

# **Marysville Public Library**

## **Policies**

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## **Mission Statement**

Providing Resources to Educate, Entertain, and Enrich our Diverse Community.

## **Vision Statement**

The Marysville Public Library provides excellent materials and services, uses cutting edge technology, builds strong community partnerships, inspires intellectual and cultural curiosity, and meets the needs of our community.

## **Core Values**

- **We offer free access and services.**

All residents of our community have a right to free, equitable, and convenient access to library resources. The library is a place of intellectual discovery, and should be inviting, comfortable, and safe. We are dedicated to providing a diverse collection that provides educational, cultural and entertainment resources for a multicultural, multigenerational community.

- **We support intellectual freedom.**

The library supports freedom of speech and the right of residents to receive uncensored information. The library is a forum for information and ideas in the community. The library is dedicated to providing material for all ages and pursuits.

- **We provide a foundation for life-long learning.**

The library is an essential source of knowledge, entertainment and enrichment for the community. The library supports early literacy, formal and alternative education, and life-long learning.

- **We foster a climate of respect and trust.**

Mutual respect and trust are honored both internally and externally. Customers and staff are valued, supported, and respected.

- **We are customer focused.**

The library strives to provide excellent customer service by a courteous, responsive, knowledgeable and cohesive staff.

- **We utilize current technology.**

The library uses technology to improve customer service and operating efficiency. The library strives to make cutting edge technology and training available to everyone.

- **We form strong partnerships.**

The library's resources, involvement, and leadership in the community are extended through partnerships with local businesses, institutions, organizations, and government agencies.

# Public Services Policies

## Introduction

### Purpose of Policies

The Public Services Policies of the Marysville Public Library explain and regulate the manner in which the library directly interacts with library patrons and the community it serves. These policies describe the variety, extent, and limit of services and materials offered by the library, and ensure that patrons and staff alike may understand what those opportunities and limits are. Policies are approved by the Marysville Public Library Board of Trustees and are reviewed and revised as necessary.

### Service Philosophy

The Marysville Public Library provides free, open, and equal access and service to all individuals and groups in the community. In the selection of library materials and the use of the library by the community, the Marysville Public Library subscribes fully to the principles adopted by the American Library Association in *Libraries: An American Value*, and in *The Library Bill of Rights* and its subsequent interpretations. (See Appendices A & B).

## PS 1 Public Services Policies

### PS 1.1 Service Area and Governance

The Marysville Public Library (hereafter referred to as the library) is organized as a school district library. Its legally defined service area is the Marysville Exempted Village School District. As a recipient of Public Library Fund monies from the State of Ohio, the library extends its services to all residents of the State of Ohio. The library is governed by a Board of Trustees (hereafter referred to as the Board) which consists of 7 members appointed by the Marysville Exempted Village School Board for terms of 7 years. The Board's operating policies are described in its bylaws.

### PS 1.2 Locations and Hours of Service

#### Marysville Public Library

231 S. Plum Street  
Marysville, OH 430  
PHONE: 937-642-1876  
FAX: 937-642-3457  
Email: [ask@marysvillelib.org](mailto:ask@marysvillelib.org)  
Website: [www.marysvillelib.org](http://www.marysvillelib.org)

#### Main Library Hours

Monday-Thursday: 9am-8pm  
Friday: 9am-6pm

Saturday: 9am-5pm  
Sunday: 1pm – 5pm

**Raymond Branch**

21698 Main Street  
Raymond, OH 43067  
PHONE: 937-246-4795  
FAX: 937-246-2347  
E-mail: ask@marysvillelib.org  
Website: www.marysvillelib.org

Raymond Branch Hours

Monday: closed  
Tuesday - Thursday: 11am-7pm  
Friday: 11am-5pm  
Saturday: 10am-2pm  
Sunday: closed

**PS 1.21 Holidays**

The library is closed for the following holidays:

- New Year's Day (January 1)
- Easter (date varies)
- Memorial Day (Last Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving (Fourth Thursday in November)
- Christmas Eve (December 24)
- Christmas Day (December 25)

If a public holiday falls on a weekend day, the library may close on a Monday or Friday to observe the holiday instead. In addition, the library closes early on the day before Thanksgiving and New Year's Eve. The library will be closed on Staff Development Day(s) in order that all staff may participate; the date is set by the library Director.

**PS 1.22 Additional Scheduled, or Emergency Closings**

The Board reserves the right to close the library at additional times when appropriate. When possible, the public will be notified in advance of closings that fall outside the regular library schedule. The library Director, or their designee, is authorized to close the library in emergencies or other circumstances.

**PS 1.3 Person in Charge**

A Person-In-Charge (PIC) is assigned daily. The PIC is a department manager, supervisor or very experienced staff person who, in the absence of administration,



becomes the decision-maker in cases of small emergencies. The PIC takes over as the upholder of policy and procedure and is the caretaker of the library when needed.

## **PS 1.4 Public Information and Media Relations**

### **PS 1.41 Library Spokesperson**

In order to provide the most current and consistent information about the library, the Community Engagement Manager is the official media spokesperson for the library. In the event of an emergency, the Director, or their designee will be responsible for all official statements to the public and the media. Questions from the public regarding the general operations or direction of the library should be referred to the Director or their designee.

### **PS 1.42 Newsgathering in the Library**

While the library respects the right of the media to gather information, members of the media who wish to conduct newsgathering in the library may not be disruptive to the patrons or the operation of the library. Members of the media intending to interview patrons or staff should make themselves known to either the Director or to the PIC in the Director's absence.

### **PS 1.43 Photography or Video Recording in the Library**

To protect the privacy of our patrons, photography or filming whether by traditional, digital or other another medium is not permitted within the library or on library property without permission from the individual(s) being photographed and the library Director or their designee.

All photography or filming is at the discretion of the library Director or their designee. If the photography or filming requires a significant amount of time and/or equipment setup, the appropriate library staff should be contacted at least 48 hours prior to photographing or filming so that proper accommodations can be made.

In all instances, the library reserves the right to cease photography or filming if it results in disruption of the ordinary library environment or operations.

Photographing or filming of minors is prohibited at all times without the prior written permission of the minor's parent or guardian.

The library accepts no liability for the use of photos or film resulting from this activity.

### **PS 1.44 Library Use of Photographs**

The library reserves the right to use any photograph taken on library property or at any event sponsored by the library. The library will make every effort to obtain permission of those who can be identified within the photograph. Photographs may be used in publications or other media material produced, used or contracted by the library.

## **PS 1.5 Meeting Rooms and Exhibit Spaces**

### **1.51 Meeting Rooms**

The primary purpose of the meeting rooms is to provide a space for the library and library-related activities. Needs of the library for use of the meeting rooms take precedence over use by outside groups. The library reserves the right to cancel or reschedule any meeting.

#### **The following rules of use apply:**

- Marysville Public Library Meeting Rooms may be used by both non-profit and for-profit Organizations free of charge.
- The use of meeting rooms for financial gain is prohibited. This includes marketing or selling goods or services, fundraising, or accepting donations.
- Meeting rooms must be reserved in advance, through the online form on the Marysville Public Library's website.
- Private parties are prohibited. (Examples of reservation requests that WILL NOT be approved include: birthday parties, anniversary parties, baby showers, etc. Examples of reservation requests that WILL be approved include: meetings for Boy Scout troops, condo associations, homeschoolers, PTAs, etc. Memorials that are a religious service will also be approved.)
- Food and drink are permitted in the meeting rooms. There are no kitchen facilities and cooking on the premises is prohibited (no open flames.) Alcoholic beverages and smoking are prohibited in the Marysville Public Library.
- The name, address or telephone number of the Marysville Public Library may not be used as the contact person, nor shall the use of the meeting room be publicized in such a way as to imply the Marysville Public Library sponsorship of the group's activities unless the activity is being co-sponsored by the Marysville Public Library.

- No decorations, posters or any other materials may be installed or displayed inside or outside the meeting rooms without prior Marysville Public Library approval.
- No Marysville Public Library equipment should be removed from the meeting room area without Library approval.

**The group using the meeting space shall:**

- Be responsible for all set-up and take-down of tables and chairs. Time reserved must include set-up and take-down time. The space must be left in the condition it was found.
- Only use the room during regular library business hours. The library meeting rooms will not be available when the library is closed due to bad weather, holidays, or other emergency conditions.
- Have at least one person in attendance who is at least eighteen (18) years of age and who will be responsible for the group and use of the meeting space.
- Be financially responsible for any damage to Marysville Public Library property, buildings, furnishings and/or equipment, and assume responsibility for all loss, damage, or injury arising from use of meeting room space. A \$25.00 fee for janitorial services will be assessed if the meeting room is not left in the condition it was found.
- Not exceed the posted maximum capacity allowances for the room it has reserved.
- Covenant and indemnify themselves for any claim, suit judgment, cost expense or responsibility of any kind whatsoever resulting from use of property, premises, or facilities of the Marysville Public Library.

