



Policies and Procedures Manual
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Section I:

Introduction

This Section introduces you to some of the guiding precepts of the Peabody Public Library.

- ✓ Mission Statement
- ✓ Values and Beliefs
- ✓ Vision Statement

Mission Statement

The Peabody Public Library serves all individuals and organizations as a pathway to learning, culture and entertainment.

Values and Beliefs

- We believe that everyone has the right to library services
- We respect every individual's rights, privacy and diversity
- We believe that everyone must have access to global resources beyond this library
- We believe the library is more than just books, materials and technology
- We believe in and strive for excellence in serving the community with a friendly and inviting environment
- We believe that the library is the community's center for the access of knowledge, for learning, for culture and for entertainment
- We believe that the library must be responsive to the current and future needs and requests of the community.
- We believe in operating as a fiscally responsible organization
- We believe the library is a vital component in the economic development of the community

Vision Statement

The Peabody Public Library is the community's premier pathway to learning, culture and entertainment. The library will therefore be a full participant in the vitality and growth of the community and in its access to global resources.

The Peabody Public Library is a tax supported institution located in Columbia City, Whitley County, Indiana. Columbia City is the county seat of Whitley County located in the northeast section of Indiana. According to the 2010 census, the library district includes 15,323 individuals living in Columbia City, Columbia Township and Thorncreek Township, its taxing district.

The library was established in 1901 through the philanthropic contributions of L.S. Hunt. It soon became tax supported and in 1917, Simon J. Peabody donated land and funds to erect a building on North Main Street. In 1999, a new 27,500 square foot facility was built on Highway 205, and in 2010 the new building was renovated, adding community meeting areas for the public and increasing the square footage to 29,688. The 14.25 acres of property includes a wetland area that is used for education. Simon J. Peabody also bequeathed money to the library and the governing board created an endowment which has enabled the library to purchase capital improvements.

The Peabody Public Library endorses and is guided by the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement that recognizes the individual's right to unencumbered access and free exchange of information and ideas vital to an informed citizenry.

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.

1. Books and other library resources should be provided for 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

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

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948 February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 24, 1996, by the ALA Council.

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:

- 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.

- 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.

- 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.

- 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.

- 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.

- 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.

- 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.

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 guarantee 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.

Section II:

Decorum

This section contains rules about how the library and patrons interact.

- ✓ Valid Library Card
- ✓ Regulated Conduct
- ✓ Emergencies Policy
- ✓ Records

Valid Library Card

A valid library card is one that has not expired.

Regulated Conduct

Food and Drink Policy

Food and covered drinks are allowed in the library except for:

- Areas around equipment and computer machinery.
- The Indiana Room.

Alcohol and Tobacco Policy

The use of alcohol beverages is not permitted in the Peabody Public Library building or on Peabody Public Library grounds.

Clean Indoor Air Policy

Smoking is neither permitted in the Peabody Public Library building nor within 8 feet of any door.

Any object which produces ambient aroma, dust, smoke or vapor is prohibited inside and/or within eight feet (8') of an entrance to the Library. It is the purpose of this policy to prohibit the use of devices including, but not necessarily limited to, electronic cigarettes, incense and scented candles. However, this prohibition does not apply to: the *reasonable* use of personal hygiene products; or use of appropriate equipment and supplies by Library housekeeping, maintenance, IT and construction personnel.

Cell Phone Policy

All cell phone conversations should respect the atmosphere promoted by the Peabody Public Library.

Health and Safety

It is the responsibility of the Peabody Public Library to maintain a healthy and clean environment for all Library users and to protect the community's investment in Library collections, equipment and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a customer may have been returned with insects that are known to be damaging to library materials, e.g. roaches, silverfish and some types of beetles; or
- Evidence that items on loan to a customer may have been returned with insects that can result in pest infestations in library facilities, e.g. fleas, bed bugs, or roaches.

Examples of situations where access to Library facilities may be suspended include, but are not limited to:

- Customers or customer possessions with fleas or lice; or
- Customers with clothing that is stained with urine or feces.

Should it become necessary to suspend Library privileges of a customer in order to protect Library collections, facilities or other users, notification of the suspension will be made by the director or director's designee. Access to facilities and borrowing will be restored when the suspended customer demonstrates that the situation that caused the loss of privileges has been remediated. Any customer who has privileges suspended under the terms of this policy may request a re-evaluation of the suspension.

Unattended Children

Library personnel cannot be responsible for children left unattended at the library. Children six and under must be accompanied by someone over 15 years old at all times. The library reserves the right to call the Columbia City Police department in cases of disruptive behavior of unattended children. Any suspected neglect or abuse of children will be reported to the appropriate authorities, as required by State law. If a child remains at the library after closing time, a staff member will attempt to call the parent or legal guardian by telephone. If the responsible party cannot be reached or cannot come immediately to the library, the Columbia City Police will be notified to pick up the child.

Under no circumstances will a staff member drive a child home or any other destination. A Peabody Public Library incident report is filed for unattended children.

Patron Code of Conduct

The Peabody Public Library is committed to providing an atmosphere where people of all ages may come to read, browse, do research, or study in safe, clean surroundings. Conversation between Library staff and customers is an essential part of Library service. Customers seeking quiet are advised to move away from service desks, computer workstations, and Children's Services Areas where these conversations occur and access the Quiet Room. Silence should not be expected in the library but Library staff will address disruptive behavior. Please respect the right of everyone in the Library to enjoy a pleasant environment.

Inappropriate behavior includes any activity that disturbs others, interferes with Library operations or the rights of other customers, monopolizes Library resources, creates a safety risk to self or others or damages or has the potential to damage library materials, facilities, and property, as well as rudeness, profanity, or any other behavior generally considered unacceptable in a public place.

These rules have been established for all customers. If a customer is not responsive to the needs of other Library users or disregards the procedures protecting customers, staff, and Library property, the customer will be asked to leave the Library. In addition to the above, violation of any Federal or State statute or local ordinance will be regarded as a violation of Library procedures. Any illegal activity will be immediately reported to the Columbia City Police Department.

The Peabody Public Library reserves the right to suspend the Library privileges of any individual who willfully violates Library regulations, creates disorder, or engages in illegal activity.

