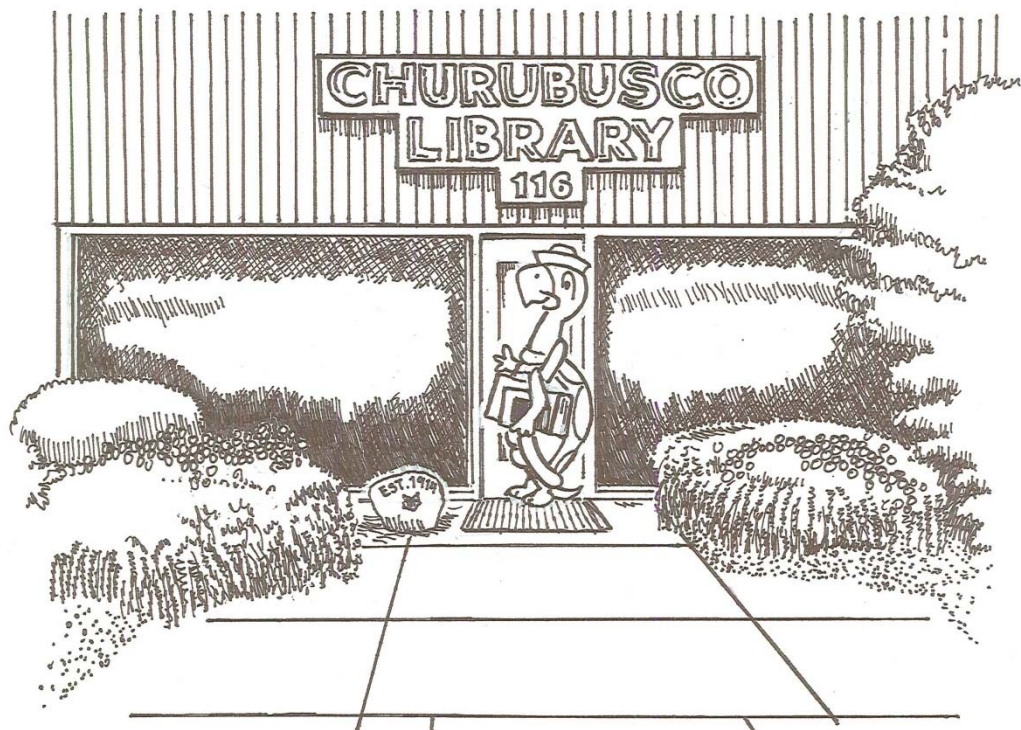


Churubusco Public Library

Library Policies and Procedures



Adopted

March 09, 2015

Churubusco Public Library

Library Policies and Procedures

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Library Policies and Procedures

1 Goals and Objectives

1. Books and other library resources shall be provided for the interest, information, and enlightenment of all people of the taxing district and contracted areas.
2. Materials and information shall present all points of view on current and historical issues. Materials shall not be proscribed or removed because of partisan or doctrinal disapproval. Materials shall not be excluded because of the origin, background or views of those contributing to their creation.
3. The library shall challenge censorship in the fulfillment of the library's responsibility to provide information and enlightenment.
4. The library shall cooperate with all persons and groups concerned with resisting curtailment of free expression and free access to ideas.
5. A Person's right to use the library shall not be denied or reduced because of origin, age, background or views.

2 Library Board Bylaws

2.1 Establishment

1. The merger with Smith Township was approved 6/26/1978, certified to the county auditor 7/1/1978, recorded #78-7-2-16, and published in the *Tri-County Truth* 7/6/1978

2.2 Governance

1. The library board shall be governed and operate under the authority of the Public Library Law of 1947 (now IC 36-12), the Indiana Library and Historical Department Law under IC 4-23-7, the State Board of Accounts, and the State Tax Commissioners.

2.3 Purpose

1. To provide library services to the citizens of Smith Township in Whitley County and contracted areas.
2. To govern and set written policy, to monitor financial affairs, and to monitor and evaluate the overall effectiveness of the Churubusco Public Library.
3. To promote the library to the community.

2.4 Membership

1. In accordance with the provisions of the Public Library Law of 1947, as amended, the library board of the Churubusco Public Library shall consist of seven (7) members appointed by appropriate authorities and qualified by oath of office.
 - a. Whitley County Commissioners appoints one (1) person.

- b. Whitley County Council appoints one (1) person.
 - c. Smith Green School Board appoints three (3) persons.
 - d. Smith Township Trustees appoint one (1) person.
 - e. Churubusco Town Board appoints one (1) person.
2. Board members shall be eligible for reappointment for no more than four (4) consecutive four (4) year terms. After one complete four (4) year term, a former board member may be eligible again. A vacancy shall occur whenever a member is absent from six (6) consecutive regular board meetings for any cause, other than illness, and the appointing authority shall be notified by the secretary of the board of the occurrence of such vacancy. All members of the board shall serve without compensation. No board member shall serve as a paid employee of the library.

2.5 Officers of the Board

1. Officers of the board shall be President, Vice-President, Secretary, and Corresponding Secretary
 - a. Officers shall be elected by ballot at the annual January meeting for a term of one (1) year. Vacancies in office should be filled at the next regular meeting of the board after the vacancy occurs.
2. Duties of the officers:
 - a. President
 - i. Preside over all board meetings
 - ii. Appoint all standing or special committees
 - iii. Perform other such duties as are normally associated with the office or may be assigned by the board
 - b. Vice-President
 - i. In the absence of the president, the Vice-President or next ranking officer shall preside over the board meeting.
 - c. Secretary
 - i. Keep the minutes of the board meetings:
 1. Date; time; place of meeting; members present; general substance of all matters proposed, discussed, or decided; record all votes taken
 - ii. Minutes are to be available within a reasonable period of time after the meeting, and are to be open for public inspection and copying after board approval.
 - d. Corresponding Secretary
 - i. In the absence of the secretary, the corresponding secretary shall record the proceedings of the board meetings.
 - e. Treasurer
 - i. According to the State Board of Accounts, Chapter 1, page 1, revision 1998, "The treasurer may be either a member of the library board or an employee of the library. The library board may fix the rate of compensation for the treasurer."
 - ii. The treasurer shall receive, have custody of, and be responsible for all money and securities of the library, and shall deposit all money in accordance with the provisions of IC 5-21-1 (formerly the Public Depository Act of 1937).

