

Otterbein Public Library Policy Manual



Updated January 2020



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History

January 1, 1898, the Library began with a small Public Reading Room located in the west end of Otterbein. In the spring of 1919, a meeting was called at the Town Hall and plans were formulated for a Public Library. Shortly after this, leaders were sent out to secure the necessary signatures after which the Board of Trustees of the Town of Otterbein and the Trustees of Bolivar Township granted the needed tax levy.

Trustees for the library were Miss Katherine Woodhams - Treasurer, W.S. Bolt - Secretary, D.E. Harrington - President, Mrs. Ella Maddox, George Holder, Harry Kretschman, and John Lugar.

Temporary quarters were found, a librarian secured, and book shower held which brought in 500 books. A permanent site downtown became available for \$3,500 and Mr. R.H. Bolt became interested and solicited \$1,510 in subscriptions from interested citizens. The Library Board borrowed the remainder, sold the dwelling and blacksmith shop off the lot, and bought a smaller building and moved it to the new location.

In 1934, a brick library of 24 x 32 feet with a basement was built as a P.W.A. project. The money for the materials had been accumulated by the Library Board over a 15 year period and labor costs were paid by the federal government as part of the effort to encourage economic recovery. In 1963, two rooms were added by the Otterbein American Legion.

At one time, there was a branch of the Otterbein Public Library located at Templeton in western Bolivar Township. The branch was managed by Nora Sheetz, Josephine Gick, and Nelle and Ezra Coats from 1919 until its close in 1967.

The library building in Otterbein remained until 2004 when the Library Board received a bond issue to tear it down and build a new facility. The new facility has 11,502 square feet and holds over 20,000 items in its collection. It is located on the corner of Main and First Streets, on the spot where the former library had been.

The Otterbein Public Library serves Bolivar Township, the Town of Otterbein, and all teachers and students of the Benton County School Corporation. It also serves Medina Township in Warren County through a contractual agreement. According to the 2010 Census, the Town of Otterbein has a population of 1,619 residents.

[Adopted 10/7/1992; Revised 3/2012, Revised 3/2015; Reviewed 02/2018; Reviewed 02/2019; Reviewed 01/2020]

Policy Statement

The following are policies adopted by the Board of Trustees for the Otterbein Public Library. The purposes of these policies are to furnish the Library Staff and Board of Trustees with a general guide to the operation of the Library. These policies are intended to be consistent with all the Indiana Laws applicable to this Library. Should there be any inconsistencies then Indiana State Law shall govern.



These policies may be changed at any regular meeting of the Library Board with a quorum present by majority vote. It is assumed that the policies should be reviewed periodically and revised as needed.

[Adopted 10/7/1992; Revised 3/2012, Reviewed 3/2015, 02/2018, 02/2019, 01/2020]

Governance

The Otterbein Public Library is sanctioned by the Indiana State Library and Governed by Indiana Public Library Laws.

The Otterbein Public Library shall be governed by a Board of Trustees, existing by virtue of the Library Law of 1947 of the State of Indiana, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

[Adopted 3/2012; Reviewed 3/2015, 02/2018, 02/2019, 01/2020]

General Library Objectives

1. To assemble, preserve, and administer an organized collection of educational, informational, historical and recreational resources, by employing a collaborative, creative and positive staff to assist, guide, stimulate, inform and enrich the lives of those in our community.
2. To actively engage in and be aware of the needs of the community, and ensure that warm and welcoming programs and materials uplift and complement our community.
3. To employ a staff dedicated to lifelong learning which enables the library to stay informed and educated about services and methods that ensure a professional, practical, and continually improving library environment.

[Adopted 3/2012; Reviewed 3/2015, 02/2018; Revised 02/2019; Reviewed 01/2020]

Mission Statement

The Otterbein Public Library serves our community by providing programs, services, and materials to patrons of all ages that meet their personal, educational, and professional needs. We honor the past by preserving, we enrich the present by serving, and we evolve to meet a changing future.

[Adopted 6/2007; Revised 3/2012, 3/2015; Reviewed 02/2018; Revised 02/2019; Reviewed 01/2020]

Library Hours

Regular hours for the Otterbein Public Library are as follows:

Monday	11AM-6PM
Tuesday	11 AM-7 PM
Wednesday	11 AM-6 PM
Thursday	11AM -7 PM
Friday	11 AM-6 PM
Saturday	11AM-3 PM

Closed Sundays and designated holidays



At any time the library is scheduled to close, a notice shall be posted on the front door at least a week prior to its closing.

[Adopted 10/7/1992; Revised 07/2011, 3/2012, 10/13, 3/2015, 3/2016, 4/2016; Reviewed 02/2018, 02/2019, 01/2020]

Reference and Information Services Policy

The Otterbein Public Library wishes to provide timely, efficient, and accurate reference services to all library users. All Library staff members are required to have a basic understanding of reference services, as to provide adequate service to our patrons. In order to provide equal service to all patrons, the following policy will be followed:

1. Reasonable limits must be placed on the extent to which reference services can be provided to an individual user.
2. Library resources, including books, audio/visual materials, internet service, and any serial subscriptions, will be made available to all library users.
3. Library staff will provide reference answers via telephone, email, and to in-person patrons.
4. Staff must make a reasonable attempt at using all library resources to answer patron information needs.
5. While staff is expected to provide accurate answers to our patrons, the library does not take responsibility for information or resources provided to our patrons. Any objections to provided information or resources should be given to the Library director or challenged according to Library policy.
6. Staff members may assist patrons in use of Library equipment and resources for their search. However, it is the patron's responsibility to use the information they receive.
7. Staff members have been designated to Children's Services and Adult Services, should a situation require age specific information. Age does not affect other aspects of this policy.
8. The Library will accommodate Library users with disabilities or special circumstances when providing reference services.
9. Staff members may use discretion and must follow other Library policy and procedures in limiting or denying reference services. This includes limiting or denying Inter-Library Loan services, as well.
10. Library staff is not allowed to create or submit personal communication, resumes, reports, genealogies, evaluations, taxes, homework, contest entries, or other work personally connected to and for a Library patron.
11. The Library provides a holds, inter-library loan, teacher pull, and reserve system for patrons unable to pick-up material immediately from the Library.

