

Operational Policy

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Brownsburg Public Library
Brownsburg, IN 46112

**OPERATIONAL POLICY
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GENERAL POLICY STATEMENTS

Mission and Vision Statement

Enriching imagination, discovery and personal growth. (Approved at the June 17, 2019 Library Board Meeting)

Vision Statement: Offering the community a friendly, open destination with a dynamic, highly valued collection that is easily accessible through modern services and technology. (Approved at the June 17, 2019 Library Board Meeting)

Funding Statement

The Brownsburg Public Library (the Library) is primarily funded by tax monies from Brown and Lincoln Townships of Hendricks County in the State of Indiana. A property tax is specifically levied on real estate land and improvements within the Library district. The local income tax (LIT) also provides additional funding. The Library receives grants and gifts from various governmental sources, corporations and individuals from time to time.

As stewards of these public and private funds, the Board of Trustees of the Brownsburg Public Library (the Board), Director and Staff must maintain clear and accessible accounting of all financial matters, meet or exceed all state financial and audit requirements, and utilize prudent judgment in allocating these limited resources for the efficient and effective execution of the mission statement and the operation of the physical facility.

Bonds were issued for the expansion and renovation of the Library on October 1, 1998 by the Leasing Corporation of the Brownsburg Public Library. The 1998 Bonds retired on January 15, 2020. The ownership of the building transferred to the Library.

A general obligation bond was issued on November 13, 2018 for the renovation and improvement to the Library. The General Obligation Bonds of 2018 will mature on January 15, 2038.

Revised – 10/20, 11/21

Philosophy

The Library encourages the residents of its community to use their library. The philosophy of the library is to supply the community it serves with the materials and services for recreation, special projects, and research. The collection is diverse, as is the community.

The Board has adopted as its policy the “Library Bill of Rights.”

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- A. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- B. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
- C. Library should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- D. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- E. A person's rights to use a library should not be denied or abridged because of origin, age, background, or views.
- F. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- G. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980, inclusion of "age" reaffirmed January 23, 1996; January 29, 2019.

Adopted – 01/84; Revised – 06/96, 01/01, 08/02, 02/04, 03/08, 12/12, 12/19, 11/21

Freedom to Read Statement

The Board has adopted as its policy the "Freedom to Read Statement."

- A. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

- B. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic view as standard for determining what should be published or circulated.
- C. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
- D. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expressions.
- E. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
- F. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
- G. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.

* Taken from ALA "Freedom to Read Statement" adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Adopted – 06/90; Revised – 01/01, 04/06

Confidentiality & Public Records

- A. Any person may inspect and copy the public records of the Library in accordance with IC 5-14-3 between 9:00 a.m. and 5:00 p.m. Monday through Friday. The request must be submitted on a Public Records Request Form (Appendix) located at a Service Desk. The Director will acknowledge the request within seven (7) days and respond in an appropriate and reasonable amount of time.
- B. The following public records are excepted from public disclosures, unless access to the records is specifically required by state or federal statute or is ordered by a court. The Director will be the only one allowed to disclose any excepted public records with the appropriate documents:

1. Personnel files of Library employees and files of applicants for public employment, except for:
 - a. the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the Library;
 - b. information relating to the status of any formal charges against the employee; and
 - c. the factual basis for a disciplinary action in which final action has been taken and that resulted in the employee being suspended, demoted or discharged.

However, all personnel file information shall be made available to the affected employee or the employee's representative. This subdivision does not apply to disclosure of personnel information generally on all employees or for groups of employees without the request being particularized by employee name. [IC 5-14-3-4(b)(8)]

2. Administrative or technical information that would jeopardize a record keeping or security system. [IC 5-14-3-4(b)(10)]
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the public agency or entrusted to it and portions of electronic maps entrusted to a public agency by a utility. [IC 5-14-3-4(b)(11)]
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.1. However, this subdivision does not apply to that information required to be available for inspection and copying under subdivision (8). [IC 5-14-3-4(b)(12)]
5. The identity of a donor of a gift made to a public agency if:
 - a. the donor requires nondisclosure of the donor's identity as a condition of making the gift; or
 - b. after the gift is made, the donor or a member of the donor's family requests nondisclosure. [IC 5-14-3-4(b)(15)]
6. Library or archival records:
 - a. which can be used to identify any library patron; or
 - b. deposited with or acquired by a library upon a condition that the records be disclosed only:
 - i. to qualified researchers;
 - ii. after the passing of a period of years that is specified in the documents under which the deposit or acquisition is made; or
 - iii. after the death of persons specified at the time of the acquisition or deposit

However, nothing in this subdivision shall limit or affect contracts entered into by the Indiana state library pursuant to IC 4-1-6-8. [IC 5-14-3-4(b)(16)]

7. A record or a part of a record, the public disclosure of which would have a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack. [IC 5-14-3-4(b)(19)]

C. Names and addresses of employees (including electronic mail account addresses) may not be disclosed by the public agency to any individual or entity for political purposes and may not be used by any individual or entity for political purposes. In addition, names and address (including electronic mail account addresses) may not be disclosed by the public agency to commercial entities for commercial purposes and may not be used by commercial entities for commercial purposes. [IC 5-14-3-3(f)]

D. Compliance of Applicable Laws and Library Policy

1. To the extent permitted by law, the library will do its utmost to uphold the privacy and confidentiality of patrons' free access to information. The library will rely on existing laws and library policies to control behavior that involves public safety or criminal behavior.
2. Access denied to patron information may include but not limited to:
 - Database search records
 - Circulation records
 - Computer use records
 - Interlibrary loan records
 - Reference Interviews
 - E-mail
 - Any other records or information of any kind maintained by the library about a patron.
3. The Director and the Board will comply with law enforcement when supplied with a legal subpoena or warrant.

Adopted – 09/98; Revised – 01/01, 01/02, 02/04, 03/05, 04/06, 03/09, 12/12, 01/16, 11/21

Privacy

The Library respects every person's right to privacy. Personal information is collected to the extent necessary to provide the service or benefit desired and is only used for the express purposes for which it is intended. The library does not give, share, sell or transfer personal information to a third party without the owner's permission or unless required by law.

The library may collect and store information by use of "cookies" or other measures to evaluate and enhance the use of its website or other digital offerings. This data is collected in aggregate; individual patron use of the website is not examined.

Digital services may be licensed by third parties to provide convenience and services to library patrons. These services include, but are not limited to, online databases, digital content such as e-books and e-magazines, summer reading registration, computer use, meeting room reservation, e-newsletters and social media. These third-party services may require patrons to validate

themselves as a Library cardholder; in those instances, the library releases only information that authenticates the user. Because third party digital services are not exclusively operated or controlled by the Library, the library recommends patrons read the privacy policies/statements of these third-party vendors.

Links to commercial websites are included when a Memorandum of Understanding (Appendix) has been completed or a business is providing financial sponsorship to services and/or programs. None of the links, commercial, governmental, educational or community organizations represent the opinion of the Library, nor does the linking imply endorsement of the content or association with the author. Special program providers or promotion sponsors do not dictate the selection of materials for the Library collection or any of its policies.

Library privacy policies and procedures do not apply to any external links. The library encourages patrons to read the privacy policies of all sites, especially if personal information is shared.

The Library is not responsible for any loss, damage, or injury that may result from use of the Library's website and online services.

Adopted – 11/21

Hours – Holidays – Emergency Closings

A. Regular Hours of the Library

Monday - Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

B. The Library will be closed for the following holidays:

- New Year's Eve Day
- New Year's Day
- Easter
- Mother's Day
- Memorial Day
- Father's Day
- July 4
- Labor Day
- Thanksgiving Eve - Close at 5:00 p.m.
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

If the legal date for the holiday is on a Sunday or Monday, the library will be closed on Sunday and Monday, except for Easter, Mother's Day and Father's Day and the library will only close on Sunday

C. Emergency Closings

The library may be closed due to severe weather or other emergency conditions. This decision will be made by the Director with approval of any one Trustee.

D. The library may be closed at other times upon prior approval by the Board.

E. There are no fines assessed on emergency closings or scheduled closed days.

Adopted – 07/84; Revised – 02/87, 06/91, 06/93, 06/96, 07/97, 01/01, 03/07, 12/12, 01/16, 11/21

LIBRARY ACCOUNTS

Registration

- A. Library cards are free to residents and real property taxpayers of the Library taxing districts of Brown and Lincoln Townships.
- B. Registration for a Library card may be completed in person at the Library, online or over the phone.

If completed in person, proof of residency, such as driver’s license, utility bill, any mail received by patron or checkbook, with name and current street address must be presented to a Library staff member to obtain a Library card.

If completed over the phone or online, the library card will be mailed to the street address provided to verify residency. Property owners in the above Library districts, who reside elsewhere, must provide proof of local ownership.

- C. All cardholders must present their proof of residency, such as driver’s license, current utility bill, any mail received by patron or checkbook, with name and street address or proof of local ownership to extend the length of service. Cardholders may present proof of residency in-person to a Library staff member, by fax or to the Account Info email. Library cards will be updated according to the following schedule:

Residents	No renewal required, unless unused for three (3 years)
Non-Residents	Annually
Teachers and Students	Annually
Youth-Only Cards	Annually
Businesses	Annually
PLAC	PLAC expiration
Reciprocal Borrowers	Annually
Registered Non-cardholder	Annually

- D. All cardholders and parent/guardian of minor cardholders assume full responsibility for materials borrowed.
- E. A Non-Resident Library card may be purchased by those living in an untaxed or taxed Library district (anyone residing outside of our service area of Brown and Lincoln Township). Service is limited to Brownsburg Public Library and any reciprocal borrowing agreements the Brownsburg Public Library has. A single Library card is issued.

- F. Teachers serving preschool through grade 12 in Brown or Lincoln Township public, private or parochial schools are eligible for a free library card. Proof of school employment will be determined by the school directory. The library card is subject to annual renewal. IC 36-12-2-25(e)

“Teacher” means a professional person whose position in a school corporation requires certain educational preparation and licensing and whose primary responsibility is the instruction of students. The term includes the following:

1. A superintendent who holds a license
2. A principal
3. A teacher
4. A librarian
5. A school counselor
6. A school psychologist

IC 20-18-2-22(a) & (b)

Library services do not extend to teacher’s aides, classroom volunteers or any other support staff.