While in the Library...Please

- Abide by all Library rules, policies and procedures and comply with requests of Library staff.
- Adhere to the computer use policy.
- Ask for help when you need it.
- Check out your library materials before leaving.
- Keep entrances, doorways, and stairs, both inside and outside, clear for other people.
- Keep your voice low and language civil.
- Obey all applicable federal, state, and local laws.
- Park bicycles, skateboards, roller blades, etc., outside without blocking entrances and walkways.
- Children 6 and under must be accompanied by someone over 15 years old at all times.
- Report immediately any behavior that is disruptive, threatening, in any way.
- Respect other users' privacy.
- Show respect for all customers, staff, furnishings, and materials.
- Treat others with dignity and respect.

- Silence or disable any audible devices or equipment before entering the library (cellular phones, pagers, radios, toys, etc.)
- Use audible devices with headphones set at a volume that doesn't disturb others.
- Use the furniture and other facilities in an appropriate manner.
- Please wear appropriate attire that includes footwear, shirts, pants, skirts, etc.

...Please do not

- Bring pets into the library.
- Conduct surveys, petitions or distribute material within the Library.
- Damage or deface library property.
- Disobey the reasonable direction of a Library staff member.
- Disturb others due to poor personal hygiene.
- Eat in the Indiana Room or computer areas.
- Engage in sexual conduct.
- Enter areas posted for use by Library staff only.
- Harass customers or staff.
- Panhandle or solicit for sales or charity.
- Place feet on furniture.
- Possess, sell, distribute, consume or be under the influence of alcohol or illegal substances.
- Remain on the premises after the posted Library hours or in the vicinity of the building
- Run, engage in loud, rowdy behavior or create a public disturbance.
- Sleep, loiter, or camp on Library premises.
- Smoke inside the Library, near the entrance doors or by the bicycle racks (including lit or non lit e-cigarettes).
- Use the restrooms to bathe, shave, wash hair, etc.

Emergencies Policy

Electrical Outages

If an electrical outage occurs, the Director or individual in charge in the Director's absence will initiate the safety measures for fire prevention by assigning an employee to check the building in its entirety for possible outbreaks of fire. These checks will be completed every hour. The checklist for the building and vest is held in the janitor's closet upstairs on the labeled shelf.

Fires

A monitored fire alarm that directly contacts the Fire Department will sound when there is a fire. Employees notify all individuals to leave the building and then notify the Director or individual in charge in the Director's absence. Everyone in the library is

instructed to leave the building. Staff assembles on the lawn on the North side of the parking lot. An incident report is completed by the individual in charge.

Medical Emergencies

In the case of injury or collapse of a patron in the library, the employee immediately consults the patient as to his or her preferences in treatment and calls an ambulance if necessary. If the patient is unconscious, the employee immediately dials 911. *Under no circumstances will a staff member drive a person home or to any other destination.* An Incident Report Form is completed.

Tornadoes

Tornado alerts and warnings are reported to the Director or individual in charge in his/her absence. All employees aid in moving employees and patrons to the basement room without windows for safety. This includes the following rooms in the basement of the Library: Friends of the Library book room, Technical Services office, staff storage room, kitchenette, locker room and the bathrooms. Wait for official notification that the danger has passed before attempting to leave.

Bomb Threats

If a telephoned bomb threat is received, the person taking the call should do the following:

- keep the caller on the line and make a record of what is said
- get as much information as possible from the caller, including where and when the bomb is set to explode, the type of bomb it is, and any personal information the caller is willing to give

In the event of a bomb threat, the Director or the individual in charge is notified and 911 is called. The building is immediately evacuated. All staff and patrons are moved safely across State Road 205 to remove them from the line of any flying debris.

Do not re-enter the building until police or other safety officials advise that it is safe to do so.

An Incident Report Form is filed.

Active Shooter

An active (firearms) shooter is an individual engaged in killing or attempting to kill people in a confined or populated area. Active shooter situations evolve quickly and immediate deployment of law enforcement is required to stop the shooting. Since these situations are over quickly, individuals must be prepared both mentally and physically to respond to an active shooter.

Columbia City Police recommend that during an active shooter incident or any act of violence for individuals to AVOID, DENY and DEFEND.

AVOID the threat: Pay attention to your surroundings*Have an exit plan*Move away from the source of the threat as quickly as possible*The more distance and barriers between you and the threat is better

DENY the target: Keep distance between you and the source*Create barriers to prevent or slow down a threat from getting you*Turn the lights off*Remain out of sight and quiet by hiding behind large objects and silence your phone

DEFEND yourself: If you cannot AVOID or DENY be prepared to defend yourself*Be aggressive and committed to your actions*Do not fight fairly, this is about survival

Call 911 when you are in a safe area. When Law Enforcement arrives SHOW YOUR HANDS AND FOLLOW COMMANDS

Suspicious Packages

Suspicious packages may contain explosives, chemical or biological weapons. Typical characteristics of such packages include parcels that:

- are unexpected or from an unfamiliar source
- have no return address
- have protruding wires or aluminum foil
- have strange odors or stains
- are of unusual weight for their size or are oddly shaped
- are marked with threatening language
- have excess postage or packaging material
- have misspellings or incorrect titles or are not addressed to a specific person

With any such packages:

- place them in a plastic bag or container to prevent leakage of contents
- leave the room and section off the area to prevent access
- report the incident to the director or person in charge
- wash your hands thoroughly with soap and water
- the director or person in charge will call the police

An Incident Report Form is filed.

Earthquake

In case of an earthquake, the individual in charge with the help of other employees must instruct everybody in the building to drop to the floor, or to take cover by getting under a nearby table or desk, or to take cover against inside walls and doorways or in the corner of a room.

After the Earthquake

The individual in charge with the help of other employees should make sure that everyone made it through the earthquake safely. In addition, they should check the facility for post hazardous conditions that could endanger the public. Those conditions include but are not limited to fire,

exposed electrical wires, gas leak, shattered and falling glass. If any of these conditions are observed, the person in charge should direct everyone out of the building and report to the proper authorities.

Note: Any fires discovered must be put out immediately if safe to do so with the use of the nearest fire extinguisher. The Fire Department should be contacted in case the fire cannot be extinguished.