[Adopted 7/2010; Revised 3/2012; Reviewed 3/2015, 02/2018, 02/2019, 01/2020]

Outreach Services Policy

The Library may offer special services for our patrons who are homebound if the Director determines that such services meet the patron's need, while remaining in the best interests of the staff and library. Homebound patrons may request materials be held for them or for a staff member to choose materials on their behalf. A family member, volunteer, or Library staff member may deliver these items to the patron upon the Director's discretion. An extended check-out period may be offered to homebound patrons, however, all circulation rules still apply. If a non-staff member arranges the delivery, they must have the homebound patron's Library card with them to verify that they have permission to participate in this service. Library staff members who arrange homebound deliveries may be reimbursed for mileage or other expenses accrued during delivery.

[Adopted 8/2010; Revised 3/2012; Reviewed 3/2015, 02/2018; Revised 02/2019; Reviewed 01/2020]



Proctoring Policy

The Library provides certified staff to proctor exams for area residents. Students will be responsible for all costs associated with exam proctoring. The student is also responsible for scheduling exams and timely arrival. The Library holds no responsibility for fees charged, lost information, scheduling unavailability, or ensuring the exam is completed.

[Adopted 3/2012; Reviewed 3/2015, 02/2018, 02/2019, 01/2020]

Circulation Policy

A patron must present their library card or proper identification to show their account is in good standing in order to borrow materials. A patron's account will be blocked if the patron has 25 or more overdue items, or owes more than \$10 in unpaid fines or fees.

A maximum of 100 items may be charged simultaneously on any card. There is a maximum limit of 10 DVDs and/or Blu-rays, and 1 gaming software items per library card.

Books and audiobooks may be checked out for a period of three weeks. All other items, including DVDs, Blu-ray, electronic games, software and CD-ROMs, periodicals, may be checked out for a period of one week. These items may be renewed for one additional check out period if there are no patron requests for the item. Items will be held for patron requests for up to one week.

Items will have a "New Item" status for a period of six months. New books will have a check out period of two weeks. New DVDs and new Blu-rays will have a check out period of three days. Any item that has a "New Item" status will not be eligible for renewal and will have a patron request holding period of three days.

Overdue materials incur fines of 25¢ per day per item with a \$10.00 fine cap per item. Overdue HotSpots will accrue at \$1.00 per day until returned. Overdue notices are sent as a courtesy from the Evergreen Indiana Libraries. Failure to receive notices does not exempt patrons from the responsibility for payment for Library materials or overdue fines and fees. Patrons who provide an email address will receive an email notice three days before their materials are due and an email notice on the day their materials are due. Notices of overdue items will also be sent via email and U.S. First Class mail 14 and 28 days after the due date. A final notice, which declares the items "LOST" and assesses the replacement cost of the overdue materials and related costs, including collection costs and a \$10.00 per item processing fee, will be sent via U.S. First Class mail 45 days after the due date. A patron may inform Library staff that an item is "LOST." The price of the item, plus a processing fee of \$10.00 per item, may be assessed to the patron's card. If the patron does not return their "LOST" material or pay their fees after receiving a 45 day overdue notice, they will be sent to the Unique Management for further action should their account total more than \$25.00 in related bills.

No fees will be charged for interlibrary loans unless postage is due or there are charges from lending institution.

Patrons may have 20 holds in the system.



The Library also follows all Evergreen Indiana policy and rules regarding the circulation of items.
[Adopted 2/2009; Revised 2/2011 5/2011, 6/2012, 3/2015, 3/2016, 4/2016; Reviewed 02/2018; Revised 02/2019; Reviewed 01/2020]

Printing

All black and white copies and prints shall be charged \$0.10 per page, up to 24 pages. 25 pages or more shall be charged \$0.20 per page. Color copies and prints shall be \$0.25 per page. Students are allowed to print or copy up to 5 free pages for school work

[Adopted 10/1992; Revised 2/2009, 6/2012,3/2015, 4/2016; Reviewed 02/2018; Revised 02/2019; Reviewed 01/2020]

Fax

Charges for outgoing faxes will be \$1.00. Incoming faxes will be charged \$0.10 per page

[Adopted 2/2009; Reviewed 7/2011, 6/2012; Revised 3/2015; Reviewed 02/2018, 02/2019, 01/2020]

Patron Registration Policy

Proper identification must be presented to apply for a Library card. Proper identification is a photo ID (valid Indiana Driver's License or Indiana State ID) which lists a current local address. If the presented photo ID does not have a current address, the applicant must present one approved item in addition to the photo ID. Approved ID includes:

- a. valid Indiana driver's license
- b. valid Indiana State ID
- c. valid voter registration card
- d. valid current government issued ID (e.g., military ID, passport)
- e. recent bank statement
- f. a recent utility bill
- g. tax receipt
- h. Renters Agreement
- i. Student Card or Report Card

A parent or legal guardian must show proper identification and may register a minor child for a Library card. Registering a minor child for a Library card denotes acceptance of responsibility for all fees, fines and payment for lost or damaged materials charged on such minor's Library card. Emancipated minors will be asked to present evidence of their status to void the necessity of the presence of a parent or guardian. Registering a minor child for a Library card denotes an acknowledgement and understanding that the Library owns and circulates videos, DVDs and unrated television series that may be geared toward a more mature audience; and that a minor child will have access to materials for both adults and children and will be able to check out any of these materials.

The Library provides free service to all residents and tax payers of Bolivar Township of Benton County and the Town of Otterbein including Shelby Township of Tippecanoe County. Medina Township residents receive service through a contractual agreement. Family members and household members of an eligible patron may also receive borrowing privileges. Children ages 18 and younger must have a parent or legal guardian present to receive a library card.