- G. Students in preschool through grade 12 who live outside the Library taxing district but attend a public, private or parochial school or are a member of a homeschool group located in Brown or Lincoln Township are eligible for a free library card. This eligibility does not extend to other family members. The library card is subject to annual renewal. Students must show proof of school attendance or membership in a homeschool group, such as a school ID, tuition invoice or other documentation. IC 36-12-2-25(e)
- H. Children from birth up to and including 17 years of age may be issued a library card. A parent or guardian must be present or available to give consent when issuing a library card to children under 18.
- I. For Brown or Lincoln residents only, if the parent or guardian is unavailable to give consent, a Youth-Only Card may be issued to the minor with an annual renewal.
- Checkout up to five (5) books
 - Access to the online databases and downloadable materials.
 - Does not have access to a library computer without a parent/guardian present or available to give consent.
 - No fines
 - Borrowing privileges are suspended for overdue or never returned items
 - Excluded from collections
 - Will owe for never returned materials and the processing fee
 - Parent/guardian at the address of the minor will be notified by mail that a library card has been given to their minor.

- J. Businesses residing within Brown or Lincoln Township and paying property taxes (own the property) may apply for a library card in the Business name. Only one card will be issued to the Business with an annual renewal. The Director or Manager must contact the library to setup the library card and assumes full responsibility for materials borrowed and services used.
- K. Parents/Guardians may associate their child's card to their account for informational purposes only. The Parent/Guardian will not be blocked if the child's account is blocked. Patrons with an adult status may be associated with another adult account residing at the same address and with permission by the other adult. Other adult connections will be allowed with Customer Service Manager permission.
- L. The Library card is the responsibility of the individual (or parent for children under 18). A lost card should be reported to the Library immediately. The card may need to be replaced and a fee may be assessed.
- M. To borrow materials, check out a room key or use the computers a library card, identification (such as a driver's license or school ID), or confirmation of registration information on file must be provided. Patrons are responsible for the prompt return of loaned materials and the payment of outstanding fines. Library cardholders owing over \$10.00 in fines and/or fees are required to pay a portion of the fines and/or fees before receiving borrowing privileges. Failure to comply with this policy may result in denial of library borrowing privileges.
- N. Public Library Access Card (PLAC) cardholders have full privileges. Presentation of PLAC and identification with name and current street address must be presented to the Customer Service Staff to obtain a library card. IC 4-23-7.1-5.1 PLAC fees and rules are set by the State Legislature. Residency or a home library must be established prior to purchasing a PLAC.
- O. Reciprocal Borrowers may receive a Library card according to the agreement(s) made by and with the Board. Borrowing privileges do not include digital materials. Proof of residency, such as driver's license, utility bill, any mail received by patron or checkbook, with name and current street address must be presented to a Library Staff Member.
- P. Non-cardholders may register for access to library computers and ability to reserve meeting rooms by presenting identification with name and current street address (Registered Non-cardholder). A library card will not be given, but their identification number will be used for barcode purposes. Non-cardholder access is in effect for one (1) year from the date of registration. A parent/guardian must be present or available to give consent for anyone under 18 before access to a computer is given. Meeting rooms may not be reserved by minors nor used by minors without an adult present.

Adopted – 01/84; Revised – 04/85, 02/87, 08/88, 04/89, 05/91, 04/92, 04/93, 06/93, 06/96, 03/97, 09/98, 01/01, 08/02, 02/04, 03/05, 04/06, 03/07, 03/08, 03/09, 03/10, 07/11, 12/12, 12/13, 01/15, 01/16, 12/17, 12/19, 10/20, 11/21, 11/23

Library Account Fees

- A. A Non-Resident library card fee is set and reviewed by the Board annually. This fee is non-refundable and paid annually or as otherwise stated in the resolution.
- B. PLAC fee is set by the State annually. This fee is non-refundable.
- C. The replacement fee for a Library card is \$1.00.

Adopted – 06/84; Revised – 02/86, 02/87, 04/88, 11/88, 04/89, 06/90, 04/92, 04/93, 06/93, 04/94, 06/96, 03/97, 09/98, 03/00, 09/01, 01/02, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07, 07/07, 03/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 12/16, 12/19, 11/21, 11/23

Related Policies to Library Accounts

- A. Library accounts that owe \$25.00 or more and are not resolved in 30 days will be sent to the collection agency. A collection fee of \$15.00 will be assessed for each time an account is sent to the collection agency. This fee is non-refundable and will not be waived. Youth-Only Cards will not be sent to the collection agency.
- B. Patron records with an activity date three (3) years or older will be purged daily, if there are no fines, fees and/or items outstanding. A patron will remain in the system if they owe money and/or have items outstanding. A patron will also remain in the system for the duration of the collection process.
- C. In December of each year, accrued fines or fees less than \$25.00 charged three (3) years prior or older will be waived. This action is only applied to those patron records that will be purged in Item B above and excludes collection accounts. Example: December 2023 – waived fines from 2020 or older for patrons with an activity date of December 31, 2020 or older.
- D. In December of each year, accrued credits of three (3) years prior or older will be applied to any outstanding fine or fees and then forfeited. This action is only applied to those patron records that will be purged in Item B above and excludes collection accounts. Example: December 2023 – apply and/or forfeit credits from 2020 or older from patrons with an activity date of December 31, 2020 or older.

E. In December of each year, accrued fees, fines or credits of any amount will be waived or forfeited after ten (10) years from date of fee, fine or credit. This action is only applied to those patron records that will be purged in Item B and includes collection and credit reporting accounts. Example: December 2023 – waived fee and fines and forfeit credits from 2013 or older from patrons with an activity date of December 31, 2020 or older.

Adopted – 06/84; Revised – 02/86, 02/87, 04/88, 11/88, 04/89, 06/90, 04/92, 04/93, 06/93, 04/94, 06/96, 03/97, 09/98, 03/00, 09/01, 01/02, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07, 07/07, 03/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 01/16, 12/16, 12/17, 12/19, 11/21, 03/22

MATERIALS

Collection Development

The Board recognizes that within our community there are groups and individuals with diverse interests, backgrounds and needs, and that the library was created to serve all of the people within our service area.

The purpose of the Collection Development Policy is to guide the librarian in the selection of materials and to inform the public about the principles upon which selections are made. Selection refers to the decision that must be made either to add materials to the collection or to retain materials already in the collection. The goal of the policy is to maintain a well-balanced and broad collection of materials that meets the informational, recreational, and cultural needs and to provide a diverse, equitable, and inclusive collection for everyone in the community.

Responsibility for Selection

The ultimate responsibility for selection rests with the Director who operates within the framework of policies determined by the Board. Selection of specific materials is delegated to staff at the discretion of the Director. The library also receives, welcomes, and evaluates suggestions for library materials from the community.

General Principles

Selection is based on the merits of a work in relation to the needs, interests and demands of the Library community. Basic to this is the Bill of Rights and Freedom to Read Statement as adopted by the American Library Association and this Library. The Board supports the Library's efforts to provide equal, open access to all materials. The Library is dedicated to protecting every individual's right to read, investigate, learn, think, and form an opinion. As such, the Library does not promote particular beliefs or views nor is the selection of any given item equivalent to endorsement of the viewpoint expressed therein. Materials of a controversial nature should not nor will they be automatically rejected.

Usage of library materials and collections is an individual matter. While any patron may reject for themselves library materials of which they do not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to use these materials.

Responsibility for viewing, listening and reading by children and teens rests with their parents/guardians. Selection should not be inhibited by the possibility that materials may come into the possession of children or teens.

Selection Criteria

The following selection criteria guide Library staff's good-faith efforts to judge what falls inside or outside of the scope of the Library collection. Each item is evaluated against these factors (either individually or in combination) before deciding to purchase or not to purchase.

The nine basic Selection Criteria are:

- Accuracy and timeliness of content
- Contribution to diversity or breadth of collections
- Price and/or budget
- Presentation of unique or controversial points of view
- Receipt of or nominations for major awards or prizes
- Current and anticipated needs and interests of the public
- Recommendation in review media
- Author's, artist's, or publisher's qualifications and/or reputation
- Quality of production

1. Accuracy and timeliness of content

The goal is to have a reliable and up to date collection. Library staff relies on reviews, publishers and/or author's reputation to assess accuracy and currency. In the case of older releases, publication date will be a factor.

2. Contribution to diversity or breadth of collections

The breadth and depth of the Library's collection will reflect the interests of our diverse and ever-changing community. In order to provide a broad collection, Library staff may choose to limit the number of titles within one subject area.

3. Price and/or budget availability

In combination with other criteria or alone, items with significantly high prices will be scrutinized in order to balance the need for the item against the high price. This also guards against high replacement costs for patrons if items are damaged or lost.

4. Presentation of unique or controversial points of view

Materials are provided that support diversity of thinking and connect our patrons to information from many points of view

5. Receipt of or nominations for major awards or prizes

Regional and national awards in all formats are considered. These titles connect Library patrons to the greater literary and informational communities. In the case of some state awards, we provide copies of all nominees.

6. Current and anticipated needs and interests of the public

The Library's goal is to have the materials patrons want when they want them. This includes bestsellers, information on timely topics and specific local interest. Materials that are too specialized or in low demand are unlikely candidates for purchase.

7. Recommendation in review media

Reviews in library review journals and the popular press bring titles to our attention and assess how well an item may serve Library patrons.

8. Author's, artist's, or publisher's qualifications and/or reputation
With few exceptions, works by best-selling and well-known authors or directors are selected. Purchase of self-published works or those from small presses will require that the item make a strong contribution in another way, such as an out of print classic, continuation of a series, award winner or special title such as for the Local History collection.
9. Quality of production
The physical or technical caliber of illustrations, covers, bindings, recording, printing or packaging will be a factor in deciding to purchase or decline.

Unless there is a compelling reason for inclusion, items meeting the following criteria will be excluded from purchase.

- Out of print or otherwise unavailable items
- Titles determined to be cost prohibitive
- Items published more than ten (10) years previous
- Out-of-date formats such as cassettes and VHS

Tools Used in Selection

Selection of materials is accomplished from book reviews and descriptions in professional library and popular journals and magazines, subject bibliographies, annual lists of recommended titles, weekly and monthly best seller lists, publisher and supplier catalogs, and patron requests.

Maintaining the Collection

In order to maintain a current, reliable and appealing collection, Library staff remove ("Weed") items from the collection that are outdated, no longer in demand, physically worn out, or whose purpose is better served by online resources. Weeding is a continual ongoing process which follows the nationally recognized Continuous Review Evaluation and Weeding (CREW) method, which can be found at: <https://www.tsl.texas.gov/ld/pubs/crew/index.html>

Collection refreshment, the purchasing of new materials to replace Weeded, missing, damaged or outdated items is conducted on a continuous basis. Together, Weeding and collection refreshment ensure that patrons and staff can easily find materials that they want on the shelf and in the catalog and that library resources are reliable and up to date. Not all items can or will be replaced due to availability or current demand. Similar materials will be ordered if possible.

