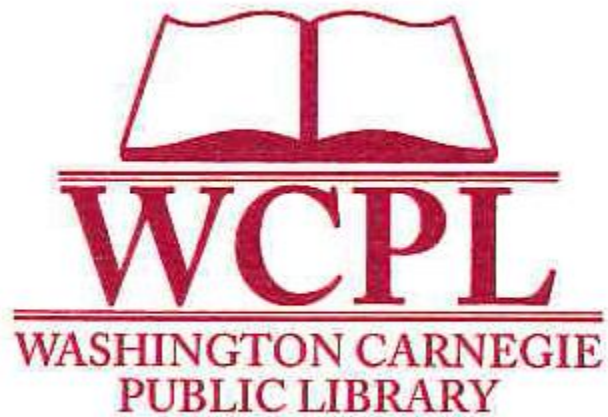


Library Policies



Last Reviewed as a whole by Board of Trustees
November 15, 2015
Some sections have been updated since that date

Table of Contents

Acceptable Use Standards for Internet and Computers	3
Introduction	3
Cooperative Use	3
Time Limits	3
Acceptable Use.....	4
Wireless Internet Policy.....	6
Behavior Policy	6
Electronic Funds Transfer	8
Equipment Policy.....	8
Public Copy Machine	9
Color Copy Machine	9
Microfilm Scanner	9
Public Fax Service	9
TV/ DVD.....	10
Laptop Computers/Ereaders	10
Exam Proctoring Policy.....	10
Homebound Services.....	10
Investment And Deposit Of Monies Policy	11
Lending Policy-Evergreen	11
Library eligibility and Library cards	11
Resident Library Cards	11
Non-Resident Cards and Fees	11
PLAC (Public Library Access Card).....	12
Materials Policy	12
Meeting Room Policy.....	15
Notary Services	16
Patron Confidentiality And Privacy	17
Patriot Act.....	17
Purchasing Policy	19
Service Animal Policy	20
Tobacco Free Policy	21
Unattended Children's Policy	21

Acceptable Use Standards for Internet and Computers

Revised and adopted 11/12/15

Introduction

All electronic traffic originating from WCPL connection shall be in accordance with these Acceptable Use Standards. Failure to abide by these standards may result in the loss of Internet, computer, and Library privileges.

Cooperative Use

WCPL has installed a Time/Print Management system that governs the use of computers and printers in the Library. PC users must facilitate the fair use of the library's limited resources by observing time limits on PC use and surrendering use of the terminal when allotted time has elapsed. WCPL reserves the right to terminate a PC session that disrupts library services or that involves user behavior that violates the library's policies. Tampering with or defeating time limits will result in the loss of some or all library privileges consistent with the Library's policy on inappropriate behavior. First time users must register with a staff person and have a local library card and/or photo ID with current address. Users who forget their login information or passwords must report to a staff person. Internet/Lab computer use times (below) are managed by software and cannot be changed by staff. Computers will shut down 15 minutes prior to closing time. All users who wish to print documents from the computer must set up the print job and go to a staff person to for printing to be released contingent upon pre-payment.

Time Limits

Public Access Computers- Adult Service Public Access

120 minutes per day in 60 minute increments. Children who are with parents must be attended to and remain quiet or will be asked to leave.

Youth Services Public Access

Patrons under 14 must have a parental/guardian permission to use the internet and library card. Children under age 10 must be accompanied by a parent/guardian. If a guest-the parent/guardian must provide his/her photo ID. Time limits are the same as above.

Adult Services Quiet Lab

The lab is intended for educational, employment and research use. Patrons 14 and over with a library card may use the QL computers for up to 240 minutes per day in 120 minute increments. No children are allowed in the Quiet Lab.

Acceptable Use

Use of the Library's computers shall be guided by the following principles: Respect for the privacy of others; Adherence to the legal protection provided by copyright and license to programs and data; Consideration for the security and functioning of computers, computer networks, and systems; Adherence to WCPL policies governing the security and functioning of computers, computer networks, and systems.

Unacceptable Use

It is not acceptable to use WCPL computers for or to do the following on a public computer:

- Any purposes which violate U.S., state, or local laws.
- Transmitting threatening, obscene or harassing materials, including the use of profanity or offensive language.
- Intentional or unintentional disruption of network users, services or equipment, harm to other computer systems, including excessive bandwidth utilization.
- Distribution of unsolicited advertising.
- Tampering with computer or network security or history.
- Making unauthorized entry into any systems accessible via Library computers.
- Representing oneself as another person.
- Developing and/or propagating programs that harass other users or cause harm to other computer systems (e.g. computer "viruses" and "worms.")
- Copying, file sharing, downloading or distributing commercial software or other works or material (e.g. music, movies or other audio or digital material) in violation of state, federal or international copyright laws.
- Accessing or loading pornographic, obscene, or sexually explicit material.
- Other uses deemed inappropriate at the discretion of WCPL management.
- Illegal acts involving the WCPL computers may be subject to prosecution by local, state or federal authorities.