Public Health Emergencies

In case of a reported public health emergency, the individual in charge must contact the Director and/or the President of the Board (if the director is not available) to assess whether or not the library should be closed. If it is determined to close the library, report this decision by contacting other employees, updating the library phone recording, updating the library website, posting signs at the main door and contacting all area print, radio, and television media outlets.

In case the decision is made to stay open, the individual in charge should make sure that signs are posted alerting everyone in the library facility of the situation. Additional posters should be put in place encouraging people to wash their hands frequently with hand sanitizer, cover their mouth when coughing and sneezing. At the discretion of the Director, employees who are ill may be sent home.

Inclement Weather Emergency Closings

When, in the opinion of the Director, an emergency necessitating closing of the library exists, the following will happen.

1. The Director will consult with the President of the Library Board of Trustees, and upon concurring, the media will be notified and the library closed.
2. If the President of the Library Board of Trustees cannot be reached, the Director will consult with the Vice President of the Library Board of Trustees or if that individual cannot be reached with the majority of the balance of the Library Board of Trustees who can be reached to determine if a closing is to occur.
3. In the absence of the Director, the professional staff member in charge or the senior staff member, in that order, will attempt to contact the Director. Failing this, they will act for the Director (see #1 and #2 above).
4. When a state of emergency due to inclement weather is called by the Mayor of Columbia City or the Sheriff of Whitley County, the library will close. In this case, the Board is not consulted, but the media will be notified.
5. When an emergency closing is decided prior to opening time, library staff members will be notified of the closing by the "calling tree". The Director or the person responsible for contacting the Library Board of Trustees is responsible for activating the "calling tree".
6. When an emergency closing takes place during library hours, the Director or the person responsible for contacting the Library Board of Trustees is responsible for activating a "calling tree" to notify those staff members not yet present.
7. The Library will follow the Whitley County Emergency Management's County Travel Advisory status:
 - Red – Warning
Travel restricted to emergency management workers ONLY. The Library will be closed under this warning level.
 - Orange – Watch
Only essential travel such as to and from work. The Director of the Library

will monitor conditions. However, the Library may be open in this watch level.

- Yellow – Advisory
Routine travel or activities may be restricted and individuals should use caution. The Library will be open in this advisory level.

Records

Public Records

The official policy of the State of Indiana regarding records is “that all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees.” Indiana Code 5-14-3-1.

A public record in Indiana is defined as “any writing, paper, report, study, map, photograph, book, card, tape recording, or other material that is created, received, retained, maintained, or filed by or with a public agency and which is generated on paper, paper substitutes, photographic media, chemically based media, magnetic or machine readable media, electronically stored data, or any other material, regardless of form or characteristics.” Indiana Code 5-14-3-2(o).

The following public records are excluded from the disclosure requirements under Indiana Code 5-14-3-4(b):

1. Personnel files of library employees and files of applicants for employment except:
 - A. the name, compensation, job title, business address, business telephone number, job description, education and background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;
 - B. information relating to the status of any formal charges against the employee; and
 - C. information concerning disciplinary actions in which final action has been taken and that resulted in the employee being suspended, demoted or discharged.
2. Administrative or technical information that would jeopardize record keeping or security systems.

3. Computer programs, computer codes, computer filing systems, and other software owned by or entrusted to the library.
4. Records specifically prepared for discussion or developed during discussion in an executive session under Indiana Code 5.14-1.5-6.1.
5. The identity of a donor of a gift made to a public agency if the donor requires non-disclosure of his identity as a condition of making the gift, or after the gift is made, the donor, or the donor's family, requests non-disclosure.
6. Library or archival records:
 - A. Which can be used to identify any library patron. The library shall make all reasonable attempts to keep patron circulation and registration records, and other patron inquiry records, confidential unless court ordered. However, records of minors, those 18 years old or younger, can be disclosed to their parents, stepparents or guardians.

This policy shall not be construed as a guarantee by the Library to its patrons of absolute right to privacy. The Library is not responsible for information gained from a patron record by anyone other than the patron, if the patron has lost or loaned his/her card or if someone has obtained the patron information by illegal or inappropriate methods.
 - B. Deposited with, or acquired by, the Library upon a condition that the records are disclosed only:
 - 1) to qualified researchers;
 - 2) after the passing of a period of years that is specified in the documents under which the deposit or acquisition is made; or
 - 3) after the death of persons specified at the time of the acquisition or deposit.

Privacy Policy

Sharing Information with a Third Party

The Peabody Public Library will not sell or share personally identifiable information with other organizations, businesses or individuals. We will not give out information unless subpoenaed to do so or to comply with state or federal law.

Sharing Information with Parents of Minors

Parents and legal guardians of minors, having signed a responsibility agreement, will be given information concerning their children's account when asked.

Data Retention of Personally Identifiable Information

The library retains records of transactions for purposes of collection development, services assessment and for state-mandated statistics.

Records on Public View

The library will not leave records of a personal nature in view of the general public, either in printed form or on computer screens

Electronic Resources

The library does not record personal password or sign-on information, nor does the library monitor phone conversations held on the library telephone system. However, the library does monitor its public access computers for activities that involve objectionable sites containing profanity, violent graphics, sexually explicit content or other content that violates community standards.

The library also monitors public access usage in an attempt to identify patterns and trends in order to provide services and materials of interest to its patrons.

Incident Documentation

Any unusual incidents occurring on library grounds or during a library sponsored event should be documented by completing the Incident Report form (see Appendix B).

Examples of incidents to be documented include but are not limited to:

- Injuries
- Bomb threats
- Fire or smoke emergencies
- Robbery or other criminal activities
- Theft of library materials
- Unattended children left after library closing
- Any incident which requires a police call
- Problems with patrons
- Any incident of which the Director should be made aware

When an incident results in injuries, complete the Incident Report Form while the injured part is present, if possible. Have the injured person or their guardian sign the form to verify its accuracy.

All Incident Report Forms should be given to the Director.

Section III:

Collections

This section describes the library collections and gives rules for how they are developed and maintained.

- ✓ Gifts
- ✓ Circulation

Gifts

The Peabody Public Library accepts gifts of library material with the understanding that the same guidelines and criteria specified in the Collection Development Policy for purchases are applied to gifts. If gifts of marginal value are offered, processing costs and use of shelf space are considered before a gift can be accepted. Many donations consist of boxes or bags of materials, which are accepted for the sake of public relations. These gifts are inspected for odor, water damage, wear and age. Gift material not added to the collection is donated to the Friends of the Peabody Public Library.