Once the items have been removed from the library's collection tracking system, they are placed in Library Shop storage to be sold or disposed of at the Library staff's discretion. If sold, the proceeds go to the Friends of the Library.

Archival Collection Policy

Items to be included in the Library Archival Collections or Digital History Project will be selected to support the project's mission of preserving items of archival value and providing

online access to historical documents and visual materials of the Library. Acquisition of items shall be accompanied and supported by documentary evidence through the Donor Gift Agreement (Appendix) warranting ownership in the prior owner and transferring ownership to the Library. Due to time, budget and space constraints, all available materials will not necessarily be included in the archival collection or digital image library. Items will be evaluated based on the following criteria:

- **Value:** Selected items should have historical significance to the Library and should be of interest to the public and/or staff of the library.
- **Preservation:** Items chosen for the collection will be properly stored in archives or uploaded digitally for image preservation. The items should be able to withstand the scanning process without damage.
- **Technology:** Items will be chosen that will present a quality image when created by the available equipment and technology. Some items may be added at later date, when more sophisticated technology is available to the staff of the project.
- **Balance:** Items will be chosen from different time periods and will cover a variety of formats and topics concerning the history of the Library and Town of Brownsburg. To create balance, some items of interest may not be displayed if the subject or time period has already been covered in some depth. Photographs of persons currently living cannot be scanned and uploaded for digital preservation to protect individual rights. Exceptions to this rule may include public figures of interest and remains at the discretion of the archiving staff.
- **Copyright:** The Library must either own copyright to the items selected or have been granted written permission by the owner to use the item. Items within the public domain will also be used.
- **Complementary:** Selected items should relate to other items in this and/or other digital libraries, and to significant events and issues inside and outside of the Library.
- **Uniqueness:** Item selection will be based on the likelihood of it being the only example available digitally.
- **Condition:** Items donated should be in good faith and good condition. Molded or disintegrating items cannot be stored but can, in most cases, be scanned for preservation and returned to the owner for storage.
- **Provenance:** The Brownsburg Then and Now Collection exists primarily to highlight preservation efforts for the community of Brownsburg. Patrons wishing to donate archival materials outside of this area will be encouraged to contact their home library.

Items selected for inclusion do not necessarily have to meet each of the criteria listed above, with the exception of copyright, but each item will be considered based on all of these criteria. Decisions will be made at the discretion of the archival/digital library staff. The library may dispose of or transfer any materials it determines do not fit the collection policy.

Donations & Gifts

The Library Director will keep a list of special material needs so that local organizations or individuals wishing to make donations will have a list from which to choose, if they so desire.

Donations of used books and materials are accepted. As a general rule, the library does not accept artifacts although exceptions may be approved by the Director should an artifact have a substantial relationship to the purposes and goals of the Library. Donations may be added to the collection when they meet the selection policy. Duplications and outdated material may be sold or disposed of at the Library staff's discretion. Proceeds from the sale of donations go to the Friends of the Library. **Donors may not request items be returned if the items are not added to the collection.**

Donation Receipt Form (Appendix) will be issued at the request of the donor. Staff will not provide an estimate of the value of the donations.

Memorial donations or gifts will be accepted with the following conditions:

1. Upon receipt of the gift, an acknowledgment will be sent to the donor or a representative of a group and/or to the family.
2. The Library reserves the right to assist in the selection of items purchased with memorial funds.
3. A book plate will be placed in each book purchased with memorial funds.
4. Memorial Donation Form (Appendix) will be available at any Service Desk.

Memorial funds for books will be deposited in the Restricted Gift fund. Donations and gifts will be deposited in the unrestricted gift fund.

Memorial materials may be searched through the Library Catalog. Memorial materials, donations and gifts will be evaluated and removed from the library's collection using the same criteria as is used for the regular collection.

Review of Library Resources

All patron concerns related to items in the Library's circulation collection, programs, or displays are taken seriously and addressed promptly by the Library Director and/or the Board. Concerns about Library materials, programs, or displays are addressed through a Request for Review of Library Resources Form (Appendix). Completed forms and questioned materials will be presented to the Library Director for review. The review and decision will be shared with the Board at the next regular board meeting (for community awareness and not approval of the decision) and a written response will be sent by United States mail to the patron within 30 days.

- Frankness of language and/or graphic content is not considered sufficient justification in itself to remove or restrict items or resources. Titles with viewpoints or content deemed objectionable by a patron are judged as entire works, not on isolated passages or sections.
- Controversial library materials will not be marked or identified by Library staff to show approval or disapproval of the contents, and no item is controlled except for the express purpose of protecting it from damage or theft.

Review

The Library's Operational Policy including the collection policy will be reviewed annually by the Director and any amendments to the Policy are subject to the approval of the Board at a

Regular Board Meeting to ensure that the Policy is responsive to the changing needs of the library and its constituency.

Adopted – 01/84; Revised – 04/89, 06/89, 10/93, 06/96, 02/04, 03/05, 04/06, 03/07, 03/08, 03/09, 07/11, 12/12, 12/13, 01/15, 01/16, 12/17, 12/19, 11/21, 11/23

Loan Periods

A. Most materials are loaned for 21 days, with the following exceptions:

- Non-circulating – 0 days*
 - Newspapers
 - Local History Reference materials behind a locked door, drawer or cabinet
 - Historical Vertical File
- * Special permission to check out the above materials may be granted by Information Services staff member on a case by case basis.
- 7 days
 - Quick Shelf books
 - Magazines
 - DVDs
 - Blu-Rays
 - Binge Boxes
 - Passes
- 14 days
 - Mobile Hotspots
 - Roku
 - Laptops (Circulating)
- In-House Use Only
 - Laptops and tablets
 - Noise-reducing headphones
 - Miscellaneous equipment accessories, like adapters, readers and microphones
 - Study Room and Meeting Room supplies

B. Youth-Only card is limited to five (5) books at a time.

C. Extended loan periods may be granted at time of check out, except for materials with reserves and interlibrary loans. Denial may be based on demand such as a holiday or single subject collection availability.

Adopted – 01/84; Revised – 04/85, 02/87, 08/88, 04/89, 07/90, 04/93, 06/93, 06/96, 03/97, 01/01, 08/02, 02/04, 03/05, 04/06, 03/07, 03/08, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 01/16, 12/16, 12/17, 12/19, 10/20, 11/21, 11/23

Renewals

Materials may be renewed three (3) times except for materials with reserves, interlibrary loans, Children's Holiday and Favorites collection, Resource Kits, Passes, and "Quick Shelf" materials.

Adopted – 01/84; Revised – 04/85, 02/87, 08/88, 04/89, 07/90, 04/93, 06/93, 06/96, 03/97, 01/01, 08/02, 02/04, 03/05, 04/06, 03/07, 03/08, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 01/16, 12/17, 12/19, 11/21, 11/23

Drop Box

- A. All materials deposited in the outside drop box a half hour before closing will be processed the next business day and will be assessed any applicable fines.
- B. Most Library materials may be returned using the Drop Boxes **except** items with instructions regarding special check-in procedures. Materials that are identified as exceptions and returned through a Drop Box may be assessed a damage fee.

Adopted – 07/84; Revised – 04/85, 04/89, 06/96, 01/01, 08/02, 03/05, 03/07, 03/09, 07/11, 12/11, 12/12

Material Fees

- A. Never returned or non-repairable item fees will not be waived. The fee is the overdue fines, replacement cost of the item plus a \$6.00 processing fee, unless otherwise outlined below:
 - a. The fee for a DVD or Blu-Ray is \$15 replacement cost plus overdue fines and the processing fee, with the exception of TV Series and Binge Boxes which will be charged the replacement cost of the item.
 - b. The fee for a magazine is the cost of the issue (replacement cost), overdue fines and no processing fee.
 - c. The fee for items labeled as miscellaneous paperback is \$0.00.
- B. A \$10.00 fee will be charged for each missing disc from a Book CD and for each missing piece from a resource kit. The missing fees are not to exceed the replacement cost.
- C. A collection fee of \$15.00 will be assessed for each time an account is sent to the collection agency. This fee is non-refundable and will not be waived.

Adopted – 06/84; Revised – 02/86, 02/87, 04/88, 11/88, 04/89, 06/90, 04/92, 04/93, 06/93, 04/94, 06/96, 03/97, 09/98, 03/00, 09/01, 01/02, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07,

07/07, 03/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 01/16, 12/17, 12/19, 10/20, 11/21, 03/22, 11/23

Fines for Materials

- A. The overdue fine for most materials is 25¢ per day per item except for items labeled as miscellaneous paperback for which there is no fine and Equipment and Passes which are a \$1.00 per day per item.
- B. The maximum fine for any returned materials will be \$5.00.
- C. There are no overdue fines assessed on emergency closings or scheduled closed days.
- D. One (1) grace day will be given for all materials returned before next day at closing. Overdue fines will accrue from the due date.
- E. Youth-Only materials will not accrue overdue fines.

Adopted – 06/84; Revised – 02/86, 02/87, 04/88, 11/88, 04/89, 06/90, 04/92, 04/93, 06/93, 04/94, 06/96, 03/97, 09/98, 03/00, 09/01, 01/02, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07, 07/07, 03/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 01/16, 12/16, 10/20, 11/21, 11/23

Refunds for Materials

- A. Refunds will not be given for fines or fees, except as noted below.
- B. Refunds will be given for items never returned, paid for, and later found within ninety (90) days of the never returned status. The \$15.00 collection fee, if applicable, will not be refunded. Refunds will be issued by check within one (1) week of the patron's request for the refund.

Adopted – 06/84; Revised – 02/86, 02/87, 04/88, 11/88, 04/89, 06/90, 04/92, 04/93, 06/93, 04/94, 06/96, 03/97, 09/98, 03/00, 09/01, 01/02, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07, 07/07, 03/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 01/16, 12/16, 12/17, 03/22

Related Policies to Materials

- A. Unreturned items will receive an overdue notice. Failure to return an item may result in the loss of borrowing privileges.

- B. Items overdue 21 days will be considered never returned and irretrievable. The bill will be sent by mail notifying the patron of the overdue charges, the replacement cost and the processing fee that has been charged to their library card. If the item is returned within ninety (90) days of billing, the replacement cost and processing fee will be waived and the overdue charges will remain. The \$15.00 collection fee, if applicable, will not be waived and is non-refundable.
- C. Items will remain in a never returned status for ninety (90) days. Never returned items ninety-one (91) days or older will be withdrawn and the replacement cost and processing fee will no longer qualify for a refund or waive.
- D. Mastercard, VISA, Discover, American Express and check cards are accepted for Library fines and/or fees per Board Resolution.
- E. The Library requests that patrons not purchase a replacement copy for a never returned or damaged item.