Internet Safety Policy

Young computer users:

In addition to the useful and educational information available on the Internet, a great deal of content exists that is not appropriate for children. Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. WCPL enforces a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. WCPL's technology protection measure is a specific system that blocks or filters specific Internet sites. It protects against access by adults and minors to visual depictions that are obscene, child pornography, or harmful to minors.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that some may find offensive but does not eliminate that possibility. Filters sometimes block access to sites that users would consider both inoffensive and useful. WCPL staff reserves the right to check all workstations of suspicious/inappropriate activity. In accordance with the Children's Internet Protection Act, no one under the age of 18 is permitted to access computer sites, chat rooms or email that contain obscene or sexually explicit material or other material harmful to minors.

WCPL does not condition a child's use of our public use internet terminals on the collection of any personally identifiable information from the child.

Disclaimer

WCPL provides access to the Internet as a service of convenience to the public. The Internet and its available resources contain a wide variety of material and opinions from varied points of view. Users need to be good information consumers, questioning the validity of the information. Not all sources on the Internet provide accurate, complete or current information. Users may encounter material that could be considered inappropriate.

Parents of minor children assume responsibility for their children's use of the Internet through the Library's connection. Parents and children are encouraged to read Netsmartz (<http://www.netsmartz.org/>) Safety Tips and to explore the additional resources at Netsmartz, a resource for parents and children of all ages.

WCPL expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof. Conducting business or personal transactions such as credit card purchases, stock trades, bank transactions, etc, or accessing systems where such personal or business data are stored is not recommended. The Library's computing environment does not maintain sufficient safeguards to protect such activities.

Users of Library computing resources should be aware of the possibility of contamination by computer viruses and Trojans. Viruses may also spread to other computers including the user's own personal or business computers via email, or via media such as floppy, CDROM or USB Flash Drives. Users are therefore warned that it is not possible to provide a 100% virus free environment and that the user accepts such risks while using the Library's computing resources.

Review of WCPL Policy

This policy shall be reviewed on an annual basis in accordance with Indiana Code § 36-12-1-12(e).

Wireless Internet Policy

(Adopted 10/09/08) Wireless Internet access (Wi-Fi) is provided free of charge by WCPL at the Main Library for patrons who have the required hardware and software needed for this service. Use of this service is governed by WCPL Internet Acceptable Use Policy. Use of WCPL's Wi-Fi service is your agreement with the terms and conditions of this policy:

- Wi-Fi access is provided as a free public service on an "as is" basis with no guarantee of service.
- Users are responsible for setting up their equipment to access the Wi-Fi network. Library staff can provide general information or handouts to help you connect to the Wi-Fi network. Library staff will not provide technical assistance and will not assume any responsibility for personal hardware configurations, security or changes to data files resulting from connection to the library's Wi-Fi network. It is recommended that users make a backup copy of any settings changed before configuring their equipment for use on the library's Wi-Fi network.
- All Wi-Fi users should have up-to-date antivirus software installed on their computers.
- As with most public Wi-Fi networks, WCPL's wireless network is not secure. Any information transmitted (including credit card numbers, passwords, and other sensitive information) could potentially be intercepted by another computer user.
- The library's Wi-Fi network is subject to periodic maintenance and unforeseen downtime.
- The library filters all Internet access. This filter blocks those sites that violate the Federal Children's Internet Protection Act and/or WCPL's Internet Acceptable Use Policy.
- The library assumes no responsibility for damage to or loss of equipment; users must keep their equipment with them at all times.
- Printing access is not available via the Wi-Fi network. If the user desires to print, the file can be saved to a flash/thumb drive or emailed to them and printed from a public computer in the Reference Department for a nominal fee per page.
- Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment, will result in permanent disconnection from the library's Wi-Fi network.

Behavior Policy

The WCPL Board encourages the use of the library building and grounds for the purposes for which the library was established. The following behaviors will not be tolerated. Engaging in one or more of these behaviors may result in suspension of use of the Library either for a period of time or permanently:

- Leaving children unsupervised (see Unattended Children's Policy)
- Improper Internet usage

- Verbal altercations
- Harassment
- Physical altercations including assault or violent acts
- Threats of physical harm
- Loitering
- Sleeping
- Sexual misconduct
- Theft
- Mutilation of Library property and/or items in the Library collection
- Reconfiguring computer software offered by the Library
- Disregarding dangerous weapons policy
- Disruptive behavior
- Vandalism
- Eating & drinking outside the Program and Story / Craft Rooms
- Cursing, obscene or abusive language
- Smoking
- Using or bringing controlled substances into the Library or on the grounds
- Drinking or bringing alcoholic beverages into the Library or on the grounds
- Using chewing tobacco on library grounds
- Coming onto Library property while intoxicated or under the influence of improper use of controlled substances
- Library management has the discretion to discard personal items left unattended on Library property in order to preserve a safe environment for Library guests and staff
- Any unauthorized vehicle left in the employee parking lot may be towed at the owner's expense
- Roller-skating, roller-blading, skateboarding, scootering or bicycling beyond uses as transportation to get to the Library to use materials in the building
- Removing Library materials or equipment without checking them out properly by Library staff at the Circulation Desk
- Misusing, damaging, defacing and/or removing without authorization anything from the Library building and grounds
- Soliciting and/or selling without prior approval of Library management
- Running, shouting, and/or roughhousing
- Playing in the elevator or on the staircase including running on the stairs
- Disturbing others including use of portable phones and other electronic devices
- Bringing animals into the building without staff approval unless "guide trained animals"
- Distributing leaflets or posting notices not authorized by Library staff and/or the Library Board
- Playing music or other media at a level that is disruptive to other guests and/or Library neighbors
- Buying, selling, advertising, or trading products or services for cash or other consideration (*except in support of the Library*); political rallies or meetings; religious services or instruction are not allowed on Library property.
- Animals, insects and other living organisms may not be brought into the Library. Trained guide animals are allowed when being used by a physically challenged guest. From time to time, animals, etc. may be used in Library programs with the permission of the Library

