

LIBRARY POLICIES

Acquisition of Works of Art.....	2
Capital Assets.....	5
Circulation.....	10
Claim Forms.....	18
Code of Conduct.....	19
Computer Resources (Use of).....	23
Emergency Closing.....	27
Exhibits.....	28
Fax Machines.....	29
Gifts.....	30
Joint Promotional Activities.....	31
Library Records.....	32
Meeting Rooms.....	34
Printing.....	45
Publicity.....	46
Purchasing Agency.....	47
Purchasing Agent.....	48
Resource Development.....	49
Sale or Trade of Securities.....	53
Staff Appointments.....	54
Unattended Children.....	55

POLICY

SUBJECT: Acquisition of Works of Art
APPROVED BY: Board of Library Trustees
APPROVAL DATE: October 25, 2007
EFFECTIVE DATE: October 25, 2007
NEW (X) REVISION ()

Mission Statement

The library has no desire to take on the functions of an art museum, and therefore does not actively acquire works of art for the purpose of establishing a permanent collection. However, under certain circumstances, the library may consider the installation of works of art to enhance, in special ways, its physical facilities – both main library and branches.

Acquisitions may include, but not be limited to, items in the following categories:

- Fine Art: Prints, Drawings, Paintings, Sculpture.
- Photography.
- Decorative & Applied Arts: Furniture, Instruments, and Architectural Elements that are significant to the history of the library.
- Ethnographic Objects.

The library may acquire such items for the purposes of the visual enhancement of the library and as an indirect means of enhancing the visual arts education of the library's visitors.

Code of Ethics

No individual member of the library board or staff may use his or her position for personal gain or to benefit another, in contravention of the mission and the values of the library and professional codes of ethics.

No library staff member may offer formal written appraisals for objects that are under consideration for acquisition.

All acquisitions will heed cultural property, burial, copyright, and other pertinent laws and policies—international and domestic.

Art Advisory Committee

The Board of Library Trustees has appointed an Art Advisory Committee to advise the board and to review and evaluate proposed gifts or purchases of works of art for installation in and around library property. In all matters relating to the acquisition of works of art, the goal of the board and the committee will be to maintain high standards of artistic quality and further the mission of the library.

The committee works by consensus to recommend proposed accessions and deaccessions to the board. Outside advice or expertise may be called upon for consultation, but such persons do not have standing in committee decisions.

Acquisitions

Proposals for works of art to be acquired by the library may be made by artists, prospective donors, library staff members, or interested citizens. Proposed acquisitions will be presented to the Art Advisory Committee for consideration. The committee may require the proposer to supply photographs, renderings, material samples, or other supporting materials to aid in their evaluation of the proposed work of art. The committee will consider the following factors in evaluating a proposed work of art for the library:

- Artistic quality.
- Availability of a suitable location in or around library property for display of the proposed item.
- Cost of acquisition.
- Availability of funding for the acquisition (the library normally does not have a budget for acquiring works of art).
- Cost of ongoing care and maintenance.
- Compatibility with the architectural style of the library building(s).
- Compatibility of the item with the mission of the library.

The committee will make a recommendation to the Board of Library Trustees. The board will make a decision on whether the library will acquire a proposed work of art, based upon the committee's recommendations and any other factors they may deem pertinent.

Gifts

Proposed gifts of works of art will be referred to the Art Advisory Committee and will be evaluated according the procedure described above.

Should the board decide to acquire a proposed work of art as a gift, the library will produce a deed of gift for the donor's signature as a receipt.

The library staff, board, or Art Advisory Committee may not give appraisals for any reason. Appraisals for gifts or bequests must be made by an independent person or agency, as required by regulations of the Internal Revenue Service. The donor is responsible for the cost of the appraisal.

The library will not accept and hold any object for any length of time solely for the purpose of allowing a donor to attain tax status for his or her gift.

As a rule, the library only accepts unrestricted gifts. In the event that the board decides to accept a restricted gift, the library will manage that gift accordingly and will only seek court relief when circumstance clearly makes adherence to the restrictions impractical. Acceptance of a restricted gift must have the unanimous approval of the board.

Deaccessioning

An item proposed for deaccessioning will be referred to the Art Advisory Committee for review. The committee will consider the following criteria in developing a recommendation on an item proposed for deaccessioning:

- Is the object no longer relevant to the mission and scope of the library?
- Is the object subject to NAGPRA and being repatriated according to the law?
- Is the library no longer able to preserve the object properly?
- Has the object deteriorated beyond usefulness?
- Is the object a fake, forgery or reproduction?
- Is the object a duplicate?

Process for deaccessioning:

- The library will follow ethical practices in deaccessioning. Items may not be deaccessioned with the intent of giving the items as gifts to employees or trustees.
- The Art Advisory Committee will make a recommendation for deaccessioning to the Board of Library Trustees.
- If deaccessioned, an object may be given to another institution, sold at public auction, or disposed of if the object is damaged or compromised, in compliance with all applicable state laws and regulations governing the disposal of public property.
- Deaccessioned items will not be given as gifts or sold to any employee of the library nor to any member of the Art Advisory Committee or Board of Library Trustees.

POLICY

SUBJECT: Capital Assets
APPROVED BY: Board of Library Trustees
APPROVAL DATE: December 18, 2003
EFFECTIVE DATE: December 18, 2003
NEW () REVISED (X)

Supersedes policy on Fixed Assets adopted December 21, 2000.

<u>SECTION</u>	<u>DESCRIPTION</u>
1	General Information
2	Definitions of Capital Assets
3	Valuation of Capital Assets
4	Asset Definitions by Major Category
5	Depreciation Method
6	Capital Asset Acquisition

1 General Information

The Allen County Public Library (ACPL) Capitalization Policy was last amended in December of 2000. The new policy will be referred to as the **Capital Asset Policy**. This revision is being instituted to change the minimum dollar value of capital assets, reported on our financial reports from \$1,000 to \$5,000. This revision is related to the implementation of the new reporting model, Governmental Accounting Standards Board Statement 34. The new reporting model will require the ACPL to depreciate capital assets. Recommendations from several sources, including the State Board of Accounts, suggested a capital asset threshold of \$5,000. An asset with a value of under \$5,000 will be expensed in the year of purchase. The implication of this change on our financial reporting will be that the number of non-library material assets reported will be reduced by 85.4% while the dollar value of non-library material assets will decrease only 34.5% from 2003 to 2004.

The ACPL currently utilizes common business office software, such as spreadsheets, to track and account for the fixed asset of the library. It is the intention to implement a more comprehensive Fixed Assets Management system in order to provide a higher degree of control over its considerable investment in capital assets, and to be able to demonstrate accountability to its various constituencies: citizens, rate-payers, oversight bodies and regulators.

The purpose of establishing a formalized Capital Assets Management Policy is threefold:

1. to safeguard the investments of the citizens of Allen County and demonstrate appropriate stewardship responsibility for public assets,
2. to provide a basis for formulating capital asset acquisition, maintenance and retirement policies,
3. to provide for financial reporting.

2 Definitions of Capital Assets

Capital assets of the ACPL include: land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, works of art, and library material. All items with a useful life of more than one year, and having a unit cost of \$5,000 or more shall be capitalized (including acquisitions by lease-purchase agreements and donated items). Capital assets meeting this criteria will be reported and depreciated in the government-wide financial statements. All land will be capitalized, but not depreciated. Items that are generally understood to appreciate in value such as rare book collections and works of art, will also be capitalized but not depreciated. Rather, their values will be adjusted as periodic independent appraisals are performed on them.

Assets that are not capitalized (I.E. items costing less than \$5,000) will be expensed in the year of acquisition. An inventory will be kept on all items costing less than \$5,000 but more than \$1,000 (including computer equipment) and will be classified as non-capitalized items in any fixed asset management system.

Exceptions are:

- items costing less than the above limits, which are permanently installed as a part of an existing asset (i.e. buildings or equipment), will be included in the capitalized cost of the existing asset;
- cabinets, shelving, bookcases, and similar items, added subsequent to original construction, which are custom made for a specific place and not adaptable elsewhere, will be capitalized.