For cause, the Marysville Public Library Director may waive any meeting room regulation and may deny or cancel any application for reservation of meeting room space.

Updated 5/17/17

**PS 1.52 Exhibits and Displays**

Exhibit and display spaces are primarily for the promotion of library materials, programs and services. Preference will always be given to library needs. When the display spaces are not otherwise in use, the library may

provide these spaces for the display or exhibit of collections or materials of general interest to the public.

Displays or exhibits promoting local educational, cultural or recreational opportunities are encouraged. The following categories of exhibit materials are specifically excluded: displays which serve only to advertise active business or commercial ventures, and partisan materials which promote current political candidates, campaigns, parties or issues. The library reserves the right to approve the content and arrangement of all exhibits, and the library Director or the Community Engagement Manager make the final determination as to whether the materials comply with these guidelines.

Requests for display space must be scheduled in advance. Requests are filled on a first come, first served basis. All exhibits must fit within the space allocated.

The presence of a particular display in the library does not indicate that the library advocates or endorses the viewpoints of exhibits or exhibitors.

The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item exhibited or displayed. Items are placed on display in the library at the owner's risk.

### **PS 1.53 Display of Holiday Decorations**

The library may decorate the building or grounds in an attractive manner to reflect the various holidays and celebrations of the community. The library will refrain from using any symbols or items that are specifically religious.

## **PS 1.6 Display and Distribution of Non-library Materials**

### **PS 1.61 Bulletin Boards and Literature Racks**

Materials to be posted on the public bulletin board or included in the literature racks must be approved by the library Director or the Community Engagement manager. Materials posted without approval will be removed.

Permission will be given based upon the non-profit nature of the material, its timeliness and the limitations of display space. Local non-profit organizations and events will be given preference. The library will not post personal advertisements, or for-profit or commercial materials.

### **PS 1.7 Gifts and Donations**

The library welcomes individuals and organizations to support its service program through contributions of book or non-book materials for library collections, contributions of appropriate gifts that will enhance the library's physical environment, and bequests, trusts, or donations of monetary or other assets for

library purposes. Materials and equipment given to, and accepted by, the library shall become the sole property of the library to be managed as the library Director or their designee deems appropriate. The library is unable to furnish appraisals of donated items, and reserves the right to refuse any donation. The library will provide a receipt upon request, but will not provide a determination of the value of the gift.

### **PS 1.71 Acceptable Gifts & Donations**

#### **PS 1.71a Library Materials**

The library may accept donations of miscellaneous books or other materials with the understanding that items not added to the library's collection will be given to the Friends of the Library or disposed of at the discretion of the library. A list of the types of book donations we will accept and not accept are included in the Appendices (see Appendix C).

#### **PS 1.71b Cash, Property & Other**

Patrons or organizations who wish to donate gifts of a more specific nature, such as works of art, furniture, equipment, special collections, and real property, shall be referred to the Director who, in consultation with the appropriate committee of the Board, will determine whether or how to accept such gifts. If a patron or organization wishes to donate funds for specific purposes, the amount and nature of the expenditure must be approved by the Board before the gift is accepted; items so purchased become the property of the library and may be disposed of accordingly. The Board acknowledges gifts with estimated values greater than \$100 at each regular Board meeting.

### **PS 1.8 Disposal of Surplus Materials and Equipment**

The library Fiscal Officer is authorized by the Board to dispose of library materials, furniture, or equipment that staff has determined is no longer functional or useful. The library Director, or designated staff member may sell or discard such items, or, when an item cannot be readily or practicably sold by the library, may give such items to an organization or governmental unit.

#### **PS 1.81 Sale or Donation of Surplus Items**

Items may be stored until enough are gathered to have a sale of the surplus furniture and equipment. Surplus property may be donated or sold to another library or other non-profit organization. Surplus property may also be discarded if it is deemed to be in such poor condition that it is not worth storing until a sale is held. Proceeds from the sale of items will be deposited to the General Fund of the Library.

**PS 1.82 Restrictions on Surplus Sales**

The library staff member who declares an item to be surplus, and any members of his/her immediate family, are not permitted to purchase any sale item. Purchases also will not be permitted by the library Director, assistant Director, Fiscal Officer, members of the Board and their immediate family members. If an item of surplus inventory is believed by the library Director or Fiscal Officer to have unusual, historic, or artistic value such items may be referred to the Board for determination of value; that evaluation process may require the services of a professional appraiser or outside expert opinion.

**PS 1.83 Surplus Sale Notification**

Notification of items for sale may be posted on the library's website, public bulletin boards in the library, or in news releases to the community newspapers. The notification will advise potential buyers that items will be sold as is with no guarantee and must be removed at their own expense by a specified deadline.

**1.9 Recruitment and Use of Volunteers**

The library's volunteer program is designed to expand and enhance public service to the community. Volunteers generally provide support services to paid staff and/or work on special projects.

An adult, aged 18 years or older, who would like to volunteer at the library needs to complete a volunteer application form. Prospective volunteers will be contacted when an assignment fitting their interests and abilities becomes available. Volunteers in certain assignments may be asked to submit to a criminal background check. Volunteers who do not agree to the background check may be refused assignment.

Teens, ages 12 to 18 years old, are required to fill out a teen volunteer application form. They will be contacted when an assignment fitting their interests and abilities becomes available.

The library accepts the service of all volunteers with the understanding that such service is at the sole discretion of the library. Volunteers agree that the library may at any time, for whatever reason, decide to terminate the volunteer's relationship with the library. The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the library. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

## **PS 2 Library Materials Evaluation and Selection**

### **PS 2.1 Purpose of the Collection within the Context of the Mission**

A library is identified and defined principally by its holdings of materials and information resources. The library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining and providing access to a collection of materials (both print and nonprint) and electronic resources that address the interests and needs of the members of the community.

### **PS 2.2 Purpose of the Collection Development Policy**

This formal policy serves several vital purposes.

- Guides library staff in making decisions about the selection, management, and preservation of library materials and in allocating library budgets
- Informs the public of the principles that govern collection development
- Constitutes a public declaration of the library's commitment to the principles of free access to ideas and information and to providing collections that reflect a variety of viewpoints.

The library adheres to the principles of the **Library Bill of Rights**, the **Freedom to View**, and **the Freedom to Read** statements adopted by the American Library Association.

### **PS 2.3 Guidelines for Materials Selection**

These guidelines are applicable to most selection decisions. Other factors may be taken into consideration, and the importance or weight of a particular guideline will vary from one acquisition to another.

- Reputation and qualifications of the creator(s), publisher(s) or producer(s)
- Community needs, interests, and demands
- Literary, artistic, and technical values
- Significance of the author's work to Union County
- Relationship to the collection
- Availability for purchase
- Availability in CLC
- Format
- Recommendations of reviews
- Durability of format
- Price
- Suitability for intended user
- Judgment of work as a whole

### **PS 2.4 Weeding**

The library weeds its collection on a regular basis to keep the collection current and as a timely resource for the community. The library staff will generally follow the principles established in The CREW Manual for detailed guidelines for weeding.

### **PS 2.5 Children's Selections**

The responsibility for monitoring a child's reading, listening and viewing rests with the parent or legal guardian. Library items are not labeled by the library to provide assessment of language or age restrictions.

### **PS 2.6 Purchase Suggestions**

The library strongly encourages input from the community concerning the collection. A Suggestion for Purchase form can be found on the library's website. Items suggested for purchase are evaluated based on the guidelines listed.

### **PS 2.7 Request for Reconsideration**

The library recognizes the importance of providing a method whereby opinions from the public regarding materials selection can be voiced. Therefore, it has established a policy, which will apply to all requests for reconsideration of library content including (1) those about materials represented in the collection, and (2) those about materials not represented in the collection. To comply with this policy, a request for reconsideration must be in writing. Forms are available upon request. The form must be filled out completely. Upon completion, the form shall be mailed or delivered to the library Director. Upon receipt of the signed form, the library Director will:

1. Examine the material or work in question, the issues raised and the circumstances involved.
2. Make a decision on any action to be taken.
3. Respond in writing to the request within one week of receipt.
4. Provide the patron with a copy of this Reconsideration Policy and other applicable policies and inform the individual of the availability of a Board hearing.

Should the patron desire to appeal the decision of the library Director, the patron may request a Board hearing by notifying the library Director, who will make the necessary arrangements. Following such hearing, the decision of the Board will be final.

## **PS 3 Circulation of Library Materials**

### **PS 3.1 Patron Responsibility**

A library card is a valuable resource. A library patron is responsible for all materials checked out on their library card, and if such materials are damaged or lost, the



patron is responsible for paying replacement fees. The library patron is also responsible for updating any changes in name, address, phone number or email.

