

## **I. HOURS, CLOSINGS, AND CANCELLATIONS**

### **A. LIBRARY SERVICE FACILITIES**

#### **1. Main Library**

Wells County Public Library  
200 W. Washington Street  
Bluffton, IN 46714  
260-824-1612

#### **2. Ossian Branch Library**

Ossian Branch Library  
207 North Jefferson Street  
Ossian, Indiana 46777  
260-622-4691

#### **3. Southern Wells Branch Library**

Southern Wells Branch Library  
Southern Wells High School  
9120 S. 300 West  
Poneto, Indiana 46781  
765-728-8035

### **B. LIBRARY HOURS**

#### **1. Bluffton Main Library**

Monday – Thursday: 9:00 am - 8:00 pm  
Friday : 9:00 am - 6:00 pm  
Saturday : 9:00 am - 5:00 pm (Labor Day – Memorial Day Weekend)  
9:00 am - 12:00 noon (Memorial Day Weekend – Labor Day)

Special Service Hours (AV Booking, Meeting Room Booking, Notary Service):

Monday – Friday: 9:00 am – 5:00 pm

#### **2. Ossian Branch Library**

Monday – Thursday: 9:00 am - 8:00 pm  
Friday : 9:00 am - 5:00 pm  
Saturday : 9:00 am - 12:00 noon

#### **3. Southern Wells Branch Library**

Tuesday: 3:30 pm – 7 pm (Labor Day – Memorial Day)  
2:00 pm – 7 pm (Memorial Day – Labor)

## **C. LIBRARY CLOSINGS**

### **1. Holidays**

- Presidents' Day
- Easter Weekend - Friday and Saturday before Easter
- Memorial Day Weekend – Saturday before Memorial Day & Memorial Day
- \*Independence Day - 5:00 p.m. July 3 through July 4
- Labor Day
- Street Fair Week
  - Main – Closed Tuesday-Friday
  - Ossian – Closed Tuesday, Wednesday
  - Southern Wells – Closed Tuesday
- Thanksgiving - 5:00 p.m. Wednesday through Thursday
- \*\*Christmas - December 24 - 26
- \*New Year's – 5:00 p.m. December 31 through January 1

\* When Independence Day or New Year's Day falls on Saturday, the library is closed Friday and Saturday. When Independence Day or New Year's Day falls on Sunday, the library is closed Monday.

\*\*When December 24, 25, or 26 falls on Sunday, the library is closed December 23 through December 26.

### **2. Staff In-Service**

The library will close for up to a half-day for staff in-service during a Friday in the spring, with the date to be determined by the director.

### **3. Weather Emergencies**

The library director, at his/her discretion, may shorten library hours in the event of severe weather. In the event of a city or county Level III weather emergency, the library will remain closed. The media will be notified of such closing.

When inclement weather closes the Southern Wells Schools, the Southern Wells Branch will be closed.

### **4. Other Emergencies**

The library director may shorten library hours or close any or all library facilities due to other emergencies (power failure, flood, etc.). When emergencies close the Southern Wells Schools, the Southern Wells branch will be closed.

### **5. Funerals**

The library may be closed for the staff to attend the funeral of an employee, spouse or child of an employee, or a board member at the discretion of the library director with the approval of the Library Board president.

## **D. PROGRAM CANCELLATIONS**

### **1. Main Branch**

On the days Bluffton-Harrison Metropolitan School District is closed due to inclement weather, programming is cancelled. If there is a delay, morning programming is cancelled but afternoon and evening programming will continue as scheduled. If school is dismissed early, then all afternoon and evening programs are cancelled.

### **2. Ossian Branch Library**

On the days the Northern Wells School District is closed due to inclement weather, programming is cancelled. If there is a delay, morning programming is cancelled but afternoon and evening programming will continue as scheduled. If school is dismissed early, then all afternoon and evening programs are cancelled.

### **3. Southern Wells Branch Library**

On the days the Southern Wells School District is closed due to inclement weather, the branch is closed and all programming is cancelled. A school delay does not affect the branch operations.



## II. LIBRARY PATRONS

Within the library facilities, the use of the library collection is free to all.

### A. LIBRARY CARDS

#### 1. Resident Card

Library cards are issued free of charge to residents of Wells County who do not live within the city limits of Markle and are valid for three years. Non-residents who pay property and/or personal property tax in Wells County are issued a library card valid for one year. Non-residents need to show tax receipts yearly. All adults are required to show proof of address. Young Adult cards are issued to children ages 12 through 17. Juvenile cards are issued to children ages 4 through 11. Young Adult and Juvenile cards require a parent's signature. These cards have limited borrowing privileges as set by the library director. All cards are renewable at no charge.

#### 2. Non-Resident Card

Non-residents who do not have a Public Library Access Card (PLAC card) may have the privilege of borrowing print and non-print materials by purchasing a Wells County Public Library Card. (See procedure manual.) These fees are non-refundable and cards are valid for either six (6) months or one (1) year. New residents without proof of address may purchase a 6-month card and the fee will be refunded if proof of address is provided within 60 days of the card's purchase.

#### 3. Teacher/Institutional Card

Teachers in Wells County, resident or non-resident, may have a library card for use during the school year only. This same type of card may be issued to nursing homes and other institutions at the discretion of the library director.

#### 5. PLAC Cards

Valid PLAC card-holders may borrow print and non-print materials. Regular borrower cards with proper patron codes will be issued to these patrons with the expiration date matching that of the PLAC card. (See procedure manual.)

#### 6. Out-of-county Internet Cards

Frequent out-of-county Internet users have the option to obtain a special card from the reference desk to be eligible for Internet access. Normally, out-of-county users will be given guest privileges on the public computers.