Threshold levels for capital assets

The following schedule will be followed for the different types of capital assets:

	<u>For the purpose of Tracking/Inventory</u>		<u>For the purpose of Capitalizing/Depreciating</u>
Land	\$1		All/Capitalize only
Works of art and other appreciating assets	\$1		All/Capitalize only
Land and Building Improvements	\$1	\$5,000	
Building	\$1	\$5,000	
Machinery, Furniture, and Equipment	\$1,000		\$5,000
Vehicles	\$1,000	\$5,000	
Library Material (composite grouping)	\$1		All

NOTE: Construction in Progress will be tracked from start to finish for each project. Upon completion, these dollars will be transferred out of Construction in Progress and onto a physical asset.

3 Valuation of Capital Assets

Capital assets must be recorded at actual cost. Normally the cost recorded is the purchase price or construction costs of the asset, any other reasonable and necessary costs incurred to place the asset in its intended location and intended use are also included. Such costs could include the following:

- legal and title fees, closing costs,
- appraisal and negotiation fees, surveying fees,
- damage payments,
- land preparation costs, demolition costs,
- architect, engineering and accounting fees,
- insurance premiums during construction,
- transportation charges,

Donated or contributed assets should be recorded at their fair market value on the date donated.

4 Asset Definitions by Major Category

It is important to the maintenance of accurate records that each asset category be precisely defined and that all persons responsible for records maintenance be fully aware of the categorization system. This section further clarifies the asset definitions by major category.

Land:

Land is defined as specified land, lots, parcels or acreage owned by the ACPL, regardless of the method or date of acquisition.

Buildings:

All structures designed and erected to house equipment, services, or functions are included. This includes systems, services, and fixtures within the buildings, and attachments such as porches, stairs, fire escapes, canopies, areaways, lighting fixtures, flagpoles, and all other such units that serve the building.

Plumbing systems, lighting systems, heating, cooling, ventilating and air handling systems, sprinkler systems, alarm systems, sound systems, and surveillance systems, passenger and freight elevators, built-in casework, walk-in coolers and freezers, fixed shelving, and other fixed equipment are included with the building, if owned.

Improvements to Land and Buildings:

Examples of assets that could fall into this category are walks, parking areas and drives, fencing, underground sprinkler systems, and other similar items that would be added subsequent to the initial purchase or construction.

Machinery, Furniture, and Equipment:

Equipment includes all other types of physical property within the scope of the capital asset management system not previously classified. Included within this category are office mechanical equipment, office furniture, appliances, furnishings, machinery items, maintenance equipment, communication equipment, vehicles, text/printing equipment, data processing equipment. All supplies are excluded.

Library Materials

This will include all books, audio/visual materials, microforms, periodicals, and other media that are customarily included in the library collection.

5 Depreciation Methods

The ACPL will depreciate capital assets by using either the composite/group method of depreciation or the straight-line method. There will be no salvage value. Depreciation will be calculated at year-end. Land is not depreciated according to generally accepted accounting principles.

Composite/Group Depreciation

Composite/group depreciation refers to calculating depreciation for a collection of similar assets. This will be the method the ACPL will use for the library material collection. A single composite rate is applied annually to the collection as a whole based upon the acquisition costs. Adjustments are then made to the total cost of the account for any additions/disposals throughout the year and to the accumulated depreciation associated with the collection. Library material will be depreciated using a three (3) year useful life.

Straight-line Depreciation

Capital assets, other than library material, will be depreciated using the straight-line method of depreciation. A gain or loss on disposal will be recorded. Following is a list of the most common useful lives:

- Vehicles - 5 years
- Office Furniture and Equipment – 5 years
- Buildings – 40 years
- Improvements to Land and Buildings (HVAC systems, roofing) – 20 years
- Grounds Equipment and Other Machinery– (mowers, snowblowers, etc.) - 5 years

6 Capital Asset Acquisition

The method of acquisition is not a determining factor for capitalization. All assets subject to capitalization will be reported regardless if acquired by:

- regular purchase,
- lease purchase agreement – see below,
by Library personnel,
- construction by an outside contractor,
- donation/contribution,
-addition to an existing asset,
- trade or barter

Leased equipment should be capitalized if the lease agreement meets any one of the following criteria:

- The lease transfers ownership of the property to the lessee by the end of the lease term
- The lease contains a bargain purchase option
- The lease term is equal to 75 percent or more of the estimated economic life of the leased property
- The present value of the minimum lease payments at the inception of the lease, excluding executory costs, equals at least 90 percent of the fair value of the leased property.

Leases that do not meet any of the above criteria should be recorded as an operating lease and reported in the notes of the financial statement.

POLICY

SUBJECT: CIRCULATION
APPROVED BY: Board of Library Trustees
APPROVAL DATE: January 22, 2004
EFFECTIVE DATE: January 26, 2004
NEW () REVISED (X)

Supersedes policies adopted 9/22/83, 8/29/85, 10/27/88, 5/1/90, 11/24/92, 4/24/97, 9/23/99.
Appendix A amended 12/22/05, 4/24/08 and 5/22/08.
Appendix C amended 11/20/08, 1/22/09, 7/30/09, 10/22/09.

It is the policy of the Allen County Public Library to promote the free and convenient use of library books and materials and to assure that materials will be available for public use.

1. Use on Library Premises

The library provides free use of all books, materials, facilities and professional services inside library buildings.

2. Borrowing of Materials

A. The library provides for the borrowing of some books and other library materials for use outside the library buildings. Decisions concerning what materials may be borrowed are made by library staff on the basis of research value, physical condition, monetary value, rarity, replaceability, and public need.

B. The library will lend certain items only to persons 18 years of age or older.

C. It is unlawful in Indiana to fail to return library materials. (I.C. 35-43-4-3.5)

3. Eligible Borrowers

An eligible borrower is any one of the following:

A. Any person (defined as an individual or an organization) residing in or paying general property taxes in Allen County, Indiana. Only a person who can provide a permanent street address is eligible. Post office boxes do not qualify as permanent street addresses. Students living in apartments, dormitories, or houses in Allen County are eligible borrowers.

B. Any person who presents a valid Public Library Access Card (PLAC).

C. Any person who purchases a subscription borrower's card. Such a person is eligible for the full range of library services. The fee for a subscription borrower's card is established by the Board of Library Trustees. (See Appendix A, Schedule of Fines, Fees, and Charges)

4. Registration of Borrowers

A. Each person who registers for a library borrower's card must furnish proof of identity and residence. The library may mail the borrower's card to the applicant's residence as a means of verifying the accuracy of the address provided on the application.

B. The library director shall establish rules concerning the expiration of borrower's cards issued to the various classes of borrowers described in Section 3 above. (See Appendix D: Schedule for Patron Card Expiration)

5. Loan Periods

A. The library may establish special loan periods for materials in high demand or in short supply in order to ensure adequate availability and selection for the largest possible number of patrons. Special loan periods may also be established to accommodate needs of users, e.g., nursing centers, day care centers. (See Appendix C: Schedule of Loan Periods, Limits on Borrowing and Renewal)

B. Materials that are borrowed from another library will have a loan period reflecting the lending library's rules.

6. Renewal

A. The library will generally renew the loan of any item for the same period as the original loan, provided that there is no request for the item by another borrower currently on file. Renewal of some types of material may also be limited. (See Appendix C: Schedule of Loan Periods, Limits on Borrowing and Renewal)

B. Materials that are borrowed from another library at the request of a patron may have a limited renewal.

7. Number of Items Loaned

A. Except in special circumstances, a borrower may borrow any number of books and other circulating items without limit. (See Appendix C, Schedule of Loan Periods, Limits on Borrowing and Renewal)

- B. Library staff may place a limit on the number of items which may be borrowed during periods of high demand, or in cases where the number of items in a certain category is insufficient to fully satisfy public demand.
- C. A newly registered patron may borrow a limited number of items until a permanent borrower's card is issued. (See Appendix C, Schedule of Loan Periods, Limits on Borrowing and Renewal)

8. Borrower Responsibility

- A. The person in whose name a library borrower's card is issued is responsible for all items checked out on that card.
- B. The borrower's own card must be presented each time material is checked out.
- C. If a library borrower's card is lost or stolen, the card should be reported to the library immediately. The patron in whose name the card is issued is responsible for all items checked out on the card up to the time it is reported lost or stolen to the library.