Director and only under certain conditions that address the safety of guests and care of the facility.

Added May 14, 2009 by board approval:

- Creation of any public disturbance including the use of obscene or abusive language; deviant, harassing, threatening or abusive behavior, whether in general or directed at any specific person or persons; offensive smells or sounds that constitute a nuisance.
- Patrons need to be fully clothed in order to use the library. Pants, skirts, shirts and shoes are required. Bathing suits are not considered clothing.

When the above listed behaviors are observed, Library staff may, with reasonable discretion, discipline those persons who are not abiding by this policy by imposing limits on the use of Library services and/or facilities. Library staff may call local law enforcement officers to assist in the enforcement of this policy. When Library staff observes other behaviors that are not listed, staff may impose reasonable discipline. Such behaviors are those that appear to be threatening, abusive and / or disruptive to person and property.

Any discipline shall include a predefined beginning and ending set by the Library Director and/or his/her designee. Disruptions that create hardship for Library neighbors are included in this policy. Library property includes both grounds and the building.

Repeated violators and/or those who refuse to leave will be subject to arrest and prosecution under Section 35-43-2-2 of the Indiana Code entitled "Criminal Trespass."

Electronic Funds Transfer

The WCPL Board of Trustees has determined that it is beneficial to its financial operations to transact the financial affairs of the Library through electronic funds transfers when possible. Pursuant to the provisions of I.C. 5-13-5-5, the Library will institute electronic fund transfers for the transaction of business with a financial institution, direct deposit payroll and retirement fund administered by the public employees' retirement fund. Effective retroactively to November 1, 2010, pursuant to the provisions of IC 36-12-3-16.5 the Library will institute electronic fund transfers for the payment direct deposit payroll, claims and taxes. The Library Director and Bookkeeper will maintain adequate documentation of the transactions conducted under I.C. 5-13-5-5 so that said transactions may be audited as provided by law.

Equipment Policy

Public Copy Machine

The WCPL Board of Trustees has determined the following policy for the use of the copier by persons and organizations other than the Library. The copier is available for individuals to have items copied at a cost of \$.15 per page on one side or \$.30 for both sides if using 8 ½ x 11 or 8 ½ X 14 paper. The cost per side for 11 X 17 paper is \$.25. The patron may operate the copier; however, patrons are responsible for all copies they make. Patrons may bring their own paper to use in the copy machines upon the approval of the library staff (resume paper, etc). The charge for using the copier will remain the same as the set prices stated above. The Library abides by the National Copyright Code.

Color Copy Machine

(Adopted 2/9/07 and revised 7/21/09)

Patrons MUST use paper provided by the library for color copies. Prices for color copies are: \$.25 for one page of regular weight (20 lb-24 lb) copy paper, \$.50 for one page of bright white paper (32 lb) and \$1.00 if a patron requests a heavier grade paper intended for poster or photo quality. Library staff is available to make color copies as the copier usage is restricted to staff only.

Microfilm Scanner

The copies from the microfilm scanner are 15 cents per sheet.

Public Fax Service

(Adopted 7/12/07)

The fee for outgoing domestic faxes will be \$1.00 for the first page and \$.50 for each subsequent page. International faxing fees will be determined by the most current international rate chart from AT & T. The fee for incoming faxes is \$.50 each page. No charges will be incurred for cover sheets.

To send a fax: Patron shall fill-out the library provided cover sheet with the information regarding the fax. WCPL is NOT responsible for the condition of material after faxing or for incomplete transmissions at the receiving site. WCPL personnel will fax information and return patron originals once the fax has been completed and the fee has been assessed and paid.

To receive a fax the patron shall provide the library's fax number to the sending party and notify the library that a fax is coming. Patrons must pay the fax fee before obtaining/viewing their received faxes. Unclaimed faxes will be shredded after 24 hours of receipt.

TV/ DVD

Groups using the meeting room in the library may be allowed to use these items upon prior approval from the library director or a staff member. The TV//DVD equipment must never be taken from the library.