### B. PATRON POLICY FOR YOUNG CHILDREN AND PARENTS

Out of concern for the safety and security of children, the Wells County Public Library implemented this policy:

1. Children under six (6) years of age must be accompanied by a parent or adult caregiver at all times while in the library. Parents may not leave their young children unattended while using other areas of the library or attending meetings.
2. Children ages six (6) and older may use the library unattended as long as they are engaged in activities associated with the use of a public library. Adult caregivers are encouraged not to leave children ages 6 to 10 more than an hour unattended, as their attention spans are limited and they may become bored or disruptive after extended periods of time.

Those responsible for these children should know:

1. A child who is disruptive, who becomes a nuisance, or who is not reading, studying, using library equipment, or playing quietly may be asked to leave the library.
2. If necessary, a library staff member will contact the Police department to report cases of unattended children.
3. In all situations, the parent/adult caregiver who has transported minor children onto the library premises or who has otherwise directed or allowed minor children onto the library premises shall be responsible for the care and safety of those children at all times that the children are on the library premises.
4. The library is not responsible for the care and safety of minor children traveling to and from the library premises.
5. The library staff does not take the place of the parent, act as caregiver, nor assume responsibility for the unattended children.
6. Parents are encouraged to talk to the children's librarian if they have questions or want additional information regarding these policies.

### **C. PROBLEM PATRON POLICY**

The library, recognizing its responsibility to maintain order in the library, has established the following policy for the interaction of staff and problem patrons.

1. Disruptive conduct is not permitted in the library. Disruptive conduct is any behavior that disturbs the normal functioning of the library. The following actions are examples of unacceptable disruptive behavior and may result in eviction from the library. An incident report should be filled out and given to the library director following any problem. Incident forms are available at all circulation desks.
  - Loud talking and laughing
  - Throwing objects
  - Boisterous behavior including running, horseplay, and annoying other patrons
  - Fighting
  - Inappropriate display of affection
  - Threats to others
  - Inappropriate language

2. Possession of firearms, fireworks, or other weapons on library property is not permitted.
3. Loitering is not permitted in the library or on library property. Anyone who sits doing nothing or wanders around for 15 minutes or more without apparent purpose is considered to be loitering. They may be questioned and asked to leave.
4. Dependent children and adults should not be left in the library for more than one hour. Responsible adults will be called to pick up dependent children and adults who remain at closing. If a responsible adult cannot be contacted, a staff member will contact the police department.
5. Library telephones may be used only with the permission of the librarian in charge.
6. Patrons are not permitted in the library without wearing shoes or shirt.
7. Failure to dispose of non-authorized food and drink while in the library.
8. Smoking is not permitted on library property.
9. Sleeping is not permitted in the library.
10. Placing feet on tables and chairs is prohibited in the library.
11. Solicitation is not permitted in the library.
12. Animals are not permitted in the library without prior permission of the library director.

**D. INCIDENT REPORTS**

Incident reports should be completed, signed, and given to the director or branch manager when any accident or disruptive behavior occurs. (See Appendix B – Form C)

### III. COLLECTION MANAGEMENT POLICY

#### A. PURPOSE

This policy is established by the Library Board to guide the library staff in the management of the collection and to inform the public of the principles upon which the library makes decisions regarding the development, maintenance, and use of the collection.

#### B. RESPONSIBILITY

The Library Board delegates to the library director the authority and responsibility for selection and management of all print, non-print, and electronic materials within the framework of this policy. Actual selection and management activities are shared among trained library staff who shall discharge this obligation consistent with this policy and established procedures.

#### C. ACCESSIBILITY OF MATERIALS

1. All materials selected under the guidelines of this policy are available to the public in circulating or non-circulating collections, within the rules governing the use of such materials.
2. Requirements for responsible use may be applied to certain materials and/or equipment.
3. Special labeling and/or shelving of materials may be used for some collections but is not used for the purpose of restricting access or pre-judging content.
4. Library materials representing a wide range of interests and reading levels are selected to meet the needs of the patrons. The responsibility of choosing from this range of materials rests with the user. Parents/guardians are responsible for supervising their children's use of library materials.

#### D. SELECTION OF MATERIALS

##### 1. Guidelines

- a. Materials are chosen to enhance the mission of the library and its chosen role in the community.

##### **Mission Statement**

*"The Wells County Public Library provides the communities it serves with access, knowledge, and growth supporting research, popular interests, and lifelong learning."*

- b. Materials should offer opportunity and encouragement for:
  - Pursuing life-long education.
  - Examining all sides of issues.
  - Keeping abreast of new ideas.
  - Becoming informed citizens of the community, the nation, and the world.
  - Improving occupational performance.
  - Using leisure time in the enjoyment and exploration of books and other library materials.
  - Discovering and developing creative abilities.
- c. The library's goal is to provide an information/reference center rather than to establish a scholarly research center.
- d. No attempt is made to collect the complete works of any author/performer/creator.
- e. Multiple copies of works may be obtained in order to fulfill requests within a reasonable time period.

## 2. **Selection Criteria**

Materials are selected in accordance with one or more of the following guidelines:

- Artistic, literary, historic, and/or scientific merit
- Availability of shelf space
- Authority and competence of author/artist/producer/editor/director
- Availability of material
- Awareness of significant new trends in literature, technology, and formats
- Clarity and accuracy of information and/or presentation
- Patron requests and/or anticipated popular demand
- Favorable reviews
- Format and durability
- Practical usefulness
- Price, in relation to total budget
- Relationship to existing materials in collection
- Relative importance in comparison with other materials available on the subject.

## 3. **Selection Aids**

The following are representative of the many aids used for selection of materials:

- Professional Journals:  
*Billboard, Booklist, Bulletin of the Center for Children's Books, Horn Book, Library Journal, New York Times Review of Books, School Library Journal, and Voice of Youth Advocates*

- Other:  
In addition, the following works may be consulted: Best Books for Children, Best Books for Young Adults, Children's Catalog, Fiction Catalog, general periodicals, Public Library Catalog, Recommended Reference Books for Small and Medium-sized Libraries and Media Centers, trade journals, and other authoritative subject bibliographies.
- Textbooks  
Textbooks are selected when they meet the selection criteria and assist the library in fulfilling its roles. No attempt is made to purchase textbooks for curriculum support.
- Electronic Information Resources  
Providing connections to global information services and networks is not the same as selecting and purchasing materials for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each patron to determine what information is appropriate to his/her needs.

