and will perfect the institutions out of which and over which it has grown; but it is not possible for the future to bring any new gift of enlightenment to men that will be greater, in kind, than the free diffusion of thought and knowledge as stored in the better literature of the world."

"The true literature that we garner in our libraries is the deathless thought, the immortal truth, the imperishable quickenings and revelations which genius—the rare gift to now and then one of the human race—has been frugally, steadily planting in the fertile soil of written speech, from the generations of the hymn writers of the Euphrates and the Indus to the generations now alive. There is nothing save the air we breathe that we have common rights in so sacred and so clear, and there is no other public treasure which so reasonably demands to be kept and cared for and distributed for common enjoyment at common cost."

"Free corn in old Rome bribed a mob and kept it passive. By free books and what goes with them in modern America we mean to erase the mob from existence. There lies the cardinal difference between a civilization which perished and a civilization that will endure."

State Library Of Iowa
Miller Building
Des Moines, Iowa