Adopted – 06/84; Revised – 02/86, 02/87, 04/88, 11/88, 04/89, 06/90, 04/92, 04/93, 06/93, 04/94, 06/96, 03/97, 09/98, 03/00, 09/01, 01/02, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07, 07/07, 03/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 01/16, 12/16, 12/17, 12/19, 11/21, 03/22

SERVICES

Reserves

- A. Reserves may be placed for most materials. Reserve requests for materials on the shelf are pulled daily. Until the requested materials are pulled, they are available for check out by another patron. Reserves may not be placed on “Quick Shelf” material and board books, equipment specified for in-house use such as laptops and tablets, and noise-reduction headphones, and non-circulating materials such as Local History Reference materials and newspapers.
- B. Patrons will be notified when materials are available. In-house materials will be held for five (5) days from date of notification. Downloadable materials are held for three (3) days from date of notification.

Adopted – 01/84; Revised – 02/87, 04/89, 06/96, 03/97, 01/01, 08/02, 02/04, 03/05, 04/06, 03/07, 03/08, 03/09, 03/10, 07/11, 12/12, 01/15, 01/16, 12/16, 12/19, 11/21

InterLibrary Loan

- A. All item requests the library is unable to fill through its own collection and/or resources may be sent through the library’s Interlibrary loan process/network. Items requested through this process cannot have been published within the last six (6) months.
- B. The Library will Interlibrary Loan to other libraries within the continental United States any circulating materials, except items on the New Shelves, DVDs, Blu-rays, equipment and other materials as determined by the Director.
- C. Interlibrary loan is available for book discussions. The library will interlibrary loan a maximum of ten (10) copies. The rules and fees for interlibrary loan apply. The library does not guarantee availability of the title or when the materials will arrive from the loaning library.

Adopted – 01/84; Revised – 02/87, 04/89, 06/96, 03/97, 01/01, 08/02, 02/04, 03/05, 04/06, 03/07, 03/08, 03/09, 03/10, 07/11, 12/12, 01/15, 01/16, 12/16, 11/21

Programs

Our programs are based on the library mission along with the following criteria:

- Availability of program space

- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

Program Content & Presentation

- A. Library employees who present programs do so as part of their regular job and are not hired as outside contractors for programming. The library reserves the right to conduct a criminal history check on volunteers who are eighteen (18) years of age or older. A criminal history check will be required for volunteers who assist with programs and work directly with children or teens.

- B. In addition, the Library draws upon other community resources in developing programs and partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Programming suggestions are always welcome. However, final say will be up to the programmer. Persons or groups wanting to present a program need to complete the Program Suggestion Form (Appendix).

- C. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. A Program Agreement Form (Appendix) must be completed when the professional performer and/or presenter is hired. If the performer has an alternate agreement, the library will give consideration to use of the performer's agreement form.

- D. Library programs will be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information should be general in nature. No solicitation of business or political orientation is permitted.

- E. External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library.

- F. The Library's philosophy of open access to information and ideas extends to Library programming and the library does not knowingly discriminate through its programming.

Attendance

- A. All Library programs are open to the public, but some programs may be designed with specific audiences in mind. Programs targeted toward specific audiences will be publicized as such, and programmers reserve the right to limit participation to those who fall in that audience, such as an age range.
- B. Registration may be required for planning purposes or when space is limited. Room capacity is determined by the fire marshal. In addition, the Library's desire for a high quality program experience may necessitate limits on the level of participation. Programs may be held on site, off site, virtual or a combination. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.
- C. Programs and events sponsored by the Library are open for attendance by all individuals without regard to residency.
- D. Schools and daycares or other organized groups are encouraged to contact the Information Services Manager if they are interested in attending a program. In general, programs are reserved for individuals and families, though if space and materials are available, groups may be allowed to participate. Additional arrangements may be made if space or materials are limited.
- E. The Library facility is ADA compliant. If additional accommodations are needed in programming, please notify the library at least 48 hours prior to the program.
- F. The Library will cancel the Children Programs when the Brownsburg Schools closes due to inclement weather.

Objections

The library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, he/she should first address the concern with a library staff member. Patrons who wish to continue their request for review of library programs may complete the Request for Review of Library Resources Form (Appendix) for review by the Director and presentation to the Board at the next regular board meeting (for community awareness and not approval of the decision). A written response will be sent by United States mail to the patron within 30 days.

Special Program Providers

Businesses or organizations interested in a long-term relationship with the library may wish to review our Memorandum of Understanding (Appendix).

Adopted – 12/12, 12/13, 01/15, 01/16, 12/16, 10/20, 04/21, 11/21, 11/23

Notary Public

Notary public service is provided at no charge. Due to the limited availability of a notary and the time surrounding notarizing, appointments are required and we will be unable to accommodate walk-ins. If the document requires witnesses, the library will not provide nor may the patron solicit from other patrons in the library. The notary public will not notarize a document that has been signed prior to the appointment nor will they notarize if all parties are not present.

Adopted – 10/90; Revised – 04/93, 06/96, 04/21

Proctoring

The Library does not proctor exams or tests. The Information Service staff may be consulted for proctoring sites and persons.

Adopted – 12/12

Personal Book Repair

Library staff and/or supplies are not available for the repair of patrons' personal book/materials.

Adopted – 01/16

Service Fees

- A. Any associated borrowing fees for interlibrary loan requests will be paid by the patron but patron will be advised of the fees before the loan is made. The fees will be charged to their library card and paid upon checkout.

- B. The fee for a never returned InterLibrary Loan item is the initial payment due of \$50 (to be adjusted upon invoicing from the lending library) plus the overdue charges and a \$10.00 processing fee to the Library.
- C. The fee for all requested InterLibrary Loan items that are faxed to the library is 10¢ per page.
- D. A program fee may be charged for certain types of library programs.

Adopted – 06/84; Revised – 02/86, 02/87, 04/88, 11/88, 04/89, 06/90, 04/92, 04/93, 06/93, 04/94, 06/96, 03/97, 09/98, 03/00, 09/01, 01/02, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07, 07/07, 03/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 01/16, 12/17, 11/21

Services Refunds

Programs may be cancelled for a number of reasons, chiefly: severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled. Refunds will be given if a program is cancelled and payment has been received. Refunds will be issued by check within one (1) week.

Adopted – 06/84; Revised – 02/86, 02/87, 04/88, 11/88, 04/89, 06/90, 04/92, 04/93, 06/93, 04/94, 06/96, 03/97, 09/98, 03/00, 09/01, 01/02, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07, 07/07, 03/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15

EQUIPMENT POLICY

Office Equipment

- A. Photocopying machines are available for public use. The Library Copyright Notice –

The copyright law of the United States (Title 17 United States Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement. [subsection 108 (f)(1)]

The Library assumes no liability for improper patron use of copyrighted materials and reserves the right to refuse to accept a copying order if, in its judgment, the fulfillment of the order would involve violation of copyright law.

- B. Patrons may use the Library fax machine as a sending and receiving station for messages during normal Library hours.
1. Fax users are responsible for calling the Library to verify whether expected faxes have been received. Library staff members are not responsible for notifying fax users of incoming messages. Faxes not picked up within seven (7) days will be destroyed.
 2. All Fax messages will be kept confidential. However, a staff member may be required to read some of the material in order to determine the recipient of the fax.
- C. The Ellison machine is available for use in public areas only.
1. Patrons must bring their own supplies and are responsible for cleanup of areas and equipment used.
 2. A list of dies will be available for patrons to reserve prior to usage.
 3. A form listing date and dies needed must be filled out. A same day request will be filled at the discretion of the staff.
- D. The following equipment is not available for public use.
1. Duplicator
 2. Laminator
 3. Docubind
 4. Digital Camera
 5. Postermaker
 6. Paper Shredder
 7. Other equipment, as acquired
- E. Equipment available for public use in-house only:
1. Noise-reducing headphones
 2. Scanner
 3. Microfilm machine

4. Safety Paper Cutter
5. Laptops and tablets
6. Other equipment, as acquired for public use

Adopted – 07/84; Revised – 04/85, 02/86, 04/89, 10/91, 06/93, 06/96, 03/97, 09/98, 03/00, 01/01, 08/02, 02/04, 03/05, 04/06, 03/07, 03/08, 03/09, 03/10, 07/11, 12/12, 01/15, 01/16, 12/16, 12/17, 12/19, 11/21

Computer Use

General Policies

- A. Computers for this policy are defined as desktops, laptops and tablets that are the property of the Library.
- B. Patrons should have working knowledge of the computer program they wish to use. The Library staff is not responsible for teaching patrons how to use the programs.
- C. The patron must have a current library card or a registered non-cardholder. Single use guest passes are also available for computer use.
- D. Projects, documents or any personal files may not be stored on the computers. A portable storage device, such as a flash drive or external hard drive, is recommended to keep files. Any personal files found on a computer will be deleted.

Computer Lab & Children’s Computer Lab

Computer use general policies apply with the exceptions and/or additions as follows:

- A. Computer use may be limited to one (1) hour, if other patrons are waiting.
- B. Patrons should complete printing, downloading, saving, sending, etc. 10 minutes prior to library closing.
- C. If Adults with young child(ren) under the age of 13 are disruptive to other users in the Computer Lab, the user and young child(ren) will be required to continue their computer usage in the Children’s Computer Lab.
- D. Children’s Computer Lab is restricted to children under the age of 13 and/or patrons with children under the age of 13 present in the Children’s Area. If a person over the age of 13 is on a computer in the Children’s Area and he/she does not have a child under the age of 13 with him/her in the Children’s Area, he/she must move to the Computer Lab.