Gifts are subjected to the following restrictions:

- The library retains unconditional ownership of the gift.
- The library makes the final decision on its use or other disposition.
- The library reserves the right to decide the conditions of display, housing, and access to material.
- As the library grows and changes, a memorial gift such as a tree or an item of furniture may not be permanent.
- Monetary gifts may be made directly to the library or may consist of a contribution to the library endowment at the Whitley County Community Foundation.

When a monetary gift for materials is received, selection may be made by the library in consultation with the donor. The library encourages cash gifts not earmarked for specific items in order to permit the most flexible use of the donation for the enrichment of the collection.

If a donor requests, the library will provide a written statement which describes the contributed material and states the date of receipt. Because it is an interested party in the transaction and because it may not have the expertise to carry out an evaluation, the library will not make an appraisal of the gift. The appraisal of the gift is the responsibility of the donor and is paid for by the donor.

Gifts of small monetary value may not require professional appraisal. For a standard collection of books that is unexceptional, appraisal may be greater than the donor can afford, and in some cases may be greater than the value of the material. In such cases the staff may assist the donor in finding prices for material by using the standard bibliographies and dealers' catalogs. Donors may be referred to sources of prices, such as *alibiris.com*, *Huxford Old Book Value*, and *Bookmen's Price Index*. Evaluation of many collections of materials that are not unusual can be assisted by reference to the original list price, using *Baker & Taylor Title Source* and other standard bibliographies that contain price information.

Acknowledgement of Gift Materials

The Library is happy to provide a gift material receipt. The gift material receipt is an acknowledgment of the number and type of materials received. The Peabody Public Library does not assign a dollar value to a gift. Determination of the value of a gift is left to the donor. See Appendix for sample Gift Materials Receipt.

Circulation

Circulation Policy

The resources of the library may be used in the library by any individual. A valid Peabody Public Library Evergreen Card is required to check out material for use outside the library. An individual may not use another's card to borrow material. Borrowers must have a valid card in their own name.

Borrower's Cards are free to residents of Columbia City, Columbia Township, and Thorncreek Township, or those who own property in these localities. Individuals who are not eligible for a Borrower's Card may purchase a Non-resident card.

Current non-resident fees will be available on the Peabody Public Library website: <http://www.ppl.lib.in.us/librarycards.html>. Individuals who have a valid borrower's card from other public libraries in Indiana may purchase a Public Library Access Card (PLAC). The cost is determined each year by the Indiana State Library.

1. Except for DVDs, Blu-rays, leased materials, e-readers, launch pads, and reservable equipment, material that circulates is loaned for three (3) weeks.
2. The loan period for DVDs, Blu-rays, e-readers, and launch pads is seven (7) days.
3. The loan period for leased materials is seven (7) days. There are no renewals and no holds on these materials.
4. The loan period for reservable equipment is three (3) days. There will be no renewals, and holds must be placed through the equipment reservation system. Equipment must be checked out and returned during library business hours.
5. Unless another patron has reserved it, the loan period for circulating material, other than videos and DVDs, can be renewed for an additional three (3) weeks. The loan period for videos and DVDs may be extended for an additional seven (7) days if another patron has not reserved it.
6. The loan period for material, other than videos and DVDs, sent to homebound patrons is three (3) weeks. The loan period for videos and DVDs sent to homebound patrons is one (1) week. Material may be renewed if another patron has not reserved it. Homebound patrons are physically unable to come into the library to get material.
7. There is a limit of 100 (one hundred) items a patron may borrow. The director has the authority to recall loaned items at any time.
8. Loan periods may be extended at the discretion of the circulation manager or the librarian in charge.
9. Loan periods on materials borrowed from other libraries are set by the lending library.
10. Renewing ILL materials is at the discretion of the library that owns the material.

Fines

The fine for each item checked out is \$.25 per day.

The fine for damaged material is the replacement cost of the item plus the processing fee.

The charge for unreturned, lost or damaged material is determined by checking sources in the following order:

- Baker & Taylor 360
- Current catalogs or other selection aids
- Catalog record
- Equipment purchase records and current replacement costs

If no price can be located, or the age of the material is 10 years or greater, then the following standard fees are charged:

- Books (hardback) \$30.00
- Books (trade paperback)..... \$17.00
- Books (mass market paperback) \$ 8.00
- Audio Books/Play Away \$50.00
- Books & CD..... \$21.95
- Board books..... \$ 7.95
- Puzzles \$12.00
- Magazine \$ 6.00
- CDs..... \$15.00
- DVDs..... \$20.00
- Blu-ray..... \$30.00
- Gaming software..... \$29.99

In addition to the charge assessed for the replacement price of the material, an additional processing charge is assessed per item. The processing charge is \$10.00 per item.

The maximum fine for an overdue material is the replacement cost of the item plus the processing charge. No refunds will be made for materials patrons have paid for.

Borrowing privileges are suspended when a patron owes the library \$10.00 or more in fines or fifteen or more items overdue.

Interlibrary Loan Policy

The interlibrary loan (ILL) is a service that gives Peabody Public Library patrons the ability to obtain non-fiction books that are not available in the Evergreen library for collection or through Statewide Remote Circulation System (SRCS). ILL is not a substitute for collection development, but is meant to expand the range of materials available to library patrons.

General Guidelines for Borrowing Material via ILL

1. Material not owned that a patron wants to obtain through ILL is considered for purchase.
2. Material that has been considered for purchase but not selected may be requested through ILL.
3. Material already owned by the library generally is not requested through ILL. The decision whether to obtain such material through ILL is at the discretion of the librarian in charge.
4. Only individuals who have a valid Peabody Public Library library card may request material through ILL. Any abuse of the system such as not returning material on time will result in the termination of ILL privileges.
5. ILL material can be renewed according to the lending library.
6. There is no postage charge for ILL material. Some requested material may require additional charges, for example computer searches or copy charges. The library will request the material if the patron agrees to pay the additional charge.