#### **E. GIFTS**

Gifts are accepted with the understanding that they will be evaluated with the same criteria used for purchased materials. The library retains the authority to accept or reject gifts and to make all decisions as to their use, housing and final disposition. Gifts that are not consistent with the library's needs and standards will be given to the Friends of the Wells County Public Library.

#### **F. DISCARDING AND REPLACEMENT OF MATERIALS**

1. In order to maintain a vital collection that meets the needs of our community, examination of materials is an ongoing process. An item may be discarded when it is:
  - Obsolete or outdated
  - Worn beyond use
  - Damaged
  - No longer circulating and/or used for reference purposes
  - One of many copies of a formerly popular title
2. A discarded item may be replaced with another copy of the same title or another work on the same subject.
3. Aides used in discarding:  
Public Library Catalog, Fiction Catalog, Children's Catalog, Best Books for Young Adults, Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers, Evaluating and Weeding Collections in Small and Medium-Sized Public Libraries, and Continuous Review Evaluation and Weeding.

## **G. RECONSIDERATION OF LIBRARY MATERIALS PROCEDURE**

1. The *Library Bill of Rights* is adopted as part of the Collection Management Policy which states in part:

“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 ... 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.”

2. The library serves people from all walks of life with a variety of viewpoints and tastes. Materials are chosen to meet these diverse needs and are guided by this Collection Management Policy. The library will review the selection of a specific item upon the formal request of a patron. Patrons placing such a request must complete the “Request for Reconsideration of Library Materials Form.” (See Appendix B – Form G) The library director will send a written reply within four weeks and will report to the Library Board.

## **H. REVIEW**

This policy will be reviewed periodically to ensure that it is responsive to the changing needs of the library and of the general community.

## **IV. CIRCULATION POLICY**

### **A. LOANS, RESERVES AND RENEWALS**

1. Loan periods and the number of items loaned for all materials will be set by the library director and are subject to change due to factors such as seasonal demand and popularity.
2. Reserves may be placed on most circulating material. Reserves may be placed in person, by phone, or via Internet.
3. Most circulating material may be renewed in person, by phone, or via Internet. Overdue material renewed by phone or Internet will accrue fines to be paid at the next library visit.

### **B. COPYRIGHT**

1. The Library Board directs that all borrowers of materials adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights," to other relative federal legislation and guidelines concerning the duplication of copyright materials, and to the Public Performance Law.
2. Borrowers of entertainment movies must be 18 years of age and sign the following audio-visual borrower's disclaimer form on the back of the library application card:

"I, the undersigned, agree to adhere to all provisions of Title 17 of the United States Code entitled "Copyrights" and the Public Performance Law. I understand no video/DVD may be duplicated or admission charged for any showing. I will follow the law and rules as described releasing the Wells County Public Library from all liabilities as regards my use and the copyright laws."

"To perform a video or DVD at a place open to the public or at any place where a substantial number of people outside a normal circle of a family and its social acquaintances are gathered" is considered a public performance and prohibited.
3. Young Adult card-holders may borrow educational movies without signing the agreement.

### **C. DAMAGE**

1. The Wells County Public Library will not be held responsible for damage to a patron's audiovisual and/or computer equipment as a result of the use of library tapes/discs.
2. Patrons who lose or damage library materials will be charged the replacement cost of the item as determined by the Library Board. (See Appendix A – Schedule D)

**D. EXTENDED USE FEES**

1. Library patrons are charged for overdue materials. The extended use fee is set by the Library Board. There is no grace period. (See Appendix A – Schedule B)
2. The library is not responsible for items locked in buildings, lost, stolen, or entrusted to other individuals. Extended use fees will be charged in full under these circumstances.
3. Extended use fees are not charged to Teacher/Institutional cards.

**E. INTERLIBRARY LOAN**

Libraries requesting materials through OCLC (Online Computer Library Center) may borrow materials subject to restriction of law and contracts governing the use of the library collections and the guidelines of the Indiana Library Resource Sharing Manual.

## V. SERVICES

The Library Board of the Wells County Public Library may add or delete services as recommended by the library director based on patron request, patron use, and budgetary cost. Services are reviewed each year as part of the policy review. As these services are not line items in the budget, they need to be considered in light of personnel costs, equipment costs, and collection costs.

### A. EQUIPMENT LOAN

The library loans several pieces of equipment, including but not limited to the following: video camera, karaoke machine, typewriter, film projector, opaque projector, overhead projector, slide projector, screens, and cassette recorder.

1. Patrons with a valid adult library card may check out the equipment for a period up to 48 hours. Equipment must be picked up and returned to the Audiovisual Department at the Main Library.
2. User fees and deposits may be charged for equipment use. The Library Board approves these charges. (See Appendix A – Schedule A.)
3. Equipment may be reserved up to three (3) months in advance during audiovisual service hours.
4. Equipment may be used for non-profit programming only. No admission fees, sale of programs, rental fees, or donations may be accepted.

### B. PUBLIC USE EQUIPMENT

Public use equipment is available according to procedures determined by the library director. The equipment for in-house use includes, but is not limited to, the following: computer technology, a typewriter, cassette/CD players, magnifying glasses, video players, and video projectors.

1. Fees may be charged for printing and supplies at the discretion of the library director. (See Appendix A – Schedule A)
2. The library will not be held responsible for damages to a patron's software, disks, or tapes as a result of use of library equipment.