- iii. The treasurer shall disburse the funds of the library board upon a claim voucher signed by the treasurer. Register of Claims forms from the said warrants will be signed by those board members present at the board meeting.
- iv. The treasurer shall make a financial report each month and shall present the same to the library board.
- v. The treasurer shall be appointed annually by the Library Board
- vi. The treasurer shall issue warrants approved by the library board in payment of expenses lawfully incurred on behalf of the public library
- vii. The treasurer shall maintain benefits records of staff
- viii. The treasurer shall be bonded by an approved insurance company

2.6 Board Meetings

1. The library board shall meet on the second Monday of each month, if possible. If not, the meeting will be held on the next Monday, following the second Monday of the month, at 6:00 PM in the library building. The January meeting shall be the annual meeting. The December meeting will be held at 5:00 PM.
2. Public notice of the date, time, and place of meetings, executive sessions and reconvened or rescheduled meetings shall be given at least forty-eight hours before the meeting by posting notice in the meeting place and distribution of notice to news media. Current year's dates are filed with the local newspaper shortly after January 1st and are reported accordingly. Notice of regular meetings need be given only once, except that an additional notice is required if the date, time, or place of a regular meeting is changed.
3. Special meetings may be called by the president, the library director after consultation with the president, or upon request of two or more board members. Public notices of special meetings must be given as above unless the meeting is called to deal with an emergency involving injury to person or property or disruption of library activity under the jurisdiction of the board, by any event. The time requirement of 48 hours advance notice is waived for such emergency meetings but public notice of the meeting must be posted as above, and news media given the same notice as that given board members.
4. Any intentional display of firearms is prohibited during any board meeting.
5. A quorum for the transaction of business shall consist of a majority of all members.
6. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the board.
7. Order of business:
 - Call to order, welcome
 - Public Forum
 - Acceptance and approval of minutes as received
 - Approval of bills received prior to mailing
 - Approval of bills received following mailing
 - Financial report
 - Old Business:
 - Library Director's report

Committee reports
New Business
Announcements
Adjournment

2.7 Committees

1. Standing committees may be appointed by the president at the first meeting after the annual meeting, to serve for one year.
2. Special committees for the study of special problems may be appointed by the president to serve until the completion of the work for which they were appointed.

2.8 Library Director

1. The Board shall select and appoint a competent and qualified Library Director.
2. The library director shall be responsible for the administration and management of the library following the policies adopted by the board with responsibility for directing and supervising personnel, and recommending such policies and procedures that will promote and improve the service of the library.
3. The director shall act as technical advisor to the Board. The director shall attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

2.9 Conflict of Interest and Nepotism

1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Churubusco Public Library in which they have a direct or indirect financial interest.
2. A board member shall withdraw from board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.
3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.
4. The library will always hire employees based on their experience, skills, and merit. In compliance with Indiana Law, dependents of the director and/or library board members are eligible for employment with the library if both parties sign a state-approved waiver. In addition, no immediate family member of a current staff member will be considered for a position wherein one member would have supervisory duties over the other.

2.10 Amendments

1. Amendments to by-laws or other policies may be approved at any regular meeting of the board and properly recorded in the policy book by the secretary

3 Library Use Policies

3.1 Operating Schedule

1. Library Hours:

Monday-Friday	10:00 AM – 7:00 PM
Saturday	9:00 AM – 2:00 PM
Sunday	CLOSED
2. Holidays Closed:

New Year’s Day	All Day; If on a Sunday, Library will be closed Monday
Good Friday	All Day
Memorial Day	All Day
Independence Day	All Day; If on a Sunday, Library will be closed Saturday
Labor Day	All Day
Thanksgiving Day	All Day
Christmas Eve	All Day; If on a Sunday, Library will be closed Saturday
Christmas Day	All Day; If on a Sunday, Library will be closed Monday
New Year’s Eve	All Day; If on a Sunday, Library will be closed Saturday
3. Inclement Weather Policy:
 - a. During severe weather, the library may be closed at the discretion of the Library Director. All fines incurred during this period of closure will be waived by the library. If the county is under a Level 1/Red/Warning Travel Advisory, the library will be closed. If the county is under a Level 2/Orange/Watch Travel Advisory, fines incurred will be waived regardless of the operational status of the library.

3.2 Library Card Policies & Procedures

1. Individual library cards will be issued, at no charge, to all residents of Smith Township who make proper application for such service. Library cards will be valid for three (3) years and may be renewed if the patron is in good standing.
2. Because of a reciprocal agreement with Noble County, residents with an active Noble County library card may obtain a library card, free of charge, from the Churubusco Public Library.
3. Because of a contract agreement with Union Township of Whitley County, individual library cards will be issued, at no charge, to Union Township residents who make proper application for such service.
4. Library cards will be issued to children during the summer prior to entering kindergarten if the parents have a current library card. The parents will need to make known to the library that they wish their children to have a library card of their own.
5. Non-residents may obtain a library card by:
 - a. Being a member in good-standing at a member library of the statewide reciprocal borrowing covenant
 - b. Complying with rules for the statewide Public Library Access Card (PLAC) agreement; or
 - c. Purchasing a Churubusco Public Library card for \$25.00.
6. Proof of current address will be required to obtain a library card. The only items acceptable are

- a. Driver's license,
 - b. Utility bill,
 - c. Personal check, or
 - d. Car registration.
7. Library cards MUST be presented to check out any library material.
 8. A \$1.00 charge will be made to replace lost or stolen cards.
 9. Library service may be denied to any patron owing a fine of \$5.00 or more.
 10. Action may be brought through the Prosecuting Attorney or in Small Claims Court for the recovery of library materials, fines, or fees. However, police assistance will be asked for first.
 11. See New Patrons sheet for rules and regulations for each new registrant (in Appendixes)
 12. If a card has not been used for five years after its expiration date and has no outstanding fines, the patron information will be deleted and the card number may be assigned to a new patron.

3.3 Loan Period

1. Books, Audio Books (tape & CD), CD-ROMs, Music CDs, Discovery Boxes, and Book Buddies
 - a. Two (2) weeks with a seven (7) day grace period
 - b. Book Buddies and Discovery Boxes do not have a grace period
2. VHS tapes, DVDs, Encyclopedias, and all circulating reference materials
 - a. Three (3) days, with no grace period
 - b. Fines on these items are \$1.00/day each day they are late.
 - c. VHS tapes or DVDs cannot be renewed, with the exception of exercise videos and TV series.
3. Notices may be sent regarding overdue items
 - a. Items with a two-week checkout period will generate an overdue reminder two weeks after they were due (one week after the graceperiod). A second reminder will be sent the following week, if needed. A third notice warning of police involvement if items not returned in 30 days will be sent the week following the second notice, if needed. The police and/or prosecutor may be called if the items have not been received at the end of this time, which is no earlier than two months after the items were due.
 - b. Items with a three day checkout will generate an overdue reminder the week after the items were due (approximately 5-10 days overdue). A second notice warning of police involvement if items are not returned within an additional week will be sent the following week, if needed. The police and/or prosecutor may be called if the items have not been received at the end of this time, which is approximately three weeks after the items were due.