Laptop Computers/Ereaders

The library has laptop computers and ereaders to be used only for library related activities and operated (or supervised) by a trained staff member. At no time may any of the equipment be taken from the premises unless prior approval is given by the Director

Exam Proctoring Policy

(Adopted 7/12/07) (Updated 5/12/11) The Reference Librarian will proctor distance-learning exams for local resident cardholders, student cardholders and for persons who have purchased a nonresident card. Reciprocal borrowing cards are not deemed local resident cardholders. There is no fee per exam for WCPL cardholders in good standing, and \$10 per exam for all others that must be paid before the exam will be administered. Although the exam will be given in the computer lab, it is not guaranteed to be quiet. Students must provide picture ID (or library card if applicable) before taking the exam. Students will be responsible for all costs associated with taking the exams including, but not limited to, postage, fax charges, and copying charges.

After the signing a proctor agreement form, the student is responsible for contacting the library (in person, telephone, email) at least 2 days in advance to schedule the exam and for ensuring testing materials have been received in time to take the exam. Walk-ins will not be accommodated. It will be the responsibility of the student to arrange for the educational facility to send the exam to WCPL and to call and set up a time to take the exam. WCPL is not responsible for ensuring that the student takes the exam by the due date. If a student needs assistance with exams as a result of a disability, it is pertinent that the student contact the college because WCPL offers no assistance with this circumstance.

The library cannot guarantee that a student will be under observation during the exam; however, if a student is caught violating exam rules (talking on cell phone, having another window open on the computer, using notes/books when not approved) the proctor will stop the exam and turn the student in to the educational institution.

Homebound Services

Should a WCPL resident patron be unable to get into the library because they are housebound, a member of the staff will gather the desired materials and either place them on reserve until a friend/relative can pick them up or deliver them to the home of the patron when time permits.

Investment And Deposit Of Monies Policy

It is the policy of the WCPL Board of Trustees to abide by the procedures authorized by the Indiana code and recommended by the State Board of Accounts as set out in the Accounting and Uniform Compliance Guidelines Manual for Libraries Chapter 9 Revised 2014 for the investing and deposit of Library monies.

Lending Policy-Evergreen

WCPL is part of the Evergreen Indiana Consortium and follow the circulation policy set forth by Evergreen Indiana . The policy is available at: https://blog.evergreen.lib.in.us/?page_id=2770

Library eligibility and Library cards

(Updated 2/15/2015) (Revised and updated 03/09/17)

Resident Library Cards

The WCPL is open to all residents and property owners of the City of Washington. Employees will follow Evergreen circulation procedures to verify identity.

Non-Resident Cards and Fees

For those living outside of the taxing district (City limits of Washington, Indiana) one is eligible for a non-resident card. Employees will follow Evergreen circulation procedures to verify identity.. According to Indiana Code (IC 36-12-7-3), the library board must set and charge a fee for a local library card issued under subsection to an Indiana resident who is not a resident of the library district. The minimum fee that the board may set under this subsection is the greater of the following:

- The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana state library's annual "Statistics of Indiana Libraries".
- Twenty-five dollars (\$25).

Recommended Non-Resident Calculations:

Determine the library's annual operating expenditures.
Divide that amount by the population served.

Example:

Total Operating Expenditures	÷	Total Population Served	=	Individual Card
------------------------------------	---	-------------------------------	---	--------------------

$$(\$490,271) \div (11,800) = \$41.54$$

The non-resident fee must be the greater of \$25.00 or the operating expenditure per capita as published in the most recent "Statistics of Indiana Public Libraries"

PLAC (Public Library Access Card)

The Public Library Access Card (PLAC) is the name for the statewide library card, enacted by ([Indiana Code 4-23-7.1-5.1](#)). The PLAC program allows an individual to borrow materials directly from any public library in Indiana. Books and non-book materials are eligible for loan through the PLAC program, but at least books that normally circulate must be available for loan. Currently, WCPL loans only normally circulating books. All other materials are not loaned to PLAC Card holders.

WCPL abides by the PLAC policy as provided by the Indiana State Library and follows those guidelines and procedures listed at (<http://www.in.gov/library/placrules.htm>).

Materials Policy

(Reviewed and updated April 12, 2018)

Purpose: It is the function of the WCPL, as a public agency to provide materials and information, both print and non-print, for all ages to meet the informational, educational, emotional, artistic and social needs of our community. Since financial and spatial limitations generally prevent equal emphasis on all aspects of these objectives, WCPL recognizes that its MAJOR concern must be a positive contribution toward the removal of ignorance, intolerance and indifference. WCPL is committed to complete access of all materials to patrons who are in good standing with WCPL. It is the individual's responsibility to decide what they will or will not find appropriate for their needs. In terms of access to materials by minor children, it is the parent's moral and legal responsibility to monitor this activity. WCPL will endeavor to obtain through inter-library loan services materials excluded due to financial or spatial limitations.

