

## Contents

Library Mission Statement.....	5
Library Code of Rules, Regulations, and Policies .....	5
Library Board of Trustees .....	5
Legal Requirements .....	5
Responsibilities.....	5
Organization.....	6
Bylaws of the Arcanum Public Library Board of Trustees.....	7
Public Participation at Library Board Meetings.....	9
Hours of Operation .....	10
Holidays .....	10
Closing Policy.....	10
Confidentiality of Patrons .....	11
Patron Privacy: Fundamental Principles .....	11
Releasing Patron Information .....	12
Parental Access to Children's Accounts.....	12
Adult Account Designees .....	12
Minor's Account Designee .....	12
Retention of Records.....	13
Policies Regarding Patron Behavior, Safety & Security.....	13
Public Behavior Policy .....	13
Barring Policy .....	15
Unattended Child Policy .....	18
Circulation Policies.....	20
Library Card Applications .....	20
Use of Cards.....	20
Lost Library Cards .....	20
Loan of Materials.....	20
Overdue Materials.....	20
Charges for Lost or Damaged Materials .....	21
DVD Circulation Policy and Procedure.....	21
Computer Use Policy .....	21

Interlibrary Loan Policy .....	22
Wifi Hotspot Lending Policy .....	22
Material Selection and Collection Development .....	24
Guidelines and Review Sources.....	25
Reference and Information Services .....	26
Requests for materials owned by the Arcanum Public Library .....	26
Requests for Purchase of Materials Not Owned by the Arcanum Public Library .....	26
Resource Sharing .....	26
General Reference Service Procedures and Guidelines .....	27
Information Requests Requiring Special Approaches .....	27
Internet and Computer Workstation Policies .....	28
Wireless Internet Access:.....	29
Library Programs .....	31
Meeting Room Use .....	31
Reservations.....	31
Meeting Room Rules .....	32
Meeting Rooms Fees.....	33
Responsibilities .....	33
Children's Programs .....	33
School Visits and Off-Site Programs .....	33
Tours and Special Programs .....	33
Requests for Tours .....	33
Special Services and Special Collections.....	33
Photocopiers.....	34
Exam Proctoring .....	34
Notary Public .....	34
Voter Registration.....	34
Golden Buckeye Registration .....	34
Service Limitations .....	34
Special Collections for Teachers.....	34
Display and Distribution of Non-Library Materials.....	34
Petitions .....	35
Volunteers .....	35

Donation of Materials and Equipment .....	35
Donation of Monies or Funds .....	35
Disposal of Materials and Equipment .....	36
Telephones and Paging in the Library .....	36
Cell Phone Use Policy .....	36
Public Access to Library Records .....	36
Records Retention Schedule .....	38
Permanent .....	38
Non-Permanent .....	38
Transient .....	40



## Library Mission Statement

The Arcanum Public Library provides for the informational, educational, and recreational needs of the Arcanum community. We enrich lives, build community and foster success by bringing people, information and ideas together.

## Library Code of Rules, Regulations, and Policies

This Library code is prepared and adopted for the guidance of the Library Board members and staff of the Arcanum Public Library.

The policies, rules, and regulations set forth herein have been adopted after due consideration and are believed to be in the best interests of the Library, the Library staff, and Library users.

It is understood library policies and rules cannot remain static. There must be changes from time to time to promote progress and to cover different situations as they arise.

## Library Board of Trustees

### Legal Requirements

The Arcanum Public Library Board of Trustees are legally appointed. Trustees powers are set out in Section 3375.40 of the Ohio Revised Code, and are specifically assigned to the trustee acting within the board structure.

All authority resides in the Board, meeting and taking action as a quorum. Individual trustees do not have power or authority to commit the Library or to speak for the board, unless so authorized.

Each library board is a body politic charged by legislative action with broad powers: “to generally do all things it deems necessary for the establishment, maintenance, and improvement of the public library under its jurisdiction.”

The Library Board sees that the Library is “run” and does not “run” the Library. The Board hires a trained Library Director who administers the Library according to the Board’s written policy.

### Responsibilities

- A. Employ and/or dismiss the library director and approve appointment of staff.
- B. Appoint and/or dismiss the Fiscal Officer.
- C. Establish written policy.
- D. Secure adequate funding.
- E. Approve budget.
- F. Provide and maintain:
  - I. Facilities
  - II. Resources

### III. Services

- G. Develop the Library's plan of service
- H. Tell the Library's story and participate in a planned program of public relations.
- I. Utilize opportunities for in-service training.
- J. Work with the Library Director on:
  - I. Policy making
  - II. Administration of the Library
  - III. Personnel
  - IV. Budget
  - V. Board meetings
  - VI. Public relations
  - VII. In-service training
  - VIII. Planning for growth.

### Organization

- A. The Arcanum Public Library Board of Trustees represents the public which owns the Library, and which expect the Library to be operated in ways that will be most beneficial to the most people.
- B. As provided by Ohio Law, the Arcanum Public Library Board of Trustees extends the benefits of its Library to all inhabitants of the State of Ohio and those persons from out of state who work or have business in Darke County.
- C. The Arcanum Public Library Board of Trustees are appointed as follows:
  - I. By the Arcanum-Butler Board of Education.
  - II. They are seven (7) in number.
  - III. They are appointed for seven (7) year terms.
  - IV. They may be appointed to two (2) terms.
  - V. A vacancy is filled for an unexpired term, the being made by the same Board of Education.
  - VI. Trustees serve without compensation, but may be reimbursed for any actual expenses in the performance of their duties.
- D. State statutes provide that each library board of trustees shall meet on or before the 15<sup>th</sup> of January, and organize by selecting from its membership a president, vice president, and a secretary for a term of one year. The Fiscal Officer will be appointed and his/her compensation fixed annually. The Fiscal Officer may be a member of the board. The Fiscal Officer is required to execute a bond with the amount and surety approved by the board.
- E. Ohio law states that library board meetings should be open to the public, except in certain specified instances. Regular meetings should be held once each month. Special meetings may be called to handle unusual or time sensitive situations or problems. If the board enters into executive session, it must remember that no

action can be taken in executive session. The Director and Fiscal Officer should attend all meetings except those at which their salary or tenure is being discussed.

## Bylaws of the Arcanum Public Library Board of Trustees

### Article I Name

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

### Article II Officers

- A. The officers will be a President, Vice President, and Secretary, elected from among the appointed trustees at an annual organizational meeting. The Fiscal Officer does not need to be a board member. Additional nominations may be made from the floor.
- B. Officers will serve a term of one year from the organizational meeting at which they are elected and until their successors are duly elected.
- C. The President will preside at all meetings of the Board, will issue notice of all regular and 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.
- D. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, will assume and perform the duties and functions of the President.
- E. The Secretary shall keep a true and accurate record of all meetings of the Board and will perform such other duties as are generally associated with that office. The Director, President, or Secretary will issue notice of all regular and special meetings.
- F. The Fiscal Officer will be the disbursing officer of the Board, co-sign all checks, and will perform such duties as generally devolve upon the office. He/she will be bonded in the amount set forth by law. In the absence or inability of the Fiscal Officer, such other members of the Board will perform his /her duties as the Board may designate.

### Article III Meetings

- A. The regular meetings will be held at a time convenient for all Board members to attend.
- B. An annual organizational meeting, which will include the election of officers and the adoption of the annual report, will be held at the time of a regular meeting in December or before January 15<sup>th</sup>.
- C. The order of business for regular meetings will include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit.
  - I. Approval of minutes of any previous meetings
  - II. Review and approval of financial report
  - III. Report of the Library Director

- IV. Reports of standing committees
- V. Reports of special committees
- VI. Old business
- VII. New business
- VIII. Adjournment

- A. Special meetings may be called by the secretary at the direction of the president, or at the request of three members, for the transaction of business as stated in the call for the meeting.
- B. A quorum for the transaction of business at any meeting will consist of a majority of the members of the Board.
- C. Proceedings of all meetings will be governed by Robert's Rules of Order.

#### Article IV Library Director and Staff

- A. The Board will appoint a qualified Library Director who will be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The director will recommend to the Board the appointment and specify the duties of other employees and will 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 materials in keeping with the stated Materials and Collection Development 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 part time or temporary employees, the director shall have interim authority to appoint without prior approval of the Board provided that any such appointment will be reported to the Board at its next regular meeting.