9. Fines, Fees, Charges

- A. Fines will be charged for books and other materials returned later than the due date. Rates of overdue fines will be established by the Board of Library Trustees and revised from time to time. (See Appendix A, Schedule of Fines, Fees, and Charges)
- B. A borrower must pay for lost, stolen, damaged, or destroyed books and other materials checked out on his or her card.
 - The price of the item listed in the ACPL database plus a cataloging and processing fee will be charged.
 - If the price of an item is not in the ACPL database, the current list price will be charged.
 - For lost, stolen, damaged, or destroyed equipment, the current list price of comparable new equipment will be charged, if known.
 - Nothing in the foregoing shall be construed in such a way as to limit the right of the library to establish a fair replacement cost for any lost, stolen, damaged, or destroyed property, and to recover the full value thereof from the borrower responsible for it.
- C. If a borrower's card is lost or stolen, it will be replaced one time free of charge. Thereafter, a charge will be levied for the replacement of a lost or stolen card.

(See Appendix A, Schedule of Fines, Fees, and Charges)

- D. A referral charge will be assessed to any patron who is being referred to a collection agency for payment or return of materials. (See Appendix A, Schedule of Fines, Fees and Charges)

10. Suspension of Privileges

- A. The library may suspend the borrowing privileges of any person who owes the library an accumulated total of fines, charges, or unreturned material in excess of limits established by the Board of Library Trustees and revised from time to time. (See Appendix B, Schedule for Suspension of Borrowing Privileges)
- B. If a patron is sent to a collection agency for payment or return of materials, that patron's record must be completely cleared, all fines and charges paid to zero, before borrowing privileges will be resumed.

11. Confidentiality of Records

The library specifically recognizes that its circulation records and other records identifying the names of library users with specific materials are confidential in nature. Such records may be disclosed only to the person positively identified as the patron to whom the materials have been loaned. No such records shall be made available to any governmental agency or any individual not specifically authorized by the director. (See Policy on Library Records)

**APPENDIX A
SCHEDULE OF FINES, FEES, AND CHARGES**

BORROWER'S CARD

Replacement: Lost/Stolen

COST

\$3.00 each after the free card.

Subscription

Individual

\$70.00 per year.

PUBLIC LIBRARY ACCESS CARD

Fee established by the State of Indiana annually.

OVERDUE FINES

3-day and 7-day loan materials

\$1.00 per item/per day to a maximum of \$6.00.

21-day loan materials

\$.25 per item/per day to a maximum of \$5.00.

LOST OR DAMAGED MATERIALS

Price of the item recorded in the ACPL database or the current list price if not in the ACPL database.

If the lost and paid for material is recovered from the patron within one year of payment and accompanied by the receipt, a refund will be issued minus the fine at time of return.

CATALOGING & PROCESSING FEE FOR LOST OR DAMAGED MATERIALS \$5.00 per item

NON-SUFFICIENT FUNDS CHECK \$20.00

each check.

COLLECTION AGENCY REFERRAL FEE

Per account/per referral \$10.00

for Account will be referred collection

\$35.00

**APPENDIX B
SCHEDULE FOR SUSPENSION OF BORROWING PRIVILEGES**

<u>Type of Delinquency</u>	Lim	<u>it for Suspension</u>
Total Amount of Bills Per Account		\$15.00

APPENDIX C
SCHEDULE OF LOAN PERIODS, LIMITS ON BORROWING AND RENEWAL

Loan Periods

Books and Magazines: 21 days
Express Books : 7 days
Entertainment Videos and DVDs: 3 days
Music CDs: 21 days
Audiobooks: 21 days
Video games: 7 days

Interlibrary loan items have loan periods that are determined by the owning library.

Borrowing Limits

Patrons may borrow up to six 3-day loan DVDs.

Patrons may borrow three 7-day loan video games.

New patrons, prior to receiving a permanent library card, may borrow up to six books and/or magazines (print or audio).

Juvenile patrons may not borrow 3-day equipment or RMovie DVDs or videos.

Renewal Limits

“Express” material and interlibrary loan items may not be renewed.

3-day loan material may be renewed one time.

21-day loan material may be renewed up to five times (unless there is a hold).

**APPENDIX D
SCHEDULE FOR PATRON CARD EXPIRATION**

<u>TYPE OF CARD</u>		<u>EXPIRATION</u>
Temporary Patron Cards	6	months

New Patron Cards	1	month
Public Library Access Cards		1 year
Subscription Cards	1	year

POLICY

SUBJECT:	Claim Forms
APPROVED BY:	Board of Library Trustees
APPROVAL DATE:	September 22, 1983
EFFECTIVE DATE:	Retroactive to September 1, 1983
NEW (X) REVISION ()	

It is the policy of the Allen County Public Library to discontinue the requirement for use of signed claim forms for authorization of payment to vendors. It is the policy of the Allen County Public Library to acquire valid, approved invoices for approval of all payments to vendors.

Effective date: In accordance with changes in state law permitting the discontinuation of use of claim forms by public libraries, this policy is retroactive to September 1, 1983.

POLICY

SUBJECT: Code of Conduct
APPROVED BY: Board of Library Trustees
APPROVAL DATE: June 23, 2011
EFFECTIVE DATE: June 23, 2011
NEW () REVISED (X)

The Allen County Public Library makes every effort to accommodate and serve with dedication and respect people of every background, opinion, socio-economic status, appearance, and lifestyle. However, we are also fully justified in requiring certain standards of behavior, decency, respect and decorum from those who use our facilities.

The Code of Conduct is designed to protect the rights of individuals who are in the library or use library materials and/or services, to protect the rights of staff members to conduct library business without interference, and to preserve and protect library materials and facilities.

1. Food and covered beverages are permitted in library facilities except in the Genealogy Center at the main library, around computer keyboards, or in any other areas specifically designated by the library director. Alcoholic beverages are permitted only as authorized in the library's Meeting Room Policy (q.v.).
2. Baby carriages, walkers, manual or motorized wheelchairs: May be used inside library facilities.

Roller skates, roller blades: Must be removed before entering library facilities. May be carried inside library facilities.

Shoes with wheels installed in the heel: May be worn inside library facilities Must be used as shoes for walking; may not be used for rolling along on the wheels.

Skateboards: Must not be ridden inside library facilities. May be carried inside library facilities.

Bicycles, scooters, Segways: Must not be ridden inside library facilities. Must be left outside library facilities. Racks for locking up bicycles and Segways are provided at all library facilities.

Motorcycles: Must not be ridden inside library facilities. Must be left outside library facilities. May be parked in library parking lots.

Motor scooters, mopeds: Must not be ridden inside library facilities. Must be left outside library facilities. May be locked at bicycle racks if space is available.

3. Smoking or the use of tobacco products in the library is prohibited except in a designated smoking area.
4. Individuals may not enter the library without shoes, shirt and pants, or dress/skirt. These items must be worn at all times while in the library.
5. The use of photography, film, or television equipment is prohibited without the prior permission of the Community Relations Manager or other staff member authorized to grant such permission.
6. Gambling of any kind, including games of chance, lotteries, raffles, or the sale of tickets for the same, are prohibited on library property.
7. Animals are not allowed on library property, except for leader dogs for the blind, future leader dogs for the blind, dogs for the hearing impaired, other animals used to assist the disabled, or animals involved in library programs. Animals assisting the handicapped must be restrained. Any person claiming an animal, other than the above, is needed for assistance may be asked to produce documentation.
8. Panhandling, soliciting, selling, or other activities that result in the disruption of library patrons or library operations, as determined by the library staff, are prohibited.
9. Circulating petitions, conducting interviews or surveys, or similar activities may be allowed, as long as they do not disrupt library patrons or library operations, but require the specific prior approval of the Library Director.
10. Computer workstations are to be used only for intended or designated purposes and subject to the library policy on computer resources. (See Policy on Use of Computer Resources)
11. Individuals may not abuse or damage library furniture or equipment, either deliberately or through misuse.
12. Washing or drying clothes, bathing, or shaving in any rest room is prohibited.
13. Individuals who are under the influence of an alcoholic beverage or drug to the extent that their normal faculties are impaired, and/or that they endanger the safety of another person, jeopardize property or create a disturbance, are not permitted on library property.
14. Individuals may not disturb the public peace and quiet by loud or aggressive, boisterous, abusive, profane, or harassing language or behavior.
15. Loitering is not allowed on library property. Individuals who are not using library

resources or services, but are merely sleeping or following others through library facilities are considered to be loitering.