The parent or legal guardian of a minor patron is responsible for all materials checked out on the minor patron's card. Adult patrons must present valid library card or photo identification in order to check out materials. Minors (or their parents/guardians) must present valid library card or photo identification in order to check out materials.

It is the responsibility of the patron to report a lost or stolen card. All fees will otherwise be applied.

### **PS 3.2 Library Card Registration**

Patrons of any age may register for a library card. Patrons may pre-register online in order to place up to 5 requests and use library databases. Pre-registered patrons cannot check out materials until they come to the library to complete registration within 30 days.

#### **PS 3.21 Adult Registration (18 years of age and older)**

To complete registration, adult patrons must:

- Be a resident of the State of Ohio
- Show valid Photo ID with current address, OR Photo ID and official mail/checks with correct address
- Agree to be responsible for all items checked out on their card and any fees associated with it

#### **PS 3.22 Juvenile Registration (under 18 years of age)**

To complete registration, parent or legal guardian of the juvenile must meet all requirements for Adult Registration and agree to be responsible for items checked out on their minor child's card and any fees associated with it. Only one library account is allowed for each minor child. Separated parents cannot create multiple accounts for a minor child. Juveniles under 18 years of age must have parental permission for Internet access and to borrow DVDs. Juveniles under 18 may not check out R-rated movies.

#### **PS 3.23 Teacher Registration**

In addition to a personal card, any teacher in public, private, or parochial school; nursery school or day care center; or any home school teacher registered with a school district may be issued a teacher card. To receive a Teacher Card a teacher must meet requirements for Adult Registration and show proof of current active teacher status (Teacher ID, pay stub, home school registration, etc). Teacher cards are for professional or classroom materials only, and one lost/damaged item each year will be forgiven. A Teacher Card expires annually on Sept. 30 and must then be renewed.

**PS 3.24 Kids Card/Smart Card (under 18 years of age)**

The library's "Smart Card" may be issued to minor children under the age of 18 without a parent being present. Only 5 juvenile print or audiobook items may be checked out on this card at any time. The card may be deactivated at the request of the parent/legal guardian.

**PS 3.3 Restrictions of Borrowing Privileges****PS 3.31 Charges equaling \$5.00 or more**

If a library patron owes \$5.00 or more in replacement/lost item costs, he or she (and the responsible parent if patron is a minor) will not be allowed to check out materials on any account (including teacher cards, adult cards, and juvenile cards) until the balance is below \$5.00.

**PS 3.4 Loan Periods****PS 3.41 Due dates**

Library materials are loaned for a period of 28 days, 14 days, 7 days, or 4 days—depending on the type of item.

Items borrowed from another library are subject to the loan rules of the lending organization.

**PS 3.42 Renewals**

Eligible library items can be renewed for additional loan periods. They can be renewed online, by phone, or in the library. However, items on reserve for other patrons cannot be renewed.

Items borrowed from another library are subject to the renewal rules of the lending organization.

**PS 3.5 Fees**

All fees may be paid by cash, check, or by credit card.

**PS 3.51 Overdue Fees**

Items borrowed from another library may be subject to the fine/fee rules of the owning library.

**PS 3.52 Lost or Damaged Fees**

When an item is lost or damaged, the cardholder is required to pay the cost of the item plus the processing fee.

### **PS 3.53 Bankruptcy**

If a bankruptcy results in a discharge of debts, all fees and collection agency charges on the account are waived. However, all library materials borrowed on any account covered by the bankruptcy decision must be returned in order to have a library card in good standing. Fees incurred after the period of time covered by the bankruptcy proceedings are not covered by the discharge document and will remain on the borrower's account and those of any minor children.

Updated and approved 2/19/2020

## **PS 4 Public Access to Library Records**

### **PS 4.1 Public Records Policy**

It is the policy of the library that transparency leads to a better informed citizenry, which leads to better government and better public policy.

#### **PS 4.11 Definition of Public Records**

In accordance with the Ohio Revised Code and applicable judicial decisions, records are defined as any item that (i) contains information stored on a fixed medium (such as paper, electronic – including but not limited to email – and other formats); (ii) is created or received by, or sent under the jurisdiction of a public office and (iii) documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

#### **PS 4.12 Organization of Records**

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Records will be available for inspection and copying at all reasonable times during regular business hours.

#### **PS 4.13 Record Requests**

The Records Custodian for the library is the library Director or their designee. Each request for public records should be evaluated for a response using the following guidelines:

##### **PS 4.13a Ambiguous Request**

If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records under this section such that the public office or the person responsible for the requested public record cannot reasonably identify what public

records are being requested, the public office or the person responsible for the requested public record may deny the request but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by the public office and accessed in the ordinary course of the public office's or person's duties.

**PS 4.13b Requester**

The requester does not have to put a records request in writing, and does not have to provide their identity or the intended use of the requested public record. Those seeking public records will be charged only the actual cost of making copies. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

**PS 4.13c Records Availability**

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

**PS 4.13d Time Estimate**

Each request should be evaluated for an estimated length of time required to gather the records.

**PS 4.13e Exempt Portions**

If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.

**PS 4.13f Notification of Personnel**

Whenever possible, current and past employees should be notified when a request has been made to inspect or obtain a copy of their employment records. The current or past employee may be present during the inspection provided that arranging such does not delay the inspection. If the employee so requests, they may receive a duplicate copy of any record requested at no charge.

**PS 4.2 Confidentiality of Patron Records**

**PS 4.21 Confidentiality of Patron Records**

The library specifically recognizes that library records and patron information are confidential. Library records are defined as a record in any form that is

maintained by the library and that contains any of the following types of information:

- Information an individual is required to provide in order to be eligible to use library services or borrow materials.
- Information that identifies an individual as having requested or obtained specific materials or materials on a specific subject.
- Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject.

Information that does not identify an individual and that is retained for the purpose of studying or evaluating the use of the library is not considered confidential and is not subject to this policy.

#### **PS 4.22 Exceptions to Confidentiality**

Under Ohio law (Ohio Revised Code Sec. 149.432), library records shall not be made available to any agency of federal, state, or local government, or to any spouse or other individual except as pursuant to the following:

- For the records of minor children when requested by parents, guardians, or custodians. The statute does not limit this right to parents who actually live with the child. Parents who do not have custody, who are separated, or who are divorced have the right to access their minor children's records.
- In accordance with a subpoena, search warrant, or other court order, or to a law enforcement officer who is investigating a matter involving public safety in exigent circumstances.
- At the written request or with the written consent of the individual who is the subject of the record or information.
- For library administrative purposes as defined by Ohio Revised Code 149.432.

#### **PS 4.23 Releasing Patron Information**

##### **PS 4.23a Adult Identification**

Library staff will provide access to patron account information to a patron who has the library card in hand for that account, who shows a valid photo ID, who is listed as an acceptable user on the account, or who can provide their library card number and birthdate. Staff may choose to ask for additional identification for the acceptable user as well.

##### **PS 4.23b Minor Identification**

Library staff will release library information or library records pertaining to a minor child to that child's parent, guardian, or custodian upon presentation of the child's library card or sufficient information that identifies the child's account and provides staff a reasonable assurance that the person is indeed the child's parent, guardian, or custodian.

#### **PS 4.23c Lost Card**

When a lost card is reported over the telephone, the patron account associated with that card will be blocked.

#### **PS 4.24 Records Commission**

In accordance with Ohio Revised Code Section 149.411, the Board hereby creates a Library Records Commission comprised of the Fiscal Officer and the Board of Trustees. The Director of the Library who serves as the Custodian of the Records shall be an ex officio, non-voting member of the Library Records Commission. The records commission shall meet at least once every twelve months. The commission shall review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the library. The commission may dispose of records pursuant to the approved schedule. The commission at any time may review any schedule it has previously approved and may revise that schedule. The commission shall be responsible for overseeing the library's compliance with Ohio's Public Records Act.

### **PS 5 Reference and Information Services**

#### **PS 5.1 Service Standards**

The library recognizes and respects that each question is important to the patron who asks it. With this in mind:

- Staff will use authoritative and appropriate resources to respond to enquiries.
  - Some resources may be available in electronic format only.
- The library does not charge a fee for reference assistance.
- Staff may refer patrons to other agencies or depositories that are better suited to provide specific information.
  - Other agencies may charge a fee for their services.
- Staff are unable to undertake any extensive research on behalf of a patron.

#### **PS 5.2 Legal, Tax and Medical Information**

- Staff provide assistance in locating legal, tax or medical information and/or forms in both print and electronic resources.
- Staff may not provide legal, tax or medical advice or interpret laws or diagnoses.

#### **PS 5.3 Genealogy and Local History**

- Materials in the Genealogy & Local History area do not circulate outside the library.
- Materials are available during regular library hours.
- Staff will assist with genealogical research to best of their knowledge.
- Patrons needing extensive assistance with their research may be referred to the Union County Genealogical Society who may charge a fee.