#### Article V Committees

- A. Records Commission- The Records Commission will be comprised of the Board of Trustees, Fiscal Officer, and Library Director. The Fiscal Officer will be the Responsible Official for the Records Commission. The Records Commission will meet in open meeting at least once every 12 months.
- B. The president may appoint standing committees at the organizational meeting of one or more members each for such specific purposes as the business of the Board may require from time to time.
- C. The president may appoint special committees of one or more members each to take care of business of the Board as needed.
- D. Committees will be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
- E. All committees will make a progress report to the Board at each of its meetings.
- F. No committee will have more than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### Article VI General



- A. An affirmative vote of the majority of all members of the Board present at the time will be necessary to approve an action before the Board. The president may vote upon a proposal before the Board.
- B. 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 sent to all members prior to the meeting at which such action is proposed to be taken.
- C. 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.

### Public Participation at Library Board Meetings

Meetings of the Board of Library Trustees are held regularly at a time convenient for all Board members to attend. Meetings are held in the Board Room, located on the second floor.

It is the intent of the Board that persons wishing to address comments or ask questions shall be afforded reasonable and fair opportunity to do so. Members of the public wishing to address the Board may do so at any regularly scheduled meeting during the agenda time reserved for communications. In order for the Board to fulfill its obligation to complete the scheduled agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation is permitted at each meeting. For those wishing to speak, an oral or written communication to the Library Director stating a concern or topic at least a week before the meeting is strongly encouraged.

All visitors are required to sign in before the call to order and to indicate if they wish to speak. Those visitors who have indicated a desire to speak will be recognized in the order in which they signed in. Speakers must identify any groups or organizations for which they will speak in an official capacity.

Each speaker is given three (3) minutes to share her/his views with the Board. If several persons wish to speak, each will be allotted three (3) minutes until the total public participation time of 30 minutes is used. No person may speak more than once per meeting.

It should not be expected that the board would take immediate or official action on any subject brought before it without having time for review or study of facts or matters presented. If a resident wishes to share additional comments, she/he may schedule an appointment with the Library Director, who will then present a summary of that meeting to the Board of Trustees.

The Board President recognizes each registered speaker. The Trustees listen and do not interact with the speakers. The Board President introduces each speaker and keeps track of the time. The Board President may ask questions or ask for additional information from persons appearing before the Board.

Since the Arcanum Public Library is funded by the public input from the community is always welcome and citizens are encouraged to share their thoughts with the Board of Trustees at their meetings or with the Library Director or staff on a regular basis.

### Hours of Operation

Monday-Thursday 9:00 A.M.-8:00 P.M.

Friday 9:00 A.M.-5:00 P.M.

Saturday 9:00 A.M.-1:00 P.M.

The Arcanum Public Library is open to the public during the hours listed above. Exceptions may be made in emergencies. If other extraordinary conditions arise which necessitate the closing of the Library, only the Library Director or a person to whom the director delegates this responsibility may make this decision.

The Library will automatically close if the Darke County Sheriff's Department declares a level 3 snow emergency. In the event of a level 1 or 2 snow emergency the Director or his/her designee will make a determination to close, delay opening, or close early the Library.

### Holidays

The Arcanum Public Library is closed for the following paid holidays:

New Year's Eve Day

New Year's Day

Memorial Day

Independence Day

Fair Day (Thursday)

Labor Day

Thanksgiving Eve Day

Thanksgiving Day

Christmas Eve

Christmas Day

In addition, the Library is closed the week of the Darke County Fair.

With any of the above holidays the Board of Trustees may review and identify Library closure as needed.

### Closing Policy

In order to avoid frustration and confusion at the time of closing, staff will make every effort to alert patrons during the final fifteen (15) minutes before closing to conduct any activities

necessary to permit them to leave the building at the designated closing time. Refusal to leave the building at closing will be treated as trespass and the proper authorities will be contacted. All patrons being assisted at public service desks at the time of closing will be served.

## Confidentiality of Patrons

The Board of Trustees recognizes that library records and patron information are confidential. According to Ohio Revised Code 149.432 library records are defined as a record in any form that is maintained by the Library and that contains any of the following types of information:

- Information an individual is required to provide in order to be eligible to use Library services or borrow materials.
- Information that identifies an individual as having requested or obtained specific materials or materials on a specific subject.
- Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject.
- Information that does not identify any individual and that is retained for the purpose of studying or evaluating the use of the Library and its materials and services is not considered confidential and is not subject to this policy.

Under Ohio law, Library records shall not be made available to any agency of federal, state, or local government, or to any spouse or other individual, except as pursuant to the following:

- For the records of minor children when requested by parents, guardians, or custodians.
- In accordance with a subpoena, search warrant, or other court order, or to a law enforcement officer who is investigating a matter involving public safety in exigent circumstances.
- At the written request or with the written consent of the individual who is the subject of the record or information.
- For Library administrative purposes as defined by Ohio Revised Code 149.432

## Patron Privacy: Fundamental Principles

To assure patron privacy, Library policies and procedures follow these recommendations:

- Avoid creating unnecessary records.
- Avoid retaining records that are not needed for efficient operation of the Library.
- Be aware of Library practices and procedures that place information in public view.
- All requests for information from Library records or other documents that fall under the Public Records Policy shall be made to the Library Director or his/her designee.
- The Library Director is responsible for handling requests from law enforcement officers.

- The Library Director is the official contact for the Library with the Office of the County Prosecutor, the Library's legal counsel.
- In the absence of the Library Director, the Assistant Director, then the Fiscal Officer, are official designees who may release information or contact legal counsel.

### Releasing Patron Information

- Library staff will provide access to patron account information at a service desk to a patron with proper identification or a patron's designee with proper identification.
- Library staff will provide access to patron account information over the telephone to a caller who can provide both the library account number and the patron's birth date associated with that account.
- Because identification is difficult to verify over the telephone, Library staff will provide only limited access to patron account information to the caller who provides the patron's name, address, and birth date.
- Parents or legal guardians may obtain full access to a minor's library account at a service desk by following the procedure described in the section "Parental Access to Children's Accounts."
  - An Account Designee may have limited access to a patron account at a service desk upon presenting photo identification as described in sections Adult Account Designees and Minor's Account Designee.

### Parental Access to Children's Accounts

The Arcanum Public Library recognizes the right of the parent or legal guardian of a minor child to have access to that child's library account information. The Library also wishes to secure that information in the interest of protecting that child. A parent or legal guardian may complete a Parental Access Form and present photo identification and then obtain complete access to the account of a minor child; thereafter, the parent or legal guardian may obtain access to that account at a service desk by presenting photo identification.

### Adult Account Designees

Library cardholders aged eighteen (18) or over, may grant more than one (1) other person access to their account by completing an Adult Account Designee form. This form designates another person who can, upon presenting a photo identification, be given access to another patron's account to pick up requested materials or check the account for fines and overdues.

### Minor's Account Designee

A parent or legal guardian may complete a Minor's Account Designee Form and give permission for another adult or adults to be a designee on the minor's library card. This form designates that another adult or adults can, upon presenting photo identification be given access to the minor child's account to pick up requested materials or check the account for fines and overdues.

## Retention of Records

No permanent record is kept of a patron's borrowing history.

## Policies Regarding Patron Behavior, Safety & Security

### Public Behavior Policy

The Arcanum Public Library Board of Trustees has an obligation to its patrons to maintain an atmosphere conducive to concentrated and effective use of Library materials and services, including reading, study, research, working and the pursuit of life-long learning as well as providing a positive and welcoming experience for all Library visitors.

To maintain this atmosphere, the Board authorizes the Library Director and his/her Designated Authority [hereinafter referred to as "Designee"] to bring to an individual's attention any act or omission which violates these rules and detracts from the decorum of the Library. This includes the parent/caregiver's responsibility to manage disruptive (un)attended children while on Library premises. Such an individual will be asked to change his behavior to conform to the rules. If such change is not evident or forthcoming, that individual will be asked to leave the Library building and grounds for a period of time. If the individual does not leave on his/her own accord, the Board authorizes the Director/Designee to call the police for assistance. For those individuals who continually transgress these rules, the Board also authorizes the Director/Designee to file charges against him/her. (See Library Barring Policy).

Depending on the severity of the misbehavior, individuals who have been asked to leave the building and grounds may be barred from returning to the Library. Individuals who have been barred may be asked to talk to the Director/Designee before being readmitted. Juveniles will be asked to bring a parent or guardian to such a conference.

The Rules for Public Behavior [known as the Public Behavior Policy] are based on the powers granted to a public library board of trustees under the Ohio Revised Code, Section 3375.40(H) and are listed below.

We ask your cooperation in maintaining a pleasant, comfortable Library experience. Any misconduct that hinders use of the Library or its materials, programs and services is prohibited. Such misconduct may include but is not limited to:

1. The violation of any federal or state statutes or local ordinances on the Library premises and property will also be regarded as a violation of library rules.