### C. OUTREACH SERVICE

1. **Schools** in the county are served in the way most beneficial to each school's needs. The school administrator and the library director will determine this service.
2. **Institutions, corporations, and organized groups** may borrow collections on the same basis as individuals at the discretion of the library director.
3. **Homebound services** are provided to Wells County citizens unable to use a library facility.

- a. Homebound patrons of the Wells County Library have access to the following services:
  - 1) Book selection by staff. Books are picked up and returned by a third party.
  - 2) Books selected, delivered, and returned by staff for patrons who reside in local residential facilities.
  - 3) Books delivered to patron's home by staff. Such service is available on an individual basis. The library determines eligibility.
- b. Criteria for delivery of books to private homes:
  - 1) Proof of incapacity may be required.
  - 2) Two staff members will make first delivery.
  - 3) This service is a privilege based upon appropriate response of patron and/or other individuals present in the home. Such service will be stopped immediately if any problem or questionable behavior from the patron or other people in the home is evidenced.
- c. Materials Loaned:
  - 1) Homebound patrons may borrow books and talking books for up to six weeks without fines. Videos, DVDs, and magazines are not included in this service.
  - 2) Requests may be made by telephone or during a staff member's visit.
  - 3) Requests are honored as quickly as possible. Several days may be needed for locating requested materials.

**D. PHOTOCOPIERS**

Photocopiers are available for a fee in compliance with the copyright law. (See Appendix A – Schedule A)

**E. NOTARY PUBLIC**

Notary public service is provided at no charge. This service is subject to the availability of the notary public on staff.

**F. TELEPHONE USE**

1. The library telephone may be used in emergency or hardship cases or at the discretion of the library staff.
2. Cell phone use guidelines
  - a. Set cell phone to vibrate rather than ring while in the library.
  - b. Step away from other patrons and staff when using a cell phone.
  - c. Use the lobby or step outside the building for extended conversations.
  - d. Keep the volume of your voice low and refrain from abusive language.

**G. SERVICES TO THE DISABLED**

1. A telecommunication device for the deaf (TDD) is maintained by the Main library to enable the staff to communicate by phone with hearing impaired patrons. The device is also available for hearing impaired patrons to communicate with their homes.
2. An ADA assistive computer workstation designed to accommodate people with learning disabilities and physical impairments is available at the Main library.
3. Automatic doors, a wheel chair, and magnifying glasses are also available at the Main library.

**H. PUBLICITY**

The public is kept informed of library activities through the library web page, the library newspaper column, the library newsletter, library promotional materials, and the area media.

**I. REFERENCE SERVICE**

1. Quality reference service is provided.
2. The library buys quality reference sources within the allotted budget and scope of our collection using critical review sources, but is not responsible for the accuracy of the collection.
3. Library personnel will not interpret information, especially in medical, tax, and legal reference research.
4. Materials generally do not loan, but photocopiers are available. Up to five (5) copies may be made without charge from these items per day. Materials may loan overnight with the permission of the reference librarian, director, assistant director, branch manager, or assistant branch manager.
5. Interlibrary loan and database searching may supplement the reference collection.

**J. INTERLIBRARY LOAN (ILL)**

1. Print materials may be borrowed from other libraries by Wells County Public Library patrons through ILL subject to limitations outlined by the lending library and the Indiana Resource Sharing Manual.
  - a. The use of ILL is not a substitute for adequate collections of the Wells County Public Library or as a replacement for purchasing a personal PLAC card.
  - b. A service fee generally will be charged per item. This fee can be waived at the discretion of the Director or ILL clerk. (See Appendix A – Schedule A)
  - c. The library will comply with copyright law.

- d. Wells County Public Library will search ILL through OCLC (Online Computer Library Center).
2. The library loans only print materials to other libraries' patrons subject to the limitations outlined in the Indiana Library Resource Sharing Manual.
  - a. The number of items loaned may be limited due to such factors as seasonal demand, popularity, etc.
  - b. Loaned ILL materials are not renewable.
  - c. ILL requests are filled in the order they are requested through the most efficient means: OCLC, fax, or mail.

#### **K. SPECIAL ROOM USE**

The Main library and the Ossian branch library have several rooms available for patron use.

##### **1. Meeting Rooms**

Large meeting rooms are available at the Main and Ossian libraries for groups to reserve and use for a reasonable fee. (See Section VII – Meeting Room Policy)

##### **2. Children's Story Hour Room**

The Main library's story hour room is used for library programming and for leisure reading, studying, or small meetings at the discretion of the children's librarian. Library programming always has priority.

##### **3. Study, Computer and Typing Rooms**

Rooms are available at the discretion of the librarian to adult and young adult library cardholders upon signing the user's registration book. Reservations may be made in two (2) hour increments. Reservations may be made up to two (2) weeks in advance.

##### **4. Indiana Room**

Meetings and gatherings in the Main library's Indiana Room are at the discretion of the library director and/or reference librarian and will follow their procedural direction.

#### **L. SAFE PLACE**

The Main library and the Ossian branch are designated SAFE PLACES designed to provide safe and immediate help for runaway, homeless, and in crisis youth. Youth in crisis may enter the library's safe place site and request help. An employee at the site will provide the youth with a safe and secure place to wait while the employee calls the SAFE PLACE coordinator. The coordinator will meet with the youth and make the necessary arrangement to assure that the youth receives needed services.

#### **M. FOOD AND DRINK IN THE LIBRARY**

Specified food and non-alcoholic drink items are allowed in some public areas of the library as long as these items are consumed responsibly.

1. Food and drink are not allowed in the Indiana Room or in the vicinity of any library computer.
2. All drinks must be in securely lidded cups or in capped bottles.

3. Food must be confined to individually consumed snacks and must not be distracting to other patrons or damaging to library materials.
4. Library users must immediately report spills to staff and properly dispose of trash in appropriate containers.
5. Food and drink is permitted at the sole discretion of the library staff. They have the authority to deny the consumption of certain types of beverages and food. Library staff may also revoke privileges of patrons who continually abuse the policy.