Non-residents are those who do not pay taxes to a library. They may apply for a Library card by paying a non-resident fee. Non-resident fees are updated and approved annually.

Teachers and students that are non-residents may be eligible for registration (with a teacher ID), free of charge, for the duration of their position in the Benton Community School Corporation.

Library employees that are non-residents may also be provided Library cards, free of charge, during their employment with the Otterbein Public Library.

Reciprocal borrowing privileges are given to those residents of library districts who participate on the State Reciprocal Borrowing Agreement and provide proof of their home library card upon application.

Public Library Access Cards (PLAC) can be issued to any state resident who holds a valid library card from their “home” library and can be used at any public library in the state of Indiana. Any public library will issue a PLAC, which expires one year from the date of its issue and can be renewed annually. PLAC cardholders must abide by the Otterbein Public Library guidelines to borrowing and assume responsibility of the materials they borrow.

A replacement library card may be purchased for \$2.

The Library also follows all Evergreen Indiana policy and rules regarding the registration and application of library cards.

[Adopted 10/7/1992; Revised 2/2009, 3/2012, 3/2015; Reviewed 02/2018, 02/2019, 01/2020]

Removal of Fines and Fees

The Director, Assistant Director and/or the Program Coordinator can forgive fines and fees from a patron’s account upon their discretion.

[Adopted 3/2015; Reviewed 02/2018; Revised 02/2019; Reviewed 01/2020]

Photography and Video Policy

The Library does not allow any video recording, audio recording, or photographs to be taken unless permission is given by the Library director and all Library patrons involved have provided their consent. Minors must have a parent or guardian give consent on their behalf.

The Library does not permit commercial photography or filming which will cause an individual or organization to receive profit. Any exception requires written permission from the Library director. Outside groups using the Library’s meeting room may record or photograph their own members, but must be restricted only to the space in which their meeting is being held and may not include any Library patrons or events.

The Library reserves the right to document its services and the public’s use of the Library. Official representatives of the Library may take photographs, videotape, or use other recording devices within the Library and at Library sponsored events. These photographs and video may be copied or posted on Social media, displayed, published (including on the Library’s website), and telecast for such purposes as promotion, publicity, and news to inform the public about the Library. All such



photography/videotaping will be in accordance with Library procedures. Please refer to the photo release form in the appendix. The library reserves the right to remove items that the public places on our social media sites.

[Adopted 9/2010; Revised 3/2012, 3/2015; Reviewed 02/2018, 02/2019, 01/2020]

Bulletin Board and Display Policy

1. No item shall be placed in the Library without the permission of the Library director. The Library director will determine the appropriateness of the advertisement or display.
2. No display or advertisement shall be permitted that advocate specific views that may be offensive to Library patrons. Examples may include political, denominational, religious, social, or economical opinion.
3. No display or advertisement shall be permitted that solicits funds for a “for-profit” agency or individual. Non-profit organizations or individuals may be permitted to display advertisements or other materials that require a donation.
4. All advertising, display, and exhibit availability will be on a “first-come, first-served” basis as space permits. Advertising on the front doors is reserved for Library events only.
5. Any materials placed in the Library may be removed by a Library staff member if it is considered inappropriate, illegal, disagrees with any Library policy, or for space limitations.
6. All advertisements will be removed after the event has been completed or within 30 days, should no date be given. No permanent displays, exhibits, handouts, or advertisements are allowed.

[Adopted 5/2010; Revised 3/2012; Reviewed 3/2015, 02/2018, 02/2019, 01/2020]

Meeting Room Use Policy

1. The Otterbein Public Library provides a meeting room for public use by the community. Priority is given to library-sponsored activities. Availability for others is determined on a first-come, first-served basis. When not already reserved, the meeting rooms are available for walk in use.
2. The meeting rooms are available during Library operating hours, unless the requesting group or individual arranges to use the meeting room key for after hours use. Meeting room keys must be checked out by a patron with an active Evergreen library account and signed in and out by the requesting individual on a Key Signature Page (appendix C) with current contact information.
3. When checking out a key and/or meeting room an employee allows the patron time to go over all policies and procedures, emphasizing the most important aspects, including but not limited to, an implied understanding of the rules and restrictions by the patron, along with explaining the importance of returning a key to an employee, NOT in the drop box.
4. Minors may not request use of a meeting room.
5. The meeting rooms are available free of charge. Donations are accepted. However, if Library staff is required, there will be a fee of \$10 per hour. There will also be a fee of \$300 for unreturned keys.
6. The Library assumes no responsibility for personal belongings of those attending meetings or for injuries incurred during non-library sponsored meetings. The individual who signs the



reservation form shall be held responsible for any damage or loss to the meeting rooms and their equipment.

7. The public may access the meeting rooms through the front entrance to the Library or the east side entrance to the meeting rooms. During closed hours, only entrance through the east side entrance is permitted. There will be no access to the main portion of the Library during closed hours.
8. Use of the meeting room by an individual and/or group does not imply endorsement by the Library, its staff, or the Board of Trustees toward the ideas and actions presented at the event.
9. Charging an admission fee or any collection of fees connected to the use of the Library's meeting room is strictly prohibited. The meeting room may not be used to solicit library patrons, including but not limited to sales, politics, or religion. However, the Library is not responsible for what is presented or any solicitation that may occur during the public use of the meeting room.
10. Users may not store equipment and supplies at the library beyond their scheduled meeting room times.
11. Only the serving of light refreshments is allowed. No open flames are allowed. Under no circumstances may alcoholic beverages be served. Trash must be placed in plastic bags when finished.
12. As in all parts of the Library, smoking, vaping and/or tobacco products are not allowed.
13. The Library does not provide supplies for non-library sponsored events.
14. Requesting parties are responsible for returning the room to original layout. This includes turning off all lights and equipment, including those used in the restrooms.
15. A media projector, projector screen, TV and DVD player are available, but arrangements must be made at the time of scheduling. Equipment may require staff assistance.
16. Cleaning equipment is available for the room. Trash must be placed in bags and the room cleaned when finished. The requesting parties are responsible for all damage done to the room or equipment during its use; and, the responsible parties may receive a bill for the amount of damages or cleaning necessary after use.
17. Meeting room equipment may not leave the building unless it is accompanied by a staff member. All other requests for use of this equipment must be approved by the Board.
18. The Library Board of Trustees has given the director the authority to supervise program use and interpret these policies.
19. The library director and/or the Board of Trustees has the right to waive the regulations whenever it is in the best interest of the community or the Library. The Board of Trustees also reserves the right to alter or waive the rules to fit the needs of the community or the Library.
20. Anyone in violation of this policy may be denied future use of the Library's meeting rooms.