16. Individuals are not allowed in library offices and other non-public areas, unless accompanied by a library staff member, or through prior arrangement from a department manager.
17. Individuals must obey all other library policies not included under this Code of Conduct, and will be subject to the penalties prescribed for violations of such policies.

First offense: One verbal warning.

Second offense: The violator will be excluded from library property for the remainder of the day.

Third offense: The violator will be excluded from library property for one week.

Fourth offense: The violator will be excluded from library property for one month.

Fifth offense: The violator will be excluded from library property for one year.

Additional violations may lead to the exclusion from library property for an indefinite period of time.

Persons who commit any of the following acts are subject to prosecution and exclusion from library property for one year, or longer in the discretion of the library director, and will be required to make monetary restitution for damage to library property, as determined by the library director.

18. Engaging in violent or disruptive behavior or engaging in any fight on library property.
19. Committing an assault or battery upon any person on library property.
20. Committing or attempting to commit an act of larceny on or with respect to library property, including the removal or attempted removal of books or other library material from library premises without proper checkout.
21. Destroying, damaging, or defacing any library property or property of another party while on library property.
22. Engaging in any indecent or obscene conduct or making any indecent exposure of oneself on library property.
23. Possessing (without a medical doctor's prescription), selling, or giving away any controlled substance on library property.

24. Possessing, selling, or giving away any fireworks or explosive device on library property.
25. Except for law enforcement officers, possessing on library property any dangerous weapon, including but not limited to the following items, regardless of any permit for the same: knife, billy club, blackjack, nunchuks, throwing star, martial arts weapon, pellet or BB gun, paint ball gun, dart gun or electrical device designed to disable or incapacitate someone. An individual may possess a chemical spray, such as mace, as long as such a device is carried only for personal self-defense and is not brandished about or displayed in an aggressive or threatening manner. An individual who possesses a valid permit or who otherwise is legally authorized may possess a firearm, provided that said individual complies with the library's firearm policy.
26. All individuals possessing firearms on library premises must comply with state and federal law and also MUST comply with the following provisions. Failure to comply with these rules will result in removal of said person from library premises and may result in confiscation of the firearm and/or prosecution.
 - (i) Handgun Possession – Ind. Code § 35-47-2-1. No person may possess a handgun on library property or inside any library building (“Library Premises”) unless they also possess a valid permit to carry a handgun in the State of Indiana. Any person carrying a handgun on Library Premises must provide proof of license upon request by library personnel.
 - (ii) Criminal Recklessness – Ind. Code § 35-42-2-2. All firearms carried on Library Premises must be secured in a manner which prevents potential injury or serious bodily harm to any other person or to property.
 - (iii) Criminal Recklessness – Ind. Code § 35-42-2-2 and Pointing a Firearm – Ind. Code § 35-47-4-3. No person may point, brandish or display a firearm in any manner that is intended to threaten or intimidate any library patron or library staff member.
 - (iv) Criminal Recklessness – Ind. Code § 35-42-2-2. Persons may not carry a firearm in any manner which violates Indiana's Criminal Recklessness Statute.
27. Committing on library property any other act that constitutes a violation of the Indiana Criminal Code or the United States Code.
28. Additional violations may result in other appropriate penalties or sanctions.

POLICY

SUBJECT: USE OF COMPUTER RESOURCES AND INTERNET ACCESS
APPROVED BY: Board of Library Trustees
APPROVAL DATE: December 22, 2004
EFFECTIVE DATE: December 22, 2004
NEW () REVISED (X)

USE OF COMPUTER RESOURCES GENERALLY

The library provides access to computer equipment, programs, databases, and the Internet (collectively, the “computer resources”) for informational and educational purposes. All users of the library’s computer resources, both staff members and patrons, are expected to use these resources correctly and only for legal purposes. Computer resources may not be used for the following purposes:

- Violation of any applicable, federal, state, or local laws, ordinances, rules, or regulations.
- Harassment of other persons or parties.
- Libel or slander of other persons or parties.
- Destruction of or damage to equipment, software, or data belonging to the library or other users.
- Gaining or attempting to gain unauthorized access to any computing, information, or communications devices or resources.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying of copyright or other protected material.
- Violation of computer system security.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others.
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or email exchanges, overuse of interactive network utilities, etc.)

- Violation of software license agreements.
- Violation of network usage policies and regulations.
- Violation of another person's or party's privacy.
- Any and all other matters which the library, in its sole discretion, subject to constitutional limitations, and in consideration of the best interests of the public, determines to be an unacceptable purpose.

INTERNET ACCESS

The library provides Internet access to the public in order to make available a vast array of information resources and to allow members of the public to become familiar with state-of-the-art information technology.

The Internet and its available resources contain a wide variety of material and opinions from varied points of view. In offering Internet access, library staff cannot control access points which often change rapidly and unpredictably. Users are hereby notified that they are responsible for the access points they reach. Parents of minor children must assume responsibility for their children's use of or exposure to the Internet through the library's connection.

The library wishes to make the Internet and all computer resources available to anyone who respects the rights and property of others, including the library, and who abides by the library's policies. While constitutionally-protected speech and information is available for access for all library patrons, the library must also be mindful and respectful of the rights of other patrons (particularly children) not to be inadvertently exposed to material and images that are not constitutionally-protected or that they (or their parents) may find personally unsuitable.

The library has implemented software filtering on all of its internet-accessible computer terminals. The blocking filter is designed to screen obscene or illegal material. Users should be aware that the filters are not perfect; consequently, parents or others accompanying minors should be aware of and monitor library Internet usage by minors. Adult patrons may elect to disable the filter for unrestricted Internet access for any lawful purpose that meets library guidelines.

In this regard, the following specific operational guidelines will be in effect regarding Internet access:

Library computer workstations may not be used to view or transmit sexually explicit material that appeals to the prurient interest or any other material that is not constitutionally protected or to conduct other illegal activity.

Any library staff member who observes a person viewing such material will direct that person to remove the material from the computer screen and refrain from viewing such material in the future. Any person who refuses to comply with these directions will be asked to leave the library premises. Library security staff and/or law enforcement officials may be called to enforce compliance with such a request.

Workstations in certain locations may be designated for specific uses, such as “research only” or genealogical resources only.” These workstations may not be used for general Internet browsing, chat rooms, email, or other non-designated purpose will direct that person to cease using the workstation in that manner. Any person who refuses to comply with these directions will be asked to leave the library premises. Library security staff and/or law enforcement officials may be called to enforce compliance with such a request.

A violator of these guidelines will be barred from entry into all library facilities for a period of time commensurate with the nature of the violation, in the sole discretion of the library director or the director’s designee. A person will be considered in violation of these guidelines if he or she refuses to comply with the directions of the staff, or if he or she repeatedly uses the computer resources in an inappropriate manner, requiring the staff to intervene. The following penalties will generally be imposed, subject to the discretion of the library director or the director’s designee:

- For a first offense, the violator will be excluded for the remainder of the day.
- For a second offense, the violator will be excluded for up to one week, at the discretion of the staff member who observes the violation.
- For a third offense, the violator will be excluded for up to one month, at the discretion of the staff member who observes the violation.

The library director may exclude a habitual offender for a longer period of time, or permanently.

(Note: An unattended child should not be asked to leave the building unless that child is clearly capable of making his or her way home safely. For instructions on handling this kind of situation, see Unattended Children Operating Procedure.)

The Allen County Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its World Wide Web server or from its connections to other Internet services.

USE OF INTERNET WORKSTATIONS

The demand for use of the library's Internet workstations may exceed the available supply. Therefore, it is necessary to manage Internet access fairly and equitably so that all patrons will have an opportunity to use the resource.