3.4 Fines

1. \$0.25/day (after the grace period) for books, audio books, CD-ROMs, and music CDs.
2. \$1.00/day for VHS tapes, DVDs, Encyclopedias, Book Buddies, Discovery Boxes, and all circulating reference materials.
3. If patron owes \$5.00 or more in overdue fines, his/her rights to borrow will be nullified until such time as the delinquent charges are paid in full. If a patron knowingly has a fine balance

under \$5 that has remained unpaid for over 90 days, his/her rights to borrow will be nullified until such time as the delinquent charges are paid in full.

4. There is no cap on fines. If a notice needs to be mailed for overdue materials, a \$1.00 charge plus the current postage rate will be added to the fines.
5. Fines for lost or damaged magazines will be \$5.00 plus fines, if applicable.
6. If a patron owes \$5.00 or more in overdue fines, their rights to Internet access will be nullified until such time as the delinquent charges are paid in full.

3.5 Damages

1. Charges will be assessed for any materials destroyed, damaged, or lost by borrowers. The library shall charge the current replacement price for any book or material destroyed or lost. If patron refuses to make restitution, the patron's rights to borrow books will be nullified until replacement value is paid in full. If the staff determines that a damaged item is repairable, a fee will be assessed to the patron based on the level of damage, not exceeding the price of replacing the item.

3.6 Outreach Services

1. The library offers homebound service for patrons who cannot get to the library. Patrons should call and provide staff with requests.
2. The library provides a "Wait & Read" service to local businesses on a monthly basis.
3. The library works with the Smith-Green Community Schools to provide quality services to students and staff.
 - a. The Library Director meets with the school librarian regularly to exchange ideas and information.
 - b. To assist teachers, library cards are kept at the school library (one for elementary school teachers and one for middle/high school teachers). Teachers may sign for these cards; the school librarian is responsible for the books checked out on those cards
4. The library offers "Dial-a-Story," an outreach service that allows children to listen to stories over the phone. With new stories provided each week, Dial-a-Story offers free storytelling accessible 24/7.

3.7 Printing & Copying

1. Black and white printing and copying fees shall be 10¢ per page
 - a. If printing double-sided, fee shall be 15¢ per page
2. Color printing fees shall be 50¢ per page
 - a. If printing double-sided, fee shall be 75¢ per page
3. There shall be a limit of 50 pages per patron per item per visit

3.8 Fax Service

1. Fees shall be \$1.00/page to send and \$0.50/page to receive a fax.

3.9 Scanner Service

1. Fees shall be \$1.00/page to scan for the first 10 pages and \$0.25/page after 10 pages.

3.10 Computer Use

1. The library has two desktop computers and two laptop computers connected to the Internet for public use.
 - a. Individuals wishing to use a computer must sign a “Computer Use Agreement” form, which will then be on file at the front desk.
 - i. Failure to comply with Computer Use Agreement may result in the revocation of library privileges
 - ii. Individuals under 18 must have a parent/guardian sign the form as well
 - b. If an individual has signed the Computer Use Agreement, he/she must sign up for the time period they will be using the computer.
 - i. Children under 12 must be accompanied by a parent/guardian
 - c. Access to the computers is limited to 30 minutes per session. If no one has signed up for the next 30 minutes, the individual may sign up for one (1) additional 30 minute session.
 - i. A limit of 2 consecutive sessions will be enforced.
 - d. Desktop computers will have priority for individual use before the laptop computers.
 - e. Laptop computers may only be used by individuals over 18. Library staff may allow individuals under 18 to use laptops for school work only if desktop computers are unavailable.
2. Patrons may also bring in their own laptops and connect to the library’s Wi-Fi service.
3. There is also a computer that may be used for children’s games. A parent/guardian must accompany the child, and a Computer Use Agreement form must be signed.

3.11 Cell Phone Use

1. Cell phones may not be used in the library.
2. Cell phone ringers should be off or on vibrate when in the library.

3.12 Interlibrary Loan

1. The Churubusco Public Library offers interlibrary loan services through the Indiana State Library's Share Program.
2. If the library does not have desired materials, patrons in good standing may request the material(s) through interlibrary loan.
3. Interlibrary loan is free within Indiana, but there may be postage costs if item is borrowed from another state.
4. The patron is responsible for postage and any fees incurred.

3.13 Photographs

1. The library reserves the right to document its services and the public’s use of the library. Official representatives of the library may take photographs or use other recording devices within the library and at library-related events and activities for library purposes. These photographs may be copied, displayed, and/or published (including on the library’s website) for such purposes as promotion, publicity, and news to inform the public about the library. All such photography will be in accordance with library procedures.

2. Participation in library programs grants the library permission to use photos of patrons (including children). Patrons should advise the library staff if they do not want their pictures or pictures of their children to appear on the website or in the newspaper.

3.14 Appropriate Behavior

1. Library patrons are expected to conform to acceptable behavior and dress standards. Failure to do so may result in being asked to leave the property and potentially revoking library privileges. Continued inappropriate or illegal behavior may lead to library staff calling the police.
2. Patrons are not allowed to bring food, drink, alcoholic beverages, animals (except service animals), scooters, skates, roller blades, or skateboards into the library.
3. Patrons are expected to be dressed appropriately when using the library. This includes wearing a shirt and shoes.
4. Any behavior that presents a danger to staff or other patrons is prohibited. This includes, but is not limited to:
 - a. Sexual harassment
 - b. Possession of a knife or other weapon
 - c. Possession of any unlicensed firearm or an unsecured, licensed firearm
 - d. Possession of a controlled substance
 - e. Displaying any item deemed inappropriate for children
 - f. Pointing, brandishing, or displaying a firearm in any manner intended to threaten or injure
 - g. Leaving children unattended
5. Disruptive behavior is prohibited on all library property, including the parking lot and outside bench. This includes, but is not limited to:
 - a. Loitering
 - b. Smoking including 'vaping'
 - c. Public intoxication
 - d. Sleeping
 - e. Sexual harassment
 - f. Use of abusive or loud language
 - g. Solicitation except for library sanctioned activities
 - h. Running, yelling, throwing items, or fighting
 - i. Sexually explicit behavior
 - j. Accessing pornographic or sexually suggestive Internet sites
 - k. Intentionally displaying a firearm during a public event at the library, including, but not limited to, board meetings, special events, and band concerts
6. Stealing or attempting to steal, misusing, or vandalizing library property or property of another patron is prohibited and will result in a call to the police department.
7. If a patron has been asked to leave and remains uncooperative, the police will be called to resolve the matter.
8. The parking lot is for the use of library patrons and staff only, during library hours. Misuse of the parking lot will result in the car being towed.

9. Any injuries resulting from inappropriate behavior are not the responsibility of the library.

3.15 Unattended Children

1. All efforts will be made to keep all children in the library safe.
2. Parents or guardians are responsible for ensuring their children follow acceptable behavior guidelines while in the library.
3. Children age eight and under must be directly supervised by a parent, caregiver, or sibling over twelve years old during their entire stay in the library, except during children's programs.
 - a. If a child under eight is left unattended at the library, reasonable efforts will be made to locate the child's guardian. If no guardian can be located within a reasonable time frame, the police will be notified.
4. Children age nine and older are expected to follow all library rules and policies. The library is not responsible for children nine and older left unattended.
5. If any child is left unattended when the library closes, the police will be notified.
 - a. Library staff will not give an unattended child a ride home, take the child outside, nor allow the child to wait in his/her car.