[Adopted 4/2008; Revised 5/2010, 9/2011, 6/2012; Reviewed 3/2015, 02/2018; Revised 02/2019; Revised 01/2020]

Computer Use

All patrons using library computers must agree to follow the Computer Use Policy:

1. Public access computers and wireless Internet access are provided to adult and school age patrons. Patrons younger than 18 years must have a signed guardian's consent form on file to use the unfiltered Internet (appendix B).



2. Unacceptable use of library computers will lead to disciplinary action, including loss of computer use privileges. Unacceptable use includes, but is not limited to:

- Disrupting other computer users
- Displaying obscene material
- Tampering with computer software or hardware
- Actions which violate federal, state, or local laws

3. Patrons who wish to use a computer must request a computer at the service desk. Library staff will assign patrons to a computer. Once assigned a computer, patrons may not switch computers without staff permission and will be limited to one hour of use. Staff may allow patrons to continue use after one hour if no other patrons are waiting.

4. The library is not responsible for lost information in the event of power or equipment failure.

[Adopted 10/2010; Revised 11/2011, 6/2012, 09/2012, 12/2013; Reviewed 3/2015, 02/2018, 02/2019, 01/2020]

Internet and Wi-Fi Policy

The Otterbein Public Library provides free internet and Wi-Fi access to everyone, without discrimination, during business hours. Currently, the library does not provide filters for internet use. However, in accordance with the Children's Internet Protection Act (CIPA), internet use must be limited to adults ages 18 and older. Patrons younger than 18 years of age may only use the internet with a signed guardians consent form on file. This limitation is to provide a safe and educational environment for children. While library staff monitors the public access computers for inappropriate behavior, they cannot monitor everything. The library holds this responsibility to the parent or guardian of a child.

Patrons who wish to use the internet must request a computer at the service desk. Library staff will assign patrons to a computer. Once assigned a computer, patrons may not switch computers without staff permission and will be limited to one per hour of use. Staff may allow patrons to continue use after one hour if no other patrons are waiting.

No one under the age of 13 may register for an email or social networking account, message board, or other website that requires personal information to be given out. This is in accordance with the policies of those websites and the requirement of the federal government and CIPA.

Unacceptable use of the internet will lead to disciplinary action, including loss of computer use privileges. Unacceptable use includes, but is not limited to:

- Disrupting other computer users
- Displaying obscene material
- Tampering with computer software or hardware
- Actions which violate federal, state, or local laws

The internet is a global entity which contains information that is unregulated, making it impossible for the library to prevent all instances of encountering inappropriate, inaccurate defamatory, illegal or objectionable content. Therefore the Otterbein Public Library takes no responsibility for the information accessed through the internet, not does it take responsibility for the loss, damage, or injury of any personal information or property by using the library's computers or internet access.



Appropriate use of the library's internet services will be determined and monitored by the library staff.

[Adopted; Reviewed 3/2015, 02/2018, 02/2019; Revised 01/2020]

HotSpots, iPads, Ozobots, Bloxels, Code-a-pillar & Light Tablets Loan Policy

A patron must present a valid library card whenever checking out an iPad &/or one of the above devices. Patrons must be at least 21 years of age to checkout a Mobile HotSpot and be a resident of the Library's service area.

The borrower's library account must be in good standing, ie. no overdue notices and pending fines.

iPads & above devices are for in-library use only & may not leave the library (exception: HotSpots)

OPL's internet access is unfiltered, therefore, a parent/guardian must sign a computer release form before a minor can use an iPad. Parents/Guardians are responsible for monitoring what is accessed via Hotspots.

Patrons may only check out one iPad or above device at a time.

Holding or reserving an iPad or above device is not allowed; they are checked out on a first-come, first-served basis.

The library cannot guarantee that an iPad or above device will be available at any given time.

Library staff will check the device to ensure proper working order before it is checked out and when it is returned. HotSpots should be kept in a temperature-safe environment and not left in a vehicle.

If the borrower experiences any problems with the checked out device, they should return it immediately to a member of the Library staff. They should not attempt to repair the device.

All devices should be returned to a member of Library staff, not via the drop-box. Patrons will be charged \$15 for Mobile HotSpots returned to a book drop (indoor or outdoor) or to another library.

If the device is damaged beyond repair, lost or stolen, you will be charged the replacement value of the iPad (\$400.00), Ozobots (\$50-\$100), Code-a-pillar (\$45), Bloxels (\$35), or Light Tablets (\$25). If repairs are necessary due to damage caused while the device is in your possession, you will be charged the cost of repairs plus a \$50 processing fee.

Mobile HotSpot replacement costs due to loss or damage is as follows: Mobile HotSpot unit (\$115), Power Adapter (\$10), Power Cord (\$10), or Case (\$15), for a total replacement cost of \$150.

If inappropriate material or unapproved apps are found on an iPad the patron will not be allowed to use iPads.