Laptops & Tablets

Computer use general policies apply with the exceptions and/or additions as follows:

- A. The library has laptops and tablets for use in-house only; as well as laptop/hotspot bags for checkout.
- B. In-house use laptop and tablet use may be limited to one (1) hour, if other patrons are waiting.
- C. An adult library cardholder or a registered adult non-cardholder (18 years or older) may check out the tablet or laptop/hotspot bag. The tablet or laptop/hotspot bag will not be checked out on a minor's library card (less than 18 years). In-house use laptops may be checked out to any patron with a library card or registered as a non-cardholder, except Youth Only Library Cards.
- D. The in-house use laptops and tablets may NOT be taken home, but must remain inside the Library. Failure to comply with this policy is considered theft of library property and will result in the loss of in-house use laptop and tablet privileges.
- E. Patrons must not leave the in-house use laptop or the tablet unattended or take them into restrooms. The patron may bring the laptop or tablet to a staff member to watch while they attend to other business. If the laptop or tablet is stolen, the patron who checked it out is responsible for the replacement cost.
- F. The in-house use laptops and tablets must be returned 30 minutes prior to the Library closing. Failure to return the laptop or tablet in a timely manner may result in the loss of in-house use laptop and tablet privileges. Reinstatement of service will be approved by the Director.
- G. If the in-house use laptop or tablet is damaged while on loan to a patron, the damage must be reported immediately and returned to a Service Desk. The Director will determine if the patron must pay the cost of the repair or the replacement cost.

Digital Conversion Stations

Computer use general policies apply with the exceptions and/or additions as follows:

- A. The Digital Conversion Stations are located at the Computer Lab. The Digital Conversion Stations are limited to two (2) people at each station.
- B. Reservations for the Digital Conversion Stations are recommended and can be made with library staff.

Wireless Internet Access

Computer use general policies apply with the exceptions and/or additions as follows:

Wireless Internet Access is provided throughout the library for patron's personal devices.

Adopted – 03/00; Revised – 01/01, 01/02, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07, 07/07, 03/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 01/16, 12/16, 12/19, 10/20, 11/21, 11/23

Internet Usage

- A. Disclaimer – The Internet may contain material of a controversial nature, including sexually explicit and graphic material. Parents and/or guardians are responsible for their children's use of the Internet. The library seeks to preserve children's status as full members of the Internet community, while at the same time providing parents and/or guardians with the tools and the responsibility for guiding their Internet use.
- B. Acceptable Use of the library's public computers and the library's wireless network(s)
1. Users must refrain from inappropriate Internet conduct. Examples of inappropriate conduct include, but are not limited to:
 - Violation of computer security system,
 - Violation of another user's privacy,
 - Violation of the Library Computer Use Policy,
 - Use of the Internet for unlawful, indecent or malicious activities,
 - Misrepresentation of oneself or library,
 - Use of abusive or objectionable language,
 - Engaging in harassing behavior such as sending or posting slanderous, libelous, obscene or threatening messages, and
 - Other activities that could cause congestion and disruption of networks and systems.
 2. Users engaging in inappropriate Internet conduct will lose Internet privileges.
 3. The library may access files or other areas accessed by the user and the user cannot expect any privacy right to the Internet use.
 4. Users must respect all copyright laws and licensing agreements pertaining to software, files or other resources obtained via the computers.
 5. Users who attempt to breach and/or breach the computer or network security system will lose Internet privileges.
 6. Users who disregard the Computer and/or Internet Policy will lose computer and Internet privileges.
- C. Liability – The library assumes no liability for any loss or damage to the user's data or for any damage or injury arising from invasion of privacy in the user's computer account,

programs, or files. Although the library Internet is filtered, the library assumes no liability for Internet content and material. The user agrees to hold the library harmless and will be responsible for any damages, costs or expenses for inappropriate use or violations of this policy.

- D. Upon violation of the acceptable use policy, Internet privileges will be terminated immediately and reinstated at the discretion of the Library Director. If the violator is under 18 years at the time of the violation, a parent/guardian will be notified by certified letter from the Director within one (1) week.

The Director will be notified of all violations. The Computer/Internet Policy Violation Form (Appendix) will be filled out by the library staff member and submitted to the Director. The Director will keep on file any Computer/Internet Policy Violation Form indefinitely or otherwise advised by legal counsel.

- E. The library will maintain site-blocked filtering software. The staff member at the Adult and Children's Service Desk and any Administrator has the authority to unblock a site.
- F. This policy will be reviewed annually by the Board.

Adopted – 05/96; Revised – 09/97, 06/00, 01/01, 08/02, 02/04, 03/05, 04/06, 03/07, 03/08, 03/09, 07/11, 12/12, 01/15, 12/19, 11/21

Equipment Fees, Fines and Related

- A. Equipment taken out of the library without permission is considered theft of library property and will result in the loss of privileges and replacement charges will be applied immediately.
- B. The fine for equipment such as Rokus, hotspots and library laptop/hotspot bags is \$1.00 per day per item.
- C. Fax fees are \$0.50 per page with a \$3.00 maximum fee for faxes sent in the US and Canada. Fax fees are 10¢ per page for faxes received from the US, Canada and International. For International faxes sent the fee is \$5.00 per page with a \$20.00 maximum fee. International calls are determined if a country code is necessary to make the call.
- D. The fee for use of the Ellison Machine is \$3.00 per day. Patrons must bring their own supplies. Patrons are responsible for the replacement cost of any damaged Ellison dies.
- E. Any printout from a computer is 10¢ per black and white printed page (20¢ for a double sided black and white print) and 25¢ per color printed page (50¢ for a double sided color print). The library will hold no more than \$5 on a patron's print account balance at any

given time. This balance is non-refundable and can only be used for printing, copying or faxing using the library equipment.

- F. The photocopy fee for materials or personal items is 10¢ per black and white copied page (20¢ for a double sided black and white copy) and 25¢ per color copied page (50¢ for a double sided color copy).
- G. Computer accessory supplies, such as flash drives and headphones, will be available for purchase. Quantity and availability of supplies are not guaranteed. The price for computer supplies will be set and approved by the Director.
- H. The Director will determine the damage fee for equipment and computers based on an estimated cost of repair and/or replacement.
- I. The Library assumes no liability for any loss or damage to the user's data or for any damage or injury arising from invasion of privacy in the user's computer account, programs, or files. The user agrees to hold the Library harmless and to be responsible for any damages, costs or expenses for inappropriate use or violations of this policy.
- J. If the in-house use laptop or tablet is damaged while on loan to a patron, the damage must be reported immediately and returned to a Service Desk. The Director will determine if the patron must pay the cost of the repair or the replacement cost.
- K. The fee for a never returned Roku is \$100.00 (replacement cost) plus overdue fines and a \$10.00 processing fee.
- L. The fee for a never returned Mobile Hotspot is \$200.00 (replacement cost) plus overdue fines and a \$10.00 processing fee. The fee for a lost or damaged charger is \$20.00.
- M. The fee for a never returned laptop/hotspot bag is \$350.00 plus overdue fines and a \$10.00 processing fee.

Adopted – 06/84; Revised – 02/86, 02/87, 04/88, 11/88, 04/89, 06/90, 04/92, 04/93, 06/93, 04/94, 06/96, 03/97, 09/98, 03/00, 09/01, 01/02, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07, 07/07, 03/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 01/16, 06/19, 12/19, 11/21, 11/23

FACILITIES POLICY

Room Use

General Policies

- A. Meeting rooms at the Library are available on a first come first served basis. Library sponsored programs take precedence. Reservations will be accepted on a rolling ninety (90) days. Reasonable accommodation for the disabled must be provided upon request. (e.g. American Sign Language Interpreters, etc.)
- B. Fundraisers are not permitted.
- C. Use of Library meeting rooms by any person or entity shall not be construed as an endorsement by the Library of the viewpoints expressed, the content of the meeting, or the product or service offered by such person or entity. Any written or verbal promotion of a person or entity's meeting at the library must include a written disclaimer stating, "Brownsburg Public Library is not sponsoring or endorsing the subject matter of this meeting."
- D. Misrepresentation by the individual or organization to avoid fees or to use the room for a non-permitted function will result in termination of meeting room usage for the individual/organization.
- E. An adult library cardholder or an adult registered non-cardholder must reserve the meeting room. Adult is defined as 18 years or older. The person making the reservation will be held liable for any damage done to the room.
- F. Adult supervision is required in the Meeting and Children's Program rooms during use. Noise level must be reasonable and respectful of those people using the adjoining rooms. A library staff member will make the request to be quiet.
- G. Local fire ordinances dictate maximum room capacity.
 - a. Dorothy Jean Sharpe Meeting Room: 56 people; 24 people with tables
 - b. Ruth M. Murdock Meeting Room: 68 people; 34 people with tables
 - c. Meeting Room Sharpe & Murdock combined: 100 people; 58 people with tables
 - d. Sylvester & Anne Moore Meeting Room: 14 people; 14 people with tables
 - e. Wanda Pearson Meeting Room: 22 people; 22 people with tables
 - f. Ottie Roberts Meeting Room: 36 people; 36 people with tables
 - g. Children's School Age Program Room: 30 people
 - h. Children's Preschool Program Room: 30 people
 - i. Children School Age & Preschool Combined: 60 people
 - j. Teen Program Room: 25 people
 - k. Russell Webb Memorial Board Room: 14 people

- H. Groups using the room are responsible for setup, take down and cleanup of the room. Facilities are inadequate for preparing full meals, but carry-ins are permitted. Continued abuse by the individual or group will result in termination of meeting room usage at the discretion of the Director.
- I. All trash must be placed in an appropriate receptacle. Library Staff should be contacted for additional trash bags. Refrigerator must be emptied and the microwave cleaned at the end of the reservation, if used. Failure to do so may result in loss of meeting room privileges.
- J. There is no baby-sitting service for children in the Library for those attending meetings.
- K. No smoking or alcoholic beverages are permitted. No open flames, such as candles are permitted. Nothing may be hung from the ceiling. Only painters' tape must be used to attach items to the walls.
- L. Chairs and tables are available for public use within the building. Various equipment is available for use. Consult the library staff or website to determine available equipment.
- M. The Library will not be responsible for any property left on the premises. The Library storage is not to be used by any group. Material stored by a group will be discarded.
- N. A copy of the use policy will be available in each room.
- O. Please notify the Library of any meeting cancellation within 24 hours so that other groups may use the room. Failure to do so may result in loss of meeting room privileges for the group after two (2) no shows. We will cancel reservations for groups that don't show up thirty (30) minutes after meeting start time and consider it a "no show".
- P. The Director reserves the right to deny the use of the meeting rooms.

Meeting Rooms

Room use general policies apply with the exceptions and/or additions as follows:

- A. The Meeting Rooms are available during operational hours. Groups cannot start prior to opening and must be out of the building at closing. Reservations start 15 minutes after opening and end 15 minutes prior to closing to accommodate setup, take down and clean up.
- B. An adult Library cardholder or a registered non-cardholder (18 years or older) may check out the meeting room key. The meeting room key may be given to the person regardless of the amount of money they owe or of the number of overdue materials. Their registration must be updated prior to receiving the meeting room key. At the conclusion of the

meeting, the key must be returned to the front desk. The person receiving the key may be different from the person who reserves the room.