3.16 Meetings

1. The Library building will not be opened after closing hours for meetings of public organizations. Library oriented meetings and those approved by the board are the only acceptable meetings before or after library hours.
2. There is no private meeting room available in the library.

3.17 Confidentiality

1. Any person may inspect and copy the public records of the Churubusco Public Library during regular business hours. The library may establish such rules and procedures as may be necessary to protect the security of the public record in its custody, and may require that a staff member be present during any inspection of records by a member of the public.
2. The following public records are specifically excluded from disclosure to the public, as provided for by law under IC 5-14-3, and will not be open for inspection by members of the public at any time.
 - a. Personnel files of library employees and files of applicants for employment, except for:
 - i. The name, compensation, job title, business address, business telephone number, job descriptions, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library.
 - ii. Information relating to the status of any formal charges against the employee; and
 - iii. Information concerning disciplinary actions in which final action has been taken that resulted in the employee being disciplined or discharged.
 - iv. However, all personnel file information shall be made available to the affected employee or his representative. General personnel information on all

employees or for groups of employees, without individual names, may not be excepted from disclosure.

- b. Administrative or technical information that would jeopardize a record keeping or security system.
 - c. Computer programs, computer codes, computer filing systems, and other software that are owned by the public agency or entrusted to it.
 - d. Records specifically prepared for discussion or developed during discussion in an executive sessions under IC 5-14-1.5-6.
 - e. The identity of a donor of a gift made to a public agency if the donor requires nondisclosure of his identity as a condition of making a gift; or after the gift is made, the donor, or the donor's family, requests nondisclosure.
 - f. Library or archival records:
 - i. Which can be used to identify any library patron; or
 - ii. Deposited with, or acquired by a library upon a condition that the records be disclosed only:
 - 1. To qualified researchers;
 - 2. After the passing of a period of years that is specified in the documents under which the deposit or acquisition is made; or
 - 3. After the death of persons specified at the time of the acquisition or deposit.
3. Patron Confidentiality:
- a. By Indiana law and library board policy, all records relating to library patrons and their use of library materials and services and all records deposited with or acquired by the library upon condition that the records be disclosed only upon certain circumstances are strictly confidential, subject to said records being used
 - i. In claims against library patrons for collection of fines, materials, and other expenses,
 - ii. In any other litigation wherein said records are material, or
 - iii. When said records are ordered to be disclosed by a civil, criminal or administrative court having jurisdiction over the same.
 - b. Library staff members are not authorized to disclose such records to any third party, except as set forth herein, and shall consult with the library's legal counsel prior to responding to such request. Under Indiana law, minors are accorded the same confidentiality rights as adults.
4. The library takes seriously its obligation to protect the privacy of every patron. This commitment to patrons' privacy may appear to cause inconvenience on occasion. However, this is a small price to pay for the assurance that an individual's reading references and use of the library will remain exclusively his or her own business.

4 Collection Management

4.1 Material Selection

1. The library director shall have the responsibility for the selection of books and material reflecting the library's goals to provide the best service to the entire community, with recognition of the diversity of race, nationality, religion, political, and social beliefs.
2. Whereas it is more convenient and economical for the library to have access to books and materials from Barnes & Noble and Office Depot, it is therefore resolved that the library director has approval for use of credit cards for library purposes only. All receipts must go to the treasurer for proof of purchase
3. The library reaffirms the Library Bill of Rights and Freedom to Read Statement adopted by the American Library Association (on file at the library).
4. Any patron questioning any book or material may ask the director or a qualified staff person for clarification about the library's inclusion of the material. If the individual's concerns are not answered, a material challenge form will be given to the individual [see Appendixes]. The individual should fill out the form and give it to the Library Director.
 - a. The Library Director shall present the complaint, along with the material and any research into the material, to the Library Board at their next regular meeting.
 - b. It shall be the responsibility of the Library Board in conjunction with the Director to investigate the complaint.
 - c. The Board shall give a written ruling on the objectionable book or material within two months after receiving the formal complaint.

4.2 Gifts and Donations

1. The library welcomes gifts and donations.
2. The library accepts all material donations with the understanding that the staff will evaluate the items for their inclusion in the library collection.
3. Any item not included in the library collection will be placed in the Friends of the Library book sale or recycled if deemed unsalable.
4. A receipt will be provided upon request for any materials donated. The receipt will show the number of materials donated, but will not give a monetary value.
5. Donation of monetary gifts, memorials, and commemorations to the library are a thoughtful way to remember a special person or occasion and to help build the library's collection. Donors may suggest subjects or titles to be acquired with their donation, but the Library reserves the right to make the final decision. A special gift plate identifying the donor and/or the person being memorialized and/or honored is placed in the material purchased, and a notation will be placed in the Memorial Book. A receipt will be provided upon request for monetary gifts.

4.3 Weeding (De-selecting) & Discarding Materials

1. In order to maintain a relevant collection, library staff will routinely review materials for repair, replacement, or discarding.
2. Weeding materials will follow guidelines set by the American Library Association and include:
 - a. Physical condition

- b. Frequency of circulation
 - c. Currency or accuracy of information and availability of updated material
 - d. Permanent value to the collection, such as a classic book or an item of historical value
 - e. Unnecessary copies or the presence of similar materials in the collection
 - f. Space to house the item
 - g. Discontinuation of format
 - h. Publication date
3. Inclusion of questionable language or attitudes is not necessarily criteria for de-selection.
 4. Items which are weeded shall be given to the Friends of the Library for sale in the book sale or through a third-party vendor. Any items deemed unsalable shall be recycled.

5 Accident & Emergency Policies & Procedures

In the event of any type of accident or emergency occurring on Library property, any possible aid will first be administered and the proper authorities will be alerted as soon as possible. An Injury/Illness Report should be filled out when the situation is stable. This enables the Library to keep a record of what happened in case of future need. Employees should NOT attempt to administer first aid unless they are qualified to do so.

Below are some guidelines as to what will be done in case of specific emergencies. Not all cases can be anticipated, so in the event of an unforeseen emergency situation, employees are instructed to use their best judgment as to the proper action.

5.1 Weather-related Emergencies

5.1.1 Thunderstorm

1. Normal thunderstorms should not warrant any major precautions other than turning computers off and unplugging as many electrical appliances as possible. In the event that power goes off, staff should help patrons find the exits and evacuate the building if practical.

5.1.2 Earthquake

1. In the event of an earthquake, staff and patrons should move quickly and should get under heavy tables and/or desks. All employees and patrons are to remain inside the building until the employee in charge decides it is safe to leave the premises.