Responsibilities: The Board of Trustees sets the policies of WCPL with the librarian / director responsible for selection of materials and information. Henceforth, the term Library refers to the policies of the Board of Trustees and the administration and implementation of these policies by the staff. Recommendations and requests from the community are welcomed and encouraged BUT final selection will be the duty of the Library. The Board of Trustees and the Library also support the *Library Bill of Rights* as adopted and amended June 27, 1967 by The American Library Association and as stated by John F. Kennedy and Dwight D. Eisenhower and the American Library Association Intellectual Freedom Statements

Selection Criteria: Every Library, no matter how large or small, must select from an overwhelming mass of materials and information. The basic test for selection of an item is whether it is of proven or potential interest to the people served. Secondary considerations include availability and cost of the item, the amount of similar materials already in the collection,

and the extent to which the material may be available elsewhere in the community. In addition, the physical makeup of the materials is considered. These decisions are all professional in nature. Because of the varying demands upon the collection, any selection should be inclusive rather than exclusive. The Library should provide materials that, although possibly argumentative, represent many points of view. Items are not excluded from the Library because of the race or nationality or the social, political or religious view of the author. Items are not excluded from the Library because they may contain language and illustrations offensive to some persons, if they meet the test of having redeeming social value as stated by the United States Supreme Court. The Library does not purchase nor provide hard-core pornography.

The Library does not place material on "closed shelves" to protect the public from the content of the material. Other than reference materials, the only items on limited access are those which themselves need protection because of rarity, cost, susceptibility to loss or damage, fragility or format unsuited to heavy use, or for special projects or community needs, such as co-operation with the local schools in providing materials for student assignments.

The classification and grouping of materials within the Library are professional decisions to be made by the Director. Classification and grouping include but are not limited to, classifying individual books, arranging displays, identifying reader interest categories, organizing subject collection, and providing materials of interest to adults, young adults, and children in designated rooms or areas.

A continuing systematic re-evaluation program of the materials will be carried out to maintain the quality of the collection. Items may be discarded from the Library if they are surplus to the needs of the collection or physically so worn as to be unusable or if the content proves to be no longer relevant or valid in light of newer information or if space becomes a problem and the materials have not been used for an extended period of time. The method of discarding is up to the Library.

Censorship and Intellectual Freedom: Selections are made on the merit of the work as it relates to the library's goals and objectives and serves the expressed or anticipated needs and interest of the community. The library recognizes that many materials are controversial and that any given item may offend some users. Selections will not be made on the basis of any assumed approval or disapproval. An attempt will be made to represent differing viewpoints, values, philosophies, cultures, and religions whenever possible, within the range of materials published. Material which is biased or which represents only one point of view may be selected to provide necessary alternatives to other material. Material should not be proscribed or removed because of partisan or doctrinal disapproval. Inclusion of questionable language or attitudes in materials is not in itself reason to exclude it from the collection.

Library material will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from damage or theft.

Responsibility for the use of the library's collection by children ages seventeen and under rests with their parents and legal guardians. Collection development of adult materials will not be limited by the possibility that items may come into the possession of minors.

The library has adopted the American Library Association's Library Bill of Rights, the Freedom to Read, and the Freedom to View statements. These statements are included as appendices to this policy and interpreted to include all library material regardless of format.

The Library Board of Trustees believes that censorship is an individual matter. While any library user may reject for him/herself library materials of which he/she does not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to use these materials.

The Library Board of Trustees defends the principles of the freedom to read and declares that whenever censorship is involved, no books and/or library material shall be removed from the library save under the orders of a court of competent jurisdiction.

Gifts: Gifts of materials or funds to enrich the Library collection are welcome. The selection policy set forth here is applied to all materials received. The right is reserved to accept or refuse conditions placed upon gifts of materials or funds. The purchase of specifically identified titles with gift funds cannot be guaranteed, nor does the donor have the right of approval of titles before purchase. However, donors are encouraged to recommend subject areas.

Donated materials will be accepted for the library collection under the same policy as purchased materials. Materials not considered appropriate for the library's collection will be sold or discarded. Materials donated in memory of a particular individual will have a gift plate attached to the item. Thank-you notes will be sent to the donor and notification made to the person or family for whom the memorial was given. Receipts may be given upon request for the number and format of items donated; however, the Library will not appraise donated books for tax purposes. . Donated items will be subject to the maintenance policy under the same conditions as purchased items.

Collection Maintenance: Maintenance of the collection is the responsibility of the library director. Other staff members may assist in this process under the supervision of the director. Materials may be removed from the collection due to condition (items that have become dirty with torn pages or weak bindings that discourage use), duplicate titles, age (materials whose content is no longer considered accurate due to advances in that subject area) and materials that are found to contain inaccurate information. The library director shall use his/her discretion in all matters. Appeal from the judgment and decision of the director may be brought to the library board by written request setting out the issue. These materials may be sold at a library book sale or discarded if the materials are considered too damaged to sell.

Reconsideration of materials: Patrons who wish to lodge a complaint about a library item or request a withdrawal of a title from the library will be asked to place their complaint or request in writing and submit it to the director. When a written complaint is filed, the director will review the complaint and respond to the patron.

Cataloging: Evergreen Cataloging Policy Adopted 3/9/17.
https://blog.evergreen.lib.in.us/?page_id=2770

Meeting Room Policy

Meeting Rooms : The library has two meeting rooms that are available for public use during library hours:

1. The Activity Room with tables, chairs and small kitchen; seating capacity =
2. Meeting Room with tables, chairs: seating capacity = approx.