- This includes theft, vandalism or damage to Library premises or property, such as the defacing of materials, tables, walls or signs, all of which are prohibited. *Examples may include taking library materials without checking them out; writing in books; cutting or tearing anything from any library material; graffiti; vandalism to Library premises or*

*property; littering; the use of tobacco or tobacco substitutes while in Library building; as well as the possession, sale, distribution and/or use of illegal substances such as alcohol and drugs is strictly prohibited.*

- The Library does not permit weapons of any kind, either concealed or in plain view, on its property or in its premises unless by a law enforcement officer.
- The Library reserves the right to inspect all bags, purses, briefcases, packs, personal listening equipment, and overcoats/large pockets to help assure compliance with check out procedures and ensure the safety of Library materials.
- The Library reserves the right to limit the number of individuals who may gather together where ingress and egress are blocked.
- Library users are responsible to compliance with copyright law.

2. Disruptive or dangerous behavior is not permitted in the Library or on Library premises or property.

- This includes any behavior deemed inappropriate by Library staff. *Examples may include running; jumping; fighting; throwing anything; pushing; shoving; making obscene gestures; swearing/profanity; making racial or ethnic slurs; public displays of affection; banging/knocking on windows; climbing on Library trees or other property; rearranging Library furniture; placing feet on Library furniture; public intoxication or under the influence of any controlled substance; as well as the verbal, physical or otherwise harassing other patrons or Library staff.*
- Harassment of patrons and/or Library staff may include but is not limited to initiation of unwanted conversation; impeding access to the building; or other actions another individual reasonably perceives to be hostile, threatening or offensive.
- Using Library restrooms or other areas for inappropriate purposes.
- Using the emergency exits during times of non-emergencies is prohibited.

3. Noise: Patrons and staff are asked to use soft voices and not create noises that may disturb other patrons. The Library has designated areas available for group work and long conversations.

- *Examples may include loud or boisterous behavior; conversation that is disturbing to other individuals or employees; as well as using electronic devices at a level that can be heard by others.*

4. Food and beverages may not be consumed in the Library unless served at a Library sponsored event. Any food served in the Meeting Room, other than simple beverages and snacks, must be approved by the Library Director or Designee (Please refer to Meeting Room Policy).

- Possession, sale or use of alcoholic beverages is strictly prohibited.

5. Library telephone: Individuals may use the Library telephone for brief local calls. Children may only use the phone to call home or to call an adult. Patrons may receive brief phone calls.

6. Use of electronic devices is permitted only if they are not audible to other patrons. Cell phones may be used for very short conversations only (Please refer to Cell Phone Policy). Electrical devices may be plugged into Library outlets with care to not hinder walking areas. See Library staff for assistance.

7. Wheeled devices: Equipment for the transportation of infants and toddlers as well as those used to assist the elderly or disabled individuals is welcome in the Library. All bicycles, scooters, skateboards or similar items must be left outside in or near the bicycle rack. Other **small** devices, such as handled carriers, may be brought in with Library staff permission.

- Skateboards may also be brought in and kept in an upended position next to owner, but only with permission from the Library staff.
- There will be **no skateboarding, no biking, no roller skates/roller blading or any other sport wheeled devices** anywhere on Library premises or property before, during, and after open hours (except when used for transportation to and from the Library).

8. Animals are **not permitted** inside the Library, except those involved in a Library program or those used as a service animal.

9. Shirts and shoes must be worn in the Library. Any individual with mud, tar, manure or other material on their shoes that might damage floors will be asked to leave.

10. All children are welcomed and encouraged to visit the Library. **Parents are responsible for the action and behavior of their children while in the Library.** Their safety, however, and the rights of other patrons and Library staff require parents/caregivers to personally monitor the behavior of their young people. (Please refer to the Library Unattended Child Policy.)

11. Photographs: Permission must be obtained from the Library staff prior to taking any photographs, videotaping, and/or sound recording while in the Library.

12. Soliciting and Petitioning: Buying, selling or soliciting for personal or commercial gain is prohibited as well as gambling and panhandling, including but not exclusive to money, handbills or coupons. Petitioning and distributing literature (such as for voting or ballot issues) is also prohibited unless it is within the confines of a reservation of the Meeting Room (See Meeting Room Use Policy.)

13. The Library is not responsible for any personal belongings left unattended on Library premises or property.

Questions regarding the interpretation of any of these guidelines should be referred to the Library Director. Please ask to see the Library's other Policies if you have questions regarding issues relating to any other areas.

## [Barring Policy](#)

### **Barring Patrons from Library Premises**

#### **Policy Statement:**

The Arcanum Public Library Board of Trustees is responsible for establishing rules regarding patron behavior on Library premises and property, in order to ensure patron, Staff, and visitor

safety. Any person entering Arcanum Public Library premises or property is expected to abide by the Library's Public Behavior Policy.

### **Procedures:**

Any visitor or patron to the Arcanum Public Library [hereinafter referred to as "patron"] who fails to abide by Board policy regarding the Public Behavior Policy is subject to having his/her Library privileges suspended either temporarily or permanently and/or the patron being barred from all premises of the Arcanum Public Library.

The Library Director has sole authority to suspend Library privileges or to bar a patron from Library premises, based upon the guidelines described herein. The Director may also delegate his/her authority [hereinafter referred to as "Designee"] when an incident occurs that threatens safety of persons or property, or the good order and operations of the Library.

A violation of the Library's Public Behavior Policy will be addressed in the following ways:

### **Warning**

- If a Library staff member observes untoward conduct by a patron, the staff member is to contact the Director or Designee immediately. The Director or Designee shall warn the patron to correct his/her behavior or risk being barred from the Library premises.
- A patron, who has been warned, could also be told to leave immediately, at the discretion of the Director or Designee.
- In some circumstances, a patron's behavior warrants immediate barring from the Library premises, without prior warning. Such circumstances include behavior which poses a real or perceived threat to patron or Staff safety, and/or which involves suspected criminal activity.
- In all cases of patron untoward behavior, even those resulting in a warning, an Incident Report shall be completed and filed with the Library Director.

### **Barring from Library Premises for One Day or Longer**

- The Director/Designee is authorized to bar, for a period of up to fourteen (14) calendar days, any patron who violates the Public Behavior Policy or is suspected of criminal activity.
- In the Director's/Designee's discretion, a minor child may be barred from Library premises until the child's parent or guardian contacts the Director. The Director's contact information will be provided to the child's parent/guardian.
- A patron who has been barred from Library premises for more than fourteen (14) days shall lose his/her Library privileges during the time he/she is barred. A block shall be placed on the patron's card.
- If the Director/Designee bars a patron immediately following an incident, the Director must review the incident to determine whether the patron should be barred from the Library for more than fourteen (14) calendar days.
- The Director/Designee is authorized to bar any patron for more than fourteen (14) calendar days, including permanent barring, in his/her discretion, and depending on the circumstances of the incident.
- Records of any patron's barring shall be kept.



- Any patron who is barred for more than fourteen (14) calendar days shall be given written notice of the reason for having been barred. Such notice will be sent by the Director/Designee within ten (10) calendar days after the incident giving rise to the barring.
- If the patron is under the age of eighteen (18), the patron's parent or legal guardian shall be informed of the barring and of the parent/guardian's opportunity to respond. The appeal request shall be made, and any appeal heard, in the same manner as for adults except that a parent or guardian must be present during the appeal regarding a minor.
- The Director/Designee shall mail, via certified mail, return receipt requested, notice of barring to the patron or to a minor's parent or guardian at the barred patron's last known address. The mailing shall be sufficient notice, regardless whether the addressee signs the return receipt.
- Any patron who is barred for more than fourteen (14) calendar days may request an appeal. The appeal shall be in writing and addressed to:

Attention: Appeals - Arcanum Library Director

101 W. North Street  
Arcanum, Ohio 45304

- A three (3) member Management Appeal Team, whom the Director shall appoint, shall hear any appeal at a time that the Appeal Team determines. The Director shall also designate both a Chair from among the Team members to conduct the appeal hearing and a Security staff member to be present at the appeal hearing.
- If a patron who has filed an appeal fails to appear for the scheduled appeal hearing, the patron shall forfeit any right to appeal thereafter.
- The Appeal Team shall conduct the hearing in the following manner:

15 minutes for patron presentation

10 minutes for Appeal Team questions

5 minutes for miscellaneous matters

- No appeal outcome shall be determined at the appeal hearing. The Appeal Team shall deliberate and inform the Director of their decision.
- The Director/Designee shall inform the patron of the outcome, in writing, within ten (10) business days after the hearing. The notice shall be sent via certified mail, return receipt requested, to the patron's last known address.