The iPads, Ozobots, Code-a-pillar, Bloxels and Light Tablets can be checked out for up to one hour. If no other patrons are waiting to use the device the library staff may extend the checkout time. HotSpots check-out duration is one week with one renewal available.

[Adopted 1/15; Reviewed 3/2015; Revised 02/2018, 02/2019; Reviewed 01/2020]

Library Behavior Guidelines

The Otterbein Public Library Board of Trustees and staff are committed to providing our patrons with a setting that is conducive to Library activities. Therefore, any person whose behavior does not support such a setting may be asked to leave Library property resulting in the loss of access to Library services.

The following is a list that includes, but does not limit, behaviors for which any individual may be asked to leave the Library or Library property:

- a) Any behavior in which the actions of a person present an imminent danger to the life or safety of others on Library premises.
- b) Any behavior in which a person is observed in an attempt to steal, deface, destroy, or damage Library property or that of another patron.
- c) Any behavior which is inappropriate to the use of the Library building for the purposes for which it is legally constituted.
- d) Any behavior which is disruptive to other patrons or staff.
- e) Any inappropriate, deviant, or illegal behavior including, but not limited to: loitering, gambling, voyeurism, alcohol or tobacco use, possession of illegal substances, rollerblading/skateboarding, threatening behavior, theft, excessive noise, offensive language, excessive displays of affection, and mistreatment/misuse of Library property.
- f) Any food and/or beverages brought in and consumed by patrons/persons in non-designated areas of the library. The only areas currently designated for food and beverage consumption are in the meeting rooms for those individuals that have sufficiently secured the rooms for use and have agreed to the Meeting Room Use Policy. (appendix E)

The Library staff will enforce this policy. Persons who violate any Library policy will be asked to leave the Library premises or when appropriate will have the authorities called in accordance with 35-43-2-2. Any incident involving upset patrons or patrons violating policy requires that staff record the details of the event in an incident report.

[Adopted 3/2012; Reviewed 3/2015, 02/2018, 02/2019; Revised 01/2020]

Cell Phone Policy

Cell phones may not be used in the main areas of the Library. Calls must be taken to the outer lobby or outside the building, as to not disturb patrons in the area. Ring volumes should be reduced or turned off when entering the building. Cell phone features such as cameras or other recording devices may not be used in the Library, except with permission from the library staff. Any person violating this policy may be asked to leave the building and incident report will be written. (appendix D)

[Adopted 3/2012; Revised 3/2015; Reviewed 02/2018, 02/2019; Revised 01/2020]



Firearms Policy

The Otterbein Public Library prohibits the intentional display of firearms during public meetings. Library employees are also prohibited from open carrying firearms on their person while the employee is on duty. Employees who are legally permitted to possess firearms may store such firearms out of sight in a locked location while they are on duty. The Library will comply with all other firearms regulations concerning the carry, transportation, and storing of firearms.

[Adopted 11/2011; Revised 3/2012; Reviewed 3/2015, 02/2018, 02/2019; Revised 07/2019; Reviewed 01/2020]

Author Book Sale Policy

Authors are permitted to sell their books in the library but must first obtain the Library Director's permission and agree to the rules stated in this policy.

The author must provide the library with a 2% donation from his/her book sale for the use of the library as venue. Further, s/he is responsible for collecting the appropriate sales tax as required by the Indiana Department of Revenue. The library will help facilitate and promote the book sale through social media, newspapers, fliers, newsletters, etc.

Authors who inquire about selling their books at the library will be provided with a form that explains this policy.

[Adopted 2/2014; Reviewed 3/2015, 02/2018, 02/2019, 01/2020]

Key Holders Policy

1. The Library director will keep a record of the following information on all key holders: key number taken, date signed out, date signed in, and name of person holding the key.
2. The Library director and Board President will hold a master key to the Library. There will be a master key for emergency service in the bank lock box.
3. The Library janitor and all employees will have keys necessary to perform their jobs. The Library director will make the decision on what keys are needed for the janitor and employees. These keys will be recorded and the employees will sign the keys out and in.
4. Any trustees needing a key to the building will submit a written request for the key with the reason or project for which the key is needed. The Library director will decide what keys are needed to complete the project and sign them out to the trustee. Upon completion of the project, the key will be returned to the director and the key signed in.
5. All keys will be returned by staff members and the janitor at the end of their employment and signed in. Paychecks may be withheld until all keys have been returned.
6. A spare master key and all blank keys shall be kept in the safe at the library.
7. Patrons who request building keys must follow the Meeting Room Use Policy

[Adopted 7/2011; Revised 3/2012, 11/2014; Reviewed 02/2018, 02/2019, 01/2020]

Children in the Library

The Otterbein Public Library welcomes children and patrons of any age into the Library during our open hours. The Library wants a safe and secure environment for children while they are here. However, the Library and its staff are not to act in loco parentis. Any person under the age of 18 is legally a minor and considered a child by the Library. The responsibility of a child rests solely with their parent or guardian at all times. The Library staff respects the privacy of all Library patrons and



will only intervene in a situation when, in the opinion of the Library staff, the safety and well being of a child is threatened.

The Library is not responsible for unattended children or for the whereabouts of any child should they leave the premises. Children are expected to follow all Library policy.

Staff members must be able to contact the parents of any child left alone in the Library. If a child is unable to provide parental contact information and emergency information, they may not be allowed unsupervised in the Library. Authorities will be called if a child is left without this information.

If a staff member feels that a child is not mature enough to be left alone in the Library, the Library reserves the right to contact the parent or guardian of that child and require the child's immediate retrieval. If no parent or guardian is able to be contacted, the police will be contacted to retrieve the child. A staff member will stay with the child until a police officer, parent, or guardian is able to retrieve them. Under no circumstances may a staff member take an unattended child anywhere. Staff members should never be alone in any area of the building with a child.

Maturity is based on the ability of a child to be self-sufficient in a public setting. Regardless of the age of the patron, if there is any question about the competence of the individual to care for himself/herself, then the parent, guardian, or police will be called if there is no one in the Library to attend to them.