A combination of both rooms may be used, as there is a divider wall that can be removed. Before the meetings can be scheduled, the group must read the meeting room policy and sign a meeting room agreement form.

Usage:

1. The meeting room is available to all civic, community, cultural or educational organizations whose purpose is non-commercial, non-religious, non-partisan and/or non-profit. The rooms are not available for meetings that are social, for the benefit of private individuals or commercial concerns or when in the judgment of the director any disorder may likely occur.
2. All library programs requiring the use of the meeting rooms have priority over outside group meetings at all times.
3. Reservations are limited to the hours 10 A.M. through 7:50 p.m. Monday & Tuesday, 5:50 p.m. Wednesday and Thursday, 4:50 P.M. on Friday and 2:50 p.m. on Saturday. Reservations will not be accepted for dates when the library is closed. All groups must sign a Meeting Room Policy before registering for a meeting time.
4. No general admission fee may be charged for any meeting or program held in the meeting room. Groups may, however, restrict their meetings to their own members and make normal collections of dues from its members. No buying or selling of products or services is permitted on library property, except in support of the library.
5. No voluntary offering, solicitation, or collection of funds may be made. However, groups may charge participants a fee to cover the actual costs of materials used during the meeting, such as craft supplies, printed reading materials, forms and other items needed to conduct the program.
6. Users are responsible for leaving the room and kitchen area (if used) in a neat and orderly condition.
7. If parents bring children to meetings, the parents are responsible for the behavior of their children throughout the library. If children create a disturbance in the library, they will be

asked to stay with their parents in the meeting room. Please refer to the Unattended Children Policy.

8. All groups and individuals using the meeting rooms assume full responsibility for any damages to library property in the room incurred during the meeting or in connection with the meeting.
9. The WCPL Board of Trustees and the library staff do not assume any responsibility for the security of clothing items, valuables, etc., and personal and group equipment.
10. If a meeting is cancelled, the library should be notified at earliest possible date, preferably a week in advance.
11. The library reserves the right to cancel any reservation granted to an outside group for a meeting room, but only in order to use the room for library purposes or as disciplinary action.
12. No provision can be made for the storage of equipment to be used by regular users of the public meeting rooms.
13. The director is authorized to deny permission to use the meeting rooms to any group that is disorderly, objectionable in any way or violates these regulations.
14. This statement of policy is subject to amendment at any time by the WCPL Board of Trustees.
15. No guns, knives or any other weapons of any kind are allowed in the library or in the meeting room at any time unless brought in by approved, authorized persons.

Notary Services

(Adopted 7/12/07 and updated 7/21/09) Notarization is the 'act of witnessing' by the notary public in accordance with specifications of state law. Notarization involves signed documents and requires the notary to ensure the signer's identity and willingness to sign. WCPL offers this service for the public for a small fee of \$2.00 per notarized signature. This service is contingent on the schedule of the employee who is a licensed notary public; therefore, calling before you come to WCPL for this service is advised. Signers must bring a photo ID, such as a valid driver's license, a passport or other photo ID that has both a picture and signature. Signers must not sign the document until in the presence of the notary. If a document requires additional witnesses, those persons must be brought along to the library and have the necessary photo ID.

Patron Confidentiality And Privacy

Library information in any form about library patrons and their use of the Library is private in nature, and is protected to preserve the patron's intellectual freedom. Confidentiality also extends to information sought or received as well as materials consulted, borrowed or acquired.

Confidential material includes search records, reference interviews, circulation records, computer use records, interlibrary loan records and other personally identifiable uses of library materials, facilities and services. WCPL follows the Evergreen Patron Record Confidentiality Policy https://blog.evergreen.lib.in.us/?page_id=2770. Please review Patriot Act Policy in this Manual.

Patriot Act

The WCPL supports the efforts of our government to protect the country from terrorist acts and preserve our freedom and security. As a public library, we face the dilemma of having the responsibility of protecting the privacy of our patrons while responding to legitimate national security concerns. The Library recognizes the confidentiality of patron registration and circulation records, as stated in the Indiana Code 5-14-3-4, and also respects the right of library users to privacy and security concerns, Federal law (specifically the Patriot Act) can supersede state law. WCPL strives to create a library environment that is:

- A safe and crime free place
- A place for learning and pursuit of knowledge and information on any topic
- A place where patrons can ask any question and discuss any topic

The library will do its utmost to uphold the privacy and confidentiality of patrons' free access to information. The library will rely on existing laws and library policies to control behavior that involves public safety or criminal behavior.

About the USA Patriot Act of 2001: HR-3162 became Public Law 107-56 in response to the events of 9/11/01. The full title of the law is: *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001*.