### **Final Appeal Procedure**

- A patron barred from Library premises for longer than fourteen (14) days, and whose appeal outcome is unfavorable to the patron, has one final appeal opportunity to the Director. If the barred patron is a child, the parent/guardian must accompany his/her child to the final appeal opportunity.
- The barred patron must address his/her final appeal request to the Director, in writing, at the Library Office. Such request must be received within ten (10) business days after the notice of the appeal hearing outcome has been mailed.
- A final appeal meeting shall be scheduled at the Director's discretion.
- After the appeal meeting, the Director shall mail notice of his/her decision, certified, return receipt request, within twenty (20) business days after the date of the final appeal meeting.
- The Director's decision is final, and cannot be appealed.

### **Contact with Library Board of Trustees**

- The Library Board of Trustees has determined that it will not play an active role in barring patrons or the appeal process.
- If any patron wishes to contact any Board of Trustees member, such contact shall be limited to written communication addressed to the Board or its individual members at the Library business address.
- If any patron attempts to contact a Library Board member at his/her residence address or business address, the patron may be automatically subject to barring for a minimum of fourteen (14) calendar days.

### **Unacceptable Conduct for which Temporary or Permanent Barring is indicated:**

- The Public Behavior Policy is posted at the Library and on the Library website. The policy includes examples of conduct for which temporary or permanent barring is indicated, but is not an exhaustive list.
- The Director shall determine whether specific circumstances of an incident occurring on Library premises or property warrant permanent barring. It is not necessary that an arrest for or conviction of a criminal offense for a patron to be barred permanently.
- Any act of violence, threats of violence, or attempted act of violence, shall be grounds for barring or permanent barring.
- Any sexual act, including sexual imposition, sexual conduct, or sexual contact shall be grounds for barring or permanent barring.
- Any theft, including the following: aggravated trespass, criminal trespass, breaking and entering, grand theft or petty theft of Library property or the property of other patrons or Library staff, as well as lock tampering shall be grounds for barring or permanent barring.
- More than one incident on Library premises or property, resulting in barring for less than fourteen (14) days, within a three (3) year period shall be grounds for barring or permanent barring.
- More than one incident on Library premises or property, resulting in barring for more than fourteen (14) days, within a five (5) year period shall be grounds for barring or permanent barring.

### [Unattended Child Policy](#)

The Arcanum Public Library wants children to use its facilities and services. The safety of children left alone in the Library building is a serious concern of the Library Staff and the Board of Trustees. The responsibility for the safety and behavior of children in the Library rests with the parent/caregiver and not with the Library personnel. Library staff cannot be responsible for children who are unattended or demonstrating inappropriate behavior. Children in the Library should always be accompanied by a parent / guardian or assigned caregiver, according to the guidelines listed below.

1. Children from birth through age 6 must have a parent/caregiver in the immediate vicinity of the child. The assigned caregiver must be at least 13 years old and should carry emergency contact information.

If a child(ren) age 6 and under is found without a caregiver, the staff will attempt to locate the parent/caregiver within the Library. If the parent/caregiver cannot be located, an attempt will be made to contact the parent/guardian by phone. After an unsuccessful attempt, the police will be asked to pick up the child(ren).

2. Children ages 7 through 9 must have a parent / caregiver in the Library building with them, though the assigned caregiver does not have to be in the immediate vicinity of the child. The assigned caregiver must be at least 13 years old and should carry emergency contact information.

If a child(ren) ages 7 through 9 is found without a caregiver, the staff will attempt to locate the parent/caregiver within the Library. If the parent/caregiver cannot be located, an attempt will be made to contact the parent/guardian by phone. After an unsuccessful attempt, the police will be asked to pick up the child(ren).

3. Children ages 10 through 12 may use the Library on their own, however parents are still responsible for the actions of their child(ren). Children using inappropriate behavior may be asked to leave the Library. If a child of this age group is not able to leave the Library without an adult, he/she should not be in the Library without an adult. All children should have the telephone number of someone who could assist them in an emergency.

If the child(ren) has misconduct as defined in the Library's Public Behavior Policy, the Library Staff will follow the Library's Barring Policy.

4. Young people ages 13 through 17 are treated as adult users. However, they are still legally the responsibility of their parents and should have an emergency contact available.

- If a young person(s) has misconduct as defined in the Library's Public Behavior Policy, the Library Staff will follow the Library's Barring Policy.

**CLOSING TIME:** Children of all ages who do not have transportation home at closing time will be asked for telephone numbers of people who can pick them up at the Library. If transportation is not available within 30 minutes of closing, the police will be asked to pick up the child(ren). Any expense will be the obligation of the parent/guardian.

**ILL UNATTENDED CHILD:** If an unattended child(ren) complains of being ill, Library Staff will attempt to contact the parent/caregiver to pick up the child(ren) immediately. If the parent/caregivers cannot be reached or is unable to have the child picked up and as it is not

necessarily an emergency, the Library Staff will call Darke County Dispatch at 937-548-2020; if it is an emergency, the Library Staff will call 911. Any expense will be the obligation of the parent/guardian.

## Circulation Policies

### Library Card Applications

- A. Adults (18 years and older) need to present a photo identification and proof of current address (e.g. current driver's license, student identification, recent utility bill, vehicle registration, etc.).
- B. Minors between the ages of 14-17 need to present one piece of identification with their name and current address or be accompanied by a parent or guardian with proper identification.
- C. Minors under the age of 14 are to be accompanied by a parent or guardian who is to present proper identification and who is to sign the application form at the time of registration.
- D. There is no charge for the first library card. A replacement card will cost \$2.00. Identification will be required before a replacement card will be issued.

### Use of Cards

Each patron should use his/her own library card when borrowing Library materials. Each patron will be responsible for materials checked out on his/her card, including fines for materials returned late, lost, or damaged.

### Lost Library Cards

Lost library cards should be reported at once to the Library by phone or in person. The patron is responsible for materials checked out up to the time the library card is reported lost or stolen.

### Loan of Materials

- A. Loan periods are as follows:
  1. 21 days for audios, older books, puppets and puzzles
  2. 14 days for new books, older periodicals
  3. 7 days for DVDs
  4. 5 days for current catalogs, pamphlets and periodicals
- B. Materials, with the exception of equipment e.g. Wi-Fi hotspots, STEM Kits, etc., will be automatically renewed a maximum of 2 times, provided no reserve has been placed on the item(s). Overdue materials must be returned to the Circulation Desk before the same patron may check them out again.

### Overdue Materials

- A. The charge for a lost material is the replacement price of the material. The material will become the property of the patron if found. There will be no refund.

- B. Library materials may not be borrowed and Library computers may not be used unless all fines or other charges have been paid.
- C. No charge per material is to exceed the replacement cost of the material.
- D. Limit of 2 renewals per item on overdue materials.
- E. The Library Director or his/her designee is authorized to offer special inducements to secure payment of fines and the return of overdue materials, as seem desirable, However, this should be limited.

### Charges for Lost or Damaged Materials

- A. The charge for a lost material is the replacement price of the material. The material will become the property of the patron if found. There will be no refund.
- B. Material damaged beyond repair will be paid for as if lost. The materials will become the property of the patron.
- C. Material damaged, but repairable, will be charged on the basis of the total cost of the repairs as determined by the Director.

### DVD Circulation Policy and Procedure

- A. A patron must register, be 14 years of age or older, and use his/her own valid Arcanum Public Library card. A patron 14-17 years of age must have a parent or guardian sign the DVD release form at the time of registration.
- B. Patrons under the age of 18 are permitted to check out G, PG, PG-13, and unrated Non-fiction. Patrons over the age of 18 are permitted to check out all DVD materials.
- C. DVDs circulate for 7 days, excluding Sundays and holidays, and will be limited to 3 DVDs per card.
- D. DVDs should be returned in good operating condition. If there are problems with the DVD please notify Library staff so that corrective action can be taken.
- E. NOTE: Please DO NOT leave DVDs in a vehicle or place them near magnets or heavy-duty motors. Heat and cold can damage DVDs, magnets and heavy-duty motors can erase them.
- F. NOTE: The Arcanum Public Library assumes NO responsibility or financial liability for any possible damage caused to any DVD player, recorder, or computer by any Library DVD.
- G. NOTE: DVDs not returned at the Circulation Desk must be placed in the Media slot of the book return.
- H. The borrower is responsible for observing all U.S. Copyright laws pertaining to proper usage and viewing of the Library's DVDs.
- I. In case of loss, theft, or damage, the borrower is responsible for the full replacement cost.