The Library provides a children's area with a designated restroom. The Library and its staff are not responsible for monitoring children within this area or any area of Library. However, the staff may monitor the age and maturity of patrons who are using this area and may ask patrons to leave should they misuse the children's area. Programs held in this area or any area of the Library may have age limits to ensure safety.

Any person unwilling to comply with Library policy regarding children will be asked to leave the Library.

[Adopted 5/2009; Revised 3/2012; Reviewed 3/2015, 02/2018, 02/2019, 01/2020]

Confidentiality of Library Patrons and Circulation Records

Access to public records is governed by Indiana Code 5-14-3. The official policy of the State of Indiana is that all persons are entitled to full and complete information regarding the affairs of the government and the official acts of those who represent them as public officials and employees, subject to certain limitations.

In accordance with this policy, the records of the Otterbein Public Library are open to the public for inspection with the exception of the classes of materials specified by law as confidential under IC 5-14-3-4.

Exempted records include, but are not limited to:

1. Personnel files of the library employees and files of applicants for employment.
2. Computer programs, codes, filing systems, and other software owned by the library or entrusted to it.



3. Records prepared specifically for discussion, or created during discussion at any legally called Executive Session.
4. The identity of a donor of a gift made to the library if the donor requires anonymity as a condition of making the gift.
5. Any library records which can be used to identify any library patron. The Otterbein Public Library specifically recognizes its circulation records and other records identifying the name of library users to be confidential, in accordance with IC 5-14-3-4(b) and IC 5-14-3-4(b)(16).

All Library employees are advised that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

The Library also recognizes that under IC 5-14-3-4 (b)(16), minors receive the same confidentiality under as adults. However, records of minors can be disclosed only to their parents, stepparents, or legal guardians.

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.

The Library does not allow persons other than staff members to have access to the Library's integrated library system or other protected records kept behind the Service Desk or in staff work areas.

[Adopted 3/2012; Reviewed 3/2015, 02/2018, 02/2019, 01/2020]

Library Board of Trustees

Article I. Identification

1. This organization shall be called "the Board of Trustees of the Otterbein Public Library", hereinafter referred to as "the Board", existing by virtue of the Library Law of 1947 of the State of Indiana, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.
2. The Otterbein Public Library will be hereinafter referred to as "the Library".
3. Geographical boundaries of the Library and taxed library district include the town of Otterbein and Bolivar Township.

Article II. Authority and purpose

1. The Board shall govern the Library, a municipal corporation and Class 1 library organized under the public library provisions, according to the purposes and authority set forth in IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of the Library.
2. Members of the Board, hereinafter referred to as "trustees", shall serve without compensation, except that the Treasurer may be paid, per IC 36-12-2-21. A trustee may not serve as a paid employee of the public library.



Article III. Personnel

1. The Board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the director of the Library. The selection shall be made solely upon the basis of the candidate's training and proficiency in the science of library administration. The Board shall fix the compensation of the director. The director, as the administrative head of the library, is responsible to the board for the operation and management of the Library, per IC 36-12-2-24(a)
2. The director shall administer the policies adopted by the Board, with responsibility for direction and supervising personnel, and recommending such policies and procedures as will promote and improve the service of the Library.
3. The director shall attend all Board meetings except those at which his or her appointment, salary, or performance is discussed or determined.
4. The director shall have the power to write and enforce administrative regulations or procedures governing the Library which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.
5. The director shall be held responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for the efficiency of the Library's service to the public, for the administration of the long range plan and short term goals, and for the operation of the Library under the financial conditions set forth in the annual budget.

Article IV. Conflicts of Interest

1. Trustees, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity and honor.
2. Trustees shall promote a high level of service while observing ethical standards.
3. Trustees shall avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues or the institution.
4. Trustees will not use the Library for personal advantage or the personal advantage of friends or relatives.
5. Trustees will declare any conflict of interest between their personal life and their position on the Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any trustee to disqualify or recuse himself/herself from voting immediately whenever the appearance of a conflict of interest exists.
6. In accordance with Indiana state law concerning conflicts of interest [IC 35-44-1-3], no person may serve on the Board that knowingly or intentionally has a pecuniary interest in or derives a profit from a contract, purchase, policy, or decision connected with an action by the Library or the Board.
7. A trustee is not prohibited from receiving compensation for expenses incurred on the Library's behalf as provided by law. [IC 35-44-1-3(b)] All expenses must be approved by the Library director and Treasurer before they are reimbursed to the trustee.
8. Any trustee having the possibility of a long-term conflict of interest shall complete the Uniform Conflict of Interest Disclosure Form annually, as provided by the State, except those interests that are exempt, as defined by IC 35-44-1-3.

Article V. Nepotism

1. The Library will not employ the spouse, child, parent, or sibling of any member of the Board.



Article VI. Amendments

1. These By-Laws may be amended by a plurality vote of the members of the Board at any regular meeting.
2. Amendments shall be proposed one month in advance of voting, and a copy provided to each Board member at least 15 days before the meeting.
3. Amendments may be proposed by any member of the Board.
4. The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.

Article VII. Membership

1. Trustees shall be appointed pursuant to IC 36-12-2-9.
2. The seven member board is the policy-making body governing the Library. Board members will be appointed:
 - Three (3) by the Benton Community School Board
 - Two (2) jointly by the Tippecanoe and Benton County Commissioners
 - Two (2) jointly by the Tippecanoe and Benton County Council.
3. The term of a member is four years. A trustee may succeed themselves in reappointment. A trustee may continue to serve until his successor is qualified as provided by law. Members of the Board may not serve more than four consecutive terms or for a total of sixteen years.