## **PS 6 Technology**

To conform to the Children's Internet Protection Act, all library public access workstations use filtering software to access the Internet. Persons 18 or older who need unfiltered access for any lawful purpose may request it from a staff member. Unfiltered access will be granted on a per-search basis.

### **PS 6.1 Internet Use Policy**

Acceptable use of library computers:

- Patrons must work quietly so as not to disturb others.
- Patrons must use headphones when using sound.
  - Earbuds may be purchased at the circulation desk.
- Patrons must be aware that some websites, images or videos on the internet may be offensive or disturbing to some.
- The following types of materials may not be accessed in the library:
  - Pornographic material
  - Materials containing graphic, gratuitous or excessive violence
  - Any material whose use would violate the laws of copyright including but not limited to illegal downloads and the improper use of copyrighted images
  - Any site or material that would violate any local, state or federal statute
  - Use of profanity and display of sexually explicit graphics
- Patrons may not use library resources to harass, libel or intentionally offend others.
- Patrons may not install any software on library computers.
- Patrons must use their own flash drive or other device to save documents.
  - Flash drives may be purchased at the circulation desk if available.
  - The library is not responsible for damage to a patron's equipment or device that may occur due to use of the library's computers.
- Parents are solely responsible for allowing and monitoring their children's computer use.
- Patrons will be asked to discontinue any activity that does not conform to the acceptable use policy.
  - Excessive disruption or failure to abide by the acceptable use policy may result in the patron being asked to leave the library.

Continued misuse of the library's resources or Internet access will result in loss of library privileges.

### **PS 6.2 Library Website**

The library maintains a website to communicate to patrons and provide remote access to its resources.

- The library website may include links to external websites that are deemed to be useful and appropriate for our patrons.
  - The library does not monitor or control information on external websites and is not responsible for the content of that information.

### **PS 6.3 Social Network Sites**

The library may use social network sites to facilitate communication and encourage collaboration between library staff and library patrons.

- The library reserves the right to monitor content on any of its social network sites.
  - The library may edit or modify postings on its sites for clarity or content.
- The library is not responsible for content posted on its sites by members of the community.

### **PS 6.4 Wireless Internet Access**

The library provides wireless internet access within the library buildings.

- The wireless network is unsecured and patrons should use appropriate caution when transmitting personal information.
- Patrons using the library's wireless internet access must follow the Internet Use Policy.

#### **PS 6.41 Wi-Fi Hotspots**

The library offers Wi-Fi hotspots for circulation outside the library. Internet filtering is NOT provided through the hotspots. Parents/Guardians are responsible for monitoring what their children access via the hotspot. Patrons using the Wi-Fi hotspots must follow our Internet Use Policy.

### **PS 6.5 Use of Meeting Room Equipment**

Patrons using the meeting rooms may use the library-owned electronic equipment in the room.

- Use of equipment follows the meeting room policy.
- Patrons will be charged for any damage or misuse of equipment.

### **PS 6.6 Use of Public Workstations**

- A library card and PIN number is required to log in to the public computers.
  - A guest pass will be issued to patrons not holding a library card.
- Time on the computers may be limited if other patrons are waiting.
- Library staff may, in certain specific situations, manually extend a patron's time on a computer.

### **PS 6.7 Use of Personal Electronics**

- Cell phones and entertainment devices must be kept at a volume that does not disturb other patrons or staff in the library.
- Patrons must use headphones when listening to a broadcast or recording within the building



- Earbuds may be purchased at the circulation desk.
- Cell phone users are asked to keep conversations quiet and brief while inside the library.
  - Longer or louder conversations should be taken outside the library.
- Patrons may use library electrical outlets to plug in personal electronic devices
- Power cords or other cables may not obstruct traffic areas
- The library is not responsible for loss or damage to devices plugged into its outlets.

## **PS 7 Patron Conduct and Library Security**

### **PS 7.1 Public Behavior Policy**

The Board is responsible for determining the rules for public behavior in the library that are necessary to:

- Sustain an environment that is conducive to the purpose of the library for both customers and staff.
- Ensure the use of the facilities, materials, and services by the greatest number of individuals.
- Preserve those materials and facilities from harm.
- Ensure the safety of library customers and staff.

Any misconduct that hinders the use of library materials or services, that disturbs the use of the library by other customers or library staff, or endangers the safety of the customer in question or other customers or library staff, is prohibited. Such misconduct might include, but is not limited to:

- Loud or boisterous behavior.
- Conversation that is disturbing to other customers or staff.
- Profanity or other abusive language toward other customers or toward staff.
- Possessing any weapon on library property, unless authorized by law.
- Damaging library furniture, equipment, or materials.
- Harassing others, either verbally or through actions. Harassment may include initiating unwanted conversations, impeding entering or exiting the building, etc.
- Fighting on library property.
- Using tobacco in any form, or e-cigarettes, while inside the library building or on library property.
- Possessing, selling, or using alcoholic beverages or illegal substances on library property.
- Buying, selling of any kind, or soliciting for personal gain or charitable purposes.

- Using any personal listening device at a level that can be heard by others.
- Skating or skateboarding anywhere on library property.
- Distributing literature, taking surveys, or asking customers or staff to sign petitions within the library building.
- Bringing an animal, other than a service animal, into the library building, when animal is not part of a library program.
- Not wearing shirt or shoes.
- Leaving personal property unattended.
- Using an emergency exit at times other than an emergency.
- Any activities prohibited by law.

The library reserves the right to inspect all bags, purses, briefcases, packs, personal equipment, and coats/outerwear for the presence of library materials. The above rules are based on powers granted to a public library board of trustees under the Ohio Revised Code, Section 3375.40(H).

If an individual is asked to leave the building, the staff member involved with the patron must complete an incident report.

**PS 7.11 Refusal to Leave the Library**

Library staff may ask a patron who violates the policies regarding patron conduct to leave the library. Any patron refusing to leave the library at the request of library staff or after the hours of business set by the Board for closing is considered in violation of Ohio Revised Code 2911.21 regarding trespass. Staff may ask police officers to assist them if the situation warrants.

**PS 7.12 Dress and Attire**

Patrons are required to wear shoes and a shirt at all times, for health reasons.

**PS 7.13 Food and Drink**

The use of food and uncovered drinks is allowed only in the café area or in meeting rooms during meetings or events. Covered drinks may be used throughout the building, except at computer stations.

**PS 7.14 Personal Transportation Items**

For public safety, movement within the library by skateboard, scooter, roller blades, shoes with wheels, or roller skates, or other similar devices is not permitted. The only wheeled vehicles that can be used in the library are strollers or other similar devices, or wheelchairs and other assistive devices for the disabled. Bicycles are to be parked outside of the library in the bike rack.

**PS 7.15 Animals in the Library**

Patrons may not bring animals, except for service or helper animals, into the library. A service or helper animal must stay with its owner while in the library. Service or helper animals that are disruptive may be removed from the building at the staff's discretion. Animals may be used in library programs.

**PS 7.16 Possession of Weapons**

Weapons are prohibited in the library. A weapon is defined as a handgun, rifle, knife and/or any other object whose purpose or use is to inflict physical harm to another individual.

**PS 7.17 Soliciting, Surveying, Signature-gathering, and the distribution of leaflets**

Courts have held that public libraries are a "limited public forum." "Limited" means it is a place for access to free and open communication, subject to reasonable restrictions as to the time, place, and manner for doing so.

The library as a "limited public forum" has the authority to make reasonable rules that are universally applicable regarding the allowed use of the library buildings and property, including content-neutral restriction of conduct involving passing out literature.

The City of Marysville controls the use of public sidewalks. All pertinent ordinances from the City of Marysville would apply.

The library allows people to circulate petitions outside our facilities. Persons circulating petitions for signatures or leafleting may do so on library property, however, they may not engage in collecting signatures or distributing leaflets inside the library building.

Persons circulating petitions shall not block, hinder, interfere, approach or otherwise impede patrons and staff wishing to exit or enter the building, nor seek to intimidate patrons or staff into signing a petition or accepting a leaflet.

Persons circulating petitions must remain a minimum of 15 feet from any library entrance or exit.

Persons circulating petitions or leafleting must supply their own tables and chairs and may not store them on library property.

No leafleting or distribution of literature, or solicitation is permitted for the purposes of selling items, merchandise, tickets, or other for-profit activities.

Fundraising activities are not permitted in the library building or on the library property by any person or organization when the purpose is to benefit a group or organization other than the library or the Friends of the Library.

The library staff, Friends of the Library, and members of the Board are exempt from the above constraints during promotion of library activities.

Any person or group who does not abide by the conditions stated above or creates a disturbance such that the regular business of the library is disrupted shall be required to immediately cease all activities relating to solicitation for a petition or leafleting and to leave the Library property. However, another individual may take their place if they are willing to adhere to the guidelines.