### Computer Use Policy

- A. Patrons need to have a valid Arcanum or COOL Consortium library card.
  - 1. Exceptions will be made on a case-by-case basis for those visiting the Library from out of the area.

- B. Patrons under the age of 18 must have parental permission to access the computers. This information will be kept on file

### Interlibrary Loan Policy

- A. An effort will be made to obtain materials that are not available in the Arcanum Public Library collection. Requests will be taken for materials of all formats. No request or delivery date can be guaranteed. Patrons placing an Interlibrary Loan request must have a valid Arcanum Public Library card.
- B. Patrons will be notified if their requests cannot be filled. When Interlibrary Loan materials are received and processed, patrons will be notified that the materials are available until the return date.
- C. Patrons must notify the Library staff if they no longer need the requested material or if they are unable to pick up the material during the specified time.
- D. Some lending libraries charge a fee for use of their materials. Occasionally there may be a shipping fee. Patrons will be made aware of these fees at the time the request is made. No Interlibrary Loan requests will be accepted from a patron with outstanding fines.
- E. Interlibrary Loan materials may be circulated for the period specified by the lending library or for a maximum of three weeks from the date they arrive at the Arcanum Public Library, whichever is shorter. Each lending library has its own Interlibrary Loan policy, and it is our intent to honor the policies of those libraries which are willing to share their materials with us.
- F. An effort will be made to renew Interlibrary Loan materials as requested by patrons. Renewal of materials cannot be guaranteed as the lending library may refuse the request.
- G. Fines for overdue Interlibrary Loan materials are fifty cents (\$.50) per day per item. A patron is responsible for the replacement costs of the Interlibrary Loan materials which are lost or damaged.

### Wifi Hotspot Lending Policy

A “Hotspot” consists of the mobile wireless Hotspot device as well as its charger, USB cable and case. When a patron borrows a Mobile Hotspot, the patron’s use of the equipment is available under the following terms and conditions.

1. Patrons must be 18 years of age or older to check out a Hotspot.
2. Patrons must have an Arcanum Public Library account in good standing and show a current driver’s license, state ID, passport or military photo ID at the time of checkout.
3. Upon checkout, library staff will confirm, in the presence of the borrowing patron, that all items are present in the Hotspot kit.

4. Hotspots may be checked out for two weeks (14 days). Hotspots may be renewed one time, provided there are no holds on the item. Patrons may renew Hotspots at the library, by phone, or online.
5. Only 1 Hotspot may be borrowed on a patron's account at one time.
6. Service to the Hotspot will be deactivated once it is 3 days overdue, and the patron will be billed for the device.
7. Holds may be placed on Hotspots. Only 1 hold may be placed per account. Patrons will be notified when their hold is ready for pickup. Patrons will have 48 hours from the time of notification to check out the Hotspot, after which it will be released to the next patron in line.
8. Hotspots MUST be returned to the library IN PERSON, not placed in a library book drop. Patrons may be charged repair/replacement fees for Hotspots returned to a library book drop. Library staff will confirm, in the presence of the borrowing patron, that all items are accounted for before checking it in from the patron's account. The Hotspot will not be considered returned until all components of the Hotspot are returned.
9. The cost to replace the Hotspot device is \$130. The cost to replace the charger/USB cable is \$15. The cost to replace the case is \$20. Patrons are not permitted to purchase their own replacement items.
10. A Hotspot can provide Internet access for up to 10 devices.

By borrowing and initiating use of the library's Hotspot, the user agrees to abide by the library's policies and rules, and agrees to hold the library and its agents harmless from any and all claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of the library's Hotspot and Internet access provided by the library. Deliberate altering of any files or modifying the configuration of library-owned equipment is strictly prohibited.

Internet service relies on cell tower technology and coverage. User experience can vary based on location. Hotspots cannot be used outside the United States; any fees associated with international use will be the responsibility of the borrower. The library is not responsible for personal information shared over the Internet or for information or websites accessed. The library is not responsible for any liability, damages, or expense resulting from the use of the Hotspot.

Hotspots must be kept in a temperature-controlled environment (not left in vehicles or in extreme temperatures). The borrowing patron will be responsible for lost or damaged Hotspots and accessories (including theft thereof).

Parent/guardians are responsible for the use of the Hotspot by minors. Internet content filtering is not provided through the Hotspot. Unlawful use of the Internet or use that violates the library's Computer/Internet Use Policy is prohibited and may result in the loss of privileges.

## Material Selection and Collection Development

### A. Purpose of the Collection Development Policy

The purpose of this document is to inform our community's understanding of the purpose and nature of the Arcanum Public Library's collection as well as provide guidance and direction to the Library staff for the development and maintenance of the Library's collection.

### B. Library Collection Objectives

The primary objective of the Library's collection is to meet the informational, intellectual, cultural, and recreational needs of the community. The Library selects materials to serve as many people within our service area as possible, including individuals of every age, educational background, personal belief system, occupation, economic level, and ethnic background, and to reflect the diversity of interests and viewpoints found throughout the community.

Selection of materials for the Library's collections reflects the community's needs and interests. The use of existing materials also provides a helpful indicator of the potential appeal of new selections and is therefore closely monitored. Staff considers data such as checkout statistics, suggestions for purchase, and number of reserves placed on materials to inform the selection process.

In general, the Library's collections emphasize up-to-date information that reflects a variety of viewpoints; Library staff retains or replaces older materials if they are considered standard works, are useful, or are in demand. Collection guidelines typically give preference to general treatments that support informal study over those that are specialized, scholarly, or intended for professional use. Textbooks are not generally selected. While a limited number of selections are made for research use in the Local History and Genealogy Collection and the reference collection, for the most part, materials are intended for public use and circulation. The Library always strives to add materials in new formats as they become commonly used throughout the community.

### C. Controversial Material

The Library selects representative material espousing various points of view, so that the free individual may examine a variety of presentations and make his or her own decisions. The Library does not promulgate particular beliefs or views, nor is the selection of any given material equivalent to endorsement of the creator's views. The Library seeks to provide materials that represent differing approaches to issues of a controversial nature. Library staff do not make selection decisions on the basis of any



anticipated approval or disapproval, but on the merits of the work in relation to building the collection and serving the diverse needs and interests of the community.

#### D. Responsibility for Selection and Management

The responsibility for materials selection and management rests in the hands of the Library's governing body—the Arcanum Public Library Board of Trustees [hereinafter “the Board”]. The Board delegates the selection and management of materials and development of the collection on a day-to-day basis to Library staff.

### Guidelines and Review Sources

#### A. General Selection Guidelines

Collection Development staff use their training, knowledge, and expertise, along with the following general guidelines to select materials for the collection:

- Extent of current or anticipated popular demand, professional reviews, and publicity
- Relevance to community needs and interests
- Suitability of subject, writing or artistic style, and reading level for the intended audience
- Reputation and qualifications of the author, artist, publisher, or producer, with preference generally given to titles vetted by the editing and publishing industry
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relationship to the existing collection
- Value of material in relation to cost
- Availability from established library vendors
- Library materials budget
- Suitability of format for library circulation and use
- Availability and accessibility of the same materials from another library

#### B. Recommendations from the Public

Library staff give serious consideration to suggestions from the public concerning possible purchase of materials and use the same guidelines that inform decisions on all other materials the Library purchases. Patrons can submit suggestions using a form made available to facilitate this process.

#### C. Duplicates

To meet demand, the Library may purchase materials in quantity for mass use and limited retention. Multiple copies of items anticipated to be in high demand may be purchased in the initial order. In addition, the Library purchases additional copies of materials based on a ratio of reserves to copies.

#### D. Review Sources

Collection Development staff use reviews from professionally recognized publications as their primary source for materials selection. Additionally, library staff may consult

standard bibliographies, booklists by recognized authorities, and the advice of experts in specific subject areas.

#### E. Self-published materials

Collection Development staff generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews, or are in particularly high demand.

#### F. Formats

The Library collects a variety of print and non-print formats. Library staff consider the addition of new formats to the collection when industry reports, national survey results, and local requests indicate that a significant portion of the community has the necessary technology to make use of the new format. Library staff also consider the availability of items in the format, cost, maintenance needs, and the Library's ability to acquire, process, store, and circulate the items when adopting or discontinuing formats.

## [Reference and Information Services](#)

### [Requests for materials owned by the Arcanum Public Library](#)

When material is out on loan, a request may be placed on it. Established cardholders may place up to 30 items on reserve. Teacher/Educator cardholders may place up to 50 items on reserve. When the material becomes available for a patron, that patron is notified by phone, email, text message or mail. Material reserved through the request system is held for pickup for 7 days following telephone or email notification or for 7 days following the printing of a mailed notice. When a patron phones to request an item on the shelf within a library, the item is held until the close of business five days later. If an urgently needed item is available at another COOL Consortium location, the local staff member may call the owning library and request that the item be held for the patron. It will be held until the close of business five days later.