- C. Meeting Room access outside of Library operating hours is available to groups who provide security and is limited to Meeting Rooms – Sharpe, Murdock and Moore. Security must be a law enforcement officer or an employee of a private security company. At least 48 hours prior to the event, the group must email Customer Service staff at AccountInfo@bburglibrary.net with the name and contact information of the person providing security and for the company that they work. Meeting Room access is through the east entrance. The east entrance will be locked and must not be propped open after library hours. Restrooms are located just outside the entrances to the meeting rooms. The security individual shall secure the building at the conclusion of the meeting by making sure the building is empty including the restrooms and all doors are secured. For requests that exceed one (1) hour after closing time, a fee will be assessed. No after-hours request will extend beyond 11:00 pm.
- D. Groups must be out of the building promptly at closing time unless a prior arrangement has been made. The meeting room doors must be secured upon leaving and is the responsibility of the person who reserves the room. Failure to do so may result in loss of meeting room privileges for the group.
- E. Individuals or not-for-profit entities may use the meeting room for free unless they wish to have a private party, which is a celebration by a group of people and closed to the public, such as a birthday, shower, graduation, open house, celebration of life or memorial services, award banquets or other social event, at which people enjoy themselves doing things such as eating, dancing, talking, or playing games. Private party reservations are limited to Saturday and Sunday. Parties are limited to Sharpe and Murdock Meeting Rooms. Noise level must be reasonable and respectful of those people using the adjoining meeting room as determined by library staff. The party must be contained in the meeting room and must not extend to the hallway or the Library facility. All other policies apply.

Children's Program Rooms

Room use general policies apply with the exceptions and/or additions as follows:

- A. The Children's Program rooms are available outside of library programming which is generally mornings and afternoons. Check the online reservation system for availability. All reservations will vacate the rooms 30 minutes prior to closing. Reservations will end 15 minutes to accommodate take down and cleanup and vacating the room 30 minutes prior to closing. The Children's Program rooms are for groups meeting with children age 13 and under in attendance and for the purpose of the children. Meetings with adults only is not allowed in the Children's Program Rooms regardless of the meeting topic.
- B. There is no babysitting service for children in the Library for those attending meetings. Behavior that disturbs other patrons will not be tolerated.

- C. Groups using the Children’s Program rooms are responsible for cleanup of the areas used. All furniture and chairs will be returned to their original setup.

Adopted – 10/84; Revised – 04/85, 08/88, 10/91, 04/93, 06/96, 03/97, 04/99, 01/01, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07, 07/07, 03/08, 04/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 12/16, 12/17, 12/19, 10/20, 11/21, 11/23

Study Rooms

- A. Study rooms are available during regular library hours to all Library patrons. The fundamental purpose of the study rooms is to provide a suitable environment for group work, research, study, and reading.
 - 1. The two (2) person rooms (#1, 2, 3, 5, 6 and 7) are for one (1) or two (2) people maximum.
 - 2. The four (4) person rooms (#8 and 9) are for one (1) to four (4) people maximum.
 - 3. The eight (8) person room (#4) is for three (3) to eight (8) people maximum and requires a key that can be checked out at the front desk.
 - 4. No advance reservations. First come, first served availability, except by library staff for library use.
 - 5. No time limit restrictions will be applied to study room use.
 - 6. If the room requires checkout of a key, the key may be checked out to the person regardless of the amount of money they owe or of the number of overdue materials. Their registration must be updated prior to receiving the study room key.
- B. Personal property left unattended for 30 minutes or longer will be removed from the study room and taken to the front desk to allow the room to be used by others. There is no “saving” the room for later use.
- C. Privileges will be suspended if the room is misused or the occupants exhibit disruptive and/or lewd behavior. Failure to leave the rooms in a neat and orderly condition may result in a loss of future privileges.
- D. Local fire ordinances dictate maximum room capacity.
 - a. 2 person rooms - #1, 2, 3, 5, 6 and 7
 - b. 4 person rooms - #8 and 9
 - c. 8 person room - #4

Adopted – 04/99; Revised – 01/01, 02/04, 04/06, 03/07, 12/12, 01/15, 01/16, 12/16, 12/17, 12/19, 10/20, 11/21, 11/23

Bulletin Board, Handout Unit & Exhibit

- A. Library bulletin board and handout unit may be used by individuals, businesses, and community groups to promote their programs and activities. Public use is restricted to the East Meeting Room hallway, exceptions made by the Director. Library use takes precedence over any individual or community group usage. The Director reserves the right to refuse the use or remove a posting at any time without notice. Use of the bulletin board and handout unit does not mean that the Board or Library staff agree with the viewpoints or endorse the activities that are presented.

- B. Use of the bulletin board and handout unit for politically partisan, religious or sectarian purposes is not permitted unless the activity is open to the general public with a specified date or running date. Ie Vacation Bible School, Meet the Candidates, etc.

- C. Library exhibit areas are for library promotions and displays and are not available for individual and community group use.

Adopted – 01/84; Revised – 04/93, 06/96, 01/01, 02/04, 03/05, 04/06, 07/11, 12/12, 01/15, 01/16, 11/21, 11/23

Facility Fees and Related

- A. Fees for Meeting Room are required to confirm the reservation. Fees are listed by groups below. This fee is non-refundable and must be paid within one (1) week of the request; otherwise the reservation will be cancelled. The fee can be transferred to a different date prior to the original reservation date. The fee is assessed per room per day. If Meeting Rooms Sharpe and Murdock are reserved for the same event, the fee will be doubled to reflect two (2) room rentals.

Group	Adult Library cardholder	Registered Non-cardholder
All groups (For profit and Not-for-profit) or individual	\$0 (Free)	\$50
Not-for-profit entity or individual for private party	\$50	\$100
Government agency	\$0 (Free)	\$0 (Free)
After-hours request exceeding one (1) hour	\$50	\$100

Additional fees:

- 1. Failure to leave the rooms in neat and clean condition or to put tables and chairs away after meeting may result in a minimum fee of \$20.00 that will be charged to the person reserving the room.

2. If the fob is lost, a \$10.00 fee will be assessed to the person who checked out the fob.
- B. The library assumes no liability for any loss or damage to the user's data or for any damage or injury. The user agrees to hold the library harmless and to be responsible for any damages, costs or expenses for inappropriate use or violations of this policy.
 - C. No fee is assessed for study room use, except if the fob is lost, then a \$10 fee will be assessed.

Adopted – 06/84; Revised – 02/86, 02/87, 04/88, 11/88, 04/89, 06/90, 04/92, 04/93, 06/93, 04/94, 06/96, 03/97, 09/98, 03/00, 09/01, 01/02, 08/02, 02/04, 03/05, 04/06, 07/06, 03/07, 07/07, 03/08, 03/09, 03/10, 07/11, 12/11, 12/12, 12/13, 01/15, 01/16, 12/16, 12/19, 10/20, 11/23

Library Facility Rental

The Library facility may be used as a venue for weddings, corporate events and other large events. Library facility includes the building, gazebo and yard. The parking lot is not available to rent and is only to be used for parking.

General Policies

A. Reservations

- Events will be reserved on a first come, first served basis. Reservations will be accepted up to eighteen (18) months in advance.
- Advance bookings are accepted in good faith. The Library cannot accept responsibility in the following circumstances: power outage or equipment failure; noises from sources outside the Library; weather; and acts of God.
- No event may be reserved or held without a signed Library Facility Rental Agreement (Appendix) and down payment. The library will hold the down payment check for five (5) days from the date of check receipt. The down payment is fully refundable during this five (5) day hold period. After five (5) days, the check will be cashed and the down payment becomes non-refundable. Date changes are allowed with no penalty as long as the Library is available.
- Upon receiving a signed agreement, a library staff member will be assigned to the event as the contact person.
- If the rental client intends to cancel a reservation during the five (5) day hold period, the rental client is responsible for notifying the library before 5:00pm on the fifth day.
- Rental is available from 8:00 am until 12:00 midnight. All events must end by 11:00 pm to allow for clean-up and closing by midnight. Catering and rental equipment/supplies must be delivered and picked up on the day of the rental event.

Any arrangements for early or late delivery/pickup must be approved in writing with the staff member assigned to the event.

- At the time of the rental, the rental client must indicate if they are booking only the indoor facilities or the grounds as well.

B. Fees

Fee	Amount	Notes
Rental fee	\$1,500	After library closing till midnight
Rental fee	\$3,000	All day events – 8am till midnight. The library will not be closed for the event.
Down Payment	\$250	Non-refundable and applied toward the rental fee.
Damage Deposit	\$200	No later than five (5) days before the event. Renters may forfeit all or part of their damage deposit if the facility is not left in good condition. In addition, renters are responsible for paying any specific damages caused by the group.
Alcohol	\$500	For events where alcohol will be served
Library tables and chairs	\$500	Set up and take down of library tables and chairs. A listing of library tables and chairs will be made available.

- The balance of the rental fee, other charges, and the damage deposit are due no later than five (5) days before the scheduled event.
- Unpaid invoices will be charged interest at the legal rate of 1.5% per month.

C. The Library is smoke-free facility. Smoking is not allowed anywhere in the building or on the grounds.

D. Renters must abide by the occupancy limits set by the library.

- Dorothy Jean Sharpe Meeting Room: 56 people; 24 people with tables
- Ruth M. Murdock Meeting Room: 68 people; 34 people with tables
- Meeting Room Sharpe & Murdock combined: 100 people; 58 people with tables
- Sylvester & Anne Moore Meeting Room: 14 people; 14 people with tables
- Wanda Pearson Meeting Room: 22 people; 22 people with tables
- Oattie Roberts Meeting Room: 36 people; 36 people with tables
- Children’s School Age Program Room: 30 people
- Children’s Preschool Program Room: 30 people
- Children School Age & Preschool Combined: 60 people
- Teen Program Room: 25 people
- Open space in front of North Window: 500 people
- Open space in front of North Window in Children’s: 360 people

- E. State and local fire codes apply. In addition:
- No flammable substance or material may be used unless it meets fire safety standards.
 - No open flames or candelabra are allowed. Candles are permitted only if they are enclosed in glass. A unity candle may be used only during the ceremony. Unity candles must have a protective pad underneath and must be extinguished at the end of the ceremony.
 - No lights, candles, or candelabra are allowed to be placed in or on evergreen trees, wreaths, sprays, or other greenery.
 - Miniature, cool lights may be used.
 - Fireworks, including sparklers, are strictly prohibited.
 - The path to emergency exits and to fire extinguishers may not be blocked.
- F. Responsibility – The library is not responsible for personal or rental property before, during or after an event. It is the responsibility of the renter to be present when deliveries are made, as the library will not sign for delivery of goods or services.
- G. Personal Conduct – To protect the rights and safety of all library users, library staff and their agents; and to protect public property, both the rental client and their guests must abide by the Conduct on Library Property policy.
- H. Photography may take place during the client’s rental period. The rental client gives permission to the Library to take photos of their event, and gives full publication rights to the Library to use those photographs in print or on website documentation.
- I. Equipment & Furniture – No furniture or equipment may be brought into the Library from home or a rental company without prior written permission from the assigned staff member.
- J. Outside Vendors – All items associated with the event must be delivered within the rental window of the event. Deliveries and pickups that cannot be made within the rental period must have the prior written approval of the assigned staff member.
- K. Public Areas – Public areas of the library must remain available to the public while the library is open. Items belonging to the renter may not be left unattended.
- L. Parking – When the library is open, parking is on a first-come, first-served basis. Sections of the parking lot may not be reserved for guests and the library book drop must still be accessible at all times.