Each branch or department manager is therefore authorized to employ whatever reasonable methods he or she deems appropriate in order to ensure that access to Internet workstations is available to all patrons who wish to use them. Examples of methods that might be employed include, but are not necessarily limited to:

- Establishing time limits and using sign-up sheets to reserve time on Internet workstations.
- Asking a patron to relinquish a workstation when, in the judgment of the staff member on duty, that patron has had a fair opportunity to use the workstation and other patrons are waiting to use it.
- Asking a patron to relinquish a workstation temporarily when, in the judgment of the staff member on duty, another patron or staff member has a more critical need to use the workstation.
- Asking a patron to relinquish a workstation when, in the judgment of the staff member on duty, that patron has used a computer resource for any of the above-stated unacceptable purposes or has otherwise violated any portion of this policy.

POLICY

SUBJECT: **Emergency Closings**
APPROVED BY: Board of Library Trustees
APPROVAL DATE: February 26, 1979
EFFECTIVE DATE: January 24, 1980 - Reaffirmed by the Board of Library Trustees

NEW (X) REVISION ()

When extreme weather conditions or other emergencies require a general closing of library agencies, the director is responsible for setting times and conditions of closings.

Information will be forwarded to appropriate media with the expectation of their full cooperation in any emergency announcement. Upon closing authorization by the director, department and other agency heads will be notified as soon as possible of the situation, and they will then proceed to contact their employees. The director will inform the library board presiding officer of his action as quickly as possible and will be governed thereafter by his or her advice.

Certain employees may be expected to be on duty even though the agencies are closed. Rescheduling of employees will be at the option of the director.

At the board meeting following the emergency closing of the system, the director shall request the board note the closing in the minutes.

In the event of the absence of the director and the associate director during an emergency, the branch operations manager assumes responsibility.

POLICY

SUBJECT:	Exhibits
APPROVED BY:	Board of Library Trustees
APPROVAL DATE:	September 22, 1983
EFFECTIVE DATE:	Immediately
NEW (X) REVISIONS ()	

The Allen County Public Library promotes awareness of and access to examples of excellence in the area of the fine arts, from local and national sources.

1. Standards. Exhibits will be of high quality, with high artistic and craft standards. Active exhibitors will submit samples of their work and information about themselves and their work to the Library in order to schedule exhibits. Slides or photographs may be supplied in place of samples when necessary.
2. Scheduling. Exhibits will vary in length from three weeks to six weeks. Scheduling will be as far in advance as possible.
3. Publicity. The Public Information office of the Library will develop and distribute basic publicity for each exhibit. Additional publicity is the responsibility of the exhibitors. Arrangements for opening reception may be made with the appropriate department or branch managers.
4. Installation and Removal of Exhibits. Exhibitors are responsible for the installation and removal of their exhibits on the scheduled dates. Exhibits will remain intact during the full exhibit period.
5. Insurance and Security. The library will arrange special security and additional insurance only in exceptional cases. Normally, the exhibitor will make arrangements for insurance at the exhibitors expense.
6. Sale of Items. Prices may not appear on works exhibited. If items are for sale, persons interested in purchasing items from the exhibit may leave information with the library staff or contact the exhibitor directly.

POLICY

SUBJECT: Fax Machine
APPROVED BY: Board of Library Trustees
APPROVAL DATE: April 23, 1992
EFFECTIVE DATE: April 23, 1992
NEW () REVISED (X)

Supersedes policy adopted 2/23/89.

The Allen County Public Library provides fax machines for obtaining or distributing information for library purposes. Use of fax machines by patrons for non-library use is not permitted.

The library will absorb all costs, as necessary, for incoming or outgoing material when that material is received or sent for purposes related to the administration of the library. Examples of such use include, but are not limited to: obtaining material for the collection, exchanges of materials or information with other libraries, materials sent to or from consultants, architects, or suppliers, and materials related to ALA, ILF, or similar professional organization work by staff.

The library will absorb costs, as necessary, for obtaining library-related materials for patrons, subject to such limitation on total cost for obtaining materials as may be established, from time to time, by the board. Examples of patron use include, but are not limited to, document delivery and interlibrary loan. Staff will assist with operation of the machines to assure proper operation and efficient use of connect time and supplies. Staff members are expected to guide patrons to the most effective method for obtaining the needed materials.

POLICY

SUBJECT:	Gifts
APPROVED BY:	Board of Library Trustees
APPROVAL DATE:	March 22, 1984
EFFECTIVE DATE:	March 22, 1984
NEW (X) REVISION ()	

The Allen County Public Library accepts and encourages gifts of money, books, and other property from businesses, organizations, and individuals.

1. Acceptance. The library accepts gifts with the understanding that the gift becomes the property of the library and is subject to disposition at the library's discretion.
2. Acknowledgment. The library will acknowledge in writing receipt of all gifts.
3. Tax Deductions. Gifts to the library are tax -deductible as provided by law.
4. Appraisal. As the recipient of a gift, the library cannot legally assign a monetary value to that gift for the donor's tax purposes.

POLICY

SUBJECT: **JOINT PROMOTIONAL ACTIVITIES**
APPROVED BY: Board of Library Trustees
APPROVAL DATE: November 24, 1997
EFFECTIVE DATE: November 24, 1997
NEW () REVISED (X)

Supersedes policy adopted March 27, 1980.

It is the policy of the Allen County Public Library to inform the public of its services and to promote the use of its services. At times the library will carry on promotional activities in cooperation with other organizations, both for-profit and not-for-profit. The director of the library will have general responsibility and authority to conduct cooperative promotional activities, with the approval of the board. The following guidelines shall apply:

1. Promotional activities shall benefit the public and the library as well as the cooperating organization.
2. Promotional publications and advertisements shall give the library and its services at least equal attention to that given to the cooperating organization, except that, from time to time, the library may distribute promotional material that primarily benefits another not-for-profit organization whose mission is closely aligned with the goals and purposes of the library.
3. The library will attempt to offer cooperative promotional opportunities to a wide range of organizations, not limiting itself to particular groups or types of organizations, except that it will not conduct cooperative promotional activities with religious organizations or partisan political organizations.

POLICY

SUBJECT: **Library Records**
APPROVED BY: Board of Library Trustees
APPROVAL DATE: October 28, 1999
EFFECTIVE DATE: October 28, 1999
NEW () REVISED (X)

Supersedes Policy on Library Records adopted January 22, 1987.

Any person may inspect and copy the public records of the Allen County 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 records in its custody, and may require that a staff member be present during any inspection of records by a member of the public.

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:

1. Personnel files of library employees and files of applicants for employment, except for:
 - A. 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;
 - B. Information relating to the status of any formal charges against the employee; and
 - C. Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

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.

2. Administrative or technical information that would jeopardize a record keeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the public agency or entrusted to it.

4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5 - 14-1.5-6.
5. 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.

The following are excepted from public disclosure at the discretion of the library pursuant to the library's patron confidentiality policy set forth below:

6. Library or archival records:
 - A. Which can be used to identify any library patron; or
 - B. Deposited with, or acquired by, a library upon a condition that the records be disclosed only:
 - (i) To qualified researchers;
 - (ii) After the passing of a period of years that is specified in the documents under which the deposit or acquisition is made; or
 - (iii) After the death of persons specified at the time of the acquisition or deposit.

Patron Confidentiality

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. 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.

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 preferences and use of the library will remain exclusively his or her own business.

ALLEN COUNTY PUBLIC LIBRARY

FACILITIES AND MEETING ROOM POLICY

Branch Libraries

The Allen County Public Library welcomes the public use of its facilities and meeting rooms for meetings and events which serve the community's needs for education, information, and cultural enrichment. The library does not discriminate in making its premises available for use on the basis of race, sex, color, religion, disability, ancestry, national origin, place of birth, age, or political expression. Granting the use of its facilities does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.

Library facilities may be used for regular, consecutive meetings by clubs and organizations to the extent that such use does not prohibit general availability to the public. The library reserves the right to deny applications for use based on the availability of space, availability of staff, frequency of use, or as further outlined in this policy.

I. General Information

The Allen County Public Library has various facilities and meeting rooms that are available for public use at the main library and branches. Library facilities can accommodate a variety of activities, ranging from large events to small, informal meetings.

All activities and programs conducted in library buildings must comply with all federal, state and local laws, rules and regulations and are subject to the general rules and regulations of the Allen County Public Library. The library reserves the right to attend any meeting held in its facilities to ensure no unlawful activities are occurring on library premises.

Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library service or violates any library policy. Failure to comply with meeting room guidelines and all library policies, or to cooperate with library staff may result in the loss of meeting room privileges.

In rare instances where the library has an emergency need to use a reserved space, the library will make every reasonable effort to assist the group to reserve another date or library facility or meeting room.

Publicity for an event that is not sponsored or co-sponsored by the library must not be worded in a manner which states or implies library sponsorship. Groups and organizations may use the street address of the library as the event location in publicity materials (a line stating "...at the Allen County Public Library" or "...at the [] branch of the Allen County Public Library" is allowed on printed materials). However, the name, address, or telephone number of the library must not be used as the official address or headquarters of the group or organization.

II. Facilities and Services

A. Facilities

The library offers the following facilities in its branch libraries for use by individuals, groups, and organizations. Please see the Library Facilities List for room sizes, capacities and capabilities.

1. Study Rooms

Study rooms typically can accommodate four to six people at a table with chairs. They are available during regular library hours and may be reserved in advance by contacting the departments in which they are located. Unreserved study rooms may be used on a first-come, first-served basis.

2. Meeting Rooms

Meeting rooms can accommodate from 8 to 120 people in a variety of settings during regular library hours.

B. Services

Along with facilities, the library can also provide or recommend support services available for additional fees:

1. Housekeeping and Maintenance

The library will provide basic housekeeping service (i.e. trash removal, regularly scheduled cleaning) as part of regular meeting room use. Any additional cleaning or repair required beyond normal library maintenance will be billed at an hourly rate (see Appendix A, Fees and Charges). The cost of any materials required for repair will also be billed to the user.

2. Food and Beverage

The library does not provide catering services. Groups are welcome to bring in simple food and beverage items for events. Groups assume responsibility for disposing of all paper goods and food remains in supplied receptacles. Any additional cleaning required to handle food and beverage or other needs will be billed at an hourly rate (see Appendix A, Fees and Charges).

III. Reservation Procedures

Individuals wishing to make arrangements to use branch library rooms or spaces should contact the branch library where the event is to be held.

IV. Fees and Charges

Branch library rooms and spaces are available at no charge to non-profit groups wishing to present programs or to hold meetings that serve the community's needs for education, information, and cultural enrichment. Branch library meeting rooms are available *only* for use by non-profit groups (the main library has rooms and facilities that are available for other uses, for which rental fees are charged). Certain charges may apply for special services provided when using branch meeting rooms (see Appendix A, Fees and Charges).

V. Administration of Policy

The director of the library is authorized to establish administrative procedures, rules and guidelines necessary for the administration of this policy.

FACILITIES AND MEETING ROOM POLICY

Branch Libraries

APPENDIX A

FEEES AND CHARGES

Services Rates

Security officer	\$25.00 per hour
Housekeeper	\$20.00 per hour
Room set-up	\$20.00 per hour

ALLEN COUNTY PUBLIC LIBRARY

FACILITIES AND MEETING ROOM POLICY

Main Library

The Allen County Public Library welcomes the public use of its facilities and meeting rooms for meetings and events which serve the community's needs for education, information, and cultural enrichment. The library does not discriminate in making its premises available for use on the basis of race, sex, color, religion, disability, ancestry, national origin, place of birth, age, or political expression. Granting the use of its facilities does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.

Library facilities may be used for regular, consecutive meetings by clubs and organizations to the extent that such use does not prohibit general availability to the public. The library reserves the right to deny applications for use based on the availability of space, availability of staff, frequency of use, or as further outlined in this policy.

I. General Information

The Allen County Public Library has various facilities and meeting rooms that are available for public use at the main library and branches. Library facilities can accommodate a variety of activities, ranging from large events to small, informal meetings.

All activities and programs conducted in library buildings must comply with all federal, state and local laws, rules and regulations and are subject to the general rules and regulations of the Allen County Public Library. The library reserves the right to attend any meeting held in its facilities to ensure no unlawful activities are occurring on library premises.

Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library service or violates any library policy. Failure to comply with meeting room guidelines and all library policies, or to cooperate with library staff may result in the loss of meeting room privileges.

In rare instances where the library has an emergency need to use a reserved space, the library will make every reasonable effort to assist the group to reserve another date or library facility or meeting room.

Publicity for an event that is not sponsored or co-sponsored by the library must not be worded in a manner which states or implies library sponsorship. Groups and organizations may use the street address of the library as the event location in publicity materials (a line stating "...at the Allen County Public Library" or "...at the [] branch of the Allen County Public Library" is allowed on printed materials). However, the name, address, or telephone number of the library must not be used as the official address or headquarters of the group or organization.

II. Facilities and Services

A. Facilities

The library offers the following facilities for use by individuals, groups, and organizations. Please see the Library Facilities List for room sizes, capacities and capabilities.

1. Study Rooms

Study rooms typically can accommodate four to six people at a table with chairs. They are available during regular library hours and may be reserved in advance by contacting the departments in which they are located. Unreserved study rooms may be used on a first-come, first-served basis.

2. Meeting Rooms

Meeting rooms can accommodate from 8 to 540 people in a variety of settings during regular library hours. Meeting rooms must be reserved in advance, and will require a library-provided Contract for Use.

3. Other

The Great Hall, the outdoor Plaza and Amphitheater, and the Exhibit Gallery may also be available for events. These facilities must be reserved in advance, and will require a library-provided Contract for Use.

B. Services

Along with facilities, the library can also provide or recommend support services available for additional fees:

1. Audio-Visual

The library can provide computer use and projection, auditorium light and sound, two-way video conferencing, and audio and video technical support. Please consult Appendix A, Fees and Charges, or contact the library for more information.

2. Security

Library security staff are required for all events before or after regular library hours. The service of security officers will be billed at an hourly rate (see Appendix A, Fees and Charges). The number of officers required, in the library's sole discretion, will vary based on the size and nature of the event.

3. Room Set-Up

The library will provide a choice from a number of basic furniture layouts as part of regular meeting room use. The library can accommodate more complex requirements for an extra set-up charge (see Appendix A, Fees and Charges).

4. Housekeeping and Maintenance

The library will provide basic housekeeping service (i.e. trash removal, regularly scheduled cleaning) as part of regular meeting room use. Any additional cleaning or repair required beyond normal library maintenance will be billed at an hourly rate (see Appendix A, Fees and Charges). The cost of any materials required for repair will also be billed to the user.

5. Food and Beverage

The library does not provide catering services. Groups are welcome to bring in simple food and beverage items for events. Groups assume responsibility for disposing of all paper goods and food remains in supplied receptacles. Any additional cleaning required to handle food and beverage or other needs will be billed at an hourly rate (see Appendix A, Fees and Charges).

The library does not have facilities for on-site food preparation; however, the main library has a catering kitchen with outlets for hot boxes, refrigeration, and sinks for cleanup.

Use of an outside catering company is subject to approval by the library. Outside catering companies, including alcoholic beverage caterers, must comply with a list of requirements provided by the library.

The library must approve all plans and circumstances under which alcoholic beverages are served. Alcoholic beverages may not be served during regular library operating hours. Applicant assumes responsibility for meeting all state and local liquor licensing and sales laws, and will provide such licensing, upon request, to the library.

6. Insurance

Applicants may be required to provide proof of liability insurance prior to the event and shall indemnify and hold the library harmless for the event. The amount of insurance will be dependant upon the facility requested and scope of event. The library, in its sole discretion, will determine insurance requirements.

III. Reservation Procedures

Individuals wishing to make arrangements to use main library rooms or spaces may contact the library by phone or follow the appropriate links on the library's website: <http://www.acpl.info>.

IV. Fees and Charges

At the main library, the library charges rental fees according to the classifications of usage defined below. Within these classifications, reservations are filled on a first-come, first-served basis.

- Class "A" Use: - Class "A" rates apply to non-profit groups and government agencies and departments for non-commercial use, (i.e., no admission fee, vendor fee and/or donation is requested or received). Events may or may not be open to the public and may occur during or outside of regular library operating hours.
- Class "B" Use: - Class "B" rates apply to non-profit groups whose events or meetings involve admission fees, vendor fees, donations or a commercial use. Events may or may not be open to the public and may occur during or outside of regular library operating hours.
- Class "C" Use: - Class "C" rates apply to businesses, private individuals or private groups. Admission or vendor fees may be collected and donations may be received during the events. Events may be held during or outside of regular Library operating hours. Examples of class "C" use include private parties, receptions, seminars or workshops.