The Act may provide law enforcement broader boundaries when investigating information accessed and transmitted by patrons with regards to national security concerns. Access to patron information may include but not be limited to:

- Catalog Search Records
- Circulation Records
- Computer Use Records
- Genealogy Room Use Records
- Inter-Library Loans & Holds Records
- Reference Interviews

Policy & Procedures Regarding Information Access and Confidentiality

- 1. Catalog Search Records:** These records refer to the searches of the collection a patron may conduct on the Online Public Access Catalog (OPAC). The system utilized is provided by Evergreen Indiana. Once a search is conducted, the software does not retain a copy of the search on library computers.
- 2. Circulation Records:** Material is circulated via Evergreen Indiana. The circulation software tracks materials currently checked out, automatically erasing a reader's borrowing record once a book is returned and all fines are paid. It is not possible to look up a patron's card number and find out what they borrowed in the past. It is possible to look up the record for a specific item and obtain limited information about a patron (specifically, who last borrowed the item and whether a fine was paid.) However, there is no direct link between a patron and an item, once the item has been returned.
- 3. Computer Use Records:** The library provides public access to the Internet. Patrons registration is done using time management software. Registration stats are kept for 30 days for statistical purposes and as a safeguard in case of violation of the library's Internet Use Policy that is discovered after the patron leaves. After 30 days, all sign records are destroyed. The history of patrons' Internet research and activity is erased automatically every 24 hours.
- 4. Meeting Room Use Records:** The Library requests groups using the meeting room to sign a policy and the meetings are scheduled in a calendar. These materials are kept on file for one year.
- 5. Reference Interviews:** A reference interview occurs when a patron looking for information is interviewed or questioned by a library staff member in order to narrow down the specific information needed. If a patron name and number is taken by phone and patron information is written down, the paper record is destroyed as soon as the requested information is delivered. No paper record is kept after the query has been successfully answered.

Policy & Procedures for Complying with Law Enforcement; The WCPL staff will comply with law enforcement when supplied with legal subpoena or warrant. Staff procedures:

1. If anyone approaches staff alleging to be a law enforcement official requesting information, s/he will *immediately* contact the director. (In the director's absence, staff will contact the reference services librarian, youth librarian or outreach services librarian in that order of priority.) **Do not disclose any information to that individual.**
2. The director will ask to see official identification and will photocopy the ID
3. If the law enforcement official presents a **subpoena**, the library director will contact the library's legal counsel for advice on how best to proceed. It is desirable for legal counsel to be present when the subpoena is executed.

4. If the law enforcement official presents a search warrant, it is executable immediately. The library director will notify legal counsel and will attempt to have legal counsel present during the search to be sure that the search conforms to the terms of the warrant. If time does not allow for this, the search must be allowed to proceed. The library director or her/his representative will cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned. Library staff should not interfere with the search and/or seizure of library property.
5. The library will keep a record of all legal requests.
6. The library will keep a record of all cost incurred by any search and/or seizures.
7. If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act amendment), the warrant also contains a "gag order" which means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant. The library and its staff must comply with this order. No information can be disclosed to any other party; including the patron whose records are the subject of the search warrant.

Emergency Disclosures of Communication: If in the normal course of business, the library staff observes what could reasonably be construed as a threat of imminent danger to life and limb, they are to contact law enforcement immediately. They should then contact the library director (or in his/her absence the reference services librarian, youth librarian or outreach services librarian) and fill out an Incident Report form.

Purchasing Policy

Explanation : Nothing in this policy shall be construed as to lessen the requirements as set forth in Indiana Code 5-22, hereafter referred to as the Code, and explained in the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries, hereafter referred to as The Manual. The Library director shall serve as the "purchasing agent" for the Library. The director may delegate authority to other staff members but bears the ultimate responsibility for purchases made. In general, merchandise shall have been received before payment is issued. It shall be the responsibility of the director to approve situations when prepayment is required by the vendor and allowed by The Manual and IC. No expense shall be paid without a preexisting appropriation. All purchases are tax exempt per the IC 36-12-7-

Vendor Statement: As required by IC 5-22-16.5-13, any vendor doing business with WCPL must certify that the company is not engaged in investment activities in Iran.

Supplies, Equipment, Goods, Materials: This section shall pertain to the purchase of supplies, equipment, goods and materials. It does not pertain to "library materials", which are exempt by

statute from the restriction imposed by Indiana Code 36-12-3-16,: books, magazines, pamphlets, films, filmstrips, microfilms, slides, transparencies, audio formats, models, art reproductions and all other forms of library and audiovisual materials. While bids or quotes are not required, the Library Board of Trustees expects the staff to use due diligence in seeking out the most economical sources for the above items.

Purchases Under \$1,000: The Library Board of Trustees must approve single purchases in excess of \$1,000.00 in advance, except when an emergency exists. Excluded items include library circulation materials and general library office supplies.

Purchases From \$1,000-\$50,000: Purchases of this amount require no formal bids or quotes, although comparison-shopping is encouraged. It is stressed to take into consideration the service the library will receive from a vendor and weigh it with the cost. The variety of exceptions, preferences and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category.

Purchases Between \$50,000 and \$150,000: Purchases of this amount generally require that quotes be solicited from at least three persons/businesses known to deal in the goods sought to be purchased. Invitations to quote will be issued with responsive quotes reviewed by the Library Board of Trustees. If no quotes are received or quotes are received in an untimely manner, a vendor may be selected as if the purchase is under \$50,000.00. Exceptions, preferences, exemptions and other information contained in The Code and The Manual shall be taken into consideration.