### **PS 7.18 Smoke and Tobacco Free Library**

The library is a smoke and tobacco-free institution. There is no smoking or tobacco product use allowed on library property. Any person found to be using a smoking or tobacco product shall immediately cease the activity when requested to do so by a library employee.

For the purposes of this policy, "tobacco" is defined to include any cigarettes, cigars, pipes and hookah products; any other smoking products including, but not limited to, electronic devices that simulate smoking ("vaping"); and any smokeless, spit or spitless, dissolvable, or inhaled tobacco products in any form.

### **PS 7.2 Enforcement of Public Library Policy**

Library employees are authorized to bring to an individual's attention any act or omission which violates the library's rules for public behavior and detracts from the decorum of the library. Such an individual will be asked to change the problem behavior to conform to the rules.

If such change is not evident or forthcoming, that individual will be asked to leave library property. Failure to leave, if asked, will result in the police being called. A violation of section 2911.21 of the Ohio Revised Code (Criminal Trespass) will be considered if the individual does not leave of his own accord.

Depending on the severity of the misbehavior, individuals who have been asked to leave the building and property may be barred from returning to the library for a set period of time. Such individuals will be informed of the date they may return to library property. If the banned customer is a minor, the child's parent or legal guardian will be informed of the reason for and the length of the ban.

Any banned individuals who enter library property will be arrested for trespassing.

### **PS 7.21 Reinstatement of Library Privileges**

A patron who has been evicted from the library and permanently or temporarily refused admission may request both a re-evaluation of the banning and the reinstatement of their library privileges. Requests must be submitted in writing to the Director and should include:

- A statement demonstrating that the patron understands why the conduct that resulted in the loss of privileges is unacceptable in the library or on library grounds.
- A statement from the patron that he or she understands the library's policies.

The Director may consider any of several factors when deciding to reinstate library privileges including:

- The details of the incident that led to the suspension.
- The length of time since the initial eviction and suspension.
- The patron's completion of any requirements imposed by the court as a result of the incident.
- Any other information provided by the patron that suggests that he or she is unlikely to engage in the conduct that led to the suspensions of privileges.

The Director will make decisions about reinstatement of privileges in all cases except those based upon threats or physical harm to another person or possession of a weapon within the library or on its grounds. Decisions of the Director may be appealed to the Board. Decisions to reinstate privileges of customers banned for possession of a weapon or because of threats or physical harm to another person will be made by the Board.

### **PS 7.3 Unattended Minors**

The library welcomes and encourages patrons of all ages to visit the library and take advantage of the programs, services and resources that it offers.

Responsibility for the safety and behavior of minors always rests with the parent, guardian, or assigned adult caregiver, and not with library staff. Staff cannot act *in loco parentis*, nor can library staff supervise unattended youth. Children under age ten, especially, should be closely supervised by a parent or responsible caregiver. The Marysville Public Library reserves the right to contact a parent or guardian should an unaccompanied child visiting the library become disruptive, involved in an unsafe situation, or is left at the library for an inordinate amount of time.

Parents or guardians will be held responsible for damage to items or equipment caused by their minor child. Children displaying inappropriate or destructive behavior will be informed of the rules. If inappropriate behavior continues, the child may be asked to leave the library. If a child is unaccompanied by an adult or

appropriate-aged caregiver, and, in the judgment of the staff, is too young to travel the streets alone, the staff will attempt to contact a parent, guardian, or assigned caregiver. Police officers may be asked to intervene if the situation warrants.

### **PS 7.31 Youth Using the Library**

Children ages birth through 6 years must have a parent/adult caregiver in the immediate vicinity of the child. An exception is made for Library-sponsored events not requiring parental involvement. Children must be attended promptly after the program is over. The assigned caregiver should be at least 14 years of age and know contact information in case of an emergency.

Children ages 7–9 must have a parent/adult caregiver in the Library with them, though they do not need to be in the immediate vicinity. The assigned caregiver should be at least 14 years of age and know contact information in case of an emergency. The police may be contacted if a parent/caregiver is unable to be located.

Children ages 10–17 may use the Library on their own, however, parents are still responsible for the behavior of their children. Children displaying inappropriate or disruptive behavior may be asked to leave the Library. All children should have the contact information for someone who could assist them in the case of an emergency.

### **PS 7.32 Unattended Minors at Closing Time**

No stranded child shall be ejected from the library at closing time. Parents who are dropping off their children at the library must be aware of closing time and arrange to pick up children promptly. Children who do not have transportation when the library is closed will be asked for the telephone number of a parent or caregiver who can pick them up. Staff members are not permitted to drive a child home. The library staff will attempt to contact a parent or guardian or assigned caregiver up to 15 minutes after closing. After that time, staff will call the police and ask them to assume responsibility for the unattended child.

### **PS 7.33 Emergency, Injury or Accidents**

If a child is injured at the Library and no parent is present, appropriate emergency services (police/medical) will be contacted and Library staff will attempt to contact the parent/caregiver. If the parent/caregiver is present, emergency medical assistance will be offered, if appropriate. Staff members will complete a report of the incident as soon as possible for our records.

### **PS 7.34 Unattended Children**

The Library will contact the parent/caregiver of a child ages birth to 9 years without adequate supervision when:

1. There is concern for the health or safety of a child

2. The child is frightened.
3. The child is disturbing other patrons or staff.

The Library staff will ask children ages 10–17 to leave the Library when:

1. The child is disturbing patrons and staff with excessive noise, inappropriate language, horseplay, or the inability to correct any behavior a staff member has deemed inappropriate.
2. The Library will contact parents of children ages 10–17 when a pattern of inappropriate behavior has continued for 2+ days or in situations that endanger the well-being of other children, patrons or staff at the Library.

Updated 10/18/2017

#### **PS 7.4 Personal Property Disclaimer**

Patrons should be attentive to their property while in the library or on library grounds. The library is not responsible for a patron's lost, damaged, or stolen property.

#### **PS 7.5 Video Surveillance and Recording**

The purpose of video surveillance is to deter crime and to aid in protecting the safety of individuals and the property of the library. Video surveillance of areas for security purposes is conducted in a manner consistent with other existing library policies, and is limited to uses that do not violate the reasonable expectation of privacy.

Areas under surveillance may include those of public use, staff work areas, parking lots, and grounds. Targeted video surveillance is prohibited if such observation is based on the characteristics and classifications that would be considered discriminatory under law (e.g., race, gender, sexual orientation, national origin, disability, etc.).

The existence of this policy does not imply or guarantee that any or all cameras are recording images, or are monitored in real time, 24 hours a day, seven days a week.

Video surveillance images may be viewed only by library staff or law enforcement officers.

### **PS 8 Outreach Services and Interagency Relationships**

#### **PS 8.1 Home Delivery of Library Materials**

##### **PS8.11 Library @ Your Door**

The library's *Library @ Your Door* program provides outreach services to individuals in Marysville Exempted Village School District and portions of Fairbanks Local Schools who cannot visit the library due to age, illness or disability. Participants will receive library materials delivered to their homes on a regular schedule. Library staff members will assist individuals in filling out a profile to help them choose library materials that match the participant's interests. The number of items delivered will depend upon the needs of each individual.

### **PS 8.12 Talking Books Program**

The Talking Books Program is offered through the Ohio Library for the Blind and Physically Disabled. Library staff will assist patrons in signing up and getting started in the program. The service itself is free and provided entirely through the mail.

## **PS 8.2 Services to Educators**

### **PS 8.21 Teacher Collections**

Teachers who work or live in Union County and have a teacher's card (PS 3.23) may request a collection of materials on a particular topic or subject area by completing a *Teacher Collection Request Form*. The individual borrowing the materials is personally responsible for return of the items as well as any fines, damages or replacement costs that may be incurred.

### **PS 8.22 School Visits and Off-Site Programs**

Library staff is happy to work with local educators, daycare providers, and other governmental and non-profit groups to enrich learning opportunities. Visits by groups to the library or visits to groups by library staff will be scheduled as time and staffing permit. Visits are subject to change based upon scheduling and staff needs at the library.

The library is happy to participate in community events and festivals to highlight library services, meet with residents, and provide program and crafts where appropriate and scheduling permits.

## **PS 8.3 Services to Other Institutional Borrowers**

### **PS 8.31 Institutional Cards**

Under the direction of the PIC (Person-In-Charge) the library will issue a library card in the name of an institution or facility to the activities Director or educator of the institution or facility. The institution assumes the same responsibilities as an individual cardholder regarding fines or bills for overdue or lost items.

## **PS 8.4 Library Friends**

The Friends of the Library is an independent, private, non-profit 501(c)(3) organization dedicated to the support and development of the library. One member



of the management staff and one Board member act as the official library liaisons to the Friends.

### **PS 8.5 Library Endowment Fund**

The Friends of the Marysville Public Library Endowment Fund is established to enhance the quality and range of library service at the library beyond the level that is the responsibility of the tax payer. The Endowment Fund is managed by the Friends of the Library.