V. Administration of Policy

The director of the library is authorized to establish administrative procedures, rules and guidelines necessary for the administration of this policy.

Appendix A

ALLEN COUNTY PUBLIC LIBRARY
Main Library - Meeting Room Fees

Class "A" Use

Class A rates apply to non-profit groups and government agencies and departments for non-commercial use, (i.e., no admission fee, vendor fee and/or donation is requested or received).

<u>Room Name</u>	<u>Room Number</u>	<u>Size (sf)</u>	<u>Capacity (by set-up)</u>			<u>Cost¹</u> (\$ per hour)
			Theater	Classroom	Other	
Theater	LL 12	5136	230	N/A	N/A	No charge
Theater Lobby	LL 10	816	N/A	N/A	126 (reception)	See above
Meeting Room A	119	1680	160	84	72 (banquet)	No charge
Meeting Room B	115	840	70	35	24 (banquet)	No charge
Meeting Room C	111	1260	120	64	72 (banquet)	No charge
Rooms A and B		2520	230	126	96 (banquet)	No charge
Rooms B and C		2100	190	100	96 (banquet)	No charge
Rooms A, B and C		3780	378	200	192 (banquet)	No charge
BST Meeting Room	291	312	26	8	12 (boardroom)	No charge
Computer Classroom	113	832	N/A	18	N/A	\$40.00 ³
Study Rooms	2 rooms each in Reader's Services, Young Adults and Children's Departments		N/A	N/A	6	No charge
Great Hall	GH	7330	N/A	N/A	220 (banquet)	No charge
Gallery	183	2418	N/A	N/A	150 (reception)	No charge
Outdoor Amphitheater	AM	N/A	N/A	N/A	N/A	Contact library

¹ See listing of additional fees for security, housekeeping and room set-up.

² Reasonable rehearsal time included at no charge.

³ Includes a fee for IT staff to assist with software set-up and technical issues.

ALLEN COUNTY PUBLIC LIBRARY Main Library - Meeting Room Fees

Class "B" Use

Class B rates apply to non-profit groups whose events or meetings involve admission fees, vendor fees, donations or a commercial use.

<u>Room Name</u>	<u>Room Number</u>	<u>Size (sf)</u>	<u>Capacity (by set-up)</u>			<u>Cost¹</u> (\$ per hour)
			Theater	Classroom	Other	
Theater	LL 12	5136	230	N/A	N/A	\$100.00 ^{2,3}
Theater Lobby	LL 10	816	N/A	N/A	126 (reception)	See above
Meeting Room A	119	1680	160	84	72 (banquet)	\$30.00
Meeting Room B	115	840	70	35	24 (banquet)	\$20.00
Meeting Room C	111	1260	120	64	72 (banquet)	\$25.00
Rooms A and B	N/A	2520	230	126	96 (banquet)	\$50.00
Rooms B and C	N/A	2100	190	100	96 (banquet)	\$45.00
Rooms A, B and C	N/A	3780	378	200	192 (banquet)	\$75.00
BST Meeting Room	291	312	26	8	12 (boardroom)	\$15.00
Computer Classroom	113	832	N/A	18	N/A	\$75.00 ⁴
Study Rooms	2 rooms each in Reader's Services, Young Adults and Children's Departments		N/A	N/A	6	\$10.00
Great Hall	GH	7330	N/A	N/A	220 (banquet)	\$200.00
Gallery	183	2418	N/A	N/A	150 (reception)	\$60.00
Outdoor Amphitheater	AM	N/A	N/A	N/A	N/A	Contact library

¹ See listing of additional fees for security, housekeeping and room set-up.

² Reasonable rehearsal time included at no charge.

³ Cost of music teacher student recitals in theater, \$75.00 flat fee.

⁴ Includes a fee for IT staff to assist with software set-up and technical issues.

Appendix A

ALLEN COUNTY PUBLIC LIBRARY
Main Library - Meeting Room Fees

Class "C" Use

Class C rates apply to businesses, private individuals or private groups. Admission or vendor fees may be collected and donations may be received during the event.

Room Name	Room Number	Size (sf)	Capacity (by set-up)			Cost ¹ (\$ per hour)
			Theater	Classroom	Other	
Theater	LL 12	5136	230	N/A	N/A	\$100.00 ^{2,3}
Theater Lobby	LL 10	816	N/A	N/A	126 (reception)	See above
Meeting Room A	119	1680	160	84	72 (banquet)	\$30.00
Meeting Room B	115	840	70	35	24 (banquet)	\$20.00
Meeting Room C	111	1260	120	64	72 (banquet)	\$25.00
Rooms A and B	N/A	2520	230	126	96 (banquet)	\$50.00
Rooms B and C	N/A	2100	190	100	96 (banquet)	\$45.00
Rooms A, B and C	N/A	3780	378	200	192 (banquet)	\$75.00
BST Meeting Room	291	312	26	8	12 (boardroom)	\$15.00
Computer Classroom	113	832	N/A	18	N/A	\$75.00 ⁴
Study Rooms	2 rooms each in Reader's Services, Young Adults and Children's Departments		N/A	N/A	6	\$10.00
Great Hall	GH	7330	N/A	N/A	220 (banquet)	\$200.00
Gallery	183	2418	N/A	N/A	150 (reception)	\$60.00
Outdoor Amphitheater	AM	N/A	N/A	N/A	N/A	Contact library

¹ See listing of additional fees for security, housekeeping and room set-up.

² Reasonable rehearsal time included at no charge.

³ Cost of music teacher student recitals in theater, \$75.00 flat fee.

⁴ Includes a fee for IT staff to assist with software set-up and technical issues.

Appendix A

ALLEN COUNTY PUBLIC LIBRARY

Additional Fees

	Class A	Class B	Class C
Security	\$25.00 per hour	\$25.00 per hour	\$25.00 per hour
Housekeeping	\$20.00 per hour	\$20.00 per hour	\$20.00 per hour
Room Set-up	\$20.00 per hour	\$20.00 per hour	\$20.00 per hour
AV or IT Tech Support	\$40.00 per hour	\$40.00 per hour	\$40.00 per hour

POLICY

SUBJECT: Printing
APPROVED BY: Board of Library Trustees
APPROVAL DATE: October 23, 2008
EFFECTIVE DATE: October 23, 2008
NEW () REVISED (X)

Supersedes policy adopted March 27, 2008.

The library charges 5 cents per page for prints made by patrons from library computers/printers. Children using children-designated computers/printers are exempt from the printing charge. Children using general public computers/printers must pay for printouts.

The library will not issue CASH refunds for printing errors or lost pay-for-print cards.

The library will provide reprints in the following situations:

- Printer paper jams.
- Toner/ink is low.
- Print is smudged or otherwise unreadable.
- Any equipment or system error occurs.

The library will NOT provide reprints in the following situations:

- Patron printed the wrong page numbers.
- Patron printed the wrong document.
- Patron printed too many copies.
- Patron made any other error, such as failing to select the correct options in "Print Preview" before printing.

POLICY

SUBJECT: **Publicity**
APPROVED BY: Board of Library Trustees
APPROVAL DATE: September 22, 1983
EFFECTIVE DATE: September 22, 1983
NEW (X) REVISED ()

The Allen County Public Library conducts an active publicity program to educate the community regarding services and resources of the institution.

1. Activity. The Public Information office is charged with initiating promotional activities, setting system -wide standards for public relations events and promotions, and for maintaining positive and productive relationships with the media, community organizations, and the individuals served by the library.
2. Purchase of Advertising. Any purchase of advertising will be done with the approval of the Board of Library Trustees.

POLICY

SUBJECT:	Purchasing Agency
APPROVED BY:	Board of Library Trustees
APPROVAL DATE:	November 30, 2000
EFFECTIVE DATE:	November 30, 2000
NEW (X) REVISION ()	

The Board of Library Trustees is designated, pursuant to Indiana Code 5 -22-4-5(a). as the Purchasing Agency for the Allen County Public Library.