5.1.3 Tornado

1. When severe weather is threatening, an employee will be alerted by the Director if possible, the siren, or the weather alert radio, located in the Director's office.
2. When a Tornado Watch is reported in the vicinity, the following instructions apply:
 - a. Patrons and staff are to move to a safe area – either the restroom area at the back of the library or behind the front desk. A record will be kept of all incidents, as well as a count of the number of people in the library. If possible, the names of each person present should be recorded.
 - b. The First-Aid supplies for treating minor injuries are located in the storage room, properly marked.

- c. When the weather is visibly safe and the siren has stopped, 911 will be called to report injuries and/or damages to the property. If conditions are safe and the telephone is not working, an employee may walk to the police station to report damages and/or injuries.

5.2 Fire

1. When a fire of any size or an accumulation of smoke in the building is discovered, the following instructions apply:
 - a. Employees should direct all patrons to the nearest safe exit. Employees should not take time to turn off equipment, nor should employees or patrons stop to collect personal belongings, including purses or bags. It is important that everyone exit the building as quickly and safely as possible.
 - b. The designated area for safe evacuation is the corner of Mulberry and Washington Sts. (northwest corner of the Library property). All employees and volunteers are to direct patrons to that location, then proceed to this location and remain there. The employee in charge will take a head count of employees, volunteers, and patrons to ensure all are present. When it is safe to do so, an employee will call the Fire Department (if not already present).
 - c. No one will be allowed to re-enter the Library until the Fire Department announces it is safe. Employees will not be permitted to leave Library property until the Director or the staff member in charge gives permission.

5.3 Medical Emergencies

1. When a patron or employee is suffering from a life-threatening medical emergency, a staff member should call an emergency medical service over the objection of the person needing medical attention.

5.4 Terrorism

5.4.1 Bomb Threat

1. In the event of a bomb threat, all patrons and staff should leave the building immediately and move across the street. The police should be notified and no one should re-enter the building until the 'all clear' is signaled. Bomb threats should be taken seriously.

5.4.2 Armed Attacker

1. If a person threatens anyone in the Library with a weapon, the first priority is to get as many people to safety as possible. Staff should notify the police as soon as possible. If the motive is robbery, cooperation is the key. The attacker should be given what he wants quickly and quietly. The desire in all cases is to protect lives first and Library property second. Common sense must be used. The proper authorities should be contacted as soon as possible.

5.4.3 Suspicious Mail

1. If a suspicious envelope and/or package is received, it is imperative that the following is done (Suspicious: meaning having no postmark, no return address, having a lot of stains, a thick or bulky package/envelope, and/or package with a lot of postage stamps):

- a. **DO NOT** open the envelope/package. Call 911.
- b. If the package was opened and it contained a threatening note, call 911.
- c. If the package was opened and it contained a threatening note and/or a substance in powdery form, call 911 and isolate the people who were in the room when the package/envelope was opened.

5.4.4 Chemical or Biological Attack – AKA “Shelter-in-Place” situation

1. In the event that a “Shelter-In-Place” is advised for the area, all persons in the building will be notified that the library is preparing to “Shelter-In-Place” and that **all doors will be locked after 3 minutes**. All employees and visitors must decide whether to “Shelter-In-Place” until the ‘all clear’ is announced or whether they will leave the premises within 3 minutes. After that time, no one will be allowed to break the seal on the building until the ‘all clear’ is announced. The employee in charge will post the “Shelter-In-Place” sign on the outside of the door, secure the doors, and **NOT OPEN** until the ‘all clear’ is announced.
2. Procedures in the event of a chemical or biological attack are as follows:
 - a. Shut and lock all doors
 - b. Turn off all air handling equipment (heating, ventilation, and/or air conditioning).
 - c. Go to predetermined sheltering room (the storage area/back room).
 - d. Seal any windows and/or vents with sheets of plastic and duct tape.
 - e. Seal the door with duct tape around the top, bottom, and sides.
 - f. Turn on a TV or radio and listen for further instructions.
 - g. When the ‘all clear’ is announced, open the windows and doors, turn on ventilation systems, and go outside until the building’s air has been exchanged with the clean outdoor air.

5.5 Patron Compliance

1. If a patron should refuse to follow the tornado procedure, “Shelter-In-Place,” or any emergency instructions, his/her name will be recorded, as well as the names of any witnesses, and the details of the incident.
 - a. Under no circumstance should employees attempt to force a patron to comply with a safety precaution. A staff member has done his/her duty if a patron has been warned of the danger but refuses to act accordingly.
2. If there is a handicapped person, the person will NOT be left unprotected. The name of this person will be recorded.

6 Personnel Policies & Procedures

The Churubusco Public Library provides equal opportunity employment. The library will hire, train, and promote persons in all job titles without regard to race, color, religion, national origin, sex, age (except where sex or age is a bona-fide occupational qualification, as defined by law), or physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law).

6.1 Classification and Duties of Staff

1. Library Director
 - a. The duties of the library director are as follows:
 - i. Carry out policies of the Churubusco Public Library as adopted by the Board
 - ii. Select and order library materials
 - iii. Work circulation desk as needed
 - iv. Supervise preparation of monthly newsletter for distribution
 - v. Answer all mail (regular and electronic) addressed to library, if applicable
 - vi. Attend all board meetings, reporting on the library progress and needed policies
 1. Director shall have advisory privileges on all policy-making issues
 2. Director shall not have voting rights
 - vii. Maintain good relations with library patrons
 - viii. Supervise preparation of news reports for local papers, as needed
 - ix. Oversee proper maintenance of library
 - x. Supervise staff and volunteers
 - xi. Work with treasurer on developing a budget for the library
 - xii. Assign staff and volunteer work duties and schedules
2. Library Assistants
 - a. In addition to specific duties, all library assistants are expected to:
 - i. Carry out policies of the library as adopted by the library board
 - ii. Work circulation desk as needed
 - iii. Assist patrons as needed, including on computer
 - iv. Re-shelve books, etc., as needed
 - v. Straighten and read shelves, as needed
 - vi. Open/close library as scheduled
 - vii. Maintain good relations with the library patrons
 - viii. Assist director in smooth operation of the library
 - ix. Make library cards as needed
 - x. Check in all incoming materials with shipping slip while on duty
 - xi. Provide library director with patron feedback
 - xii. Run errands as needed
 - b. Classification I
 - i. Process/catalog materials as needed
 - ii. Weed & discard materials as needed, with director's approval
 - iii. Manage overdue materials and compliance
 - iv. Manage interlibrary loan
 - v. Manage Outreach Services
 1. Including Homebound, Wait & Read, BABE
 - vi. Keep scrapbook up to date
 - vii. Keep newspapers up-to-date
 - viii. Monitor copier usage and send monthly reports to Office Concepts
 - ix. Other tasks may be assigned by the Director