## **PS 9 Special Services**

### **PS 9.1 Business Services**

The library supports and encourages the development of small businesses. The following services are offered to assist small business owners, as well as individuals. Current prices for these services can be obtained at any public services desk.

#### **PS 9.11 Photocopiers**

The library provides black and white photocopiers for public use. There is a charge to use the copier.

#### **PS 9.12 Printing from Public Workstations**

The library provides networked printers so that patrons may print documents from the library-provided computers. Printing may be done in black and white or in color for a charge. No refunds are given for patron printing errors.

#### **PS 9.13 Fax Service**

Fax service is available to the public during the library's regular business hours. This service is available at the media desk at Main library, and at the checkout desk at the Raymond branch.

Incoming faxes are sent to a staff machine behind the desk. Patrons may ask at the desk to pick up any incoming faxes they have received. Unclaimed faxes will be destroyed after seven working days.

#### **PS 9.14 Laminating**

The library offers laminating service for a fee. Patrons may drop off their materials at the public service desk and staff will laminate it within one week. This service is only offered at the Main library.

#### **PS 9.15 Die Cuts**

The library offers several die cuts for public use. Patrons must use their own paper. The library assumes no responsibility for patron error or injury in use of die cuts. This service is only offered at the Main library.

## **PS 9.2 Exam Proctoring**

Free Exam Proctoring is available for students in accredited degree- or certificate-granting programs. The student should discuss with the Adult Services Manager the conditions for proctoring and the arrangements for taking an exam. The library may not be able to meet the proctoring requirements for all institutions.

## **PS 9.3 Notary Service**

The library offers free limited Notary Public services for the benefit of the residents of our community. It is recommended that all requestors seeking Notary Service call the library prior to their visit to ensure that a Notary is available at that time. The following guidelines will be followed in the provision of notary service:

- a. Notary Service is provided during limited hours. It is recommended that individuals call ahead to determine if a Notary will be available.
- b. The requestor must provide the Notary with a valid form of photo identification, such as a current driver's license, military ID or passport.
- c. The requestor must provide their own witness for documents that require the signature of a witness. Witnesses may not be solicited from staff or customers using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.
- d. The library provides only basic Notary Public Services. Notary Services for passport documents and documents that require more than 3 signatures will be done by appointment only. The requestor must provide the Notary with a valid form of photo identification, such as a current driver's license, military ID or passport.
- e. Documents to be notarized must be in English.
- f. Notary Publics cannot certify true copies of passports or drivers licenses.
- g. Notaries will not provide service if the requestor, document or circumstance of the request for Notary Public Service raises any issue of authenticity, ambiguity, doubt or uncertainty. In this event, the Notary Public may, at his/her sole discretion, decline to provide Notary Public Service. This includes, but is not limited to, documents that have been signed prior to meeting with the Notary Public, open titles, or titles in which both buyer and seller are not present.

Updated 12/20/2017

## **PS 9.4 Forms and Registration Services**

### **PS 9.41 Voter Registration**

The library provides Voter Registration forms and will transmit them to the Ohio Secretary of State's Office or the Board of Elections for patrons when completed. Absentee Ballot Request forms can be printed from the internet but must be returned directly to the Board of Elections by the patron.

**PS 9.42 Golden Buckeye Cards**

Ohio residents who are at least 60 years old or disabled can register for a Golden Buckeye card at the library. Staff members must verify proof of age or disability in accordance with the instructions on the registration form. Completed forms are faxed to the State of Ohio at no charge to the patron; no copies of completed forms are retained at the library.

## **Administrative Policies**

### **Purpose of Policies**

The Administrative Policies of the library explain and regulate certain internal operations of the library, many of which are the responsibility of the Fiscal Officer. These policies directly affect neither the way the library interacts with its patrons and community (interactions covered by the Public Service Policies), nor the way the library interacts with its employees (interactions covered by the Personnel Policies). Policies are approved by the Board and are reviewed and revised as necessary.

### **AP 1 Purchasing**

All expenditures of library funds require a receipt, invoice, or bill or purchase.

### **AP 2 Requesting Price Quotes for the Provision of Goods or Services**

For those purchases not falling under the requirements of sections 3375.41 (bidding) and 153.65-153.71 (professional design services) of the Ohio Revised Code, quotations for prices are required for the purchase of any good or service over \$20,000 in total. Contracts with one vendor for a similar good or service cannot be split in order to override this requirement. Price quotations from multiple vendors are preferred. However, if it is determined by the Director that there is only one vendor that specializes in this type of good or service, a quotation from only one vendor will be acceptable. Final selection of quotations for goods and services will be those that are in the best interest of and/or represent the best value to the library. The only exceptions to the \$20,000 threshold are:

- Telecommunications services which are governed through the Universal Services Administrative Company (USAC) federal E-rate program for public libraries.
- Proprietary software systems and support agreements used by the library.
- Ongoing purchases of library materials.
- Legal services for library administration.

### **AP 3 Contracts**

The Director or their designee is authorized to negotiate contracts or agreements for the purchase or lease of goods or services for the library. Current contracts and amounts will be presented to the Board as part of the annual budget approval process. Prior formal approval of the Board is required for contracts that exceed \$10,000 or that cause an overage in the budgeted line item, except in cases of emergency or where the security and protection of library property, patrons, or staff is threatened. The Director, their designee, or the Fiscal Officer is authorized by the Board to sign contracts subject to the approval threshold of \$10,000.

## **AP 4 Use of Library Credit Cards**

1. This policy applies to all (i) payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and (ii) payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as "credit cards".
2. This policy does not apply to procurement cards (P-cards), or to gas cards or other payment cards that are capable of use only for the purchase of certain limited types of goods.
3. The Library will not obtain or maintain any debit cards.
4. The Fiscal Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library, and also to determine which store credit card accounts the Library will utilize.
  - a. The Fiscal Officer is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.
  - b. The Fiscal Officer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.
  - c. The Fiscal Officer is responsible for notifying the issuing financial institution of a lost or stolen card.
5. Credit cards will be established in the name of the Marysville Public Library and the specific name of an individual with a maximum credit limit for each set by the Library.
  - a. Credit cards may be issued to:
    - i. Director with a credit limit up to \$5,000
    - ii. Assistant Director with a credit limit up to \$2,500
    - iii. Fiscal Officer with a credit limit up to \$2,500
    - iv. Community Engagement Manager with a credit limit up to \$2,500
    - v. Adult Services Manager with a credit limit up to \$2,500
    - vi. Youth Services Manager with a credit limit up to \$2,500
    - vii. Human Resources Manager with a credit limit up to \$2,500

A credit card may not be used by anyone other than the individual to whom it is

issued.

6. Two credit cards have been established in the name of the Marysville Public Library and do not name a specific card holder. These cards are held by the Facilities Manager and the Technical Services Manager, and have a credit limit up to \$1,300.
7. Prior to initial receipt of a credit card, each individual must agree to and sign the Credit Card Responsibility and Use Procedures (Appendix H.)
8. The Director, serving in the role of the Compliance Officer, may authorize additional designated staff to use a credit card with only the Library's name, but must agree to and sign the Credit Card Responsibility and Use Procedures (Appendix H) each time they need to use the card. A designated staff list will be maintained as part of the appendices (Appendix I.)
9. The Board authorizes the use of Library credit cards for use in connection with Board- approved or Library-related activities and for only those types of expenses that are for the benefit of the Library that serve a valid and proper public purpose shall be paid for by credit card. Credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor. In any event, credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.
10. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to the Fiscal Officer promptly following the purchase.
11. Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.
12. The Library Board of Trustees will appoint a Compliance Officer to review all credit card accounts every six months, including: the number of accounts and issued/active cards, account expiration dates and credit limits. The Fiscal Officer may not also serve as the Compliance Officer.
13. The Compliance Officer may use a credit card only with the prior authorization of the Fiscal Officer, except that the Library Director serving in the role as Compliance Officer may use a credit card as otherwise authorized in this policy.

14. The Compliance Officer may not authorize Library personnel to use a credit card, except that the Library Director serving in the role as Compliance Officer may authorize such use in accordance with this policy.
15. If a credit card is lost or stolen, or if Library personnel become aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Fiscal Officer and Compliance Officer.
16. All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to the Marysville Public Library. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.
17. If the Compliance Officer is authorized to use a credit card, on a monthly basis, the Fiscal Officer (or the Fiscal Officer's designee, who may not be the Compliance Officer) will review the credit card statements and will sign an attestation to such review.
18. On an annual basis, the Fiscal Officer (or the Fiscal Officer's designee) will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

Updated 01/23/2019

## **AP 5 Use of Electronic Signatures**

The Fiscal Officer, deputy Fiscal Officer, and any officer of the Board who is authorized to affix their signature on checks issued by the library for payment of money, may adopt a facsimile of that signature, as defined by the Ohio Revised Code, and that facsimile may be affixed to library checks in lieu of a manual signature. The library shall give notice of the adoption of any such facsimile to the depository from which funds are to be withdrawn; such notice shall include a description of the device to be used to produce the signature and a specimen of the facsimile signature. The library will obtain the written approval of the depository prior to the use of such facsimile.