Set Up

- A. The assigned staff member to the event will arrange for set up and take down of library tables and chairs for an additional charge. Rented tables and chairs are the responsibility of the renter.
- B. The library set up service does not include setting linens, decorations, dishes, and other items.
- C. No decorations may be used on the library's interior walls without permission.
- D. No rice, birdseed, rose petals or confetti is allowed indoors or on the grounds.
- E. Nothing may be attached to the Library's exterior or gazebo.
- F. Any signage placed outside the Library must be approved prior to the event. It may only be displayed on the day of the event.

Clean Up

- A. The renter is responsible for removing all trash and kitchen garbage immediately after the event.
- B. The renter must have all decorations, catering items, rental items, personal belongings, and other items out of the building by the end of the rental period, or pre-arranged time.
- C. The renter is responsible for putting away chairs and tables unless the additional charge for set-up and take down was paid. Rented tables and chairs are the responsibility of the renter.
- D. If the event clean-up has not concluded by the end of the rental period, a minimum of \$100 will be charged or held from any damage deposit to be returned.

Food & Refreshments

- A. No cooking or food preparation is allowed in the building or on the grounds. Food must be prepared off-site. The library does not have an oven, refrigerator or freezer available.
- B. The placement of bars is limited to un-carpeted areas of the library.
- C. The only flame approved for use by caterers working at the library is a Sterno to keep warm food warm. Portable burners and stoves are strictly prohibited.

Alcohol Policy

- A. Beer and Wine only is permitted at the library but may not be served while the library is open. Beer and Wine service shall be subject to the applicable provisions of Indiana Law.

- B. The library will charge an additional fee for events where alcohol will be served.
- C. A Temporary Beer and Wine Permit from the Indiana Alcohol and Tobacco Commission and a Temporary Employee Permit must be obtained for the day of the event. Paid by the renter.
- D. Off-Duty Brownsburg Police or Hendricks County Deputy Sheriff Officers are required to work security during the duration of an event serving alcohol. Paid by the renter.
- E. Liability for food and alcohol service and consumption is assumed by the renter. The Library assumes no liability for alcohol service and/or consumption. The renter must provide a certificate of insurance to the library naming Brownsburg Public Library as an "Additional Insured" for limits of at least \$1,000,000.
- F. No serving or consumption of alcohol is allowed in the parking lot or in cars.
- G. No alcohol service may be made to minors.
- H. Alcohol service must conclude no later than 11:00 pm, or a minimum of ½ hour before the conclusion of the event whichever is sooner.

Insurance

- A. The renter must carry insurance to cover the event. Acquiring appropriate insurance for your event protects you against claims and also helps protect the library building.
- B. A minimum of \$1 million in Bodily Injury and Property Damage Liability is required.
- C. The insurance policy must be in the name of the person or organization signing the lease. The library must be listed as "Additional Insured."
- D. Proof of insurance is required before the event takes place. The insurance certificate must be received by the library at least five (5) days before the event or the event will not be allowed to take place.

Music & Noise

- A. Dancing, DJ's and/or Bands are allowed. Music amplification and bass levels must be minimal and volume must be uniform because the library is in a residential neighborhood.
- B. The library retains the right to ask the music to be turned down. The rental client and their agents agree to honor this request. If the rental client or their agent does not honor a request to reduce volume, the library retains the right to end music for the duration of the event.
- C. Music must conclude by 10:00 pm, if outdoors, and 11:00 pm, if indoors.

- D. Volume must be within the limits of the Town of Brownsburg noise ordinances.
- E. If music is played inside the library after 10:00 pm, exit/entrance doors must be kept closed when not in use.

Adopted – 12/12, 01/15, 01/16, 12/17, 12/19, 11/23

BEHAVIOR POLICY

Patron Conduct

A. Library Code of Conduct – The Library expects our patrons to:

1. Follow all library policies and procedures including the food and drink, cell phone and computer use policies.
2. Address library staff in a respectful and courteous manner, refraining from inappropriate or personal comments unrelated to requests for services. Conversations with staff should remain professional rather than personal and be cognizant of staff time.
3. Treat other patrons with respect. Avoid loud conversations, disruptive behavior, and use of the library in inappropriate purposes.
4. Respect the rights of other patrons to access library materials. Deliberate misplacement of library materials, or the deliberate postponement of returning library materials, is prohibited.
5. Wear shoes and clothing while in the library.
6. Refrain from any activity or substance posing a health hazard to patrons and staff (ie hazardous chemical, fecal matter, lice, bed bugs, rotting food, strong perfume, strong cologne, strong “body odor” or any substance that can damage the library or pose a risk to those in it)
7. Refrain from sleeping in the library.
8. Refrain from wearing and/or using skates, bicycles, etc in the building.

Consequences to not following the code of conduct, include but not limited to:

- Being asked to modify behavior
- Being asked to leave the library premises
- Being reported to the Director, as appropriate
- Requesting assistance from the police, as appropriate
- Having library privileges suspended or revoked indefinitely

The Director reserves the right to determine when a patron’s privileges may be reinstated.

B. Disruptive behavior will not be tolerated. Examples of disruptive behavior:

- Behavior that inhibits another patron’s right to use the library
- Destructive behavior to other patrons or library property
- Lewd behavior to patron or library staff

Library Code of Conduct Consequences will be followed.

C. Harassment of Patrons and Staff

1. The Library will not tolerate any forms of harassment, which includes in person, phone, and online/email harassment.

Harassment is defined as “conduct directed toward a victim that includes but is not limited to repeated or continuing impermissible contact that would cause a

reasonable person to suffer emotional distress and that actually causes the victim to suffer emotional distress. Harassment does not include statutorily or constitutionally protected activity, such as lawful picketing pursuant to labor disputes or lawful employer-related activities pursuant to labor disputes.” IC 35-45-10-2

“Impermissible contact” includes but is not limited to knowingly or intentionally following or pursuing the victim. IC 35-45-10-3

2. We consider any form of bullying, intimidation, or monopoly of time as harassment.
 3. All incidents of harassment should be immediately reported to the librarian in charge for resolution and police involvement as needed.
 4. Any incident of harassment, the patron may be barred from the library and/or criminal charges may be brought against the patron.
- D. Patron use of the facility or behavior deemed a safety hazard is not allowed. Examples include but are not limited to: electrical cords stretched across a path; space heaters or electric blankets; climbing on furniture or equipment; riding or pushing bicycles, scooters, skateboards or anything not intended for indoor; and other use or behaviors that would be deemed a safety hazard.
- E. Firearms must be secured in a manner which prevents potential injury or serious bodily harm to any other person or to property. No person may point, brandish or display a firearm in any manner that is intended to threaten or intimidate any library patron or library staff member. Persons may not carry a firearm in any manner which violates [Indiana's Criminal Recklessness Statute – IC 35-42-2-2](#). All other weapons, such as knives, must be secured and on their person at all times.
- F. Cell phones may be used in the Library. Ring tones should be set at a low volume and conversations should be held away from others to minimize disruption to others using the Library. Patrons may be asked to move to a designated area to continue their conversation. Use of speaker phone should be kept to the lobby or outside the building.
- G. A patron will be asked to leave the Library if bodily fluids and/or wastes are on their person and/or clothes. Bodily fluids and wastes are considered a bio-hazard and the Library cannot allow exposure to others by the patrons contact with anything in the Library. If the patron or caregiver does not comply, further action may be taken if deemed necessary.

Adopted – 06/96; Revised – 01/01, 08/02, 02/04, 03/05, 04/06, 03/07, 03/08, 03/09, 03/10, 07/11, 12/12, 12/13, 01/15, 01/16, 12/16, 12/17, 12/19, 11/21, 11/23

Behavior Policies Related to Minors

- A. Child(ren) under the age of eleven (11) may not be left unattended in the Library at any time, including during programs, except for selected programs with parental consent.

Child(ren) may not be left in the care of another child under the age of thirteen (13). If child(ren) are left unattended, a staff member will contact the parent/guardian and the police, if necessary. The Library does not in any way assume the care of, custodian of or control of child(ren).

- B. The Children's department seating and equipment is intended for our young patrons and their caregivers. The department is open to all patrons, but we respectfully ask that adults without children present use another area of the building to study, read or wait. This is to ensure a comfortable environment and accessible seating for our younger patrons and their caregivers.
- C. The Tween and Teen Department seating and equipment is intended for those ages. The collection is open to all patrons but we respectfully ask that adults without tweens or teens present use another area of the building to study, read or wait.

Adopted – 06/96; Revised – 01/01, 08/02, 02/04, 03/05, 04/06, 03/07, 03/08, 03/09, 03/10, 07/11, 12/12, 12/13, 01/15, 01/16, 12/16, 12/17, 12/19, 11/21, 11/23

Library Property Behavior

- A. Use of Library Grounds
 1. Any use of Library grounds must be approved by the Director.
 2. Any unapproved use of Library grounds is prohibited and is considered as trespass. Unapproved use includes, but is not limited to: practice of any type of sport; skateboarding, bicycling, rollerblading, skating in the parking lot; overnight parking of a vehicle; any illegal activities; etc.
 3. The Library is not responsible for any injury or damage incurred during unapproved use of Library grounds.
 4. After hours parking is not allowed, except by special arrangement. Unauthorized vehicles on library property may be towed at owner's expense.
- B. Food and drinks are allowed in the Library except no food at the computer lab or on the local history furniture. Users are liable for any damage to library property and equipment caused by food or drink. We expect patrons to be responsible and adopt a 'leave no trace' approach to their use of food in the library.

The 'Leave No Trace' philosophy of outdoor ethics as applied in the library:

 - Plan ahead and prepare: Plan to eat your meals before you come to the library. If you carry in snacks or drinks, please avoid messy or greasy foods that may damage library material and facilities as well as odorous and/or noisy foods that may be distracting to others. Bring drinks in covered containers and be careful to avoid spills
 - Dispose of waste properly: Pack it in, pack it out: carry out any leftover food and non-disposable utensils or containers that you bring into the library. If you must

dispose of beverages, pour liquids into the bathroom sink before throwing away the containers.

- Leave what you find: Leave library resources, furnishings, and equipment in the same or better condition as you found them. Report accidental spills to library staff as soon as possible.
- Be considerate of other visitors: Respect your fellow library patrons and the next generation of library patrons.

C. Use of any tobacco and electronic cigarettes, illegal drugs and alcohol consumption are prohibited in the Library building and on the Library property. Exception to alcohol is for the Library Facility Rental and library programs.

D. Animals are not allowed in the Library building except service animals and animals for Library programs. A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals. (ADA National Network) The service animal must be under the handlers control at all times. If a service animal is out of control and the handler does not take effective action to control it, staff may request that the animal be removed from the library. Under control means that a service animal should not be allowed to bark repeatedly in the library. However, if a dog barks just once, or barks because someone has provoked it, this would not mean that the dog is out of control. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices.

E. Accidents and Emergencies

1. The Director and Board make every effort to maintain the facility and grounds of the Library.
2. In the event of any accident, including personal medical emergencies, an Accident Report (Appendix) must be completed and submitted to the Director.
3. In the event of a national security issue, the Board has emergency policies in place for the protection of library patrons, library staff and the building.

Adopted – 06/96; Revised – 01/01, 08/02, 02/04, 03/05, 04/06, 03/07, 03/08, 03/09, 03/10, 07/11, 12/12, 12/13, 01/15, 01/16, 12/16, 12/17, 12/19, 11/21

Lost and Found

A. The Library is not responsible for loss, theft or damage to patrons' personal items.

- B. Items found in the Library will be turned in and stored at the front desk. An attempt will be made to determine ownership of found items. Unclaimed items will be disposed of after seven (7) days.
- C. Personal books found at the library will be stored at the front desk. An attempt will be made to determine ownership. If ownership cannot be determined, unclaimed books will be considered donations at the end of the day.

Adopted – 06/96; Revised – 01/01, 08/02, 02/04, 03/05, 04/06, 03/07, 03/08, 03/09, 03/10, 07/11, 12/12, 12/13, 01/15, 01/16, 12/16, 12/17, 12/19, 11/21

Solicitation, Distributing Material, Canvassing, Performing or Speaking on Library Property

The Library recognizes and supports the public's rights to free speech that includes presenting speeches, distributing petitions or other information, and advocating views or positions. However, the Library also has an obligation to provide library services to the public in an environment where access and privacy are maintained and where safe and unobstructed access to Library property is provided. Therefore, the Library has established this policy to allow free speech while ensuring that the rights of others to use Library facilities and grounds are not impeded.

- A. Persons wishing to solicit, distribute material, canvass, perform or speak on Library property must obtain permission in advance from the Director.
- B. The library designates an area in the west grass area by the gazebo to speak, canvass, perform, solicit or distribute materials that is safe and ensures that library users will have unobstructed access to the Library.
- C. The conduct of persons speaking, canvassing, performing, soliciting or distributing information on library grounds must be in compliance with library policies and federal, state, and local laws, ordinances, and statutes.
- D. Soliciting, distributing materials, canvassing, performing, or speaking may be done only during the operating hours of the library.
- E. In the library's aesthetic interest to maintain the premises free of debris and clutter, materials including, but not limited to posters, flyers, placards, brochures, banner, or signs of any type may not be left unattended on library grounds. The library will remove and dispose of any unattended materials, including political campaign signs. This regulation does not apply to materials (i.e., newspapers) that are distributed through self-closing, secure, standalone dispensers that have been approved to be on library grounds by the Director.

F. This policy excludes library endeavors

Adopted – 06/96; Revised – 01/01, 03/09, 12/12, 12/13, 01/16, 12/16, 12/19

Tutoring

- A. Tutoring is permitted in the Library and study rooms as long as it does not interfere with other patrons' use of the Library.
- B. Meeting rooms may be available for the same day requested and reserved for future dates. Tutors reserving a Meeting Room are subject to compliance of the Room Use Policy.
- C. If a tutor wishes to advertise their services, the flyer may be given to any staff member for approval by Administration. Posting is restricted to the East Meeting Room hallway.

Adopted – 04/85; Revised – 08/88, 04/92, 06/96, 01/01, 02/04, 03/07, 12/12, 12/13, 01/16, 12/17, 11/21

REVISION HISTORY

November 2023

- 1) Change Unserved Residents to Non-Residents for service and fee
- 2) Expand Teacher definition for library card
- 3) Added Business library card for tax payers
- 4) Wording update for Collection Development – General Principles
- 5) Update Reconsideration of Library Materials to Review of Library Resources and expanded to include programs and displays
- 6) Local History material on shelves may circulate.
- 7) Resource Kits are not renewable
- 8) Removed Tween from Computer Use – no longer any computers in area
- 9) Fine for equipment is \$1.00 per day
- 10) Print Balance is limited to \$5 at any given time and non-refundable.
- 11) Meeting room cancellation and no shows clarified.
- 12) Definition of party expanded
- 13) Four person Study Rooms opened to single persons.
- 14) Personal property left unattended will be moved to lost and found.
- 15) Increase fees for private parties and library facility rental
- 16) Behavior policy organized and expanded – Library Code of Conduct added, safety hazard added

March 2022

- 1) Changed collection fee from \$10 to \$15

November 2021

- 1) Added Privacy policy for databases and usage of website
- 2) Holidays adjacent to Sunday clarification
- 3) Library Card update required 3 months after expiration date or denial of service
- 4) Policy agreement for Youth-Only Cards and Computer Access
- 5) Memorial materials updated
- 6) Added policy to circulate laptops
- 7) Removed Homebound Service and related policies and forms
- 8) Added 48-hour notice for ADA accommodations in library programs
- 9) Removed typewriter as equipment offered
- 10) Modified meeting room hours availability to agree with reservation system

April 2021

- 1) Updated Volunteer Criminal History Checks per IC
- 2) Updated Notary Public Service

October 2020

- 1) Updated Funding Statement
- 2) Changed Rokus lending from 1 week to 2 weeks
- 3) Removed Miscellaneous Periodicals
- 4) Updated volunteer background per new Indiana Code
- 5) Removed installing and downloading from lab computers
- 6) Added Tween Computers
- 7) Updated meeting room capacity to reflect available furniture

December 2019

- 1) Updated the ALA Library Bill of Rights
- 2) Added the ability to waive fines and fees after 10 years from charge and patron has 3 years of inactivity
- 3) Updated loan periods
- 4) Added Children's Holiday and Favorites collection to the list of materials that cannot be renewed
- 5) Remove fax cover sheet as no charge
- 6) Remove Bona Fide Research Form
- 7) Remove exclusion of religious services from using the meeting rooms
- 8) Updated the meeting room names and occupancy
- 9) Study Rooms are labeled and occupancy updated with restrictions applied to the larger rooms
- 10) Service animal definitions and expectations expanded
- 11) Children's, Tween and Teen department parameters for adult usage
- 12) Firearms and other weapons behavior added

June 2019

- 1) Remove no charge for photocopies of non-circulating materials

December 2017

- 1) Remove resident cardholder renewal at every four (4) years
- 2) Change library cardholder purge from expiration date to activity date
- 3) Add hotspot loan period of two (2) weeks
- 4) Add a default replacement price of \$15 for DVDs and Blu-Rays
- 5) Rokus can be renewed up to three (3) times
- 6) Changed when an item is billed from 45 days to 21 days
- 7) Add an initial payment due of \$50 for InterLibrary Loan items for never returned items
- 8) Changed unclaimed items disposal date from 30 days to 7 days

December 2016

- 1) Removed parent/guardian election for restriction to Internet access to minors

- 2) Created Youth-Only Card for minors who are not with a parent/guardian – the card is limited to five (5) books and no computer/laptop access – No fines and will not be sent to collections
- 3) Change refunds/waives given within ninety (90) days of payment or never returned status
- 4) ILL lending materials defined
- 5) Changed the Computer Training Lab to a Meeting Room with no computers
- 6) Meeting Room fees changed to free for adult cardholders

January 2016

- 1) Reorganized the policy into categories
- 2) Removed library sponsored tutors from registration
- 3) Loan Periods restructured for readability, removed Sunday exclusion due date and removed Rapid Reads
- 4) Fee, Fine & Refunds separated to the appropriate category
 - a. Processing fee increased from \$5 to \$6
 - b. Never returned and non-repairable items will be charged the overdue fines in addition to the replacement cost and processing fee
 - c. Missing pieces charge expanded to include resource kits
 - d. Fax fees received reduced
 - e. Fines will be assessed on Sundays
- 5) Computer Usage restricted for outdated registration only
- 6) Merged Creative Media Lab and Computer Training Lab policies
- 7) Room Use reservation acceptance from six (6) months to 90 days
- 8) Removed Public Posting Request Form requirement
- 9) No food extended to the Local History
- 10) Illegal drugs and alcohol consumption added to prohibited list

May 2015

- 1) Fine changed from 10¢ to 25¢. Effective June 15, 2015

January 2015

- 1) Changed Selection to Collection Development and expanded the policy (Indiana State Standard to have a Collection Development Policy and to review annually)
- 2) Moved Donations & Gifts under the Collection Development Policy
- 3) Moved Patron Concerns under the Collection Development Policy and expanded
- 4) Minor updates in Registration – including identification options and rule clarification.

- 5) Added Roku and Rapid Reads to Loan Periods & Renewals and expanded Quick Shelf to include DVDs and Blu-rays
- 6) Changed Renewals from 8 to 3
- 7) Added Government Agency to the Meeting Room fee chart – no charge
- 8) Changed Damage Fee from a fee and list to no charge except for equipment and a missing Book CD
- 9) Removed mailing reserves for a \$4 fee from the policy
- 10) Changed fine for VReaders, reference materials and equipment from 25¢ to 10¢.
- 11) Updated and clarifications for Refunds and Related Items
- 12) Clarified process for Internet violation by children
- 13) Clarifications for Interlibrary Loans
- 14) Added wording for potential program providers (Program)
- 15) Changed “No Food” to allowing food in the library
- 16) Updated and Added forms to the Appendix