## VI. INTERNET USE POLICY

The Wells County Public Library serves our community as an information agency and independent learning center. It is within this context that we offer access to the Internet.

### A. Internet Use is available to the following:

1. Adult library cardholders (ages 18 and older) who have read and acknowledged this Internet policy.
2. Young Adult cardholders (ages 12-18) who have a signed parental permission (witnessed by a staff member).
3. Children (under age 12) under constant supervision of a parent or legal guardian who has Internet privileges.

### B. Rules for Internet use:

1. **All users must have their library card.**  
In order to insure patron privacy, it is the responsibility of the cardholder to have their card number and PIN in order to log on to the Internet computers. Proper identification must be provided to the reference staff to obtain this information.
2. **Use is on a first come, first serve basis.**  
Users are usually limited to one half-hour unless no one else is waiting.
3. **The Internet computers are not filtered.**  
No programs have been installed to screen or block particular sites. It is the user's responsibility to make appropriate choices when accessing sites. As with other library materials, it is up to the parents, not the library, to provide guidance and supervision when it comes to their children's use of the Internet.
4. **The library itself does not provide electronic mail (e-mail) service.**  
Users may access e-mail through e-mail providers such as Yahoo, Hotmail, N2mail, and other similar services.
5. **Uploading and downloading of files.**

Patrons may upload and download files to/from floppy and flash drives to the extent that the patron's knowledge and our secure system will allow. The library is not responsible for information lost in this process.

**6. The user is responsible for all pages printed.**

Printing Internet pages is unreliable and unpredictable. The result may not be as the user expects. The library is not responsible for user mistakes. To minimize costs for the user and the library, users are encouraged to cut and paste Internet information into a word document for organizing before printing.

Regular resident and paid cardholders receive a 50¢ printing credit per day. Additional prints are 10¢ each (b/w) and 50¢ each (color). Guest and out-of-county users receive no free prints.

**7. Computers will be used for educational, informational, and recreational purposes only, not for unauthorized, illegal, or unethical purposes. Users may not send, receive or display text or graphics that may reasonably be construed as obscene. Explicit or pornographic sites are among sites considered inappropriate.**

**8. Misuse of the library computer or Internet access will be determined by the library staff and will result in loss of Internet privileges.**

**9. Patrons' use of the public Internet stations should not be considered private.** The computers are in public view and search history may be available to subsequent users and staff.

**C. Wireless Access**

**1. The Wells County Public Library also provides public wireless access to the Internet in the Main library facility during normal business hours.**

**2. Patrons must provide their own computer and wireless network cards to connect to the public wireless.** Technical support will not be available to users.

**3. Users of the wireless access are subject to the terms of this policy.**

**4. A library card is not needed to use the wireless network.**

**5. The library is not responsible for any information that is compromised, or for any damages caused to your hardware or software due to electrical surges, security issues, or consequences caused by viruses or hacking.** Patrons need to be aware that wireless networks are inherently insecure and it is strongly

recommended that they secure their computers with up-to-date virus protection and firewall software.

6. **Printing is available.** The same rules and fees apply as above. See B-6. If you do not have a library card, you must obtain a guest account from the reference desk to print.

**D. Disclaimer:**

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With international access comes the availability of materials that would not generally be acceptable in a public library. It is technically impossible to prevent access to all resources that might be objectionable to some people.

Information available through the Internet is not warranted by the Wells County Public Library to be accurate, authoritative, factual, or complete. The Wells County Public Library will not be responsible for any damages, losses, claims, obligations, or liabilities directly or indirectly relating to the use of the Internet. This includes loss of data, non-deliveries, misdeliveries, or service interruptions caused by negligence, error, or omission. Use of any information obtained via the Internet is at the user's own risk.

**E. Library Staff Assistance:**

The staff cannot provide in-depth training but may be able to offer searching suggestions and answer questions when time allows.

## VII. MEETING ROOM POLICY

### A. GENERAL STATEMENT

1. The library's meeting rooms may be used for meetings of a cultural, educational, informational, recreational, or civic nature at the discretion of the library director. The room is also open to local business groups for training or instruction sessions when such use does not conflict with educational activities.
2. Religious groups may use the meeting room but are prohibited from conducting worship services.
3. The fact that a group is welcome to meet in the library does not in any way constitute the library's endorsement of the group's policies, beliefs, or activities. Non-library groups must take care not to imply library endorsement or sponsorship in their promotional material.
4. No selling programs may be conducted unless sponsored by the Library Board of Trustees or Friends of the Wells County Public Library.
5. Children and young adult groups are encouraged to use the library meeting rooms for group activities; one or more adult sponsors must supervise them.
6. All meetings must begin within regular library hours. Arrangements for library meeting room use beyond regular hours must be cleared in advance. Meetings must adjourn and the building must be vacated within two hours of the library's closing time. No meetings, except at the discretion of the library director, may be scheduled for days the library is closed.
7. The library director at his/her discretion is permitted to make exceptions to any part of this policy but must present a log of exceptions to the Library Board every six (6) months for review.

### B. SCHEDULING PROCEDURE

1. Rooms are scheduled on a first come, first served basis and can be reserved up to six (6) months in advance.
2. Information concerning the availability of the room may be obtained by phone, but no request for meeting space shall be considered official until a written reservation form has been received and approved. (See Appendix b – Form E)
3. Library sponsored activities will take precedence over all other activities and the library reserves the right to cancel any scheduled meeting when:
  - a. It conflicts with the operation of the library;
  - b. A library sponsored activity needs the room; or
  - c. The group fails to comply with rules.
4. No group may reserve the room for more than four (4) days a month.
5. Full payment is expected at the time of reservation in order to hold the event. Payment will be fully refunded for cancellation if notification is received at least 30 days prior to the date of the event. If the event is cancelled with less than 30 days notice, payment will be forfeited.