## **AP 6 Investment Policy**

### **AP 6.1 Policy Statement and Scope**

This document will govern the investment activities of the library. It is designed to cover all monies under the control of the library. Except as restricted by law or resolution, the library may consolidate cash balances from all funds to maximize investment earnings. It is the policy of the library to invest public funds in a manner which will provide the highest return with the maximum security while

meeting cash flow demands. All investments will conform to all applicable laws and regulations governing the investment of public funds, including Chapter 135 of the *Ohio Revised Code*.

### **AP 6.2 Investment Objectives**

The primary objectives, in priority order, of the library's financial investments are safety, liquidity, and yield. Safety of principal is the foremost objective of the investment program. Safety is defined as the certainty of receiving full par value, plus accrued interest, at the investment's legal final maturity. At no time shall the safety of the portfolio's principal be impaired or jeopardized.

Liquidity is defined as the ability to acquire principal on short notice at the security's par value. The library's investments shall remain sufficiently liquid to enable it to meet all operating requirements which might reasonably be anticipated. Liquidity shall be assured by keeping adequate funds of short-term (32 days or less) investments. Return on investments (yield) will be managed to consistently maintain a market rate of return throughout budgetary and economic cycles, without sacrificing the first two objectives.

### **AP 6.3 Delegation of Authority**

Management responsibility for the library's investment program is delegated to the Fiscal Officer. The Fiscal Officer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy. The Fiscal Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate employees and agents acting on behalf of the library. Investment staff shall be bonded in amounts appropriate to levels of responsibility and the library's investment portfolio as determined by resolution of the Board.

### **AP 6.4 Standard of Prudence**

The standard of prudence to be applied to the investment of the library's funds shall be the "Prudent Investor Rule," which states:

"Investments shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Investment staff acting in accordance with this policy or any other investment procedures pertaining to the administration and management of the library's funds and who exercise the proper due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that these deviations are reported immediately to the Board and that appropriate action is taken to control and prevent any further adverse developments.



### **AP 6.5 Ethics and Conflicts of Interest**

Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or that could impair their ability to make impartial investment decisions. Further, no employee involved in the investment process shall use the authority or influence of office or employment to secure anything of value or the promise or offer of anything of value that would create an improper influence upon the public official or employee with respect to that person's duties.

### **AP 6.6 Authorized Investments**

Investments shall be made only as authorized in Chapter 135 of the Ohio Revised Code and with authorized financial institutions with which the library has executed current depository agreements.

Within the range of authorized investments, the library generally invests in certificates of deposit, the State Treasurer's Asset Reserve Fund (STAROHIO), and demand deposits (such as checking accounts), but may choose to invest in any authorized investment when appropriate, at a price not to exceed the fair market value of the specific investment instrument. Investments in certificates of deposit and demand deposits shall not exceed the terms of depository contracts in force for the designated contract period.

All investments shall be collateralized pursuant to the Ohio Revised Code, Chapter 135, as amended. Securities shall be pledged at the Federal Reserve Bank to collateralize investments with eligible financial institutions.

All investments transactions will be performed on a competitive basis, with the exception of the State Treasurer's Asset Reserve Fund (STAROHIO). The competitiveness of each quote or offer will be verified utilizing the various information systems available and by putting eligible broker/dealers in competition with one another to ensure that a market rate is provided. Competitive rate quotes for investments may be taken via telephone but a report will be maintained by the Fiscal Officer of each investment rate quote.

### **AP 6.7 Maturity of Investments**

To the extent possible and prudent, the library's investment maturities should be matched with the library's anticipated cash flow requirements. No investment shall have a maturity date of more than five years from its date of purchase by the library, or as required by law.

### **AP 6.8 Diversification**

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

**AP 6.9 Deposit Requirements**

All deposits shall be collateralized pursuant to Section 135 of the Ohio Revised Code. The Board shall designate its public depositories in accordance with Section 135 of the Ohio Revised Code. Any eligible financial institution that has offices within the State of Ohio may become a public depository of the funds of the library.

**AP 6.10 Safekeeping and Custody**

Any securities, certificates of deposit, deposit accounts, or any other documents evidencing deposits or investments made under authority of this section shall be issued in the name of the library with the Fiscal Officer as the designated payee. If any such deposits or investments are registered either as to principal or interest, or both, they shall be registered in the name of the Fiscal Officer. The Fiscal Officer shall be responsible for the safekeeping of all documents evidencing a deposit or investment acquired under this section.

**AP 6.11 Reporting**

The Fiscal Officer shall maintain accurate, complete, and timely records of all investment activities and shall provide to the library's Board of Trustees monthly investment reports which clearly provide the following information regarding the investment portfolio: types of investment, depository institutions, principal balances, rates of return, and maturities.

**AP 6.12 Policy Adoption and Revisions**

The Fiscal Officer shall periodically review the investment policy and recommend any changes to the Finance/Operations Committee. Amendments or revisions to this policy may be made by the Board of Trustees upon the advice of the Finance/Operations Committee.

**AP 6.13 Filing the Policy with the Auditor of the State of Ohio**

Upon adoption, the Board will direct that the Investment Policy of the library is to be filed with the Auditor of the State of Ohio.

**AP 6.14 Distribution of Policy**

The Fiscal Officer shall distribute a copy of the investment policy and any revisions or updated versions to each of the public depositories desiring to do business with the library. It shall be the responsibility of the designated officer of each public depository to certify that he or she has reviewed this Investment Policy and agrees to disclose any potential conflicts or risks to public funds that could arise out of financial transactions between the public depository and the library.

## Appendices

### Appendix A- ALA's Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government. Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment. By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted by the  
Council of the American Library Association  
February 3, 1999

## **Appendix B- ALA's Library Bill of Rights**

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## **Appendix C- Acceptable Book and A/V Donations**

### **MPL is glad to accept:**

- Hardcover books in excellent condition and usually published within the last 5 years
- Children's books in excellent condition
- Paperbacks in excellent condition
- Audiobooks (on CD) in excellent condition
- Music CDs in excellent condition DVDs in excellent condition
- Local History or Genealogy material that has direct relevance to Union County research decisions made on a case by case basis

\*Excellent condition - looks like new with no wear or marks on it

### **MPL will not accept:**

- Materials that exhibit signs of smoke, mold, pests or water damage  
Encyclopedias, reference books or textbooks
- Copied (pirated) versions of CDs or DVDs
- Music or audiobooks on cassettes; movies on VHS
- Magazines of any kind
- Self-published materials (unless reviewed in established review journals; exceptions may be made for materials of local interest that meet the collection development policy)
- Items that have been withdrawn from any library collection and sold previously

## **Appendix D- Library Fees**

### **Overdue charges**

- DVDs, video games \$1.00/day
- All other items \$.10/day
- Maximum overdue fine per item is \$10.00
- No overdue fines for Seniors (60 yrs. & older), Educator cards, and Kids Card/Smart Card

### **Printing**

- \$.10/page black and white
- \$.25/page color

### **Copying**

- \$.15/page black and white

### **Faxing**

- Sending- \$1.50 for first page, \$1.00 each additional page
- Receiving- \$.15/page

### **Laminating**

- 3" x 5"- \$.50
- 5" x 7" to 8.5" x 11" (page size)- \$.75
- 9" x 12" to 16" x 24"- \$2.00
- 18" x 22"- \$3.00
- 22" x 22" to 22" X 30"- \$4.00
- 22" wide by longer than 30"- Additional charges based on above prices
- Note: Cannot laminate anything over 22" wide.

## **Appendix E- ALA's Freedom to Read Statement, Freedom to View Statement, Free Access to Libraries for Minors, Statement on Labeling and Rating Systems, Statement on Expurgation of Library Materials, and Statement on Diversity in Collection Development**

### **ALA's Freedom to Read Statement**

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

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

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

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

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available

ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

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

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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

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

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

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors



the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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

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

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

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

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

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

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

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

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

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

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

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

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

### **American Library Association's Freedom to View Statement**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council.

### **American Library Association's Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights**

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the [\*Library Bill of\*](#)

[Rights](#). The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess [First Amendment](#) rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.<sup>1</sup> Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "[Libraries: An American Value](#)" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972, by the ALA Council: amended July 1, 1981; July 3, 1991; June 30, 2004.

