



## Library Services Policy

Amended by Board of Trustees: 6/13/2024

Adopted by Board of Trustees: 11/10/2022

Next Review: November 2025

### 3D Printer

All designs will be reviewed by Waterloo Public Library staff who reserve the right to refuse any 3D print job. Size of the file, timing of printing, and maximum length of time allowed for each print job will be regulated according to demand and equipment restrictions. The library reserves the right to limit the number of print requests.

All 3D print jobs must adhere to the following policy:

- To submit a 3D print job, patrons must:
  - Have a Waterloo Public Library card in good standing with fines not exceeding \$5.00.
  - Upload the .stl file through the library's 3D Print Request form and fill in all other required information.
  - Approve the estimated cost of the job, as calculated by library staff. Prices will be estimated on a \$0.10 per gram calculation and estimations may vary from the final price. The cost of printing will be added to the patron's account when the print is finished. The patron must pay this amount before the item can be claimed.
  - Acknowledge the following:
    - By submitting content or objects, the patron agrees to assume all responsibility for, and shall hold the Waterloo Public Library harmless in all matters related to patented, trademarked, or copyrighted materials.
    - The Waterloo Public Library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on the 3D printer. In the instance of printing failure, 3D print jobs may only be attempted twice more.
- 3D print jobs must not:
  - Be in violation of any Waterloo Public Library policies.
  - Be prohibited by local, state, or federal law.
  - Be in violation of another's intellectual property (i.e., be subject to copyright, patent, or trademark protection).
  - Be obscene or inappropriate.
  - Be unsafe, harmful, dangerous, or pose a threat to the well-being of others.

## **Notary**

The Waterloo Public Library has staff commissioned by the Iowa Secretary of State to serve as notaries to the public in accordance with the **Iowa Code Chapter 9B** and rules in 721 - Chapter 43.

Notary service is available free of charge on a drop in basis and is subject to staff availability. It is recommended that patrons call ahead to confirm hours and availability of notary service.

Additionally:

- All document signers must personally appear before the notary with a current and valid government-issued photo identification, demonstrate competency, and willingness to sign.
- Notary staff must be allowed to make an entry of the notary act in the library's notary journal.
- The person who will sign the document must be sure that the document is completely filled out – leaving no blanks other than where the customer will sign the document – before appearing before the library notary. Library notaries may not notarize any document with blank spaces.
- Notaries cannot pre-date or post-date any action, prepare a legal document, give advice on legal matters, or notarize documents in which they have a personal interest.
- The library adheres to [Iowa State Code Chapter 9B](#) with regards to identification of the individual seeking notary services and will not provide witnesses, nor may witnesses be solicited from customers using the library.
- The information must be clearly written. The library notary and the patron requesting notary service must be able to clearly communicate directly with each other. Notaries are not permitted to make use of a translator to communicate from the customer requesting notary services.
- Notary service is not available for I-9 forms, wills, codicils or depositions.
- Certain public documents cannot be copied and/or notarized such as Birth Certificates, Adoption Records and/or Marriage Licenses. Notaries will not notarize photocopies of public documents.
- Notaries will not provide service if the customer, the document or any circumstances of the request for notary service raise any issue of authenticity, ambiguity, doubt or uncertainty for the library.
- Should a problem appear/occur, the library notary may, at their sole discretion, decline to provide notary service.
- Notary service is not available for handwritten deeds.
- Notaries shall not notarize documents written in any language other than English.
- The signer and notary must be able to directly communicate and understand each other in the same language without reliance on a third party to interpret another language.
- Notaries will only place their seal or stamp on a page containing a valid certificate of notarial act.

## **Passport Acceptance**

The Waterloo Public Library is a designated U.S. Department of State Passport Acceptance Facility. Passport services are available during library hours by appointment only as staffing allows. In addition to any fees owed the U.S. State Department, patrons using this service must pay the Waterloo Public Library \$35.00 per passport application.

Applicants must complete the following checklist. Missing information will result in a delay in your passport processing time. The library does not guarantee the U.S. State Department will approve passport applications.

- Complete DS-11 passport application. This form should be completed in black ink and have no white-out or scribbling. Do not sign the application until meeting with our passport services staff. Copies of this form are available at the library or can be downloaded from the **State Department's website**.
- Appear in person. All ages. No exceptions for children.
- Present valid Iowa State Driver License or valid government ID. The U.S. Dept. of State will not accept temporary paper licenses.
- Present proof of U.S. Citizenship. Accepted forms are: original birth certificate, U.S. Passport or original naturalization certificate. (If you do not have an original birth certificate, you must contact the Vital Records Office for the county in which you were born to obtain a certified copy. The library is not able to contact the Vital Records Office on anyone's behalf.)
- Provide one passport photo (see Form DS-11 for specifications).
- Pay the required fees to the U.S. Dept. of State (check or money order only). Families may write one check or money order to the U.S. Department of State for their passport application fees if they are applying in person at the same time. For all other applicants, separate checks must be made for each application. **See Fees section.**
- Pay the required \$35.00 fee to the Waterloo Public Library. Cash, check, or money order only.

For further details or other information, visit the Department of State passport website at **[travel.state.gov](http://travel.state.gov)**

### **Public Bulletin Board**

A limited amount of space is available in the library to educational, cultural, or other non-commercial, non-sectarian civic groups for posting notices of meetings and other activities. No commercial notices for profit making organizations or individuals may be displayed.

All notices posted in the library become the property of the library and may be removed and discarded at any time.

The library does not accept responsibility for returning notices and posters to their owners.

### **Study Rooms**

The Waterloo Public Library offers a number of small study rooms, which are available on a first come, first served basis. Patrons wishing to use a study room must check in at a second floor service desk. The library is not liable for lost or stolen items; patrons are encouraged to close the locked door whenever they need to leave a study room unattended. Patrons using the study room must abide by the Library's Behavior Policy and leave the study room light on at all times.

The library reserves the right to limit access.