6. No group may assign its reservation to another group.
7. No reservations are approved for meetings larger than two hundred (200) persons at the Main library and thirty (30) at the Ossian library.
8. Library employees and board members have free access to any meeting held in the meeting room at any time.
9. The library does not assume any responsibility or liability for the security of personal or organizational items.

**C. FEES, PENALTIES, AND DAMAGES**

1. The Library Board of Trustees sets the fees for the use of the library meeting rooms. (See Appendix A – Schedule C))
2. Permission must be obtained from the library to extend the meeting time beyond the time specified on the application form. Additional fees may apply. Groups failing to comply will be heavily penalized. (See Appendix A – Schedule C)
3. Each group assumes full responsibility for any damages incurred from the use of the meeting room. Abuse of the facilities will be sufficient cause to deny further use. A bill will be sent to the group representative for any damage caused by the organization using the facilities. Compensation based on replacement cost, labor cost, or both is to be received within thirty (30) days.

**D. RESPONSIBILITIES**

1. **Setup**

The group using the room is responsible for setting up the room to its specifications. It is also responsible for RESTORING the room to its original setup when the meeting is over.
2. **Cleanup**
  - a. Tables, chairs, floors, and kitchen need to be cleaned if there are spills. A vacuum sweeper is available for the renter's use. Please report any carpet spills promptly as they may be easier to remove before they dry.
  - b. The group is responsible for the removal of garbage, including disposable table service. The library will remove paper trash.
3. **Security**

If the meeting extends beyond library closing hours, the group representative will assume accountability for securing the meeting room area. They will follow the security procedures established by the library director.
4. **Beverages, Food, Smoking, and Decorations**
  - a. The kitchenette area may be used to serve food and beverages. The kitchenette includes a refrigerator and microwave for the renter's use.
  - b. Non-alcoholic beverages are permitted, but please be aware that some beverages (grape juice, etc.) are far more likely to stain if spilled.
  - c. No smoking is permitted on library property.
  - d. The library is a **latex-free** facility. Only **non-latex** balloons are permitted in the meeting rooms.

**5. Audiovisual Equipment**

- a. Subject to prior booking, the following equipment is available to use in the meeting room: overhead projector, opaque projector, slide projector, film projector, TV, video player, DVD player, cd/cassette player, video camera, projection screen, podium, video projector, portable speaker system, videoconferencing unit, and a flip chart/marker board stand.
- b. The Internet-based videoconferencing unit includes a control box, tabletop microphone, and a handheld wireless microphone. It is used with the video projector. Booking of this equipment is allowed only when a staff person trained to troubleshoot the equipment is on duty in the building, as users are not allowed to troubleshoot equipment. It is the user's responsibility to complete all advance arrangements with the transmitting/providing entity and provide accurate connection information. A knowledgeable representative should plan to arrive 30 minutes before the conference begins in order for the library staff member to set up the connection. All program-viewing charges are the responsibility of the user. The library is not responsible for transmission interruptions or outages.
- c. The use of equipment is included in the room rental fees.
- d. If the equipment is damaged or stolen, the organization using the room is responsible for replacing the equipment.

**6. Capacity**

The fire marshal's capacity will not be exceeded.

- a. Small Meeting Room  
24 with tables and chairs  
50 with chairs only
- b. Large Meeting Room  
68 with tables and chairs  
150 with chairs only

**7. Unsupervised Children**

Children should be provided with adult supervision before, during, and after programs and are not to be expected to entertain themselves or use the library. Trips to rest rooms and in and out of the building likewise require supervision.

**8. Noise/Disruptive Behavior**

If, in the opinion of the library director or his/her designee, any noise becomes disruptive to library patrons, it may result in the forfeiture of the user privileges and/or termination of the meeting. Please be aware that the walls are not soundproof.

## VIII. EXHIBIT AND DISPLAY POLICY

### A. EXHIBITS

The following policy applies to exhibits in the library, either within or outside the display cases. This policy further extends to the outside of the buildings or on the library grounds.

1. Exhibits at the Wells County Public Library are by the invitation of the reference librarian, the branch manager, the library director, and/or the Board of Trustees.
2. Exhibitors wishing to be invited to display need to contact the library. Individual exhibitors shall be card-holding patrons of the library and shall reside within the Wells County Public Library district.
3. The Wells County school organizations and those community groups who regularly meet in the library's meeting rooms will have first priority.
4. All exhibitors shall present their exhibits in a tasteful, artistic, and professional-looking manner, as this is a visual representation of their organization, its beliefs, and ideals. No exhibitor may solicit members or contributions in their exhibits.
5. The name of the organization responsible for the exhibit shall be in plain view on the face of the exhibit.
6. The Wells County Public Library reserves the right to issue a written disclaimer indicating to the public that an exhibit does not reflect the beliefs or views of the Wells County Public Library. Further, the Wells County Public Library reserves the right to reject any exhibit that is not consistent with the purpose of providing useful information to the public.
7. The display will remain in place for a mutually agreed upon time. No display will remain in place indefinitely.
8. The library is not responsible for items exhibited.

### B. INFORMATION DISPLAYS

Since display area is very limited, the library displays very little community information. Information displayed is primarily library and library related material. Acceptance of materials does not indicate that such materials will be displayed in the library. Heads of departments or branches review and approve all materials to be displayed. Questionable material is referred to the library director for final approval.

1. **Library Ornamentation**  
Holiday decorations and ornaments used in the library shall exhibit no religious significance or preference.
2. **Bulletin Boards**  
Department and branch managers are responsible for all materials displayed on departmental or branch bulletin boards.

### **3. Pamphlet & Flyer Display**

- a. The library will display educational and informational community material in the designated pamphlet display areas as space permits.
- b. Materials posted must be of a non-profit, community-related nature.
- c. Materials should be no larger than 11" X 17".
- d. Material will be displayed for a finite time period, not to exceed one month.
- e. All exceptions must be approved by the library director.

## **IX. ACCESS TO INFORMATION POLICY**

### **A. PUBLIC RECORDS**

Any person may inspect and copy the public records of the Wells County Public Library during the regular business hours of the library office. Requests for materials on weekends or at night will be deferred until the following business day. The requestor is responsible for copying costs.

The following public records are specifically excluded from disclosure to the public, as provided for by law under IC 5-14-3, and will not be open for inspection by members of the public at any time:

1. Personnel files of library employees and employee applicants, except for:
  - a. The name, compensation, job title, business address, business telephone number, job descriptions, education and training background, previous work experience, dates of first and last employment of present or former officers or employees of the library.
  - b. Information relating to the status of any formal charges against an employee.
  - c. Information regarding disciplinary actions in which final action has been taken and which resulted in the employee being disciplined or discharged.

*However, all personnel information is available to the affected employee or his/her appointed representative. General personnel information on all employees or groups of unnamed employees may be disclosed.*

2. Any administrative or technical information which could jeopardize a record-keeping or security system.
3. Computer programs, codes, filing systems, and other software owned by the library or entrusted to it.
4. Records prepared specifically for discussion, or created during discussion at any legally called executive session.
5. The identity of a donor of a gift made to the library if the donor requires nondisclosure of his/her identity as a condition of making the gift.
6. Any library records which can be used to identify any library patron.

**B. PATRON INFORMATION**

Any information the library maintains on patrons and their use of library materials is deemed private and confidential. The records of minors may be made available to their parents or guardians. The library shall not disclose patron information except under the following conditions:

1. Upon written consent of the user or with proof of guardianship for a minor;
2. Pursuant to subpoena, court order, or where otherwise required by law. IC 5-14-3-4(b)(16) and the USA Patriot Acts.

## **X. INVESTMENT POLICY**

### **A. BOARD OF FINANCE**

The duly appointed members of the Wells County Public Library Board are the fiscal body of the library and thus constitute “The Board of Finance” of the Wells County Public Library. The members serve without compensation. (IC 5-13-7-5, IC 36-1-2-6)

### **B. ANNUAL MEETING**

The Wells County Public Library Board of Finance shall meet annually after the first Monday and on or before the last day of January to elect a president and secretary, review the written report of the investments made by the library during the previous calendar year, and review the investment policy of the library. (IC 5-13-7-6, IC 5-13-7-7)

### **C. FISCAL OFFICER**

The duly elected treasurer of the Wells County Public Library Board is the fiscal officer of the library. (IC 20-14-2-5) The treasurer shall serve without compensation.

### **D. DEPOSITS**

All funds received by the Main library shall be deposited in one or more designated depositories not later than the business day following receipt and shall be deposited in the same form in which they were received. The branch funds will be deposited on the first business day following their receipt at the Main library.

### **E. INVESTMENTS**

The treasurer is authorized to invest library funds in the following (IC 5-13-9):

1. Securities backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by
  - The United States Treasury;
  - a federal agency;
  - a federal instrumentality;
  - a federal government sponsored enterprise
2. Discount notes issued by any of the following:
  - a federal agency;
  - a federal instrumentality;
  - a federal government sponsored enterprise
3. Repurchase Agreements (including standing repurchase agreements, commonly known as sweep accounts):
  - With depositories designated by the State Board of Finance as depositories for state investments under IC 5-13-9.5; and

- Involving the political subdivision's purchase and guaranteed resale of any interest-bearing obligations issued; or fully insured or guaranteed by the United States, a United States government agency, an instrumentality of the United States, or a federal government sponsored enterprise.

Investments made by the library's fiscal officer must have a stated maturity of not more than two (2) years after the date of entry into a repurchase agreement. (IC 5-13-9-5.6)

**F. INTEREST EARNINGS**

All interest derived from an investment by the library's fiscal officer shall be receipted to the fund of which it is a part.

**G. DEPOSITORIES**

All public funds of the Wells County Public Library shall be deposited in the designated depositories located in the territorial limits of the library district. (IC 5-13-8-9)

**H. INVESTMENT CASH MANAGEMENT**

The Wells County Public Library Board will invest its available funds from total monies on deposit. This usually occurs on Wednesday following the monthly Board of Trustees meeting.

**I. TRANSACTION ACCOUNTS (Any deposit other than a certificate of deposit)**

The fiscal officer of the library shall maintain a transaction account in one of the library's designated depositories. The selection of this depository shall be made from the library's designated depositories. The Wells County Public Library Board of Finance shall review this selection every other year.

**J. ELECTRONIC TRANSFER OF LIBRARY FUNDS**

Electronic transfer between financial institutions in order to expedite the transfer of funds as well as maximize interest earnings is permitted for the following type of transactions:

1. All investment transfers for certificates of deposit and savings accounts authorized by the fiscal officer of the library.
2. Payroll and payroll taxes for library employees.

The fiscal officer will maintain appropriate documentation of the transactions so these may be audited as required by statute.

**K. LIBRARY FUNDS**

The Wells County Public Library Board may establish funds for money and securities of the public library. All money from whatever source derived will be receipted into funds established by the Library Board under authority of law. (IC 20-14-3-9) The authorized funds are as follows:

1. **Library Operating Fund (IC 20-14-3-9(a)(1))**  
All money collected from tax levies, interest on investments of operating fund monies, fees, fines, rentals, and other revenues shall be deposited into the "Library Operating Fund," and must be budgeted and expended in the manner required by law.
2. **Petty Cash Fund (IC 36-1-8-3)**  
This fund has been established for the purpose of paying small or emergency items of operating expense as designated by resolution of the Library Board.
3. **Bond & Interest Fund [B&I] (IC 20-14-3-9(a)(3))**  
All money derived from the taxes levied for the purpose of retiring bonds or other evidence of indebtedness, together with any premium or accrued interest that may be received, shall be receipted into the Bond & Interest Fund.
4. **Library Improvement Reserve Fund [LIRF] (IC 20-14-3-9(a)(4))**  
Money or securities may be accumulated in the library Improvement Reserve Fund for the purpose of anticipating necessary future capital expenditures such as the purchase of land, the purchase and construction of buildings or structures, the construction of additions or improvements to existing structures, the purchase of equipment, and all repairs or replacements of buildings or equipment. The fund is intended to meet future capital expenditures and repairs for which taxes cannot reasonably be levied in any one year.
5. **Gift Funds (IC 20-14-3-9(a)(5))**
  - a. Money or securities accepted and secured by the Library Board as a grant, gift, donation, endowment, bequest, or trust may be set aside in a separate fund or funds, and shall be expended, without appropriation, in accordance with the conditions and purposes specified by the donor.
  - b. "Restricted" gifts are those to which the donor has attached terms, conditions and purposes. These may be quite specific or very general. "Unrestricted" gifts are those to which the donor has not attached terms, conditions, or purposes.
  - c. Each individual gift is maintained in a gift fund sub-account, where all receipts and disbursements are recorded each month until the fund is depleted.
6. **Wells County Public Library Endowment Fund**  
This fund was established in 1993 with gifts from current and former Library Trustees. The annual income is to provide support to the Wells County Public Library for the purchase of nonbudgetary items that enhance library materials, services, and programs, enabling the library to carry out its role and mission as described by its governing documents. This fund is held and administered by the Wells County Foundation, Inc.

## **XI. CREDIT CARD POLICY**

### **A. NATIONWIDE BUSINESS CREDIT CARD (i.e. VISA, Master Card, etc.)**

#### **1. Purpose**

Travel, supply, material, and equipment purchases

#### **2. Authorization**

- a. Library Board must approve the credit card application.
- b. Effort should be made to select a card with no membership fee or service charge if at all possible. To insure timely payment, effort will also be made to have the billing cycle correspond appropriately with the monthly board meetings.
- c. The library may hold only one such general card at any given time.
- d. Only the library director and two (2) of his/her appointed representatives may be issued a card.
- e. The library director's card will have a \$3000 limit. Additional cards will have a \$1500 limit.

#### **3. Policy**

- a. The library director is responsible for all cards and must authorize each use.
- b. Delegated users must pick up and return card(s) to the library director.
- c. Any and all charges incurred and charged with the credit card must be business related and not personal in nature. A reasonable "tip" or gratuity is allowable where service has been provided. No personal charges are allowed.
- d. All receipts for purchases made with the card(s) must be dated, itemized, signed, and turned in to the bookkeeper at the first available opportunity following the use of the card.
- e. If an employee incurs any interest or penalty due to the late filing of documentation, the employee will be held responsible for the interest or penalty charged.
- f. The bookkeeper is responsible for balancing the receipts with the monthly statement and reporting any discrepancies to the library director and/or Library Board.
- g. Any lost or stolen cards will be reported to the issuing company immediately.

### **B. LOCAL BUSINESS CHARGE ACCOUNTS**

#### **1. Purpose**

The library purchases fuel, supplies, and equipment from local businesses. Due to the small, but frequent purchases the library may make from the businesses each month, the business may prefer to set up a charge account and bill the library monthly.

**2. Authorization**

- a. The library director must approve the charge/credit account.
- b. Only staff members designated by the library director are permitted to charge or receive cards (if individual cards are issued by business for identification purposes). This is decided on a case by case basis.

**3. Policy**

- a. The library director is responsible for all cards and must give prior authorization for all charges.
- b. Delegated users must pick up and return card(s), if needed, to the library director.
- c. All receipts for purchases made on the library account must be dated, itemized, signed, and turned in to the bookkeeper at the first available opportunity.
- d. If an employee incurs any interest or penalty due to the late filing of documentation, the employee will be held responsible for the interest or penalty charged.
- e. The bookkeeper is responsible for balancing the receipts with the monthly statement and reporting any discrepancies to the director and/or board.
- f. Any lost or stolen cards will be reported to the issuing business immediately.

## **XII. FIXED ASSET POLICY**

The Wells County Public Library shall maintain a fixed asset inventory subject to the requirements of the State Board of Accounts. The inventory shall be regularly updated and reported on the prescribed forms. The inventory system shall be maintained to ensure the availability of adequate insurance coverage, to provide an inventory control, and to guarantee accountability. Library materials (books, audio material, software, etc.), property, and structures are inventoried and valued separately and therefore excluded from this fixed asset inventory. Whenever possible, fixed assets shall be labeled with the library name and fixed asset number.

### **A. RESPONSIBILITY**

The library director is responsible for maintaining the fixed asset inventory.

1. Assets are added and deleted on a regular basis throughout the year.
2. Value reports by asset category are printed at the end of each year.
3. Each department and branch will physically inventory the fixed asset lists every two (2) years.

### **C. CRITERIA**

Fixed assets shall be defined to include any tangible assets of the library which have a useful life of more than one year and which meet the following cost guidelines:

1. Fixed assets currently owned by the library with an original value greater than \$100.
2. All loaning and patron use equipment including cameras, typewriters, video equipment, and major computer components.
3. Any other equipment specified by the library director.

### **D. REMOVAL**

When assets are no longer usable or needed, they are discarded according to library policy and marked with a discard date on the fixed asset inventory. Following the annual report to the State Board of Accounts, these items are deleted from the inventory.

### **D. STORAGE**

The fixed asset inventory is stored in the following manner:

1. A current computer file is stored on the administration file server and subject to regular back up.
2. Annually, both hard copies and/or computer file copies are generated and stored:
  - in the on-site fire safe
  - in the bank deposit box
  - at the insurance company