### **American Library Association's Labeling and Rating Systems: An Interpretation of the Library Bill of Rights**

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Many organizations use or devise rating systems as a means of advising either their members or the general public regarding the organization's opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, websites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the American Library Association's *Library Bill of Rights* and may be unconstitutional. If enforcement of labeling or rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice or discourage users or restrict their access to resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see “Expurgation of Library Materials: An Interpretation of the *Library Bill of Rights*”). In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the *Library Bill of Rights*.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The fact that libraries do not advocate or use proscriptive labels and rating systems does not preclude them from answering questions about them. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009; July 1, 2014.

### **American Library Association’s Expurgation of Library Resources: An Interpretation of the Library Bill of Rights**

Expurgating library resources is a violation of the American Library Association’s *Library Bill of Rights*. Expurgation as defined by this Interpretation includes any deletion, excision, alteration, editing, or obliteration of any part of a library resource by administrators, employees, governing authorities, parent institutions (if any), or third party vendors when done for the purposes of censorship. Such action stands in violation of Articles I, II, and III of the *Library Bill of Rights*, which state that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” “Materials should not be proscribed or removed because of partisan or doctrinal disapproval,” and “Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.”

The act of expurgation denies access to the complete work and the entire spectrum of ideas that the work is intended to express. This is censorship. Expurgation based

on the premise that certain portions of a work may be harmful to minors is equally a violation of the *Library Bill of Rights*.

Expurgation without permission from the rights holder may violate the copyright provisions of the United States Code.

The decision of rights holders to alter or expurgate future versions of a work does not impose a duty on librarians to alter or expurgate earlier versions of a work. Librarians should resist such requests in the interest of historical preservation and opposition to censorship. Furthermore, librarians oppose expurgation of resources available through licensed collections. Expurgation of any library resource imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990; July 2, 2008; and July 1, 2014.

### **American Library Association's Diversity in Collection Development: An Interpretation of the Library Bill of Rights**

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other potentially controversial topics.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs. Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article II of the [\*Library Bill of Rights\*](#): "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community the library serves.

Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

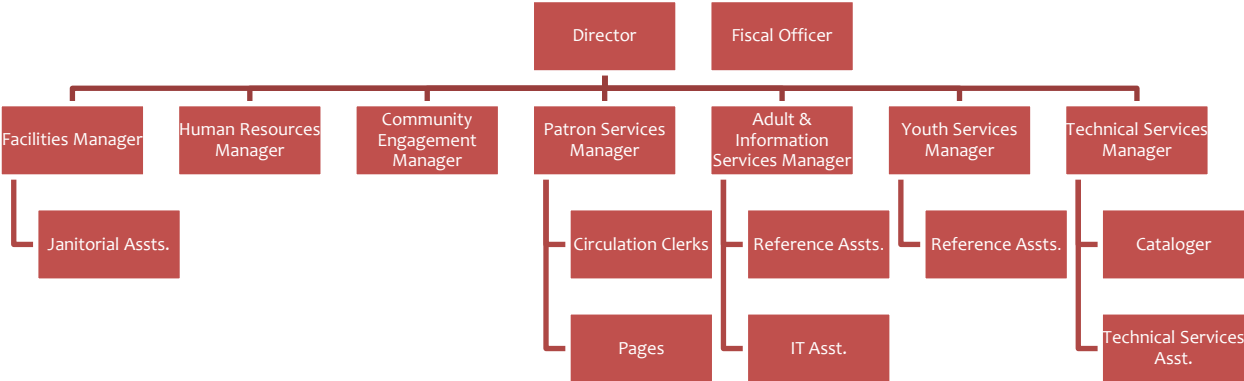
There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron's right to read, view, or listen to materials and resources protected by the [First Amendment](#), no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs, interests, and abilities of all persons in the community the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990.



# Appendix F- Organization Chart



# Appendix G- Central Library Consortium (CLC) Security Policy

## Central Library Consortium Security Policy

### Applicability

This policy and its related documents apply to any person or company with access to Confidential Personal Information (CPI) data generated or stored by CLC. For the purposes of the CLC Security Policy and its related documents, persons and companies with access to CPI data generated or stored by CLC shall be known as **Applicable Individuals**.

### Overview

**Applicable Individuals** will protect CPI data contained within CLC's systems from unauthorized disclosure, modification or destruction, whether accidental or intentional. The CLC and its member libraries will comply with this policy and the Ohio Revised Code Chapter 1347 regarding the duties of state and local agencies for maintaining personal information systems.

In addition to requirements outlined in this policy, libraries that accept credit cards, will comply with the latest Payment Card Industry Data Security Standard within the Cardholder Data Environment.

The most current version of this policy and any related rules or procedures are available on the CLC SharePoint site or upon request from the CLC office (ORC 1347.05 ¶B).

### Practice

As defined in ORC 1347.01 ¶H, the libraries of the CLC constitute a combined system in order to enable collaboration. CPI data within the combined system will be accessed, handled, shared and disposed of as described in the CLC Security Practice Rules ORC 1347.15 ¶A (1). The CLC will maintain a CLC Incident Response Plan in case of any unauthorized disclosure of CPI data (ORC 1347.12). The CLC Disaster Recovery Plan will include a risk assessment survey and mitigation techniques to prevent the loss of CPI data. Each individual library may augment these rules with locally specific rules of their own. Libraries must include disciplinary measures for unauthorized use or disclosure of CPI data (ORC 1347.05 ¶D).

### Information that is collected

The CLC and its libraries will collect, maintain, and use only personal information that is necessary and relevant to the functions that public libraries are required or

authorized to perform (ORC 1347.05 ¶H). The CLC Security Practice Rules outline the CPI data that is collected by the CLC.

**Review**

The CLC Security Practice Rules, CLC Incident Response Plan, and CLC Disaster Recovery Plan shall be reviewed according to the schedule in the CLC Security Practice Rules. If changes are made to any of these documents, notification of the changes will be sent to all CLC member libraries. There will be a 60 day waiting period before the changes go into effect. Unless the CLC Governing Council rejects any of the proposed changes, the revisions will go into effect on the 61st day after member libraries were notified of the changes.

The CLC Security Policy will be reviewed according to the schedule in the CLC Security Practice Rules. Updates to the CLC Security Policy require approval of the CLC Governing Council.

Policy originally passed by Governing Council: December 14, 2010  
Updated: December 8th, 2015 / December 13, 2016

## **Appendix H- Credit Card Responsibility and Use Procedures**

A credit card account has been established to meet the needs of your department for incidental purchases. Upon receipt of proper documentation and itemized receipt, credit card expenditures will be paid through the Fiscal Officer's office.

**\*\*\*A credit card does not replace requisitions and purchase orders.**

Conditions of Use. Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of your department and budget. The expenditure may only be made after the approval of any required requisition and purchase order. The credit card is not to be used for any personal expenses.
2. Expenditures to be paid must be less than your credit limit of \$\_\_\_\_\_. There are no exceptions.
3. Proper documentation to support the expenditure must be sent to the Fiscal Officer prior to receipt of the monthly statement.
  - a. Proper documentation is to include:
    - i. Itemized paid receipt indicating the amount paid, the vendor, and an itemized description of the purchase.
    - ii. In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and the packing slip or other receiving document.
    - iii. A hardcopy print-out for any items ordered online.
  - b. Examples of documentation not allowed:
    - i. Non-itemized cash register receipts.
    - ii. Handwritten requests for reimbursement without receipts or other verification.
4. The Library is exempt from sales tax, and all reasonable efforts should be made to ensure that sales tax is not charged by vendors in connection with purchases made via credit card. A tax exemption certificate is available in the Fiscal Officer's office. In some cases, if you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged.

Safekeeping. You are responsible for the safekeeping of the credit card. You shall not permit anyone else to use the credit card or disclose to anyone (other than the vendor/merchant in connection with a purchase) the card account number, CVV, or other pertinent account information.

Unauthorized Use. If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, you must immediately report same to the Fiscal Officer and Compliance Officer.

No Right to Credit Card. The credit card is issued to you on a temporary basis, and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Library's Fiscal Officer or Director. You must immediately return the credit card to the Library upon termination of your employment with the Library or in the event of a change in your position/title.

Personal Responsibility. You are personally responsible for any unauthorized credit card expenditures and expenditures made in violation of applicable Library policy.

Policy. In addition to the terms set out herein, use of the credit card is subject to the Library's Credit Card Policy.

I have read and fully understand and accept my personal responsibilities and liabilities in regard to the credit card issued to me, including the terms set out in the Library's Credit Card Policy. I further acknowledge that any misuse of the credit card may result in disciplinary action up to and including termination of employment.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Updated 01/23/2019

## **Appendix I- Staff who may be approved to use a library credit card**

Staff who will be granted permission to use one of the library credit cards upon request include the following:

Patron Services Manager  
Adult Services Assistants  
Adult Services Librarians  
Youth Services Assistants  
Youth Services Librarians

These staff members must sign a copy of the Credit Card Responsibility and Use Procedures (Appendix H) in front of the Compliance Officer (Director) each time they wish to use a card.

Updated 01/23/2019