POLICY

SUBJECT:	Purchasing Agent
APPROVED BY:	Board of Library Trustees
APPROVAL DATE:	November 30, 2000
EFFECTIVE DATE:	November 30, 2000
NEW (X) REVISION ()	

The Library Director is designated, pursuant to Indiana Code 5-22-4-5(b), as the Purchasing Agent for the Allen County Public Library.

POLICY

SUBJECT: Resource Development
APPROVED BY: Board of Library Trustees
APPROVAL DATE: September 24, 1992
EFFECTIVE DATE: September 24, 1992
NEW () REVISIONS (X)

Supersedes Collection Development Policy adopted June 24, 1982.

In support of its mission as a public service institution concerned with the education, information, entertainment, and cultural enrichment of the community, the Allen County Public Library acquires and makes available for public use the largest number, highest quality and widest range of books, materials, electronic media and other information sources which its funds will permit. This policy statement is intended to inform the public and guide the staff concerning the principles under which this major library function is performed.

Definition of Resource Development

Resource development is the process by which the staff determines the overall nature, depth, and scope of the library. Resource development includes the tasks of selection of individual items for purchase. It has come to include evaluation of sources and methods of acquisition of leased or need-generated information. It extends to planning, budget-making, weeding, and evaluation of the collection. The process requires the combined efforts of the entire staff of the library. ("Leased" refers to products such as CD-ROM databases where we pay to make information available to our patrons for a short time. "Need-generated" refers to situations in which we obtain information from an outside vendor in response to specific need of a single patron.)

General Principles

The library actively pursues the twin goals of contemporary significance and permanent value in Resource development. Guided by a sense of responsibility to both the present and the future, it attempts to maintain overall balance. It searches for materials which will interest current and potential library users.

Materials included in the collection present all points of view on current and historical issues and inclusive portrayals of human experience in a wide variety of media and styles. The origin, background, or viewpoint of an author does not exclude the author's work from the collection. Partisan or doctrinal disapproval does not result in exclusion or removal of a work from the

collection. The origin, age, background, or viewpoint of a library user does not deny or abridge that person's right to full use of the library.

The library seeks to provide all materials and information needed by its patrons in the most timely, effective manner possible. The world of information to which the library can provide access is not bounded by the confines of the library system. Materials and information are available from a range of sources including, but by no means limited to the following:

Items purchased and held by any agency of the Allen County Public Library.

Items purchased and held by another area library under cooperative use agreements.

Items purchased and held by other libraries outside our service area and made available through Interlibrary Loan, fax, or a document delivery service.

Information leased from an outside vendor under license for use by our patrons.

Information and data purchased from online vendors in response to a specific need.

Selection Criteria

Review media, basic lists of standard works, subject bibliographies, recommendations from members of the public, and other sources of information are used by staff in making decisions on the acquisition of individual items for the collection. Any of the following criteria may determine the inclusion or exclusion of an item:

- * Current usefulness and public demand
- * Permanent value
- * Authority and competence in presentation
- * Relationship of the item to the existing collection
- * Relative importance in comparison with other works on the subject
- * Physical characteristics of the item
- * Price

The library acquires multiple copies of items in high public demand. Books published only in paperback are acquired under the general selection criteria.

To avoid unnecessary duplication of materials, the library attempts to coordinate its efforts with those of schools, colleges, universities, and medical institutions.

The library welcomes gifts of books and other materials, with the understanding that decisions regarding the use or disposition of an item will be made in accordance with general selection criteria.

In addition to books, the library collects periodicals, newspapers, music and scores, pamphlets, clippings, sound recordings, videotapes, microforms, special materials for blind and print - handicapped readers, and other items. All materials are selected in accordance with the criteria enumerated above. Additional considerations guide the selection of electronic information sources and materials in special media and subject areas. In every case, current usefulness, public demand, and potential permanent value are the most important criteria for selection. In the selection of audiovisual materials, formats are chosen with consideration for format stability in the marketplace, material durability, and potential use.

Special Media and Subject Areas

Several special subject collections are developed by the library:

Collections for children and young adults include reference materials, circulating materials, and other materials in several media. Young adults and children are encouraged to use materials throughout the library.

The Fred J. Reynolds Historical Genealogy Collection attempts to collect comprehensively in the fields of United States and Canadian family and local history. It includes a large microtext collection but not manuscripts or archival material.

The library maintains small reading collections of materials in languages other than English. These collections include materials suitable for all age levels and materials originally published in the language in addition to translations of English - language materials. The purpose is to provide recreational and cultural, but not necessarily educational or informational materials.

The library acquires dictionaries and instructional materials in a wide variety of languages and dialects.

The library acquires basic literacy materials and materials for the teaching of English as a second language.

As a selective depository for United States Government Publications, the library acquires a large number of government publications. It is also a regional depository for Indiana state publications. The library actively attempts to acquire local government publications of local units in Allen County.

Legal reference materials are acquired to support the references in Burns Indiana Statutes and United States Code.

The library usually does not purchase "rare" books. However, the library does maintain a collection of rare, fine, valuable, unique, irreplaceable, or exemplary books. Materials will be

transferred to this collection if they are or have become rare; if they are extremely costly; if they have particular social or historical significance or if they are unique or irreplaceable such that special security precautions must be taken; if they demonstrate unique or significant techniques of paper making, binding, printing, illustration, decoration, or communication of ideas; or if, as otherwise worthy materials, they need the protection of the special environmental conditions maintained in the Fine Books Room.

Deselection of Material

In order to continue to develop a useful and attractive collection, the library removes books and other materials which are no longer useful. The same criteria are used in the removal of materials as in their acquisition. Specific judgments may be made for one or more of the following reasons:

- Poor physical condition
- Obsolescence of Information
- Insufficient public use or basic value
- unnecessary duplication of multiple copies

Items removed from the collection may be made available to the Friends of the Allen County Public Library for sale, with the proceeds being used to aid the library, or they may be recycled or otherwise discarded.

Implementation of the Resource Development Policy

This policy is implemented through the activities of department and branch managers, the Branch Operations Manager, the Associate Director, and the Director. Under this general policy, a resource development plan is created for each operating agency to ensure an effective, coordinated collection of materials and other resources of optimum benefit to all of the users of the Allen County Public Library system.

Evaluation of Materials by the Public

In order to ensure effective communication between the library and the community concerning the range of ideas and information and inclusive portrayals of human experience in the library collection, the library maintains a materials evaluation procedure. Information concerning this procedure is made available throughout the Library system.

POLICY

SUBJECT: **Sale or Trade of Securities**
APPROVED BY: Board of Library Trustees
APPROVAL DATE: March 24, 1983
EFFECTIVE DATE: March 24, 1983
NEW (X) REVISED ()

Any transaction in the sale or trade of library -owned securities shall require specific authorization by the Board of Library Trustees.

POLICY

SUBJECT: STAFF APPOINTMENTS
APPROVED BY: Board of Library Trustees
APPROVAL DATE: December 17, 1998|
EFFECTIVE DATE: December 17, 1998
NEW (X) REVISED ()

The bylaws of the Board of Library Trustees, as amend ed December 17, 1998, state that:

"The Director shall be responsible for employing such additional staff as may be necessary to carry out the mission of the Allen County Public Library and shall be responsible for establishing salaries and prescribing the duties of all such additional employees."

The Director shall report such employment and compensation decisions to the Board of Library Trustees, and the Director may, but shall not be obligated to, request Board of Library Trustees review and approval of any personnel matters prior to the Director making the decision on such matters.

POLICY

SUBJECT: **Unattended Children**
APPROVED BY: Board of Library Trustees
APPROVAL DATE: June 24, 1994
EFFECTIVE DATE: June 24, 1994
NEW (X) REVISED ()

Children are welcome in our libraries and we are concerned about their safety and welfare. However, parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while the children are in the library.

If an unattended child is being disruptive, is habitually left unattended for long periods of time, or is deemed to be at risk of coming to harm (as in the case of a child being left unattended when the library is ready to close), an effort will be made to locate the responsible parent, guardian, or caregiver. If necessary, appropriate law enforcement or child protective authorities will be notified to take custody of the child.

We respect the privacy of all library patrons and will intervene only when, in the opinion of the library staff, the safety and well-being of a child is threatened.