Purchases \$150,000 and Over: Purchases over this amount will be subject to competitive bidding, unless exempting circumstances apply, as authorized by Indiana Code 5-22 and following the guidelines of The Manual <http://www.in.gov/sboa/files/Libra10.pdf>.

Services: The Library Board of Trustees as suggested and advised by the Library Director will approve annual maintenance contracts.

Construction: All construction, alteration or renovation on Library owned or the 'public works law' found in Indiana Code 36-1-12 should govern leased property with a value in excess of \$25,000.00.

Service Animal Policy

(Adopted 11/12/15) WCPL does not allow pets of any kind in the library. At times there will be patrons who bring a service dog into the library. When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to

perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Tobacco Free Policy

Smoking is prohibited on all library owned and or leased locations/premises; all internal and external areas, parking lots; all entrances and exits; and all library owned and/or leased vehicles. In addition, use of all tobacco products, including smokeless/chewing tobacco, will be prohibited. This policy applies to all employees, patrons, contractors, vendors, meeting room users and visitors.

For employees, compliance with these guidelines will be strictly enforced and policy violations will be subject to the standard disciplinary actions of the library.

"No-Smoking" and "Tobacco Free Campus" signs are posted at the library entrance and on library property. Library visitors who are non compliant with the posted policy will be reminded by library personnel that the library is a tobacco free campus and suggest that tobacco use take place off site. Recurrent violation will result in the loss of library privileges.

Unattended Children's Policy

(Revised and adopted 11/12/15) The library cannot be responsible for unattended children. All children age EIGHT (8) and younger must be directly supervised at all times by an adult or an adolescent at least 14 years of age while on Library premises unless the child is attending a Library-sponsored program that does not require parent attendance.

If a parent or guardian of an unattended child under the age of EIGHT (8) cannot be contacted within a half-hour, the library staff will contact the Washington City Police and ask that Child Protective Services be notified.

The library staff will attempt to notify a parent/guardian to pick up a child that is age NINE (9) or over who do not follow the Behavior Policy. If they are not available, the staff will contact the police.

WCPL assumes no responsibility for children left unattended at the Library after hours. Unattended children under 14 years of age present at the Library 15 minutes before the Library closes will be asked to phone a parent to pick them up. If a parent has not picked the child up by 5 minutes after the Library has closed, the library staff will call the Washington Police Department to come pick up the child. Parents will need to retrieve their child at the police station.

Volunteer Policy

Definitions

1. A volunteer shall be considered as any individual, 14 years or older, who assists with work done at the library, without remuneration. Exceptions to the age requirement may be made by the Library Director. Volunteers under the age of 16 must have a parent/guardian permission that is reflected on the volunteer form.
2. A **student intern** shall be considered as any high school or college student who performs volunteer work, without remuneration, as part of an authorized school program to earn academic credit.

Statement of Purpose: WCPL shall make use of the services of interested volunteers to supplement and not replace the work done by library staff. WCPL shall use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with their library and the services being offered.
3. Staff or support fundraising activities sponsored by the Library Foundation.

General Provisions

Nothing in this policy shall be deemed to create a contract between the volunteer or intern and WCPL. Both the volunteer and WCPL have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a Volunteer Application form for volunteer work, and visit with a supervisory staff member. Upon approval of the Library Director, the volunteer may be scheduled for training and work assignments.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include: shelving books, returning books, processing new materials, helping to prepare for programs, discarding materials, maintenance of periodicals, public relations activities, et.al.

Hours of volunteer service will be determined by the supervisory staff member in discussion with the volunteer. Volunteers are expected to arrive at the library in time to begin work as scheduled or call the library if they will be absent. All volunteer work must be completed within normal library hours. Exceptions may be made only by the Library Director.

Recruitment and Supervision of Volunteers

While it is understood that most volunteerism will come from expressed interest, volunteers may be sought through a variety of methods (newspaper announcement, in-library publicity, requests through volunteer coordination organizations), to meet specific as well as general project needs. Any recruitment shall be preapproved by the Library Director.

Volunteers will work directly with library staff members to receive training and complete projects. All volunteers will be assigned one primary staff member to guide them in their work. There will be no formal evaluation process for volunteers.

Recruitment and Supervision of Student Interns

Student interns will be sought by the Library Director through educational contacts in area schools and colleges. A job description will be tailored for each school program that may offer student interns. The job description must stress the value of the project for both student and Library. A representative of the school or college will usually be involved in developing the job description and outline of the project.

The professional staff member who shapes an individual project will be responsible for the training and supervision of the student intern. Interns can be very valuable to the Library, but the Library must also offer a genuine educational opportunity. Because much staff time will be required, each project must be carefully planned and approved by the Library Director before the intern is accepted. Participation in student internship programs shall be considered a privilege which may be revoked at any time by WCPL or the student intern. All schedules will be worked out between the student intern and the supervising librarian and should not conflict with school schedules.

A method and schedule for evaluation will be agreed upon between the supervising librarian and the school or college representative before the student intern is accepted. The supervising librarian will follow this schedule and report student progress to the representative.