- c. Classification II
 - i. Assist with summer reading program
 - ii. Create monthly newsletter, with director's approval
 - iii. Maintain Website and Facebook page
 - iv. Supervise children's activities
 - v. Change Dial-A-Story on a regular basis
 - vi. Other tasks may be assigned by the Director
 - d. Classification III
 - i. Prepare best-seller lists
 - ii. Prepare order lists
 - iii. Supervise Young Adult programs
 - iv. Oversee YA book club
 - v. Discard materials as needed with director's approval
 - vi. Other tasks may be assigned by the Director
3. Pages
- a. Carry out policies of the library as adopted by the board
 - b. Perform necessary tasks as assigned by the Library Director
 - c. Maintain good relations with the library patrons
 - d. Assist director in smooth operation of the library
4. Treasurer
- a. The treasurer may be either a member of the library board or an employee of the library
 - i. If an employee of the library, duties are the same as if a member of the board (see 2.5-2e)

6.2 Appropriate Behavior

1. All employees and volunteers are expected to comply with the Patron Acceptable Behavior policy (see 3.13).
2. Employees and volunteers are expected to dress and act professionally. Employee action reflects on the library, for good or ill.
3. Patrons should be given prompt, efficient, courteous, and friendly service, regardless of patrons' race, gender, sexual identity, age, appearance, intellectual capacity, beliefs, economic or social status, etc.
4. Employees and volunteers should work on library related activities while scheduled to work. These activities should not interfere with service to patrons.
5. Employees should not use staff computers for personal business. This includes browsing the Internet, downloading music, etc.
6. If an employee or volunteer is unable to work on a scheduled day, or will be late arriving to work, he/she should notify the director and scheduled supervisor as soon as possible. Habitual tardiness or absenteeism will result in disciplinary action.
7. Employees should put a due-date card in each item checked out, unless specifically requested by the patron not to. Employees should always put a card in all items with a three-day checkout and at least one due date card for two-week checkouts. If only providing minimal due date

cards, employees should check all items for extraneous cards with the wrong date and remove them.

8. When performing duties, employees and volunteers should endeavor to not intrude on patrons using the library.
9. Employees and volunteers are exempt from fines and copy fees, provided they do not abuse this privilege.
10. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest.
11. The library will always hire employees based on their experience, skills, and merit. In compliance with Indiana Law, dependents of the director and/or library board members are ineligible for employment with the library unless both parties sign a state-approved waiver. In addition, no immediate family member of a current staff member will be considered for a position wherein one member would have supervisory duties over the other.
12. Employees may not carry firearms in the library or on library property while on duty, and may not carry firearms at all if unlicensed. Any firearms brought onto library property while on duty must be safely secured in a locked vehicle out of the public view.

6.3 Work Schedule

1. Library Director
 - a. 35 hours/week
 - b. 14 vacation/personal days
 - c. 7 Sick days
2. Library Assistants
 - a. Work schedule developed by Library Director
 - b. All library assistants are part-time employees
 - c. Vacation/personal and sick days are awarded based on experience and seniority
 - i. 1-12 vacation/personal days
 - ii. 1-10 sick days
3. Pages
 - a. Work schedule developed by Library Director.
 - b. No vacation or sick pay
4. Treasurer
 - a. Work schedule developed in conjunction with Library Director.
 - b. No vacation or sick pay
5. Custodian
 - a. Work schedule as specified in accepted contract

6.4 Holiday Pay

1. If a staff member is regularly scheduled to work on a day the Library is closed due to a holiday, the day (hours 'worked') will be paid.

6.5 Weather Pay

1. Staff will not be paid if the library is closed due to weather. Staff who would have worked on such a day may make up those hours at a later time, outside of his/her normal schedule.

6.6 Salaries & Wages

1. All salaries and wages are subject to federal and state taxes. The Library carries Workmen's Compensation on all employees.

6.6.1 Salary Range

1. Library Director's salary shall be determined by the board
2. Library Assistants shall be paid hourly:
 - a. \$8.45 - \$10.50
 - b. Salary will be determined based on experience and seniority
3. Library Pages shall be paid an hourly wage of:
 - a. \$8.45 or federal minimum wage, whichever is higher
4. Treasurer shall be paid according to rate of compensation decided by library board.
5. Custodian shall be paid according to accepted contract.

6.7 Leave Eligibility

1. Vacation/personal and sick leave eligibility will be determined by experience and seniority. The board approves the amount of leave available for each employee annually.
2. To establish vacation eligibility, employees starting after September 30 will be considered to have started the following January 1.
3. Extra days will not be granted where holidays fall in the scheduled vacation period.
4. Vacation/personal time not used may not be carried forward to succeeding years and will not be paid if not taken.
5. Unused sick days may be carried over annually. The total number of sick days available may not exceed 25 days. Treasurer has record of vacation/personal and sick days for designated employees.

6.8 Retirement

1. Unused vacation/personal time may be paid upon retirement, with board review and approval.

6.9 Conferences & Workshops

1. Staff time and compensation is to be allowed for attendance at conferences, workshops, and professional meetings
2. Participation in the activities of state and national associations will be reimbursed.
3. Travel mileage to be allowed at 48.5 cents per mile for trustees and staff

6.10 Jury Duty

1. The library and board encourage employees to fulfill their civic duty by serving jury duty when required.
2. Employees should provide the library director with a copy of the jury duty summons as soon as possible.

3. Employees will not be expected to use a vacation/personal day when serving jury duty, but may choose to do so.
4. Since all employees of the library work on an hourly basis, the library shall not pay the employee for the time he/she is serving jury duty.

6.11 Medical Procedures

1. Staff must have doctor's approval to return to work after any major medical procedure including, but not limited to, surgery, maternity leave, and any procedure that requires a hospital stay.

6.12 Sexual Harassment

1. Sexual harassment or harassment of any kind is prohibited
 - a. Churubusco Public Library is committed to maintaining a work environment in which every employee is treated with respect and which is free from all forms of harassment including conduct that creates a hostile, intimidating or offensive work environment.
 - b. This policy prohibits not only conduct and language that constitute unlawful sexual harassment or harassment of any kind as defined by the courts, but all inappropriate behavior.
2. This prohibition applies to all employees, volunteers, contractors, vendors, or patrons of the Churubusco Public Library. No employee of the Churubusco Public Library is expected to tolerate any conduct prohibited by this policy.
3. Not conforming to this policy can lead to disciplinary action up to and including termination of employees, volunteers, contractors, or vendors, and revoked library privileges of library patrons.

6.13 Drugs & Alcohol

1. Churubusco Public Library complies with all federal and state regulations regarding drug use while on the job. The act of taking or being under the influence of non-prescribed drugs, including alcohol, while on the job, is grounds for immediate dismissal. Over the counter medications, when taken as directed, are permissible.

6.14 Keys

1. Keys for library building will be issued to the Library Director, selected paid staff, designated board members, and custodian. A record will be kept in the Library Director's desk. Extra keys will be issued only by permission of the library board.