There is no charge for requests on Arcanum Public Library owned material or materials loaned by other COOL Consortium members.

### [Requests for Purchase of Materials Not Owned by the Arcanum Public Library](#)

Patrons may request that the Arcanum Public Library purchase titles not owned by the Library. These requests are encouraged and the materials are given careful consideration for addition to the collection.

### [Resource Sharing](#)

Patrons with a library card in good standing can request titles through COOL Consortium that are not available for checkout from Arcanum Public Library at the time of the request, regardless of whether Arcanum Public Library owns the requested title. Patrons with a library card in good standing can request titles through other interlibrary loan programs the Library might be participating in for items that are not owned by the Library nor available through the COOL Consortium.

## General Reference Service Procedures and Guidelines

Reference materials do not circulate. Library staff use authoritative sources to respond to all patron questions. If a question cannot be answered after consulting relevant sources, staff may consult a Librarian at another location. In some instances, patrons may be referred to other agencies that can completely answer their questions. During busy periods, preference is given to the patron in the Library over the patron on the telephone. The number of patrons waiting for help restricts the time available to assist any one patron. The Arcanum Public Library does not provide research service. If a question requires compiling information from several sources, reference staff help patrons locate and use the appropriate materials but do not do the actual research or prepare individualized bibliographies. If the response to a telephone inquiry would require more than three minutes to read, the patron is encouraged to come in to see the material. If an immediate answer is not found for a telephone query, the patron is called later after a more thorough search. The patron may be encouraged to visit the Library to complete the research.

## Information Requests Requiring Special Approaches

**Appraisals:** Staff do not make appraisals. Staff show the printed sources the Library owns and suggests that the patron contact dealers or other experts. Staff point out that printed price information may be region-dependent or out-of-date and that the value of an object depends on its condition.

**City Directory and Criss-Cross Information:** Staff give out information from city and criss-cross directories upon request, either in person or over the telephone. For phone queries, only two "nearbys" are given. The Library's patron database is **NEVER** used as a source for this information.

**Copy Services:** Staff will help patrons with the copy machine and show the patron how to use the machine if multiple copies are needed but will not perform large copy jobs for patrons.

**Consumer Information:** Staff give out evaluations of products as listed in books, periodicals and computer databases. Staff do not give personal interpretations or recommendations. Staff explain the complexity of the rating process and encourages patrons to examine the complete information themselves.

**Contests:** Staff encourage patrons to do their own searching, but answer simple factual questions. Staff make the answers to known contest questions available to all staff if they are likely to be asked again.

**Homework:** Homework assignment questions are treated the same as all other information queries. Homework assignments are legitimate information needs; staff treat them with the same priority and care as any other question. Staff encourage students to learn to use library resources and explain the process of locating the answer if possible. Teachers are encouraged to alert the Library to upcoming assignments and to assign library work that has a reasonable chance of success.

**Income Taxes:** The Library staff do not select forms for patrons and do not offer tax advice or interpretations of instructions. Staff may however help patrons to locate forms and publications.

**Legal Information:** Staff provide legal definitions and specific citations from the codes, but do not interpret passages. Staff caution the patron on the complexity of the law, the possibility that other pertinent laws may exist, and the limitations of library materials. Staff may refer the patron to the Darke County Law Library for information not obtainable from the Arcanum Public Library. For complex questions (more than a simple definition or citation of a code), staff request that the patron come to the Library. Staff do not recommend specific attorneys, but may suggest the patron contact an attorney or the local bar association for further assistance.

**Medical Questions:** Staff will assist patrons in finding information about diseases or medical conditions, tests and treatments in print and in electronic databases. Staff do not interpret the information found in medical books or databases. Staff does not make diagnoses, give advice or make recommendations. Staff may refer patrons to the local medical society and to area hospitals. Staff do not recommend specific health care professionals.

**Reader's Advisory:** Staff help patrons select materials when they request assistance. Although this is a judgmental activity, a staff member's advice is based on a thorough and up-to-date knowledge of the Library's collection.

**Research Requests:** If the information needed to answer a question is very lengthy or must be compiled from several sources, staff help the patron to locate appropriate materials, show him/her how to use them and check periodically to make sure the patron is progressing well. When a research request is phoned in, staff encourage the patron to come to the Library in person if the appropriate materials are in the Library's collection. Staff may recommend database searches and Resource Sharing and make referrals to other libraries and organizations when their collection would better meet the patron's needs.

**Translations:** Staff looks up words and simple phrases in dictionaries or internet translation sites. Staff refer patrons needing longer translations to university language departments or to the Dayton Council on World Affairs translation service.

## Internet and Computer Workstation Policies

Conditions and Terms of Use Users of the public computers and tablets are responsible for their own choices. Parents and guardians are responsible for the use of these resources by their own minor children. Users shall not:

- misrepresent themselves as another person
- attempt to modify or gain access to files, passwords, or data belonging to others
- seek unauthorized access to any computer system
- damage or alter software components of any network or database
- upload information to a Library computer's hard drive
- modify any Library screens or programs
- use the computers or internet for illegal purposes
- display or disseminate graphics or materials which may reasonably be construed as obscene

The sending of any information, including name, address and credit card numbers, via the Internet is at the sole risk of the user. Use of a public computer is on a first-come, first-served basis. The Library reserves the right to end a public computer session at any time.

The Library reserves the right to charge for printing. Users may bring their own paper and envelopes or use Library-supplied paper. The printing charge regardless of whose paper is used is 10 cents per page. Users may bring their own storage devices and media for the purposes of uploading, downloading or storing data. Documents saved to the computers' hard drives are erased on a regular basis. The Library is not responsible for damage to a patron's storage device, media, or computer, or for any loss of data, damage or liability that may occur from use of the Library's computers.

The copyright law of the United States (Title 17 U.S. Code) governs the reproduction of copyrighted material. The user of the public computer is liable for any infringement. Misuse of the Library's computers and/or the Internet may result in loss of library privileges. The Library accepts no responsibility for unauthorized access or modification of accounts or materials accessed through the Library's computers or networks.

## Wireless Internet Access:

### **Internet and OPLIN Acceptable Use Policy**

OPLIN (The Ohio Public Library Information Network) is a service funded by state tax dollars. OPLIN provides access to the Internet and to a variety of outstanding commercial databases for patron use in the Library.

The state's primary goal in providing this network is to offer Internet connectivity to all Ohioans through public libraries.

The Arcanum Public Library provides access to the OPLIN databases and the Internet as a library resource. While there is no access fee or other charge for this service, we do require that patrons adhere to the following Acceptable Use Policy.

### **Acceptable Use Policy For the Internet and Public Access Computers**

#### **Access**

Public use computers and access to the World Wide Web (Internet) are considered library resources. It is important for persons who use information sources on the Internet to be careful information consumers and question the validity of material supplied there. Because the

information on the Internet is continually changing, the Library does not guarantee that this information is accurate, authoritative, factual, legal, or complete.

Because of the volume of information available through the Internet it is impossible for the Library to monitor the Internet, and it cannot be held responsible for its content.

As a general rule, just as the Library does not restrict access to the various kinds of print and audiovisual collections which it owns, it does not restrict access to the Internet. The Internet contains material in print and pictures which individuals may find objectionable.

The Library affirms that parents and legal guardians are responsible for restricting information selected from the Internet by their children who are under eighteen years of age. The Arcanum Public Library urges that parents advise their children while they use the Internet and develop rules for acceptable Internet use. The Internet contains materials which are not appropriate for viewing by minors, and careful instruction by parents or legal guardians is essential for their children.

The Internet also provides access to communication tools which can facilitate conversations with strangers. This could cause harm to children, and parents and guardians are urged to warn their children about the dangers in disclosing personal information over the Internet.

Parents and legal guardians are financially responsible for any damage to the Library's computers both for the hardware and software which operates the computers and that which is directly accessible by Library patrons when that damage is caused by their children.

### **Equipment**

While the library strives to keep its equipment in sound working order, it does not guarantee that equipment will never fail. When these failures occur, the Library regrets any inconvenience the failure may cause. All users of this resource agree to hold the Library and OPLIN harmless from any and all claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of OPLIN and the Internet, caused by the failures or arising from them. In no event shall the Library or OPLIN have any liability for lost profits or for indirect special, punitive, or consequential damages or any liability to any third party, even if the Library or OPLIN is advised of the possibility of such damages.