Article VIII. Officers

1. Officers of the Board shall be a President, Vice President, Secretary and Treasurer, per IC 36-12-2-22 and IC 36-12-2-23.
2. The officers shall be elected by ballot at the November meeting for a term of one year, per IC 36-12-2-23.
3. Officers shall serve a one year term beginning with the January meeting of the Board. An officer may succeed himself/herself.
4. Vacancies in office shall be filled by ballot at the next regular meeting of the Board after the vacancy occurs.
5. Any officer may be removed by the Board at any regular or special meeting by a majority vote of the entire membership of the Board.
6. The duties of the officers shall be such as by custom and law, including IC 36-12-2-22 et seq. and the rules of this Board usually devolve upon such officers in accordance with their titles.
7. The President shall preside at meetings of the Board, authorize calls for any special meetings, appoint committees, execute documents authorized by the Board, serve as exofficio voting member of committees, and generally perform duties associated with that office. The President shall be bonded.
8. The Vice President, in the absence of the President or in the event of a vacancy in that office, shall assume and perform the duties and functions of the President.
9. The Secretary shall assure that an accurate record of the meetings of the Board is maintained and shall perform such other duties as are generally associated with that office.
10. The Treasurer shall be the disbursing officer of the Board, be authorized to sign all checks, submit a monthly financial report to the Board, and perform such duties as are generally associated with that office. Treasurer duties will be consistent with the



requirements of the Indiana State Board of Accounts. (IC 36-12-2-22) The Treasurer shall be bonded.

11. In the absence of the Secretary, a Pro Tem Secretary shall be appointed to assume and perform the duties and functions of the Secretary.
12. In the event of a vacancy in an office other than President or Treasurer, the President may appoint a member of the Board to fill the unexpired term.

Article IX. Meetings

1. The regular meetings of the Board shall be held on the second Tuesday of each month at the Library.
2. Regular, special and executive session meetings will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).
3. The full Board and its officers constitutes The Board of Finance and shall meet annually in January, after the first Monday and on or before the last day of January, to review finances and depositories, per IC 5-13-7-5 et seq.
4. Special meetings of the Board may be called by the President or upon written request by two or more trustees for the transaction of business as stated in the call, per IC 36-12-2-23. Notice of the time, place, and purpose of a special meeting shall be served to each member and the local media at least forty-eight hours prior to the time of the meeting. Members, in lieu of such notice, may sign a written waiver of notice either before the time of the meeting, at the meeting, or after the meeting. Attendance by a trustee in person at any such special meeting shall constitute a waiver of notice.
5. Executive sessions of the Board are called by the President or by two or more members of the Board and require a written agenda. Executive sessions are held under the limitation of I.C. 5-14-1.5-6.
6. A quorum for the transaction of business shall consist of a simple majority, which is equal to 50% of the seats established by law plus one, regardless of any current vacancies on a library's board.
7. An affirmation vote of the majority of all trustees present shall be necessary to approve any action. The President may vote upon and may move or second a proposal before the Board.
8. Robert's Rules of Order shall be observed.
9. The order of business at the regular meeting shall be as follows:
 - Call to Order
 - Agenda Approval
 - Approval of Minutes
 - Comments from the Public
 - Financial Report & Warrants
 - Old Business
 - New Business
 - Program Coordinator's Report
 - Librarian's Report
 - Additional Comments
 - Adjournment

Article X. Minutes

1. Minutes may be tape recorded or digitally recorded and tapes or digital recordings will be destroyed two years after minutes have been approved.



2. A staff member may act as Recording Secretary during regular meetings.

Article XI. Committees

1. Committees are appointed as needed by the President of the Board. [IC 5-14-1.5(b)(3)]
2. Committees include, but are not limited to:
 - Building Maintenance Committee
 - Long Range Planning Committee
 - Policy Committee
3. Special committees for the study of special problems may be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed at a regular Board meeting.
4. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. All committee reports and/or recommendations shall be submitted in writing upon request.
5. Committees may have citizen members, as deemed appropriate for their purpose by the Board.

Article XII. Review of bylaws

1. In addition to operating in accordance with these By-Laws and the laws of the State of Indiana, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Library director for the management and administration of the Library, as required by 590 IAC 6-1-4(d), 590 IAC 6-1-4(e) and 590 IAC 6-1-4(h) .
2. All of these policies, plans, rules, and regulations shall be compiled and organized in a manual to be known as “The Otterbein Public Library Policy Manual.”

Article XIII. Review of bylaws

1. Review of these By-Laws is required every three years by 590 IAC 6-1-4(g).

[Adopted 10/7/1992; Revised 2007, 1/2010, 8/2010, 1/2011, 2/2011, 3/2012, 3/2015, 4/2016; Reviewed 03/2018, 02/2019, 01/2020]

Personnel Policy

Employment-At-Will Disclaimer

Employment with the Library is “at will”. This means that the employer and/or the employee may terminate employment with or without notice, at any time and for any reason, provided that it is consistent with applicable law. Any oral statements, promises or assurances that employment is anything other than at-will are not binding on the Library Board and should not be relied upon by any employee or job applicant. Neither the Library, nor its Board, is responsible for, or bound by, any policy or agreement, purportedly creating a variation from at-will employment, unless such policy or agreement has been approved by resolution passed by the Library Board in accordance with law.

Equal Employment Opportunity Statement

This Equal Employment Opportunity [EEO] Policy affirms the commitment of the Otterbein Public Library to providing equal employment opportunities for all employees and job applicants. The Library endorses and will follow this policy in implementing all employment practices, policies and procedures. The Library strives to recruit, hire, train, and promote persons in all job classifications without regard to race, color, religion, national origin, sex, age, pregnancy, disability, or any other characteristic protected by applicable



federal, state, or local law. The Library will make employment decisions so as to further the principle of equal employment opportunity. The Library will ensure that promotion decisions are in accord with principles of equal employment opportunity by imposing only valid and nondiscriminatory requirements for promotional opportunities. The Library will also ensure that all personnel decisions and actions, including but not limited to those relating to compensation, benefits, transfers, promotions, layoffs, returns from layoff, terminations, and training will be administered without regard to race, color, religion, sex, age, national origin, pregnancy, disability or any other characteristic protected by applicable federal, state, or local law. All employees are expected to comply with this Equal Employment Opportunity Policy. Any person who is aware of any alleged violation of this policy should report such concerns to a member of the Library Board of Trustees as soon as possible. The Library will investigate and promptly resolve all such complaints in strict compliance with all applicable laws. Any employee violating this policy or retaliating in any way against complainants under the policy will be subject to discipline, up to and including termination of employment.