7 Friends of the Library

1. The purpose of the Friends of the Library shall be to maintain an association of persons interested in libraries; to stimulate the use of the library's resources and services; to receive and encourage gifts, endowments, and bequests to the library; and to support and cooperate with library services and facilities for the community.
2. Individuals can join the Friends of the Library for annual dues of \$3.00. Membership is renewable every June 10.

3. Members of the Friends assist the Library by sponsoring fundraising events, such as the annual book sale. The Friends also assist by actively promoting gift giving and group contribution.

8 Gifts, Bequests, and Trusts

1. Money or securities accepted and received by the library board as a gift, donation, endowment, bequest, or trust will be set aside in a separate fund entitled "Gift Fund," and shall be expended, without appropriation, in accordance with and limited to the terms, conditions, and purposes specified by the donor.
2. All funds received by the "Friends of the Churubusco Public Library" will be kept by the treasurer in a fund designated for the Friends. These monies shall be expended, without appropriation, in accordance with the suggestion of the Friends but with the approval of the Library Board.

9 Tax Rate

1. The library board shall determine and fix the rate of the taxation of the library taxation district necessary for the proper operation of the library. The library board shall certify the rate to the county auditor.

The above Library Policies and Procedures were revised and presented to the Churubusco Public Library Board, read in full, and adopted, this March 9, 2015.

Harold Norman
Nancy Lewis
Lori Snyder
Shanna Fleetwood
Sherry Johnson
Robert Lang, Sr.
Ann Linvill
CHURUBUSCO PUBLIC LIBRARY BOARD

ATTEST:

Nancy Lewis
Secretary, Library Board

List of Amendments

Library Board Membership (2.1 -4)	12/5/1988
Library Board Membership (2.1-4)	10/10/2011
Library Board Meetings (2.6-1)	3/9/2015
Library Board Meetings (2.6-4)	7/11/2011
Library Board Conflict of Interest (2.9)	10/10/2011
Board Meetings (2.3-1 [now 2.6])	7/10/2000
Operating Schedule (3.1-1)	12/10/2012
Holidays Closed (3.1-2)	3/12/2012
Inclement Weather Policy (3.1-3)	3/9/2015
Library Card Policies & Procedures (3.1-1,3,5,9)	12/10/2012
Library Card Policies (3.2-10)	11/2/1992
Loan Period (3.3-2,3)	3/9/2015
Fines (3.4-3)	3/9/2015
Fines (3.4-4)	4/19/1999
Fines (3.4-5)	1/10/2000
Fines (3.4-6)	12/10/2012
Damages (3.5)	3/9/2015
Outreach Services (3.6)	12/10/2012
Printing & Copying (3.7)	3/9/2015
Scanner Service (3.9)	12/10/2012
Computer Use (3.10-1e)	3/9/2015
Cell phone use (3.11)	4/11/2005
Appropriate Behavior (3.14)	3/9/2015
Privacy of patrons (3.17-4)	6/12/2000
Material Selection (4.1-2)	12/10/2012
Credit card use (4.1-2)	5/8/2000
Weather-related Emergencies (5.1)	12/10/2012
Fire (5.2)	12/10/2012
Classification & Duties of Staff (6.1)	12/10/2012
Appropriate Behavior (6.2-9)	12/10/2012
Work Schedule (6.3)	3/9/2015
Holiday Pay (6.4)	12/10/2012
Weather Pay (6.5)	3/9/2015
Leave Eligibility (6.7)	12/10/2012
Vacation/Leave Eligibility (6.7-4)	1/1/2009
Retirement (6.9)	12/10/2012
Medical Procedures (6.11)	12/10/2012

CHURUBUSCO PUBLIC LIBRARY

116 NORTH MULBERRY STREET

CHURUBUSCO, IN 46723

260-693-6466 buscolibrary@frontier.com www.buscolibrary.org

MON-WED-FRI 10-7/TUE-THUR 3-7/SAT 9-2

NEW PATRON INFORMATION

Must be a **Smith Township** resident; a resident of **Union Township**; or a **Green Township** resident with a current library card from Noble County in your possession to obtain a library card. Must have proof of residential address with you in the form of a driver's license, car registration, utility bill, or personal check. Cards may also be purchased or obtained with a Public Library Access Card (PLAC).

- Cards are INDIVIDUAL cards – they may not be used by anyone other than the cardholder
 - School-age children may get a card with permission from their parents/guardians
 - Parents/guardians must have a card before any children receive a card
- NEW patrons will have a limit of three (3) items checked out at a time for the first three (3) months
- Cards expire after three years
 - All first cards and renewal cards are free. Replacement cards are \$1.00.
- After the trial period, there will be a limit of 20 items checked out at a time per patron, including no more than three (3) videos or DVDs*
 - Children ages 5-11 may only check out one (1) DVD/video at a time
 - Children ages 12-15 may check out two (2) DVDs/videos at a time
 - Anyone 16 and older may check out three (3) DVDs/videos at a time
- Videos, DVDs, and reference items may be checked out for three (3) days with no grace period. All other items may be checked out for two (2) weeks with a seven (7) day grace period (Book Buddies and Discovery Boxes do not have a grace period)
- Fines begin after the grace period and are:
 - \$1.00/day/item for reference materials, videos, DVDs, Discovery Boxes, and Book Buddies
 - \$0.25/day/item for all other items
 - There is NO cap on the amount of fines accrued
 - Letters will be sent on overdue materials at a cost of \$1.00 plus cost of postage
 - Library privileges, including Internet use, will be withheld if there is a fine of \$5.00/more
- You may renew items online, by bringing the item into the library, or by telephoning or e-mailing the library
 - **Videos, DVDs, and materials on hold for another patron may not be renewed**
 - All other items may be renewed up to three (3) times
- **YOU MUST HAVE YOUR LIBRARY CARD WITH YOU EACH TIME YOU USE THE LIBRARY!!** Materials CANNOT be checked out without your library card. Once you have checked the item out, we can then renew applicable items over the telephone, in person or by e-mail, without your library card.