### **Acceptable Use**

It is considered acceptable use to share and retrieve information from the Internet or from OPLIN. Information may be retrieved and stored on floppy disk, CD-Rom, flash drive, or other personal media for later use in accordance with Federal copyright protection law. The library is not responsible for any damage to personal disks or media.

### **Prohibited Use**

The use of OPLIN and library computers to engage in any activity which constitutes violation of any local, state, federal, and/or international laws is strictly prohibited. Library customers may not use any non-OPLIN services that will cause degradation of OPLIN-provided services.

The Library provides computer access for research and recreational use. While customers are free to access whatever Internet sites they wish, the Library must also be mindful and respectful of the rights of others not to be inadvertently exposed to materials and images they may find personally unsuitable. Therefore, the viewing of illegal, pornographic, obscene or objectionable materials on library computers is prohibited. Library staff reserves the exclusive right to determine if the text or image is displayed in such a way that other patrons cannot avoid viewing it in the course of carrying out their business in the library. Any patron observed to display illegal, pornographic, obscene or objectionable materials on any Library computer will be asked to immediately exit the web site, program, or file containing those images. Failure to immediately comply with such a request will result in ejection from the Library. Repeated violations of this policy by any user will result in the loss of Internet use privileges and may result in that violator being barred from Library property.

Library computer users may not install or attempt to install any programs or personal software onto Library computers. Users may not delete, damage, modify or misuse any program or file provided on Library computers.

Each computer user is required to respect the privacy and property of others by not misrepresenting himself or herself as another user; by not attempting to modify or gain access to files, passwords or data belonging to others; by not seeking unauthorized access to any computer system; or by not damaging or altering any software or hardware components of any computer, network or database. Persons who damage Library hardware or software will be held financially responsible for repair or replacement costs incurred by the Library to restore damaged hardware or software to its original condition.

## Library Programs

Library programs are planned according to the needs and interests of the community. Some programs may require pre-registration. The Director is the official Library spokesperson at the request of the Library Board of Trustees.

## Meeting Room Use

The primary purpose of the meeting rooms is for Library activities. A meeting room may be used for non-profit, civic, cultural, or educational gatherings if not being used for a Library activity. Use of the meeting rooms must take place in a responsible manner, without undue cost to the Library and without undue interference with Library activity.

## Reservations

1. To reserve a meeting room the person in charge must be 18 years of age or older.
2. The rooms must be reserved in advance. Reservations can be made by phone or in person to the Director or his/her designee.
3. Reservations are made on a first come, first serve basis.

4. The Meeting Room has a maximum capacity of 75 people. The Board Room will hold 15 people.
5. Programs or meetings must end prior to Library closing time, unless prior arrangements have been approved by the Library Director. Library staff have to be scheduled to be on hand in the building to close and secure the premises.

### Meeting Room Rules

1. A Library sponsored program will take precedence over community groups for use of a meeting room.
2. The name, address, or telephone number of the Library may not be used as the contact person.
3. The use of a meeting room by a non-library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities unless the activity is being co-sponsored by the Library.
4. Prompt notification to the Library of cancellation of a meeting is required. It is the group leader's responsibility to notify its members/audience if the scheduled meeting or public program is to be canceled. The Library does not post signs about such cancellations.
5. An adult leader shall be present at all times and be responsible for the supervision of any groups of children under the age of 18 using the meeting rooms.
6. The meeting/program must be held within the confines of the meeting room and shall not cause disturbance of those using the Library's public areas.
7. No decorations, posters, or any other materials may be installed or displayed in the meeting rooms without prior Library approval.
8. Alcoholic beverages and smoking are not permitted on Library premises.
9. During a meeting/program that is open to the public, no admission fee or donations requests are permitted. No items may be sold unless for the profit of the Library or approved author visit. However, groups may charge a reasonable fee to recover the cost of materials, handouts, craft making supplies, refreshments, etc. Arrangements for any such fees have to be approved at the time of booking the room reservation.
10. The Library may, on occasion, sponsor classes offering instruction in skills. Tuition fees to cover costs of supplies may be charged. The Library may also allow its meeting rooms to be used by local school systems, or area colleges and universities. In such cases, tuition fees may be charged.
11. The Library does not endorse the views expressed by any groups of individuals using its meeting rooms, but does endorse the right of those individuals or groups to express their views so long as they abide by the policies and rules governing the use of the Library meeting rooms.
12. A meeting room may be reserved for use only during normal hours of operation, unless prior arrangements have been approved by the Library Director.



### Meeting Rooms Fees

1. The use of the meeting room is free.
2. A fee may be charged if a group's use of a meeting room results in the need for repair to Library furnishings or equipment or if excessive clean-up is required by Library staff. Imposition of this fee will be at the discretion of the Library Director.
3. A fee may be charged for a group meeting outside the normal operating hours of the Library. Imposition of this fee will be at the discretion of the Library Director.

### Responsibilities

1. Failure to abide by these rules for meeting room use may be justification for denying the group further use of the meeting rooms.
2. The Library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting rooms.
3. The group using the meeting room is responsible for setting up tables, chairs, etc. used by the group and for returning the items to their original position after the meeting is ended if changed from the Library setup.
4. Any adult reserving a meeting room must agree to assume full responsibility for any damages to the facility or equipment which may occur as a result of the groups activities.

### Children's Programs

Children should meet designated age requirements. The Library reserves the right to turn away unregistered patrons at those programs for which pre-registration is required.

### School Visits and Off-Site Programs

Visits to schools by Library staff will be scheduled as time and staff schedules permit. Visits to schools are subject to change based upon scheduling and staff needs. Visits and programs for institutions will be scheduled as time and staff schedules permit.

### Tours and Special Programs

#### Requests for Tours

Requests for Library tours should be made in advance. Every effort will be made to assign a staff member appropriate to the age or interest of the group requesting the tour. Some tours may need to be scheduled around the availability of various staff. The Library reserves the right to determine an acceptable size for a group. Staff assistance may be limited. Any tour group is welcome to stay longer to work independently.

### Special Services and Special Collections

### Photocopiers

The Library provides use of photocopiers. The charge is \$.10 per copy. Patrons are responsible for all copies printed.

### Exam Proctoring

Conditions for proctoring must be within the Library's service limitations. The student must make an appointment with the designated proctor. A proctor is not able to watch/monitor the entire exam proceedings.

### Notary Public

The Arcanum Public Library does not provide a notary official at the Library. Patrons are directed to appropriate sources to secure the services of a notary.

### Voter Registration

Citizens may register to vote at Arcanum Public Library. New registrations and name and address changes may be completed at any time and will be forwarded to the Darke County Board of Elections; however, registrants must check with the Election Board to confirm their eligibility to vote. The Election Board, and not the Library, handles absentee voter ballot applications.

### Golden Buckeye Registration

People who are at least 60 years old or disabled can register for Golden Buckeye cards at the Arcanum Public Library. Staff members must verify proof of age or disability. Completed forms are faxed to the State of Ohio and materials are returned to applicant. If fax is not available, applicant is instructed to mail verified application. No copies are retained at the Library.

### Service Limitations

The Library does not provide any office services, equipment or supplies such as fax, telephone, photocopying, and computers, except as available in regular patron areas. The Library does not have staff available for loading, unloading or the carrying of group's materials.

### Special Collections for Teachers

Patrons eligible for a Teacher card may request a collection of materials on a particular topic or subject area by speaking with the Head of Circulation. A minimum of a one week advance notice is requested. The individual borrowing the materials is personally responsible for return of the items as well as any fines, damages or replacement costs that may be incurred.

### Display and Distribution of Non-Library Materials

To provide the public with access to information that may not be available in the Library's collection, the Library provides a designated space for the display and/or passive distribution of free non-library materials. Community organizations such as non-profits, cultural and educational institutions, businesses or government agencies may display or distribute posters, flyers, brochures or newspapers that are informational in nature. Organizations with materials to display should present them at the service desk. The Director determines if and how literature in

compliance with this policy is displayed. Factors such as size, quantity, timeliness of the materials and space availability are considered. Priority may be given to materials from the Library and its supporting organizations and to events and organizations that are of local interest. The Library makes no attempt to solicit materials for the display area or to balance the collection. Display or distribution of materials does not imply endorsement by the Library. Materials that are exclusively commercial, materials that advocate illegal activity, and materials from individuals are not permitted. Election literature that is informational in nature may be displayed or distributed where sufficient space exists. If space for display is not available, such literature will be kept accessible in a file. The Library disposes of surplus, and/or outdated materials or materials that do not comply with this policy. The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Concerns or complaints about this policy, its implementation or materials displayed should be directed to the Director. If dissatisfied by the head Director's decision, the patron may appeal to the Board of Trustees.