7. All requests for ILL are sent by the Adult Reference Desk Attendant.
8. The patron is notified by phone when requested ILL material arrives at the library. If the patron cannot be contacted by phone within two (2) days, a post card is mailed to the address on the registration card.
9. Once a patron has been notified, ILL material will be returned to the lending library after seven (7) days if it is not picked up by the patron.
10. Unless ILL material is restricted, for example the lending library requests the loaned material remain on the Peabody Public Library premises, the loan period expires one (1) week before the date material is due back at the lending library.
11. Any costs incurred for out-of-state ILLs will be charged to the patron.

Peabody Public Library Lending Material to Other Libraries

1. Material is only loaned to other libraries; it is not mailed directly to an individual.
2. All circulating materials except magazines, kits and electronic devices are loaned through ILL.
3. Irreplaceable material in the Indiana Collection and Genealogical material are not loaned.
4. There is no charge to the borrowing library for ILL.
5. No fines are charged for material returned late.
6. ILL material can be renewed as long as a hold has not been set on specific item.
7. All ILL requests are given to the Adult Reference Desk Attendant.
8. A charge for the replacement cost plus processing fee is billed to the borrowing library if material is damaged or not returned one month after the due date.

Statewide Remote Circulation System (SRCS)

The Statewide Remote Circulation System is a virtual union catalog housing accurate holdings for all participating libraries in Indiana. The SRCS interface permits library patrons the ability to request materials from other member libraries, including public, university and special libraries with unmediated access. The general borrowing guidelines for ILLs posted on page 20 -21 of this manual applies to all SRCS transactions.

Section IV:

Programs

This section contains policies regarding the library's public programming.

- ✓ Public Program Policy
- ✓ Children's and Young Adults' Program Policies

Public Program Policies

Purpose of Programming

The Peabody Public Library supports the library's overall mission to provide educational, informational and recreational material and opportunities to the public.

Possible Program Themes

- Arts and crafts instruction
- Musical performances
- Author visits
- Lectures on historical and literary themes
- Live performances of a historical or literary nature
- Storytellers
- Programs of an informational nature from community leaders, professionals, and/or business persons
- Teleconferencing and distance learning utilization of the library's state-of-the-art equipment.
- Programs involving the wetlands located on library property.
- These could include:
 - ecological workshops
 - nature study
 - nature art classes

Program Parameters

The library sponsors programs of a non-commercial nature. Commercial enterprises which disseminate generic information pertaining to their enterprise, but which may be used in a general manner by the public (e.g., a lawyer speaking on estates), will be considered as program subjects.

Product selling is discouraged at any library-sponsored event. The exception to this rule is an author signing his/her work, or a performer offering audio or video versions of their performances.

While the Peabody Public Library does not shy away from topics of a controversial or debatable nature, it will attempt to schedule only speakers and information that show integrity, expertise, and a fact-based view of the topic.

Scheduling

Library sponsored programs which are scheduled for the physical facilities of the Peabody Public Library (e.g., the auditorium, the community rooms, board room, study room, Indiana Room, or similar venue), must be scheduled through the appropriate department.

The library staff persons scheduling such programs shall consult the event schedule and inform potential lecturers, performers, or presenters of available dates. Library needs will supersede public reservations of facilities. In such cases, the library director shall be consulted and a final determination made.

Other Venues

In addition to in-building facilities, library-sponsored programs may be held outside on library property (especially those pertaining to the wetland), or in other local venues, if it is determined that the library cannot provide sufficient space, services, or equipment for a particular event.

Publicity

Peabody Public Library sponsored events shall be publicized by the staff of the library department originating the program and/or the marketing person. This includes, but is not limited to:

- library newsletter
- purchased advertising space in newspapers
- library web-site listings and social media sites such as Facebook and Twitter
- circulation desk handouts and bookmarks
- flyers in area schools and locations popular with the youth in the community

Library staff may develop original publicity and marketing copy, or make use of information provided by presenters. Program presenters will be told of the level of library publicity, and if more is desired, the participants may engage in their own supplemental publicity, provided it does not misrepresent the Peabody Public Library and its positions on programming.

Refreshments

At the discretion of the head of the department scheduling the event, light refreshments may be served following the program. This time may be used by staff to meet patrons

and gauge their feel for the program and any possible future events that might be of interest to them.

Setup & Cleanup

Program setup will be provided by library staff, except in the case of equipment or items brought by the presenter. Assistance with these will be provided by staff upon request. Likewise, library staff will clean up the program room or area immediately after the program. This includes, but is not limited to, storing tables and chairs, washing up dishes, emptying trash, and turning off lights or other electrical equipment.

Financing Programs

Admittance to all Peabody Public Library sponsored programs is open to the general public. Generally, the only charges applied to any program are for materials or instruction books or sheets related to arts and crafts programs. On occasion, admission may be charged to cover the costs of presenters or performers, these fees are non-refundable.

The Peabody Public Library will finance programs and related costs through budget, grants, gifts, and partnerships with sponsoring entities.

Children's and Young Adults' Program Policies

Goals for the Children's Department

The Children's department will plan programs to encourage children to read for enjoyment, to enjoy visiting the library, to educate the children in a variety of topics, to increase the number of children who visit the library and to publicize the library and its services.

Goals for the Young Adults' Department

The Young Adults department will plan programs to encourage Young Adults (grades 6th – 12th) to read for enjoyment, to educate the youth on interesting topics and to give them a place to socialize with other youth in a friendly environment.

Refreshments

Refreshments that are suitable, and when the budget will allow, may be served at young adult and-children's programs.

Benefits for the Patrons and Library

Programs will be planned to keep children reading, promote the development of reading interests and the habit of reading for pleasure, to involve the youth of our community in positive activities and give them a place to go, to promote library services to the general public and to maintain good public relations for the library. Programming has the potential to turn non-library users into lifelong library users.

Section V:

Facilities

This section describes the library facilities and gives rules for how they may be used.

- ✓ Buildings and Fixtures
- ✓ Computer Policies
- ✓ Other Equipment

Buildings/Fixtures

Building Security Policy

The Peabody Public Library strives to achieve a difficult balance-both as a warm, friendly, and welcoming environment and, at the same time, one that is safe and secure for all who use our building. The Peabody Public Library recognizes the need to balance convenience and accessibility with the precautions necessary to provide this safe and secure environment.

The security of the Peabody Public Library is the ultimate responsibility of the director or the director's designee. Procedures for securing the library will be assigned to library personnel. (Refer to Patron Code of Conduct on page 10 for particulars).

Display Case Policy

The purpose of the display cases in the Peabody Public Library is to provide timely community information, educate the general public, or showcase the works of area artists, craftspeople, or hobbyists.

Reservations

Reservations are on a first come, first served basis. Make reservations for the Adult display cases in the Adult Department either in person or by phone.

Display cases may be reserved up to one year in advance. The normal length of time for a display is one month, but may be extended under certain circumstances, depending upon fullness of schedule for a particular time of year.

Cases in the Adult Services area may be used to display material suited to all age groups.

Eligibility

Any-group, organization, or individual may reserve a display case. Library membership is not a requirement. The display case is not intended to advertise commercial ventures.

Responsibilities

Displays should be in place within the first week of the month, and must be removed within three days of the end of the month. If the display is not removed in a timely fashion, staff will dismantle it. Because of storage concerns the library will not be responsible for liability or the condition of the display.

The library will supply staplers and push pins, but cannot make available any backgrounds, lettering, or graphics.

Pins, staples, tape, and light wire strung through bracket holder holes are permissible fasteners. Nails or screws are not allowed, nor may any holes other than pins holes be put into the backing.

If there is any doubt about a particular fastening method, please ask a staff member.

Displays must not advocate any position that is illegal by federal, state, or local laws (this does not apply to advocacy for changes in laws). Community standards and norms should be adhered to when placing graphics, realia, or other objects in a display case. Slanderous words or statements, personal attacks, or profanity is not allowable. The Library Board of Trustees maintains the right to refuse any display it deems to be in violation of these guidelines.

No perishable items should be placed in the display.

Rights

You have the right to construct the display within the parameters noted above.

You have the right to expect your case to be empty and ready for you within the specified time frame.

You have the right to see your material left as you placed it, with staff accessing the case only to replace a fallen item, if it can be done without damage. Otherwise, you have the right to be notified in a timely manner of any problem with the case.

Security

While all display cases are locked, please be aware that we cannot provide special security beyond normal precautions taken with all library property. If you feel uneasy about leaving valuable objects in the cases, please do not include them in your display.

Meeting Room Policy

The public meeting rooms are NOT to be used for private events which would be likely to interfere with normal library operations, including any of the following:

- 1) loud, amplified music;
- 2) food preparation or substantial food service;
- 3) use of public facilities like restrooms which would tend to exclude use by the public;
- 4) consumption of alcoholic beverages;
- 5) unsupervised minors.

Such prohibited events include, but are not limited to, weddings and/or wedding receptions. By reserving a meeting room, one certifies that such prohibited activities will not be part of the scheduled event. *The library reserves the right to seek the assistance of law enforcement to immediately terminate any event which staff deems to interfere with normal library operations.*

1. Description of available rooms:
 - A. The Auditorium: When used as one room, the Robert E. Brittain Memorial Auditorium has approximately 2500 square feet of floor space. When used as separate meeting rooms, the room dimensions and seating capacity are as follows:
 - a) Auditorium 1:20' x 36' , Tables & Chairs: 55; Chairs only: 118
 - b) Auditorium 2:27' x 36', Tables & Chairs: 72; Chairs only: 154
 - c) Auditorium 3 (Stage): 26' x 36'
 - B. The Community Room: When used as one room, the community room has approximately 1500 square feet of floor space. When used as separate meeting rooms, the room dimensions and seating capacity are as follows:
 - a) Community Room A: 30' x 31', Tables & Chairs: 58, Chairs only: 124
 - b) Community Room B: 17' x 31', Tables & Chairs: 31, Chairs only: 66
 - C. Computer classroom: The computer classroom has (20) twenty student stations, an instructor's station, a color printer, a projector and a projection screen.
 - D. Study Room 1: The study room has two tables and seven chairs (up to eleven (11) chairs can be fit in the room with the tables). One of the tables has a single computer with Microsoft Office which may be accessed through our computer reservation system while using the room, or when the room is open for public use.
2. On-site AV Equipment
 - A. All AV equipment should be scheduled when reserving the meeting room.
 - B. Peabody Public Library is not responsible for the storage, loss and/or damage of any AV equipment belonging to any group or organization using the meeting rooms.
3. Liability Clause

Applicants are responsible for damages to facilities and equipment and for provision of clean up. Any damage to Library property is the responsibility of the meeting room user.

Should an applicant damage the facilities and/or equipment of the Peabody Public Library, such applicant shall be responsible to pay the cost of repair or replacement and/or cost of cleanup. Should an applicant fail to pay, and the Peabody Public Library must resort to the court to collect any debt owed, the applicant shall be responsible for reasonable attorney fees and all court costs incurred.

4. Process of scheduling

- A. Must be 18 years of age and present a valid photo ID to reserve a meeting room or any equipment.
- B. You may reserve up to one year in advance of the intended date of use, unless exception made by the Director or the Librarian in charge. Reservations are first come, first served. Reservations must be scheduled at least 2 days in advance, unless exception made by the Director or the Librarian in charge.
- C. Reservations may be called in, made in person at the library, or completed online at the library's website, <http://ppl.lib.in.us>. After making the reservation, the patron must come to the library and sign a meeting room liability statement.
 - a) Cancellation requests must be made 24 hours in advance.
- D. No group may assign its reservation to another group.

5. Priorities

Certain types of meetings will have scheduling priority over others as indicated below:

- A. Library business or activities, such as Board meetings, staff meetings, story times, summer reading program activities, and seasonal parties.
- B. Non-library groups will be scheduled on a first come, first serve basis.

6. Non-endorsement policy

- A. Publicity for a meeting of a non-library group must not be worded in a manner that would imply library sponsorship or endorsement of the group's activities.
- B. Groups may not use the Library's address, phone number or FAX number as their own.
- C. A copy of any press release, handbill, invitation, etc. referencing a library meeting facility must be placed on file with Peabody Public Library.
- D. Misrepresentation of these facts will result in the loss of use of the library meeting facilities for the offending group.

7. No smoking

Smoking is neither permitted in the Peabody Public Library building nor within 8 feet of any door.

8. Beverage and Food Restrictions

The use of alcohol beverages is not permitted in the Peabody Public Library building or on Peabody Public Library grounds. No red, orange, grape or dyed drinks are permitted. All food and related refuse must be removed from the Library premises immediately after the event. No food may be left or stored in the meeting rooms for future meetings.

Any damage to Library property is the responsibility of the meeting room user.

- 9. Approved Uses
 - A. Meeting rooms are available to all groups.
 - B. Signature is required on a liability statement at the time of reservation.
- 10. Rooms will be available only during library hours or at the discretion of the Director.

Fee schedule (in 4 hour increments)

Auditorium 1	\$20
Auditorium 2	\$20
Auditorium 1-3 (All)	\$50
Community A.....	\$20
Community B	\$15
Computer Classroom.....	\$75
Study Room	\$10

- A. Except where proof is presented of non-profit status, sales tax will be charged for meeting rooms.
 - B. Fees must be paid within a week of making the reservation. If the reservation is made within a week of the event, fees must be paid no later than 24 hours prior to the reserved time.
 - C. Fees are non-refundable.
 - D. All tax-supported institutions may use the library meeting rooms at no charge. This would include, but not be limited to, city governmental units, county governmental units, state governmental units and the public schools.
 - E. All not-for-profit organizations, with proof of 501(c)3 form, will be requested to pay a donation for the use of a meeting room. However, if they cannot pay the requested donation, they will not be required to pay. See the fee schedule listed above for suggested donations.
 - F. Groups deriving commercial gain will be charged following the standard fee schedule.
- 11. Responsibility of the Users
 - A. The Library does not assume responsibility for the security of personal items.
 - B. Individual groups are responsible for returning the meeting rooms to the state originally found.
 - C. Groups will be responsible for turning off lights, utilities and moving trash bags to the dumpster.
 - D. If there is a problem, the group should contact library staff.
 - E. Each group must furnish their own supplies and refreshments.
 - F. If a room is divided and 2 groups are meeting at the same time, each group is expected to respect the rights and comforts of the other.
 - G. It is the responsibility of the user to notify the library of cancellation of event at least 24 hours in advance.

- H. Failure to vacate the meeting rooms by the time specified on the reservation form will result in loss of meeting room privileges.
 - I. Use of long-lasting flames is prohibited. This does not apply to candles on a cake.
12. Local use only of the telephone service.
- A. The telephone is restricted from long distance calls.
 - B. Costs incurred in the use of technology (i.e. long distance/teleconferencing)
 - a) The reserving group shall pay all charges incurred for non-library events.
 - C. Security
 - a) If additional security is deemed necessary by the Library, it is the responsibility of the reserving group to pay for it.
 - b.) For security purposes, DO NOT prop open doors. If egress is needed to access the patio, see the Librarian in Charge.
 - D. The Library does not assume responsibility for personal injuries due to an act of God.

Computer Policy

All public access Internet computers require patrons to accept the following when logging on.

Failure to use the Internet stations appropriately and responsibly, as defined in the Internet Acceptable Use Policy, will result in revocation of internet use privileges and/or library privileges. Unacceptable use that is illegal will be given to the Prosecutor.

Public Access Computer Guidelines

- The public access internet stations are available during regular library hours.
- The library laptops are reserved on a first come first serve basis and are for use within the library facility.
- The Peabody Public Library uses filtering software on all public internet computers including laptops.
- If a site that you would like to use is blocked, see the librarian for access.
- Do not display objectionable sites. Objectionable sites include but are not limited to profanity, sexually explicit graphics, or other sites that violate community standards.
- The computer's hard drives are for storage of library software and information. Use your own external disk or portable drive to save data.
- The Z drive is available for temporary use only. Files saved in this location are accessible to everyone on the network. If you are not sure how to remove your file, see the librarian for assistance.
- The library's wireless network does not require authentication.
- The library is not responsible for ensuring the privacy of information you transfer over our network.

- Only software programs provided by the Library may be used on the Library's computers.
- The Peabody Public Library is not responsible for damage to your software, data, external disk, or any other hardware due to library use.
- As part of normal statistical gathering, the Library has the ability to monitor system activity, but the Library does not reveal information about an individual's use of its computer resources unless compelled to do so by a court order.

Internet Acceptable Use Policy

Throughout its history, the Peabody Public Library has made information available to its patrons in a variety of formats, from print to audiovisual materials. The library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the library's other resources. The Internet enables Library patrons to access and use information beyond that housed in the Library.

It is the policy of the Board of Trustees of the Library to attempt to balance the information needs of all of its patrons against the risk that its resources will be used improperly to access objectionable material which it believes violates local community standards. After reviewing various solutions for addressing this risk, the Board of Trustees of the Library has determined that the use of filtering software is appropriate. The filter may be temporarily removed at the request of the patron and the discretion of the information desk attendant.

If a patron refuses to exit an objectionable website or repeatedly accesses objectionable material after being warned of a violation, Internet privileges will be terminated immediately. The termination of privileges will remain in effect for that patron, unless reinstated by the Board of Trustees upon the recommendation of the Director of the Library.

It is the policy of Library Board of Trustees to provide Internet resources through the Library to all library patrons, regardless of age. As with other library materials, parents or guardians, not the library or its staff, are responsible for supervising their children's selection of information on the Internet. Parents - and only parents - may restrict their children - and only their children - from accessing Internet resources.

The Peabody Public Library can only be held accountable for information that appears on the Library's website. This is identifiable by the URL (Uniform Resource Locator) of <http://ppl.lib.in.us>. Like other information resources, not all sources on the Internet provide accurate, complete, or current information. Patrons need to be good information consumers and question the validity of all information accessed on the World Wide Web.

Wireless Internet

The Peabody Public Library offers free wireless internet access to the public. The Library's WiFi is accessible in all areas of the library. Patrons using their own wireless

devices can connect to the wireless network directly without registration or authentication. The Library is not responsible for ensuring the privacy of information transferred over its wireless network. Users are responsible for their own virus protection and firewalls. The Library does provide laptops equipped with antivirus software and firewall protection that patrons can reserve as part of the Public Access Internet stations.

Responsibilities of the Peabody Public Library as a Provider of Internet Access

The Library regularly checks for viruses; however, we cannot be held responsible for any loss of data or damage to personal devices.

The Library will protect the patron's rights to privacy and confidentiality. The Library keeps any communications that reside on its computer network confidential. However, networks are sometimes susceptible to outside interference.

The Peabody Public Library has the ability to monitor system activity, but the Library does not reveal information about an individual's use of its computer resources unless compelled to do so by a court order.

Responsibilities of Users of the Peabody Public Library Internet Resources

The patron has the right to access materials of his/her choosing and engage in constitutionally protected communications. The patron is responsible for legal and ethical use of all networked resources. Inappropriate use includes, but is not limited to:

- Attempting to alter or damage computer equipment, software configurations, or files belonging to the library, other users, or external networks;
- Attempting unauthorized entry into the Library's network or to any other computer system;
- Libeling, slandering or otherwise harassing others;
- Distributing of unsolicited advertising or propagation of computer viruses;
- Violating copyright, software license agreements or communication laws.
- Displaying objectionable sites which include but are not limited to profanity, sexually explicit graphics, or other sites that violate community standards.

Libraries rely on the cooperation of their users in order to efficiently and effectively provide shared resources, and ensure community access to a diversity of information. The Peabody Public Library strives to balance the rights of users to access a wide range of information resources with the rights of users to work in a public environment free from harassing sounds and visuals. We ask all our library users to remain sensitive to the fact that they are working in a public space shared by people of all ages, with a variety of information interest and needs.

Failure to use the Internet stations appropriately and responsibly will result in revocation of Internet use privileges and/or library privileges. Unacceptable use that is illegal will be given to the Prosecutor.

Children's Services Department Computer Policy

Internet may be accessed in the children's department and young adult area terminals via PC reservation. Policies for these internet terminals are the same as for the adult department. The internet is not available on dedicated game computers.

On the dedicated game computers, some games may be saved to the computers. Patrons cannot bring in disks to save their games. Periodically the saved games may be deleted to free up space. Only games listed on the computer desktop may be played.

Other Services and Equipment

Patron Fax Policy

The Peabody Public Library makes its fax service available to all patrons. There is no charge to receive a fax. When the fax arrives at the library the clerk at the circulation desk will notify the person to whom the fax is addressed.

Sending a Fax

- Charge: \$1.00 per page, local or long distance. This charge applies to all individuals having a borrower's card.
- Charge: \$2.00 per page, local or long distance. This charge applies to all individuals who do not have a borrower's card.
- Charge: International Fax \$4.00 per page
- The patron must complete a supplied cover sheet to send a fax. There is no charge for sending the cover sheet.
- Exception to the above fees can be made at the discretion of the librarian in charge.

Off-Site Equipment Use

- AV equipment may be reserved and checked out for off-site use by library card holders.
- Patrons will be responsible for any damage to equipment used off-site and must sign a liability statement to that effect.
- See circulation policy for more details.

Proctoring

The Peabody Public Library provides proctoring services to meet the various needs of the community. Although the library is not a test center, we offer this service to support lifelong learning.

This service is available to anyone, and a library card is not necessary to use this service.

The library does not charge for academic proctoring when notified by the accredited school/university. Proctoring for commercial licensing testing (real estate, auctioneer, etc.) will be charged \$10.00 per proctoring session.

Notary Service

The Peabody Public Library provides Notary Service to the community at no charge.

A library card is not necessary to use this service.

Section VI: Appendices

This section contains additional material that does not fit the rest of the outline.

- ✓ Annual Review Schedule for Policies
- ✓ Full Page Library Forms

Appendix A: Proposed Policy Review Schedule

Annual Review

- Internet Acceptable Use Policy (Annual Review Required by Law)
- Children’s Department Computer Policy
- Building Security Policy
- Emergencies Policy
- Incident Form
- Cell Phone Policy
- Fines
- Patron Fax Policy

2019 Review

- Circulation Policy
- Display Case Policy
- Meeting Room Policy
- Public Program Policy
- Public Records
- Unattended Children

2020 Review

- Acknowledgement of Gift Material
- Gifts
- Citizen’s Request for Reconsideration of Library Materials
- De-selection (Weeding)—Part of Library Collection Development Policy
- Interlibrary Loan Policy

2021 Review

- Food and Drink Policy
- Freedom to Read
- Introduction and Mission Statement
- Library Bill of Rights
- Privacy Policy
- Reconsideration of Material

Appendix B: Full Page Library Forms

- ✓ Incident Report Form
- ✓ Patron Request for Reconsideration of Materials

Peabody Public Library

INCIDENT REPORT FORM

Use this form to report problems with patrons, or any emergency involving patrons, staff, building, or equipment.

Date _____ Time _____ Place _____
Where on Library premises

Name(s) and Address(es) of Persons involved (Patrons & Staff): _____

Description (and/or name) of problem patron/suspect: _____

Witnesses (Patrons & Staff): _____

Description of incident or problem: _____

Action taken:
_____ Director Notified
_____ Supervisor notified
_____ Police notified
_____ Ambulance called
_____ Fire Department called
_____ Other: _____

Name of official responding: _____

If patron refuses help for injury or illness, please ask the patron to sign below:

Patron's signature: _____

Signature of staff member making report: _____

Peabody Public Library

MEETING ROOM LIABILITY AGREEMENT

Name: _____

Organization: _____

Reservation Date(s): _____

Liability:

- The use of alcohol is not permitted in the Peabody Public Library or on Peabody Public Library grounds.
- No red, orange, grape or dyed drinks are permitted.
- All food and related refuse must be removed from the Library premises immediately after the event. No food may be left or stored in the meeting rooms for future meetings.
- Applicants are responsible for damages to facilities and equipment and for provision of clean up.
- For security purposes, DO NOT prop open doors. If egress is needed to access the patio, see the Librarian in Charge.
- Any damage to Library property is the responsibility of the meeting room user. Should an applicant damage the facilities of the Peabody Public Library, such applicant shall be responsible to pay the cost of repair or replacement and/or cost of cleanup. Should an applicant fail to pay, and the Peabody Public Library must resort to the court to collect any debt owed, the applicant shall be responsible for reasonable attorney fees and all court costs incurred.
- Fees are non-refundable.
- Groups will be responsible for turning off lights, utilities and moving trash and/or trash bags to the dumpster.

I have read and understand the Library Policies and agree to abide by them.

Signed

Date

Peabody Public Library

GIFT MATERIAL RECEIPT

This is to acknowledge that the following materials: _____

Were donated by:

Name: _____

Address: _____

Date: _____

Signed by Library Staff Member _____

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