Effective October 8, 2012

Churubusco Public Library
116 N. Mulberry Street
Churubusco, IN 46723

Internet Access Acceptable Use Policy

1. Use of the Internet must be consistent with the goals of facilitating and disseminating knowledge, encouraging collaborative projects and resource sharing, aiding technology transfer to businesses, and building broader infrastructure in support of education and research.
2. Use of the public access computers is a privilege, not a right. The Churubusco Public Library (known as CPL) has the right to set and enforce rules and regulations concerning the access to the Internet. The CPL has the right to cancel or deny access to anyone who is identified as a security risk or violates any of the rules and regulations of the CPL Internet Access Acceptable Use Policy.
3. The user is responsible for all use made of his/her Internet Access.
4. The user may not use the Internet of the CPL for any illegal or unauthorized act. The user may not use Internet to violate any local, state, or federal laws or regulations. Users whose conduct which violates federal, state, or local laws will be prosecuted to the full extent of the law. Evidence of illegal activity will be reported to the proper legal authorities. The CPL will cooperate with the proper authorities in the investigation of illegal activities.
5. The Internet may not be used for solicitation, advertisement, or for any other commercial purposes.
6. Internet Access resources are to be shared among users. An individual or group of users may not engage in any behavior that unreasonably interferes with or disrupts the use of computing resources by another. Disruptions include, but are not limited to; exceeding time limits as set by the CPL; distribution of unsolicited advertising, propagation of computer viruses, worms, or other computer programs that have the potential of damaging or destroying programs or data; and using computer resources to make unauthorized entry to any computer accessible via the network, including the host systems at the CPL.
7. Users must refrain from inappropriate Internet conduct. Examples of inappropriate conduct include, but are not limited to; use of Internet access for unlawful or malicious activities; misrepresentation of oneself or the CPL; sending chain letters; using abusive or objectionable language in either public or private messages; engaging in harassing behavior such as sending or posting slanderous, libelous, obscene, or threatening messages; and other activities that could cause congestion and disruption of networks and systems.
8. Each network that a user connects to has its own set of policies and procedures. Actions which might be allowed on one network may be controlled or forbidden on another. It is the user's responsibility to abide by the policies and procedures of these other networks.
9. When downloading software, files, or data, it is the user's responsibility to check for copyright protection or any licensing agreement and to comply with the requirements of that copyright protection or licensing agreement. Users should be aware that electronic mail is considered copyrighted material and the property of the original sender. Use of the content of email without the written permission of the copyright holder is prohibited by copyright laws. The following guidelines describe activities allowed and prohibited by the Federal Copyright Law, Public law 96-517 Section 7(b).

The copyright law says that you may:

- Make one archival or back-up copy of a copyrighted program that you have purchased.

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- Adapt a copyrighted program from one language to another in which it is not already commercially available.
- Add features to a copyrighted program in order to make better use of the program.
- Adapt a copyrighted program to meet local needs.

The copyright law says that, without the expressed permission of the copyright owner, you may not:

- Make multiple copies of a copyrighted program, even for use within a single user's site.
- Make replacement copies from an archival or back-up copy.
- Make copies of copyrighted programs to be sold, leased, loaned, transmitted, or given away to other users.
- Sell a locally produced adaption of a copyrighted program.
- Make multiple copies of an adaptation of a copyrighted program, even for use within a single user site.
- Make any use of printed copyrighted software documentation that is not allowed by the actual copyrighted program itself.

10. The CPL makes no warranties of any kind, whether expressed or implied, for the service it is providing. The CPL will not be held responsible for any damages you may suffer, including but not limited to; loss of data resulting from delays, service interruptions caused by negligence, or user errors or omissions. Use of any information obtained via the network is at your own risk. The CPL specifically denies any responsibility for the accuracy or quality of information obtained through its services.
11. Access time is limited to 30 minutes per session. If no one has signed up for the time following yours, you may sign up for one more 30 minute session. A limit of two consecutive sessions will be enforced.
12. A patron must have a signed agreement on file and must sign the register prior to beginning his/her Internet session.
13. Children under the age of 12 must have parental supervision while utilizing the Internet terminals.
14. Violation of any of these rules may result in the denial of Internet and Library privileges. Rules and regulations are subject to updating as necessary.
15. If a fine of \$5.00 or more is owed CPL, Internet privileges will be denied.
16. The Internet is available to everyone, whether a Library Card Holder or not.
17. All above rules will also apply to the use of the CPL laptop computers. A separate sign-in sheet will be required for use of the laptop computers. The user's driver's license will be held as security until the laptop is returned to the front desk and checked to make sure it is in the same condition as when checked out. The laptop user must be 18 years old or older. CPL laptops may only be used at the front of the library

Churubusco Public Library, Board of Trustees

Revised 12/10/2012

Churubusco Public Library
116 N. Mulberry Street
Churubusco, IN 46723

PRINT Name (Last, First)

Computer Use Agreement

As a Churubusco Public Library patron and computer user, I agree to the following terms and conditions for use of the Churubusco Public Library Computer stations.

1. I understand that use of the computer stations will be governed according to the library's rules. I have been informed that the library's Internet Access Acceptable Use Policy and Policy for Use of Children's Computer are available at the reference desk. I understand that failure to comply with this policy may result in the revocation of my library privileges.
2. I agree to exercise reasonable care in the use of library equipment or software at all times.
3. I agree to notify library staff of any malfunction in the equipment or software that may occur while I am using the computer.
4. I understand that any damage to the equipment caused by me or my children through improper care, roughness, or vandalism will be my responsibility, and that I will bear the cost of any needed repairs and/or replacement of components or parts as a result of such damage.
5. It is the responsibility of parents and guardians to determine whether to place restriction on their own children in the use of the Internet or computer.
6. I understand that stations will be available by appointment or on the first come, first serve basis for 30 minute increments.
7. I assume responsibility for the information I access on the Internet.
8. I have received, and read, a copy of the Internet Access Acceptable Use Policy and/or the policy for Use of Children's Computer.
9. Desktop computers have priority over laptop use. Laptops may only be used by adults 18 or older.

Print Name

Signature of Computer User

Address (Street, City, State, Zip)

Phone Number

Date

Library Card Number

A Parent or guardian signature is required for youth under 18 years of age.

I agree to assume responsibility for the above named child (please use separate form for each child) in the use of library computer stations.

Parent Guardian Signature

Date

Print Name

Staff Initial

Date

Churubusco Public Library

116 North Mulberry Street • Churubusco, Indiana 46723
(260) 693-6466

I wish to enter a complaint against the following library material:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

Name of material: _____

Author/Publisher: _____

COMPLAINT: _____

Where did you borrow the material from (i.e. ILL or library collection)? _____

If different from above, in whose name was it borrowed? _____

Have you made an oral complaint? _____

If so, to whom did you speak? _____

What material would you recommend to replace it? _____

Signature: _____

Date: _____

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(260) 693-6466

INJURY/ILLNESS REPORT

DATE: _____ DATE AND TIME of Injury/Illness: _____

NAME of injured : _____

NAME of person reporting injury/illness: _____

WITNESSES (attach pages if statement(s) taken: _____

Exact location of injury/illness: _____

What was patron/staff doing when incident occurred? _____

How did injury/illness occur? Give all pertinent details: _____

What unsafe acts/conditions contributed to this accident/illness, if any? _____

Nature and extent of known injuries (Please be specific): _____

Have medical services been rendered? (Yes or No) _____

Was the patron taken to the hospital? Which hospital? _____

If so, to whom did you speak? _____

If medical services were sought at a later date, please explain: _____

Library Director's Signature: _____ Date: _____

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980;
inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression