



# **Monticello-Union Township Public Library**

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## **Policy Book**

# **Monticello-Union Township Public Library**

## **Board of Directors**

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- Art Morgan – President
- Tom Herman – Vice President
- Kathy Henney – Secretary
- Frank Walker – Treasurer
- Lily Bouwkamp
- Emily Thacker

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# Section 1: Library Policies

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## **Section 1.1      *Introduction***

The purpose of this handbook is to detail policies of the Monticello-Union Township Public Library established by the Board of Trustees.

It is recognized that unusual situations that may arise cannot be covered in a handbook of this type. Such situations, as they arise, will be ruled on by the Library Board and added to this handbook by amendment.

## **Section 1.2      *Statement of Purpose***

Amended 1/11/99

The purpose of the Monticello-Union Township Public Library is to serve the informational, cultural, educational, and recreational needs of all Union and Jackson Township residents regardless of age or educational background.

### **Section 1.3      *Mission Statement***

The Monticello-Union Township Public Library is a service institution. It seeks to inform, educate, entertain, and culturally enrich the community.

## **Section 1.4      *Statement of Objectives***

Below is the list of objectives the Monticello-Union Township Public Library is responsible for performing on a daily basis.

1. Assemble, organize, preserve and make easily available books and other materials, which will provide stimulation, education, and recreation for all citizens of the community.
2. Evaluate and anticipate the ever changing needs and demands of the community; to maintain a fresh and topical supply of material; to aid the continuous education of the people; and stimulate the flow of ideas among all groups of the community
3. Provide the community with the best service possible by maintaining adequate staff, physical facilities, and operating procedures best suited to the local situation.
4. Keep the public constantly aware of the library services available to them.



## ***Section 1.5      Amendments***

These policies may be amended at any regular meeting of the Board with a quorum present, by majority vote of those present, providing the amendment was read and discussed at the preceding regular meeting and all members have been notified of the proposed change.

## **Section 1.6      Public Records**

Amended 5/8/00

### **Public Records**

As a public agency, the Library is required by law to make available all records of its affairs and the official acts of those who represent the Library in accordance with IC 5-14-3. This statute mandates disclosure of all public records that are not specifically accepted.

### **Public Records accepted for public disclosure**

In accordance with IC 5-14-3-4(a), there are certain library records that the Library may not make available for public disclosure (unless public access to the records is mandated by state or federal law or by court order). Additionally, in accordance with IC 5-14-3-4(b) certain other Library records may not be disclosed unless the Library, in the exercise of its discretion on a case-by-case basis specifically determines they may be disclosed. These include the following:

1. Work products of an attorney representing the Library
2. Computer programs codes, filing systems, and other software owned or entrusted to the library
3. Technical information that would jeopardize record-keeping or security
4. Deliberative or speculative material produced internally or externally for the purpose of decision-making
5. Materials prepared for or used during an executive session

### **Patron Information**

Any information the Library maintains on patrons and their use of library materials is deemed private and confidential, IC 5-14-3-4(b) (16). The records of minors may be made available to their parents or guardians.

### **Copies of Public Records**

(amended 1/14/08)

The fee for copies of public records is set at ten cents (\$0.10) per page, IC law 5-14-3-8(D).

## **Section 1.7a**

## **Purchasing Policy**

Amended 10/14/13

The Monticello-Union Township Public Library Board is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law. The Monticello-Union Township Public Library Board of Trustees is the “Purchasing Agency”.

The “Purchasing Agent” of the Monticello-Union Township Public Library is the Director of the Library. Those others who may be authorized by the Purchasing Agent to make routine purchases are commonly the Head of a Department, Bookkeeper and Custodian.

The “Purchasing Agent” may purchase items costing up to \$500.00. Any item costing \$500.00 or more and which will be paid out of the general fund or undesignated gift funds requires the approval of the Monticello-Union Township Public Library Board. This provision excludes circulating library materials and emergency replacement of equipment needed for the daily operation of the library.

All purchases under \$50,000 (IC 5-22-8-2) will be made in the open market. All items costing between \$50,000 and \$150,000 (IC 5-22-8-3) will be purchased only after inviting three quotes from persons known to deal in the lines or classes of supplies to be purchased unless another procedure is authorized by statute. The Monticello-Union Township Public Library will follow all proper steps for competitive bidding procedures by inviting quotes as required by statute or by the guidelines of the appropriate state agency.

The “Purchasing Agency” or the “Purchasing Agent” will purchase services on the basis of provisions of the contract, cost, experience of the offer or any other factor deemed appropriate to the services being purchased.

## **Section 1.7b**

## **Purchasing Policy**

Amended 11/11/13

1. All purchases of non-collection items are subject to a limit of \$500.
2. The staff member who orders operating supplies will determine the best prices, while trying to shop locally as much as is financially sound. Items of non-collection materials, that are not operating supplies, may be ordered by department heads or designate.
3. In regards to collection materials:
  - a. All purchases should be made through distributors.
  - b. When appropriate, purchases could be made through retail sources; not to exceed \$2,500 per calendar quarter. The decision to purchase for 3(a) and 3(b) above will be made by department heads, subject to the approval of the director. .
4. Monticello-Union Township Public Library corporate cards are to be used ONLY by the person to whom the card has been issued. The cards are to be used ONLY as a LAST means of purchasing materials.
5. Only in extreme circumstances should staff member's personal money be used to purchase items for the library. Sales tax will not be exempt if paid with personal money. When it is absolutely necessary, receipts for these purchases must be turned in to the bookkeeper, who will then submit the request for reimbursement as a monthly claim for the Library Board approval. Repayment will be made after the Board approves the claim.
6. Approval of all purchases is the responsibility of the Library Director.

## **Section 1.8 Policy on Materiality and Process for Reporting Material Items**

Approved 6/13/16

IC 5-11-1-27(j) requires erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to the State Board of Accounts. The State Examiner Directive 2015-6 directs each political subdivision to determine its own policy on materiality. The Library does not condone any erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property but recognizes that relatively small items may not justify the cost of the involvement of the State Board of Accounts. Therefore all erroneous or irregular variances, losses, shortages, or thefts of Library funds or property, shall be reported to the Director or Management Team promptly.

It will be the policy of the Library to report to the State Board of Accounts any erroneous or irregular variances; losses, shortages, or thefts of cash in excess of \$500, except for inadvertent clerical errors that are identified timely and promptly corrected with no loss to the Library.

It will be the policy of the Library to report promptly to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of non-cash items in excess of \$2000, estimated market value, except for those resulting from inadvertent clerical errors or misplacements that are identified timely and promptly corrected with no loss to the Library, and except for losses from genuine accidents.

All Library employees and board members are directed, to comply with this policy, and the Library Board of Trustees is asked to endorse it.

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**Section 1.8      Credit Card Policy**

Approved 9/11/2000,  
Revised May 9, 2011,  
9/17/2012

The Board of Trustees of the Monticello-Union Township Public Library recognizes that it is prudent and convenient for credit cards to be used for certain purchases on behalf of the Library; the Board has previously adopted a resolution authorizing the use of credit cards. Therefore, The Board of Trustees hereby adopts the following policy in regard to the issuance and use of credit cards:

1. The Library Board hereby approves the use of credit cards for certain purposes, more specifically set forth below, in regard to the conduct of library business.
2. The Board shall adopt a resolution regarding the use of each credit card setting forth the issuer, credit card number, and the expiration date of each card authorized.
3. Credit cards shall be issued and used only for the following staff positions:
  - a. Adult Services Librarian
  - b. Children's Services Librarian
  - c. Children's Services Staff
  - d. Bookkeeper
  - e. Director
4. Credit cards shall be used only for the following purposes:
  - a. Story hour supplies
  - b. Decorating supplies
  - c. Program supplies
  - d. Operating supplies
  - e. Travel expenses (motels, meals, travel)
  - f. Professional meetings
  - g. Equipment orders
  - h. Workshop purchases
5. It shall be the responsibility of the Director to retain all credit cards in a locked file and distributed when someone needs it. Upon return of the credit card to the Director, a receipt of purchase will be attached. The Bookkeeper will maintain a register to record the issuance of any credit card.
6. No interest, carrying charges, or penalties shall be incurred due to late payments. The person using the credit card shall be personally liable for any and all charges for interest, carrying charges, or penalties incurred due to late payments.

## **Section 1.8      *Credit Card Policy, continued***

7. Any and all claims filed in connection with the use of credit cards must be itemized before being approved and paid by the Board. All claims not properly itemized or documented shall be returned to the employee user for correction. Such employee user shall be responsible for interest, carrying charges or penalties and the item(s) purchased without proper documentation (company receipts, invoices, contract copies, conference agendas, etc.)
8. No tax or taxes shall be paid on any purchase. As per SBOA, it is the responsibility of the credit card user to pay any state tax incurred on a purchase. An ST105 (Sales Tax Exemption Certificate) must be presented at the time a purchase is made to avoid paying sales tax.
9. No personal expenses of any nature shall be charged to any credit cards issued in the name of the Library. If using a credit card for travel, keep in mind that \$10 per diem is the current library policy for food at a conference, workshop, etc.
10. Lost Cards
  - a. It is the responsibility of the user to be accountable for purchases made with the library credit card and to protect the card while in their possession.
  - b. Should a card be lost, the user needs to notify the credit card company and Alliance and follow their steps in getting a new card keeping the Bookkeeper and Director notified of the process.
  - c. As per SBA, the loss of a credit card needs to be put in the monthly board minutes of a board meeting for audit purposes.
11. Corporate Cards
  - a. Corporate Cards need board approval; must be kept in a secure place and maintained by the Director.
  - b. A corporate card may be issued by a company to use if a government type account has been established which provided for a longer billing cycle.
  - c. A corporate line of credit may be established to use for purchasing resources for the library not available from some other standard means (e.g. Amazon).

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## **Section 1.9 Investment Policy**

Amended 5/12/14

### **I. Policy Statement and Scope**

This document will govern the investment activities of the Library. It is the policy of the Library to invest public funds in a manner that will provide the highest return with the maximum security while meeting cash-flow demands. All investments will conform to applicable laws and regulations governing the investment of public funds.

### **II. Investment Objectives**

The primary objectives of the Library's financial investments, in priority order, are:

- Legality – All investments shall conform to applicable federal, state, and other legal requirements.
- Safety of Principal – All investments shall be undertaken in a manner that seeks to preserve capital. The objective will be to mitigate credit risk and interest-rate risk.
- Liquidity – The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements that might be reasonably anticipated.
- Return on Investments (Yield) – The Library's investments will generate the highest available return without sacrificing the first three objectives outlined above.
  - Credit Risk: The Library will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer by:
    - Limiting investments to the types of securities listed in Section VIII of this Investment Policy.
  - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which the Library will do business in accordance with Section VII.
    - Diversifying the investment portfolio in accordance with Section IV.
  - Interest Risk: The Library will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by:
    - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.



- Investing operating funds primarily in shorter-term securities, or money market mutual funds and limiting the average maturity of the portfolio in accordance with this policy. (see section VIII).

### **III. Delegation of Authority**

Management responsibility for the Library's investment program is hereby delegated to the Board of Trustees of the Monticello-Union Township Public Library. The Board shall delegate, to the library Director or Bookkeeper, the responsibility for the implementation of the investment program and the establishment of investments consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Board of Trustees.

### **IV. Diversification of Investments**

The Library shall diversify its investments to the best of its ability based on the type of funds invested and the cash-flow needs of those funds. Diversification can be achieved by the type of investment, number of institutions, and length of maturity.

### **V. Internal Control**

The Board of Trustees is responsible for establishing and maintaining internal control to insure that the assets of the Library are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met.

### **VI. Reporting**

The Director or Bookkeeper shall provide monthly investment reports to the Library Board that clearly provide the following information regarding the investment portfolio: types of investments, depository institutions, principal balances, rates of return, and maturities.

### **VII. Designation of Depositories**

All public funds of the Library Board shall be deposited in the designated depositories located in the territorial limits of the Library District. (IC 5-13-8-9)

### **VIII. Permitted investments**

The Board of Trustees or their delegate is authorized to invest Library funds in the following (IC 5-13-9):

1. Securities backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by
  1. The United States Treasury;
  2. A federal agency;
  3. A federal instrumentality;
  4. A federal government-sponsored enterprise.
  
2. Discount notes issued by any of the following:
  1. A federal agency;
  2. A federal instrumentality;
  3. A federal government-sponsored enterprise.
  
3. Repurchase Agreements (including standing repurchase agreements, commonly known as sweep accounts):

1. With Depositories designated by the State Board of Finance as depositories for state investments under IC 5-13-9.5; and
2. Involving the political subdivision's purchase and guaranteed resale of any interest-bearing obligations issued; or fully insured or guaranteed by the United States, a United States government agency, an instrumentality of the United States, or a federal government-sponsored enterprise.

The depository shall determine daily the amount of money in this type of agreement that must be fully collateralized by interest-bearing obligations as determined by their current market value. The collateral is not subject to the two-year maturity limitation.

Repurchase agreements may be entered into for a fixed term or arranged on an open or continuing basis as a continuing contract that:

1. Operates like a series of overnight repurchase agreements (may be referred to as overnight sweep products);
2. Is renewed each day with the repurchase rate and the amount of funds invested determined daily; and
3. For this purpose is considered to have a final maturity of one day.

The Director shall annually obtain the approval of the Library Board before making investments in the following:

4. Money market mutual funds that are in the form of securities of or interests in an open-end, no-load, management-type investment company or investment trust registered under the provisions of the federal Investment Company Act of 1940, as amended. Investments in money market mutual funds may not exceed 50% of the funds held by the Library and available for investment. The portfolio of this type must be limited to the following:
  - a. Direct obligations of the United States.
  - b. Obligations issued by any of the following:
    - A federal agency.
    - A federal instrumentality.
    - A federal government-sponsored enterprise.
  - c. Repurchase agreements fully collateralized by obligations described in both a and b above.

The money market mutual fund must be rated as one of the following:

- a. Aaa, or its equivalent, by Standard and Poor's Corporation.
- b. Aaa, or its equivalent, by Moody's Investors Service Inc.

The investment is considered to have a stated final maturity of one day, and shall be made through depositories designated by the state board of finance as depositories for state deposits under IC 5-13-9-8.

5. TrustINDiana – the purpose of TrustINDiana is to allow local units of government to invest in a common pool of investment assets that preserves the principal of the public's funds, remains highly-liquid, and maximizes the return on the investment. TrustINDiana was authorized by the Indiana General Assembly's passage of Indiana Code 5-13-9-11 during its 2007 session. The Indiana Treasurer of the State has been designated by statute as the administrator of TrustINDiana. TrustINDiana only invests in securities and investments that are permitted by Indiana law. Safety is further enhanced by limiting the

term of the specific investments, asset class diversification, as well as the weighted average maturity of the entire portfolio to correspond conservatively with cash flow expectations and to mitigate any market timing risk.

**IX. Investment Rate Quotes**

Whenever investments are made in a certificate of deposit, quotes of the specific rates of interest for the term of the CD will be obtained. The quotes will be recorded in a memorandum and retained as a public record. The deposit will be placed with the designated depository quoting the highest rate of interest for the selected period. If two depositories tie for the highest quote, the deposit may be placed in any or all of the designated depositories quoting the highest rate at the fiscal officer's discretion. (IC 5-13-9-4)

**X. Interest Earnings**

All interest derived from an investment by the Library's fiscal officer shall be receipted to the fund of which they are a part.

**XI. Prohibited Investments**

The fiscal officer may not purchase securities on margin or open a securities margin account for the investment of Library funds. (IC 5-13-9-9)

The fiscal officer may not purchase foreign investments.

**XII. Conclusion**

This policy has been promulgated by the Monticello-Union Township Public Library to formalize prudent investment policies and procedures that will meet the investment objectives of the Library. This policy is to be reviewed by the Board as new investment legislation becomes law, as staff expertise changes, and/or as necessitated by other external and internal factors.

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## Section 1.10 Food for Fines Policy

Amended 11/11/13, 09/14/15

The library will waive overdue fines for customers with accounts of \$15 or less in overdue fines if those patrons donate a designated non-perishable food item for each \$1.00 owed in overdue fines. The program is not available to patrons with lost or damaged material. The undamaged material must be returned before the fines can be waived. This program is not available to patron accounts of over 90 days overdue, which have been turned over to the collection agency and have had the \$10 service charge added to the account.

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## **Section 1.11 Photography, Videotaping, and other Recording Devices Policy**

Amended 06/08/15

### **INDIVIDUAL PHOTOGRAPHY/VIDEOTAPING**

Persons photographing, videotaping, or recording on library premises have the responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The library undertakes no responsibility for obtaining these releases.

### **COMMERCIAL PHOTOGRAPHY/VIDEOTAPING**

The library does not permit commercial photography or filming. Any exception requires the express written permission from the Library Director.

Community organizations holding scheduled events or meetings in the library study or meeting rooms may arrange for their own photography or videotaping/recording of their event. Such photography and videotaping is restricted to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

### **LIBRARY STAFF PHOTOGRAPHY/VIDEOTAPING**

We often take pictures or shoot videos at library events to use in library publicity materials and on our website. The library reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs, videotape, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and video may be copied, displayed, published (including on any library web presence), and telecast for such purposes as promotion, publicity, and news to inform the public about the library. All such photography/videotaping will be in accordance with library procedures.

If individuals do not wish us to use a picture or video of them or their child, they should tell a library staff member prior to the event.

This policy extends to photographs and filming by library staff at Friends of the Library events and at library booths and programs at public events in the community.

Photography, videotaping, or use of other recording devices may not interfere with the provision of library services. Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security.

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## **Section 1.12 Notary Policy for Library Director**

Approved 02/08/16

A notary commission is personal to the notary public. The stamp and commission belong to the notary public and must be safeguarded by the notary in order to prevent forgeries and other misuse. Even if an employer pays for the notary commission, the employer cannot convert the stamp and journal. Additionally, if the employer paid for the notary's bond, the employer cannot cancel the bond.

The library director notary public is acting on behalf of the library board to provide notary services in the library. The library director performs notary services according to Ind. Code 33-42-2-5.

While serving as notary public, the director may not also hold a lucrative office.

The library director notary public adheres to the highest standards of competence and responsibility in providing notary public services.

The library director notary public shall never notarize any signature without the maker of the signature first appearing personally before the notary.

The library director notary public shall correctly maintain a notary journal of all notarial acts they perform.

The Library will not provide witnesses, and witnesses may not be solicited from patrons using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.

In accordance with Indiana Notarial Law, Notaries will not provide service if the customer, document or circumstances of the request for Notary Service raise any issue of authenticity, ambiguity, doubt or uncertainty for the Library. In this event, the Library Notary may, at his/her sole discretion, decline to provide Notary Service.

The library director is not an attorney licensed to practice law in Indiana, and he/she may not give legal advice or accept fees for legal service.

# Section 2: Bylaws and Responsibilities

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2/11/08 Approved by the MUTPL Board of Directors

## **Section 2.1      Board Bylaws**

### **Article I: Name**

This organization shall be called “The Board of Trustees of the Monticello-Union Township Public Library” existing by virtue of the provisions of the Laws of the State of Indiana, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

### **Article II: Officers**

Section 1: The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the board.

Section2: Nominations shall be made from the floor.

Section 3: Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4: The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5: The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.



## **Section 2.1      Board Bylaws, continued**

Section 6: The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings and shall perform such other duties as are generally associated with that office.

Section 7: The treasurer shall be the disbursing officer of the board, signing all checks, and shall perform such duties as generally evolve upon the office. He/she shall be bonded in an amount as may be required by a resolution of the board. In the absence or inability of the treasurer, such other members of the board shall perform his duties as the board may designate.

### **Article III: Meetings**

Section 1: The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting. If the Library Board members are unable to attend, they are to call the library and talk to the Director or leave a message 24 hours prior to the meeting. Amended 7/12/99.

Section 2: The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in January of each year.

Section 3: The order of business for regular meetings shall include, but not be limited to the following items, which shall be covered in the sequence shown so far as circumstances will permit: Amended 3/11/2013

- a. Approval of Agenda
- b. Disposition of minutes of previous regular meeting and any intervening special meetings
- c. Director's financial report of the library
- d. Action on bills
- e. Progress and service report of director
- f. Committee reports
- g. Communications
- h. Unfinished business
- i. New business
- j. Public presentation to, or discussion with, the board
- k. Adjournment

Section 4: Special meetings may be called by the secretary at the direction of the president, or at the request of two members, for the transaction of business as stated in the call for the meeting.

Section 5: A quorum for the transaction of business at any meeting shall consist of four members of the board present in person.

## **Section 2.1      Board Bylaws, continued**

Section 6: Conduct of meeting: Robert's Rules of Order shall govern proceedings of all meetings.

### **Article IV: Library Director and Staff**

The board shall appoint a qualified library director who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The director shall recommend to the board the appointment and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. In the case of temporary employees, the director shall have interim authority to appoint without prior approval of the board provided that any such appointment shall be reported to the board at its next regular meeting.

### **Article V: Committees**

Section 1: The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2: All committees shall make a progress report to the Library Board at each of its regular meetings.

Section 3: No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

### **Article VI: General**

Section 1: An affirmative vote of the majority of all members of the board, present at the time, shall be necessary to approve any action before the board. The president may vote upon and may move or second a proposal before the board.

Section 2: The bylaws may be amended by the majority vote of all members of the board provided written notice of the proposed amendment shall have been mailed or emailed to all members at least ten days prior to the meeting at which such action is proposed to be taken. Amended 3/11/2013

## **Section 2.1      *Board Bylaws, continued***

Section 3: Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the board shall be present and two-thirds of those present shall so approve.

### **Article VII: Conflicts**

Section 1: Nepotism. No member of the Board of Trustees may be related to the third degree (spouse, parent, sibling, child, grandparent, aunt, uncle, nephew, niece) to any salaried staff member or to any other Board of Trustees member. If such a relationship exists prior to the appointment of a member, said member is deemed unqualified to serve. If such a relationship exists after the appointment of a member, said member is required to immediately tender his or her resignation.

Section 2: Other Conflicts. If other conflicts, economic or otherwise, arise which give rise to the appearance of impropriety, the appointing authority shall determine if such conflict is of such a nature to require the resignation of a member from the Board of Trustees or the abstention of the member from any discussion or vote regarding a particular issue. If a member of the Board of Trustees becomes aware of any such conflict, said member is required to immediately bring such conflict to the attention of the President.

## Section 2.2 Duties and Responsibilities

### **Of the Library Board:**

1. Employ a competent and qualified library director.
2. Determine and adopt written policies to govern the operation and program of the library.
3. Determine the purposes of the library and secure adequate funds to carry on the library's program.
4. Know the program and needs of the library in relation to the community; keep abreast of standards and library trends; plan and carry out the library program.
5. Establish, support and participate in a planned public relations program.
6. Assist in the preparation of the annual budget.
7. Know local and state laws; actively support library legislation in the state and nation.
8. Establish, among the library policies, those dealing with book and material selection.
9. Attend all board meetings and see that accurate records are kept on file at the library.
10. Attend regional, state and national trustee meetings and workshops. Affiliate with appropriate professional organizations.
11. Be aware of the service of the state library.
12. Report regularly to the governing officials and the general public.

### **Of the Library Director:**

1. Act as technical advisor to the board; recommend needed policies for board action; recommend employment of all personnel and supervise their work.
2. Be responsible for hiring, dismissal, disciplining and promotion of all library personnel.
3. Carry out the policies of the library as adopted by the board.
4. Suggest and carry out plans for extending the library's services and facilities.
5. Prepare regular reports embodying the library's current progress and future needs; cooperate with the board to plan and carry out the library program.
6. Maintain an active program of public relations.
7. Prepare an annual budget for the library in consultation with the board and give a current report of expenditures against the budget at each meeting.
8. Know local and state laws; actively support library legislation in the state and nation.
9. Have overall responsibility for selection, acquisition, processing and maintenance of all library materials.
10. Attend all board meetings except that in which his own salary or tenure are under discussion.

**Of the Library Director, *continued*:**

11. Affiliate with local, state, and national professional organizations and attend professional meetings and workshops.
12. Make use of the services and consultants of the state library.
13. Report regularly to the library board, the officials of local government and the general public.

## **Section 2.3      *Administrative Responsibility***

The Director is charged with the responsibility of administering these policies in a fair, impartial and consistent manner and making recommendations to the Board for changes in existing policy.

## **Section 2.4      *Employee Responsibility***

Library employees must be familiar with and abide by the guidelines in this policy manual and for all published changes and interpretations.

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# Section 3: Library Services

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### **Section 3.1      Introduction**

The library provides materials and resources for information, entertainment, intellectual development, and the enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested.
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with but not perform the function of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.

## **Section 3.2      *Library Hours***

Monday through Thursday:  
Friday and Saturday:

9:00 a.m. – 8:00 p.m.  
9:00 a.m. – 5:00 p.m.

### **Section 3.3**

### **Library Closings**

The library will be closed the following holidays:  
Rev./Board Approved 12/28/12

New Year's Eve  
New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Eve (close at 5 pm)  
Thanksgiving Day  
Christmas Eve (amended 12/12/94)  
Christmas Day

## **Section 3.4**

# **Emergency Closing Procedure**

Amended 2012

The Director is responsible for the decision to close. If the Director is not available then the Department Head with the most seniority is responsible for the decision. If none of the Department Heads is available, then the staff member with the most seniority will make the decision.

### **Bad Weather**

Listen to weather reports on the TV and radio for forecasts. Be aware of expected arrival times and intensity of approaching storms, with blowing snow and ice being the highest priority.

### **Power outages**

Try to determine the expected length of the outage by calling NIPSCO. Keep in mind checking out materials can be done manually as long as it is daylight.

### **Closing Check List**

1. Call the radio station, identify yourself as the Monticello-Union Township Public Library Representative and give the closing announcement.
2. Send the staff home, with the furthest travel time given first consideration
3. Call the staff at home, before they are due to arrive if the library is closing early, or not opening.
4. Call the Board President to inform him/her of the decision to close.
5. Post closing notices on entrance doors, whenever possible.

### **Section 3.5a Rules governing the use of the library**

Amended 5/12/08, 06/08/09, 07/11/11, 08/13/12, 04/13/15

Section 1: The Library's rules of behavior are designed to protect the rights and safety of Library patrons, to protect the rights and safety of staff members, and to preserve and protect the Library's materials, facilities, and property. Considerate consumption of snack food or a covered beverage is allowed in public areas of the Library unless otherwise noted.

Patrons are required to follow the rules so that everyone can enjoy the use of the library. Persons failing to follow the Library's behavior rules will be asked to leave library property. Continued noncompliance will result in suspension of library privileges.

Unacceptable behaviors include but are not limited to:

1. Disruptive conduct
2. Using obscene language or gestures
3. Smoking, chewing and other tobacco use
4. Being under the influence of alcohol or illegal drugs or possessing alcohol or illegal drugs
5. Possessing weapons (except by law enforcement officers) or exhibiting any instrument in a threatening manner\*
6. Lying down or sleeping in the restrooms or on any floor, couch, table in the Library; blocking aisles, exits or entrances by sitting or lying down in them
7. Placing feet on tables or chairs
8. Using restrooms for bathing or shampooing, or doing laundry
9. Running, pushing, shoving or throwing objects
10. Verbally or physically threatening or harassing other patrons, or library staff
11. Loitering
12. Soliciting
13. Using cell phones or pagers is allowed providing ringers must be turned to vibrate and the user speaks in a moderate volume
14. Bringing pets or animals, other than service animals into the library
15. Entering the library without shirt or shoes
16. Damaging or defacing library property
17. Leaving children under the age of seven unattended
18. Consuming food or beverages in a manner that creates an unclean environment, attracts insects or vermin, disrupts other customers or is harmful to Library resources may be asked to leave.

The Library reserves the right to inspect all bags and other articles.

\*Legal possession of firearms is governed by Indiana law and is not additionally regulated by this policy.

## **Section 3.5b Child Safety Policy**

Amended 12/28/12

Section 2: Children are always welcome in our library. However, we are concerned about their safety and welfare. In order to provide a welcoming environment, conducive to library use and for your child's safety and welfare:

1. The library advises parents, guardians, and child care providers that it cannot provide child care or latchkey care.
2. Parents, guardians, and child care providers are responsible for monitoring the activities and regulating the behavior of their children while the children are in the library.
3. A parent or adult should accompany children, under the age of seven at all times. During storytimes or other programs, a parent, guardian, or caregiver must remain in the library.
4. Minors eight years old and older who come to the library without a parent, guardian, or caregiver are welcome for appropriate use of the library.
5. The library reserves the right to limit stays by unattended minors.
6. Continued disruptive behavior\* may cause the child to lose his/her library privileges.
7. If needed, Child Protective Services or the police will be contacted in the case of unsupervised children.
8. Children with suspected communicable disease may be asked to leave the library.

Parents, guardians, and caregivers should be aware of the library's hours and are expected to make advanced arrangements to pick up their children prior to closing. Due to liability concerns, library staff is not allowed to drive children home.

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**Note:** Disruptive behavior includes, but is not limited to, loud talking, arguments, foul language, running in the library, annoying other patrons or mistreating library property.

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A minor child is defined as anyone under the age of 18.

## **Section 3.6 Denial of Services**

Amended 11/12/12, 10/12/15

The behaviors identified in Section 3.5 Rules Governing the Use of the Library, are considered to be unacceptable patron conduct and will result in appropriate discretionary responses from library staff according to the following progressive criteria:

1. Ask patron their name and to cease the unacceptable behavior. Record patron's name, offense, and mark the first strike in the Flag System spreadsheet.
2. Staff will repeat the request to cease the unacceptable behavior and inform the patron that it is the last warning. Record the second strike in the Flag System spreadsheet.
3. Ask patron to leave facility or call police if patron refuses to comply. The staff member involved will record the third strike in the Flag System spreadsheet.
4. Repeated offences of disruptive behaviors on a daily basis will be subject to lengthier suspension of library privileges to be determined by the Director on a case to case basis. If the patron is under 18 years of age, the parent/guardian will be contacted by phone or mail by the Director. For patrons over the age of 18 a letter will be sent to the last known address with a copy of this policy and a date of return.

### **Zero Tolerance Behaviors**

The behaviors mentioned below will result in immediate expulsion from the library until either legal action is complete or the Library Director has met with the offender to discuss the consequences of the behavior.

1. Stealing, damaging, altering of any library property including, but not limited to, defacing of library materials, vandalizing library equipment, furniture, computers, etc.
2. Carrying weapons or a firearm other than allowed by law.\*
3. Any unsolicited, unwelcome or unreasonable pursuit of another patron.
4. Committing sexual offenses. (Examples: indecent exposure, inappropriate/unwelcome sexual advances or harassment)
5. Verbal, physical, written or electronic harassment or abuse. (Examples: Cursing at patrons or staff; approaching patrons or staff and engaging in unwanted or inappropriate interaction; threats to personal safety of patrons or staff; the transmission of threatening, harassing, malicious, or abusive language and/or images, etc.)



Any patron banned from the library six months or more may appeal to the MUTPL Board of Trustees for a potential reduction in time away from the library. The appeal will be scheduled for the next public meeting of the Board of Trustees.

**\*Firearms on Library Premises**

All individuals possessing firearms on library premises must comply with state and federal law and also MUST comply with the following provisions. Failure to comply with these rules will result in removal of said person from library premises and may result in confiscation of the firearm and/or prosecution.

- (i) Handgun Possession – Ind. Code § 35-47-2-1. No person may possess a handgun on library property or inside any library building (“Library Premises”) unless they also possess a valid permit to carry a handgun in the State of Indiana.
- (ii) Criminal Recklessness – Ind. Code § 35-42-2-2. All firearms carried on Library Premises must be secured in a manner which prevents potential injury or serious bodily harm to any other person or to property.
- (iii) Criminal Recklessness – Ind. Code § 35-42-2-2 and Pointing a Firearm – Ind. Code § 35-47-4-3. 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.
- (iv) Criminal Recklessness – Ind. Code § 35-42-2-2. Persons may not carry a firearm in any manner which violates Indiana’s Criminal Recklessness Statute.

**Section 3.7 Reinstatement Policy**

After the six-month ban has passed the patron will need to meet with the director to discuss behavioral expectations before their privileges will be reinstated. If the patron is under 18 years age, the parent/guardian will need to accompany them when meeting with the director.

There will be a six-month probationary period beginning the day of reinstatement. Any patron who is asked to leave the library for unacceptable behavior within the probationary period will be banned for a second six-month period.

**Section 3.8 Borrowing Service**

**Library Cards**

All patrons are required to present a valid library card to borrow library materials. (Amended 6/9/97). Student cards will expire August 31<sup>st</sup> of the following school year.

## **Card Fees**

1. Residents of Union Township and Jackson Township – No Charge
2. Townships with contracted library service pay a set amount agreed upon by the library board of trustees and the library. The amount is determined on an annual basis.
3. Twin Lakes Teachers, Title I aides and Logansport Area Joint Special Services Co-operative teachers and aides (Amended and preschool owners in our service district will be issued a card for educational purposes at no charge.
4. Replacement Library card fee is \$2.00

(Amended 02/05/13)

## **Reciprocal Borrowing**

Any valid library cardholder from the list of Reciprocal Borrowing libraries may use materials of the library.

## **PLAC cards**

A PLAC card may be sold to any resident of Indiana who has a valid library card issued by any public library in the state. The Public Library Services Committee of the Indiana State Library Advisory Council and the Board of Trustees of the Monticello-Union Township Public Library set fees.

## **Transitional Profile**

The Monticello-Union Township Public Library will offer library services to persons without a permanent home in our library district. Services are limited to those locally available with a maximum circulation of 3 concurrent items. Applicants must have a community sponsor. The library will establish a list of community sponsors. Term of service has been set at 3 months. A blue card should be issued to indicate that the card is only good at the issuing library. Sponsorship forms will be available for sponsors to fill out and distribute as needed.

Approved 10/13/2014

## **Section 3.9 Confidentiality Policy**

Approved 10/13/2003

The Monticello-Union Township Public Library Board of Trustees specifically recognizes its circulation records and other records identifying the name of the library users to be confidential in nature, in accordance with provision in the Indiana Code IC 5-14-3-4(b) and IC 5-14-3-4(b) (16).

All library employees are advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

## **Section 3.10    *Loaning of Materials***

### **Check out limits**

Each cardholder may check out ten music cds, ten DVDs and up to eighty other items.  
(Amended 12/8/14)

### **Circulation Periods**

Materials in the circulating collection are loaned for various days, exception; the newest magazine issue does not circulate. (Amended 2/8/10) Reference materials, newspapers and vertical file materials (Amended 1/13/97) will not circulate.

### **Overdue Material**

It is the responsibility of the patron to return all borrowed materials on time. Fines are twenty-five cents per day per item overdue. (Amended 2/8/10)

### **Replacement costs for lost and/or damaged materials**

(Amended 2/8/10)

Use the price listed in the bibliographic record.

If no price appears in the bibliographic record, the following charges apply:

- \$60.00 each for Software/Gaming Units
- \$40.00 each for Reference books
- \$25.00 each for Large Print books
- \$20.00 each for hardback books, compact discs, videotapes, audiotapes, and DVDs
- \$ 5.00 each for paperback books
- \$ 5.00 each for magazines
- \$ 2.00 each for replacement of barcode or book jacket (Amended 10/13/97)

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**Note:** A \$ 10.00 processing fee will be added. Fines accrued will be forgiven.  
(Amended 2/8/10)

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## **Section 3.10    *Loaning of Materials, continued***

### **Large Bills**

No bills larger than \$50.00 will be accepted to pay fines and fees. The bill will be checked with a counterfeit pen to assure authenticity. (Amended 2/8/10)

### **Insufficient Funds**

A fee of \$30.00 will be charged on all insufficient fund checks. (Amended 2/8/10)

### **Refund checks to patrons**

No refund will be given to a patron for a “Lost” item for which a patron has paid. Fines, fees and third party collection fees are not refundable. (Amended 2/8/10)

### **Renewal of material**

Renewal of materials may be made by phone, online or in person except for materials on hold for another patron. (Amended 2/8/10)

### **Inter-library Loan**

When specific titles are not available within the collection of the library, patrons may request the use of the inter-library loan service. The patron is requested to provide the needed information, e.g. author, title, publisher, and publication date if possible. Inter-library loan service is free to the patron. (Amended 9/10/01)

The inter-library loan service is a courtesy provided to the Monticello-Union Township Public Library by other libraries. It is the responsibility of the patron to return borrowed inter-library loan materials on time. Failure to do so may result in loss of inter-library loan privileges. To facilitate prompt return to the lending library, fines are twenty five cents per day for each item overdue. (Amended 2/8/10)

## **Section 3.11 Meeting Room(s) Policy**

### **Program & Conference**

Amended 12/12/05, 06/09/08, 07/14/08, 07/13/09, 08/13/12, 03/11/13, 11/11/13, 04/14/14

The purpose of the meeting room is to meet informational, cultural, educational, civic, political or religious needs of organizations of the community. The room is available for social or business functions. Alcohol may be served at adult library sponsored programs. The coordinator of the program will verify that attendees are of legal drinking age.

The room must be booked and paid in advance on a first come, first served basis. Any organization may schedule meetings 6 months in advance. If they wish to use the room at other times they may book the room a week in advance if it is available. There is no charge for a non-profit organization. There is a \$75.00 charge for a profit organization when the meeting room is used for business or personal gatherings of ten or more (i.e. baby showers, family reunions, etc.). No refunds will be given for cancellations.

Library activities take precedence over other activities. The Library may cancel any scheduled event if it conflicts with the operation of the Library or is needed for a Library sponsored activity. A thirty-day notice will be given when possible before a cancellation or rescheduling is made by the library.

Should an organization fail to comply with the Library's Policy it will forfeit the privilege of using the meeting room in the future.

Use of the room should be scheduled during the hours the library is open. The Program Room will seat 65, 45 seated at tables. Users are responsible for arranging tables and chairs for their use and then returning them to the original arrangement.

The room should be left in the same condition as it is found. Failure to do so will result in a charge for restoring it to its former condition. This charge will amount to a custodial fee of at least \$15.00 per hour in addition to repairing any damage done to the room or equipment.

There are no cooking facilities, although light refreshments may be served.

The library cannot store equipment and/or supplies. Use of the AV equipment must be reserved with the Library.

### **Section 3.11      *Meeting Room(s) Policy, continued***

If the Library is closed when the meeting ends, lights in the program room, restrooms, and entry hall should be turned off (program room only).

Non-library sponsored events cannot go past the library's closing times.

The Library does not assume any responsibility or liability for the security of personal or organization items.

Groups using the program room assume responsibility for any damage to library property. Written agreement to this will be made at the time of reservation.

All meetings held in the program or conference room are open to the public.

## **Section 3.12 Study Room Policy**

Amended 12/16/96

A study room can be reserved in advance at the main circulation desk.

A study room is reserved in 2-hour blocks.

A study room can be reserved up to 30 days in advance.

If a study room is not in use it is available upon request.

### **General information**

1. No fee is charged for the use of the study room
2. Study rooms are available during library service hours only
3. Each study room seats 2 at a table
4. Noise level must be kept low.
5. The lights must remain on
6. No food or drinks are allowed the study room



### **Section 3.13     *Bulletin Board Policy***

#### **Bulletin Board Materials**

Amended 6/08/09

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director or appointed manager must approve all postings and may prohibit postings, which do not meet library standards. Library staff will place and remove postings promptly.

#### **Requirement**

Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

### **Section 3.14 Display Case and Exhibits Policy**

The Monticello-Union Township Public Library welcomes exhibits and displays of interest, beauty, information and enlightenment to the community. Library displays and library-sponsored displays shall have priority in the use of library display cases. Community use of display cases will be assigned on a first come, first served basis to groups primarily serving the needs and interests of the community. The Adult Services Librarian shall accept or reject material offered for display based on its suitability, availability, and/or relevance.

#### **Responsibility**

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any displayed or exhibited items. All items placed in the Library are there at the owner's risk.

#### **Locations**

Areas available to the public for displays and exhibits are the glass display cases in the lobby and children's department, exhibit wall space in the program room, and the curio cabinet in front of the public computers. A release must be signed by the exhibitor before any artifact or art piece can be placed in the Library for the agreed upon period of time.

#### **Guidelines**

Exhibits should contribute positively to the Library's environment, highlight if possible the Library's collection, promote resources, services, and the mission of the Library, enrich the life of the community, and be a means of strengthening partnerships between the Library and the community.

#### **Sales**

The Library retains the right of a sales commission of 30% for displayed artwork which is for sale. Descriptive lists of works including the value of each item must be submitted to the Adult Services Librarian.

#### **Publicity**

Art exhibits displayed in the Library's program room will be publicized in Library publications such as the newsletter, *Shelf Life*; calendars; press releases to local newspapers; flyers. A release authorizing the Library to use the artwork for publicity purposes will be required.

## **Section 3.15**

## **Computer/Internet Acceptable Use Policy**

### **Adults, Teens and Juveniles**

Approved 07/13/2015

In accordance with the mission statement of the Monticello-Union Township Public Library, internet access is made available to patrons. Our purpose is to offer resources by giving library users access to information worldwide.

Just as the library cannot control the content of books, it cannot control Internet content. The internet and its available resources contain a wide variety of materials and opinions from varied points of view. While the Monticello-Union Township Public Library provides content filtering, it is technically impossible to prevent access to all objectionable resources. Some sites accessible via the internet may contain material that is inaccurate, defamatory, illegal or offensive to some people. The Library complies with the Children's Internet Protection Act (CIPA). All Library computers with internet access operate with filtering technology for the protection and safety of our patrons. It is the responsibility of parents and guardians to monitor and guide their own children in the use of the Internet. The library is not responsible for any objectionable material viewed by a child, whether intentionally or by accident.

The use of the internet and the public computer is a privilege. Inappropriate use of either will result in disciplinary action. Both inappropriate use and subsequent disciplinary action will be determined by the library staff. Disciplinary action may include loss of computer, internet, or library privileges.

Inappropriate use includes, but is not limited to:

- Accessing, transmitting, uploading, downloading, printing or distributing pornographic, obscene, abusive, or sexually explicit materials or language
- Violating any local, state, or federal statute.
- Vandalizing, damaging, or disabling the property of another individual or organization
- Violating copyright or otherwise using intellectual property of another individual or organization without permission
- Installing software on a computer
- Changing the configuration of software on a computer
- Harassing any individual via the internet

There are 13 public computers on the adult side of the library and 4 public computers in the Children's Department. Parents and caregivers with children have priority on the computers located in the children's department.

- The computers are available on a first come, first served basis. No time slots for computer use will be reserved. No more than 2 users may be working at a computer.
- Due to staffing limitations, we are unable to provide in-depth training concerning computer or internet use.
- Upon restart the computer is returned to the original state. Anything saved to the computer will be erased at this time.
- Printing service is available

### ***Wireless Internet***

Free filtered wireless internet is provided by the Monticello-Union Township Public Library for patrons to use their personal laptop computers or equipment.

- By choosing to use the Library's WiFi service, the user agrees to abide by the Library's Computer/Internet Acceptable Use Policy.
- The Library assumes no responsibility for any alterations or interference with a computing device's configurations, operation or data files resulting from connection to the WiFi Network.

### **Section 3.16      *Circulating Laptop Policy***

Approved 02/10/14

The Monticello-Union Township Public Library offers laptop computers for use within the library. The computers are loaned at the Circulation Desk.

In order to use one of the computers, you must be at least 18 years of age and be able to provide valid photo identification, such as a driver's license, which the library will keep as long as you have the computer. You must also sign the Library Laptop Checkout agreement and abide by the posted **Computer/Internet Acceptable Use** policy adopted by the Board of Trustees of the Monticello-Union Township Public Library.

There is no charge to use the computers, and you are not required to have a library card. You may, however, check out only one at a time, and you may use the computer only in the library. The checkout period is two hours per day, and no renewals are allowed.

Wireless internet access is available throughout the library building. You are not permitted to save documents to the laptop's hard drive but must use a flash drive to save documents. If you need assistance, feel free to ask a library staff person. You also are not permitted to download software or modify settings on the computer, including the home page setting, the wallpaper, etc. Violators may lose their library computer privileges.

An individual who violates the **Computer/Internet Acceptable Use** policy will forfeit all computer privileges, at a minimum, for the rest of the day. Violations will be determined solely by the library staff. The library director may add further suspension and will provide formal notice of the suspension and a means of appeal.

### **Section 3.17      *eReader Borrowing Policy and Checkout Agreement***

Approved 09/08/14

All library patrons must abide by the following rules and loan policies in order to check out an eReader and continue to have eReader borrowing privileges:

#### **Borrowers' Responsibilities:**

- You must be 18 years of age or older, have a valid driver's license or other photo ID, have a valid library card, and have an account in good standing (less than \$10 in fines).
- You must use your own library card to check out the eReader.

- You must handle the eReader with care and keep it away from liquids.
- You must return the eReader on time.
- You must return the eReader with all cords and accessories that were given at checkout, with the eReader and all accessories in good condition. If an eReader or its accessories are returned damaged (other than normal wear and tear), you will be charged full replacement cost of damaged items.
- You must return the eReader directly to a staff member at the circulation desk. **DO NOT** return an eReader in the book drop.
- Personal software may not be loaded onto the eReader. No user files will be retained on the hard drive
- The borrower is responsible for the eReader's safe return to the designated check-in location. All costs associated with damage to eReaders or replacements of lost/stolen eReaders occurring during the checkout period are the responsibility of the borrower.
- It is the responsibility of the borrower to notify Library staff of any loss, damage or defect to the eReader.

### **Loan Policies:**

- eReaders may be borrowed from the main circulation desk for a two week period.
- eReaders may be renewed once if there are no holds on the eReader.
- Holds may be placed on the eReaders but they must be picked up within seven days of notification that the eReader is available.
- A valid form of photo ID must be presented to the staff member at the time of checkout. A copy of this ID will be made and kept with the eReader loan agreement until the eReader is returned.
- Charges for a lost or stolen eReader will be no less than the full replacement cost of a new eReader plus a \$10 processing fee.
  - Kindle Touch - \$99.00

### **Section 3.18 Social Media Policy**

Approved 06/10/13, 11/9/15

MUTPL endorses the use of social media tools as an important enhancement of communication, collaboration, and information exchange between staff, patrons, and the general public. Social media use can also provide streamlined, cost-effective marketing and outreach as well as foster a sense of community between the library and its users. Use of social networking sites by the Library complements the mission of the Library by helping to ensure high quality customer service. This policy defines acceptable use parameters of social software for all users and staff of MUTPL.

#### **Definition**

Social media is defined as any Web application, site, or account created and maintained by MUTPL which facilitates an environment for library staff and patrons to share information about library related subjects/issues.

#### **Acceptable Use**

Postings of relevant comments are welcome. However, the following is unacceptable for posting (either directly or by posting links):

1. Material that violates the law (including hate speech) or incites others to violate the law.
2. Material that infringes the intellectual property rights of any third party.
3. Material that compromises any computer security such as malware.
4. Commercial solicitations or promotions.

The Library reserves the right to remove postings that are off topic or violate these guidelines and may exclude users from posting who violate the guidelines. The Library administration will be the sole arbiter of these cases.

### **Section 3.19 Genealogy Searches**

Approved 3/11/02, Amended  
09/14/15

The Monticello-Union Township Public Library will conduct genealogy searches per request. A genealogy request that requires extensive research will be directed to the White County Historical Society.

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# Section 4: Library Collections

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## **Section 4.1      *Introduction***

In an attempt to clarify the objectives, purposes and responsibilities of the library, the Board has set forth these guidelines for selecting materials. Final authority for the determination of library policy is vested in the Board of Trustees of the library and the Board stands firmly behind the library staff in carrying out these policies.

## **Section 4.2      *Definitions***

The words “book”, “material”, or other synonyms as they may appear in this policy have the widest possible meaning. Hence, it is implicit that every form of permanent record is included whether in “book” form or otherwise.

The word “selection” refers to the decision that must be made either to add a given “book” to the collection or to retain one already there. It does not refer to reader guidance.

## **Section 4.3      Collection Development Policy**

Amended 4/14/08,07/14/08, and 7/13/09

### **Purpose**

The collections of the Monticello-Union Township Public Library are instruments through which the library meets the needs of the community. Materials are provided which aid patrons in the pursuit of information, education and recreation. An essential purpose of the library is to serve as a resource where individuals can examine many points of view and make their own decisions.

### **Mission Statement**

The Monticello-Union Township Public Library is a service institution. It seeks to inform, educate, entertain, and culturally enrich the community.

## **Selection Guidelines**

### **Responsibility**

The Adult Services Librarian is responsible for the selection of all adult materials. All youth materials are selected by the Children's Librarian. Material selection does not constitute endorsement or advocacy with the work's contents or the moral, religious, or political beliefs expressed within by the Monticello Union-Township Public Library, its staff, agents or board.

### **Youth (Children, Young Adult)**

In selecting materials for the Youth Services collection, the Library recognizes it serves children of varying backgrounds and interests, taking into account age and development levels. The Library makes available a collection that satisfies the informational, educational, recreational, and cultural needs of children from infancy through young adulthood, and the needs of teachers and youth workers who work with them.

Youth Services material is selected using the selection guidelines and criteria stated in this policy. Additional criteria may be considered when selecting children's materials. Materials are chosen based on reviews in professionally recognized journals, popularity, award winners, children's book lists, and input from patrons.

## **Section 4.3      *Collection Development Policy, continued***

### **Children**

The Library's children's collections serve children from infancy through age twelve. Materials for this collection reflect the wide range of reading and interest levels that this age group includes. The collection promotes early literacy using the ECRR (Every Child Ready to Read) program. The collection also provides materials that support school reading programs and homework assignments. The children's collections are intended to encourage children to develop a lifelong habit of reading for both recreational and informational needs.

### **Young Adult**

Adolescence is the transitional age from childhood to maturity and an experimental stage during which young people investigate a wide variety of interests. Young adults may use a wider range of library materials than any other age group. While the entire collection is available to the young adult, the Library recognizes that certain materials have a special appeal or message for this group. Therefore, the young adult collection includes fiction and nonfiction resources particularly appropriate to adolescents age 12 through 18. Inclusive in this collection are materials that support school assignments and materials to pursue higher education and career exploration. This collection is intended to nurture a desire for lifelong learning.

The Youth collections provide children with a wide variety of recreational and informational materials in a broad range of subject areas and on all reading levels, with a representation of diverse points of view. The Monticello-Union Township Public Library adheres to the American Library Association's Bill of Rights, Freedom to Read and View Statements (Appendix A, B, C). It is the parents' or guardians' responsibility to supervise their child's reading/listening/viewing interests.

### **Textbook/Home Schooling Needs**

The Library does not purchase textbooks or other curriculum-specific materials except when such materials may also serve the general public. When available, current school textbooks are loaned to the Library for the youth collections by the Twin Lakes School Corporation. The Library recognizes the need to support students that are home schooled by providing a variety of educational and recreational material of interest to them.

## **Section 4.3      Collection Development Policy, continued**

### **Criteria**

It is the library's primary objective to offer the best quality materials based on the community's general and special character and interest. The rate and direction of growth of the collections shall reflect the continuing requirements of the library's clientele and of those in the community who may become patrons. Careful consideration is given to the purchase of requested material not held by the library. Emphasis is placed on adding to rather than on duplicating materials available in school, academic, or special libraries. Every attempt is made to acquire titles by local authors, artists, and producers that are published by mainstream publishers. Titles that are self-published are not added to the collection unless there is a compelling reason to do so (valuable local content, high local interest). Materials receiving unfavorable reviews may be selected if there is significant patron demand, if the material is of particular interest locally, or if the material fills a special unmet need in the collection. No materials will be rejected solely on the basis of the author's point of view.

Potential collection materials, which may meet one or more of the following, will be evaluated and, when appropriate, selected according to the following criteria:

- Current and anticipated needs of the community
- Relation to existing collection and other material on the subject
- Timeliness of information
- Suitability of the subject, style and format for the intended audience
- Quality of production and availability
- Cost and funding
- Importance as a document of the times
- Importance as a representation of important movements, genres, social and historical trends
- Evaluation in review media
- Literary merit
- Reputation, skill and purpose of the author, producer, publisher or creator
- Representation of diverse points of view
- Receipt of, or nomination for, major awards or prizes

### **Tools**

Library materials selection will be made from current review sources such as *Library Journal*, *Book Page*, *Publisher's Weekly*, and *School Library Journal*, standard lists, patron requests, and library staff recommendations. Special attention will be given to starred reviews in professional journals.

## **Section 4.3      *Collection Development Policy, continued***

### **Scope**

The scope of the Monticello-Union Township Public Library collection refers to the formats offered, intended audience, and subject range and depth of materials, especially nonfiction. Emphasis is given to materials that fulfill the wide-ranging interests of the general public. The collection will include materials that provide varying levels of entertainment, education, differing social, religious, and political viewpoints, materials that are representative of various customs, cultures and languages, diverse formats, and subject matter for many levels of comprehension. The collection is not intended to be comprehensive. Materials intended for an academic audience or that have a narrow appeal will generally be omitted from the collection. The collection is not archival and is reviewed and revised on an ongoing basis to meet contemporary needs.

### **Format**

The library purchases various types of formats which are intended to meet the cultural, informational, educational, and recreational needs of our patrons. When possible the library's preference is to purchase hardcover editions for durability and the most popular and current format for accessibility. Paperbacks are purchased when the hardcover edition is no longer available or they are the only available format.

### **Electronic Resources**

Electronic resources are a growing and increasingly vital format in libraries. The Monticello Union-Township Public Library's goal is to increase its electronic resources collection. Electronic resources are subject to the same criteria noted above and the following standards:

#### Content

- Scope, comprehensiveness
- Currency of information and frequency of updates
- Years of coverage and archives
- Quality of indexing

#### Interface

- Ease of searching
- Search of construction assistance and online help
- Stability and speed of connection

#### Output Features

- Clear screen displays
- Printing capabilities
- Downloading options
- Document delivery options

## **Section 4.3      Collection Development Policy, continued**

### Other

- Availability of training for staff
- Costs for access and other uses

## **Gift Books**

Gifts of money for the purchase of materials as memorials or for other reasons will be accepted. The wishes of the donor will be followed in the purchase of materials so long as items conform to the library's selection policies. The library welcomes gifts of materials as long as they may be accepted without commitment as to final disposition. Any donation used to purchase materials will receive a plate acknowledging the source of the gift. The library reserves the right to give donated books to the Friends of the Library to sell or otherwise dispose of donations not added to the collection.

### **A. Adopt-a-Book Program**

Monticello Union Township Public Library patrons may choose to "adopt" a book for the library. The library will keep a list of popular authors and high demand- titles available for adoption at the circulation desk. The adopter can make a monetary contribution, which will be deposited into the Adopt a Book Fund to purchase materials to add to the library's collection. Each "adopter" gets his or her name on a special bookplate in the book if they so desire. They will be the first to check the book out of the library when they pay for the book. A receipt will be provided for tax purposes. All decisions concerning the selection and location of all library materials are the library's responsibility.

### **Public Input**

The Monticello Public Library values the input of its patrons. Purchase suggestions from patrons are welcome and provide librarians with useful information about interest and needs of the community. Any patron may suggest an item he or she would like to see added to the collection by submitting a "Suggestion Form." The Adult Services Librarian or Children's Services Librarian will evaluate each suggestion using the criteria guidelines in the Collection Development Policy to decide whether or not the item will be added to the collection. The patron will be informed of that decision if he or she provide their name and contact information on the request form.

## **Section 4.3      Collection Development Policy, continued**

### **Interlibrary Loan**

If the library does not purchase a requested title, the item may be available through the interlibrary loan network (ILL). The patron is requested to provide the needed information if possible. In-state interlibrary loan is typically free to the patron. Interlibrary loan service is a courtesy provided to the Monticello Union-Township Public Library by other libraries. It is the responsibility of the patron to return borrowed interlibrary loan materials on time. Interlibrary loan materials that are late are fined .25 per day. Patrons who lose interlibrary loan materials will be prohibited from requesting future interlibrary loan materials unless they pay the cost of the materials according to the lending library's fees. Interlibrary loan is not a substitute for collection development. Interlibrary Loan can expand the range of materials available to patrons without expending its budget or duplicating the resources of other libraries. Titles not owned by the library that a patron wants to obtain through ILL are given to the Adult Services Librarian. ILL requests for recent materials are considered for purchase since it is unlikely that these will be available from other libraries. Titles that do not fit the scope of the collection are too old, out-of-date, or out-of-print are recommended for ILL.

### **Weeding**

Systematic, continual evaluation of the library's holdings is necessary to provide an up-to-date collection in good physical condition. The library believes that the amount of use that an item receives in the present outweighs the possibility that someone may use it some day. No extraordinary effort is made to preserve the last copy of any title in the collection. Items may be discarded by the library if they are surplus to the needs of the collection or physically so worn as to be unusable or if the content proves to be no longer relevant or valid in light of newer information.

Withdrawn materials will be given to the Friends of the Monticello Union-Township Public Library to be sold, recycled, or thrown away, depending on the condition of the materials. Audiovisual materials which are withdrawn will be replaced in most cases with a newer format if available. Due to limited shelf space multiple copies are generally not purchased unless popular demand (hold list exceeds five patrons) requires it. After a year additional copies will be weeded out.

**Evaluation:** The criteria and guidelines set forth in MUSTIE (Misleading, Ugly, Superseded, Trivial, Irrelevant, Elsewhere) and CREW (Continuous Review of Evaluation and Weeding) determine the evaluation process for collection maintenance for the Library.



## **Section 4.3      *Collection Development Policy, continued***

The general criteria for weeding include the following:

- Availability of updated, newer, or revised materials
- Historical value of the item
- Condition of the item
- Item's place in a series
- Possible future usefulness
- Unneeded duplicates
- Availability of other items on the same subject in the collection
- Cost of replacement, if necessary

It is critical that outdated information, especially in law, business, finance, and medicine be discarded.

### ***Request for Reconsideration of Material***

Public libraries have the obligation of reflecting within its collection differing points of view on controversial or debatable subjects. The Monticello Union-Township Public Library adheres to the American Library Association's Bill of Rights, Freedom to Read and View Statements (Appendix A, B, C). Inclusion of an item does not imply endorsement of a particular belief or view by an author. Library materials will not be marked or identified to show approval or disapproval of the contents, items will not be concealed, except for the purpose of protecting them from damage or theft.

Patrons requesting reconsideration of materials in the library collection must complete a Request for Reconsideration of Library Materials form available at the main circulation desk (Appendix D). Staff is to be polite, courteous and cooperative, but is to take no action or make any statement, which will commit the library in anyway. The form will be given to the appropriate department head who will respond in writing to the complaint in consultation with the director. Further review can be requested from the library board of trustees who may review the complaint as a body or as an advisory committee for a recommendation. Each request will be handled on a case by case basis.