## Petitions

Petitions may not be displayed nor signatures collected on Library grounds, including but not limited to Library buildings, sidewalks, lawns, and parking lots.

## Volunteers

A person who would like to volunteer at the Arcanum Public Library must complete a volunteer application. If volunteer opportunities exist, the Assistant Director or his or her designee will review the application, interview appropriate candidates, assign tasks, establish a schedule, train and supervise the volunteer. Where possible, the Library will assist the local courts and other social service agencies to provide community services and /or Library work experience for individuals.

## Donation of Materials and Equipment

The Arcanum Public Library accepts donations of materials. As many used items are not appropriate for inclusion in the Library's collection because of age, condition or duplication of materials already owned, the Library Director or designee will determine the acceptability of any donations for the Library.

The Library reserves the right to refuse any donations. The Library does not assess the value of donations or gifts. Upon request, a receipt verifying the number of items donated will be provided. Donations that are not added to the Library collection are sold by the Arcanum Public Library in a book sale or discarded as best fits the need of the Library.

## Donation of Monies or Funds

Monetary gifts may be donated to the Arcanum Public Library. Money donated to the Library for gift books or memorials will be deposited in a legally established special revenue fund or the General Fund. Items purchased become the property of the Library and may be disposed of

accordingly. Gifts of this type will be acknowledged by letter from the Director. The Library Board acknowledges the receipt of all monetary donations to the Arcanum Public Library.

### Disposal of Materials and Equipment

The Board of Trustees approves the withdrawal of all Library materials. Withdrawn library materials are either sold by the Arcanum Public Library in a sale or discarded due to poor condition. Items at the Library sale are sold "as is." No refunds are given. The Library Director is authorized by the Board of Trustees to sell or discard any outdated library materials or equipment, or may give discarded Library materials or equipment to an organization or governmental unit. Preference is given to qualifying agencies serving Darke County residents.

### Telephones and Paging in the Library

Patrons may not use staff telephones, except in an emergency or at the discretion of the staff. Patrons will not be paged, unless there is an emergency.

### Cell Phone Use Policy

For the purposes of this policy, the term "cell phone" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection (including but not limited to cellular telephones, smart phones, tablets, etc.).

During paid work time, employees, community service persons and volunteers are expected to exercise the same discretion in using personal cell phones as is expected for the use of the Library telephones. Personal calls (including text messaging and social media) during the work day interferes with employee productivity and is distracting to patrons and staff alike.

Employees, community service persons, and volunteers are expected to make personal calls on non-work time and to ensure that friends and family members are aware of this policy.

Flexibility will be provided in emergency circumstances but this immediate need should be communicated to the employee's supervisor. Emergency calls from friends and family should be initiated through the Library landline.

The Library will not be liable for the loss of personal cells phones brought into the workplace. As with any policy, management staff is expected to serve as role models for proper compliance with this policy and are expected to remind employees of their responsibilities in complying as well.

### Public Access to Library Records

It is the policy of the Arcanum Public Library that openness leads to a better-informed citizenry, which leads to better government and better public policy. It is the policy of the Arcanum Public Library to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request

must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

This office, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the Arcanum Public Library are public unless they are specifically exempt from disclosure under the Ohio Revised Code. It is the policy of the Arcanum Public Library that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and posted.

Each request for public records should be evaluated for a response using the following guidelines: The requester must identify the records requested with sufficient clarity to allow the Library to identify, retrieve, and review the records. If it is not clear what records are being sought, the requester will be contacted for clarification. The requester is not required to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is the Library's preference that a public records request be placed in writing.

Public records will be available for inspection during regular business hours (9:00 a.m. – 5:00 p.m. Monday – Friday), with the exception of published holidays. Public records will be made available for inspection promptly. Copies of public records will be made available within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested. Each request will be evaluated for an estimated length of time required to gather the records. Routine requests for records will be satisfied immediately if feasible to do so.

All requests for public records must either be satisfied or be acknowledged in writing by the Library within five business days following the office's receipt of the request. If a request is deemed significantly beyond “routine,” such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement must include the following:

1. An estimated number of business days it will take to satisfy the request.
2. An estimated cost if copies are requested.
3. Any items within the request that may be exempt from disclosure.

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released. If there are redactions, each redaction will be accompanied by a supporting explanation, including legal authority.

Those seeking public records may be charged only the actual cost of making copies.

1. The charge for paper copies is 10 cents per page.
2. There is no charge for documents e-mailed.
3. Requesters may ask that documents be mailed to them. The requester will be charged the actual cost of the postage and mailing supplies.

Any costs for public records must be paid in advance of the records being provided.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the Library. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules. Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business and to copy them to their business e-mail accounts and/or to the Library's records custodian. The records custodian is to treat the e-mails from private accounts as records of the Library, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Law.

Library recognizes that the consequences of failing to properly respond to a public records request in accordance with the law may result in a court ordering the Library to comply with the law and to pay the requester attorney's fees and statutory damages.

## Records Retention Schedule

### Permanent

- Annual Financial Report to the Auditor of the State
- Annual Report to State Library
- Application for PERS Refund or Waiver
- Board Policy Files
- Board of Trustees Agenda Packets
- Building Blueprints
- Building Projects Records (Successful)
- Building Specifications
- Committee Meeting Minutes
- Formal Legal Opinions
- Minutes of Board of Trustee Meetings
- Operating Procedures
- Personnel Policies
- Technology Plans

### Non-Permanent

- Accounts Receivable Ledger and Documents- 5 years provided audited
- Annual Employee Leave Use/Balance Report- 5 years
- Appropriation Ledger- 5 years provided audited
- Audit Reports- 5 years
- Bank Deposit Receipts- 5 years provided audited
- Bank Statements- 5 years provided audited
- Bids (Successful)- 15 years after expirations of contract
- Bids (Unsuccessful)- 3 years after letting of contract
- Budgets Filed with County Budget Commission- 10 years provided audited
- Cancelled Checks- 5 years provided audited
- Cash Books and Cash Journals- 5 years provided audited
- Check Registers- 5 years provided audited
- Circulation Records- Until no longer of administrative value
- Construction Contracts- 16 years after the project is completed
- Consultant Reports- 4 years
- Contracts- 15 years after expiration
- Correspondence-General (Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative, it does not attempt to influence agency policy) - 2 years
- Correspondence-Routine (Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard for letters)- Until no longer of administrative value
- Court Orders for Payroll Deductions- 2 years after termination of employment or order rescinded
- Documentation of Leave- 5 years provided audited
- Employee Earning Records- 5 years after termination of employment or order rescinded
- Employee Withholding Requests- Until replaced or revoked by employee
- Employment Applications- 5 years after receipt
- Employer Quarterly Federal Tax Return- 5 years provided audited
- Expense Record- 5 years
- Garnishment Orders- 5 years after termination of employment or order rescinded
- Grant Files- 5 years provided all state and federal audits have been conducted
- Incident/Accident Reports- 5 years
- Insurance Policies- 2 years after expiration, provided all claims settled
- Interlibrary Loan Records- 2 years
- Inventories (Property) 5 years provided audited
- Investments- 5 years provided audited

- Library Card Applications- 5 years
- Litigation Records- 5 years after case is closed and appeals exhausted
- Monthly Financial Reports to Library Board- 5 years provided audited
- Monthly Statistical Reports- Until incorporated into year-end report
- Overdue Circulation Records- 5 years
- Payroll Journal/ledgers- 5 years provided audited
- Payroll Reports- 5 years provided audited
- Personnel Files- 2 years after termination of employment. Retain retirement waivers, service record, and leave balances permanently
- Petty Cash Record- 5 years provided audited
- Purchase Orders/Requisitions- 5 years provided audited
- Real Property Acquisition Records- 5 years after asset is sold
- Reports to Retirement Systems- 50 years
- State Income Tax Report- 25 years
- Training Manuals- Until no longer of administrative value
- Vouchers- 5 years provided audited
- Tax Withholding Reports- 6 years provided audited
- Timesheets- 5 years provided audited
- W-2 Forms- 5 years provided audited
- W-4 Forms- Until superseded or employee terminates
- Workers Compensation Claims- 7 years after termination of employment

### Transient

**Transient or transitory records** have a very short lived administrative, legal or fiscal value and should be disposed in an appropriate manner once that administrative, legal or fiscal use has expired. Typically, the retention is not a fixed period of time and is event driven; it maybe a short as a few hours and could be as long as several days or weeks. Transient/transitory records may include, but are not limited to:

- Preliminary drafts (when superceded)
- Memoranda
- Documents designated as superceded or as-updated
- User copies (not original document)
- Voice-mail