Job Classifications

Definition of employee status:

- a) “Full-time employee” – 40 work hours
- b) “Part-time employee” – 39 work hours or fewer
- c) “Substitute employee” – hired for a specific assignment of not over six months.
- d) “Volunteers” – not paid

Job Duties and Responsibilities

Job descriptions will be approved by the Board upon recommendation from the Library director.

Recruitment

It is the policy of the Otterbein Public Library to provide equal opportunities for all employees and job applicants, and will follow the Equal Employment Opportunity Statement provided by Library policy. All applicants shall be interviewed by the Library director. The director must recommend applicants for hire to the Board for approval.

Orientations/Trial Period

All employees of the Library are employed on an orientation basis until they have completed the first 90 days of their employment. These 90 days are a trial period designed to determine whether the employee is suited to the job and capable of satisfactorily performing the work assigned. During this period, the employee may be terminated without any compensation and may not accrue vacation or sick time. If the employee has served adequately, as determined by the Library Director, they may become an employee bound by all Library policy.

Child Labor

The Library follows all State and Federal laws concerning minors in the workplace.

Sexual Harassment

It is the policy of the Library to provide an environment free from sexual and sex-based harassment. It is against the policy of the Library for any employee to sexually harass another employee. Sexual harassment occurs when unwelcome conduct of a sexual nature



becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment. Sexual harassment may include: Requests for sexual favors, unwanted physical contact, verbal harassment, non-verbal conduct, display of sexually offensive material, acts of physical aggression, intimidation, hostility, threats, leering, or unequal treatment based on sex [even if not sexual in nature].

Any employee who believes he or she has been sexually harassed should report the conduct immediately to the Library Director or Library Board of Trustees. No victim retaliation or discrimination will result from any good-faith complaint made under this policy. A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as possible. Any employee of the Library who has been found, after appropriate investigation, to have sexually harassed another employee or Library visitor will be subject to disciplinary action up to and including termination of employment.

Other Harassment

The Library will not tolerate the physical, verbal, or other forms of abuse or harassment by a library employee to another employee or library patron. The Library also provides an environment free from harassment based on race, color, religion, national origin, sex, age, pregnancy, disability, or any other characteristic protected by applicable federal, state, or local law. Any form of harassment made by a Library employee should be reported to the Library Director or Library Board of Trustees. Complaints of harassment may result in disciplinary action up to and including termination of employment.

Substance Abuse

The unlawful manufacture, distribution, dispensation, possession, or use of drugs, alcohol, or any illegal substance while on the Library's property or in the performance of services for the Library is strictly prohibited. As a condition of continuing employment with the Library, all employees must follow this policy and notify the Library of any criminal drug statute conviction for a violation occurring in the Library's workplace. Any violation of this policy will result in disciplinary action up to and including termination of employment.

Smoking

Smoking, vaping and/or tobacco products are not permitted inside the Library.

Gambling

During work hours, employees are not permitted to engage in any form of gambling.

Employment Application

By signing and returning to the Library an application for employment, the applicant is stating that all given information is true and current. Employees of the Library will provide the Library with current and valid information and may not withhold information, except as provided by State and Federal law. Falsification of library records or information provided to the Library may result in the refusal of consideration for an applicant or the termination of employment.

Promotion and Job Openings

It is the policy of the Library to fill all available positions with the best-qualified people. The Library will promote from within whenever possible. Some positions will require the appropriate certification by the Indiana State Library. The qualifications for any open



position will be indicated on the job listing. Job vacancies may be advertised with outside sources during the same time they are posted internally within the library. To apply for any available position, you should submit an employment application to the Library Director.

Negligent or Unauthorized Use of the Library Resources

All employees will have access to Library resources, including but not limited to, keys to the building, materials in the collection, equipment, and parking. Employees may not use the building or any library resources for any unauthorized or negligent purposes. Failure to treat all library resources, including the building, with adequate respect and according to library policy and goals, or the negligent and unauthorized use of these resources, may result in termination of employment. Theft of library property or property not owned by the library employee will result in immediate termination.

Solicitation

Employees soliciting or seeking support or contributions during work for any cause or organization must have the approval of the Library director. Employees may not solicit other employees whom it would make uncomfortable. Employees may not solicit library patrons for any reason.

Safety and Health

The Library will do its best to provide a safe and healthy work environment. However, all employees must also perform their jobs in a safe and healthy manner, reporting any safety or health concerns to the Library Director. Employees who do not comply with safety rules or follow common sense practices may be subject to disciplinary action. Employees must make a written report of any physical accident involving other employees or patrons.

Disciplinary Policy

In certain situations, it may be required that the Library enforce disciplinary action with its employees. Should such a situation occur employees may be given three written warnings before schedule or duty changes, suspension from work without pay, or termination of employment. Any written warning, suspension, or termination will be recorded in the employee's personnel file. Suspension and termination will be approved by the Board and recorded at their next meeting. The Library director is responsible for disciplinary action, should it be required, of all full-time and part-time employees. The Library Board of Trustees is responsible for disciplinary action, should it be required, of the Library director.

Dress Code

The Library requests that all employees dress appropriately for their working schedule. It is understood that some working schedules may require a more casual appearance, but it is preferred that employees dress in a professional manner. Inappropriate clothing may result in disciplinary action.

Timekeeping Requirements

Employees are required to accurately record their own time worked on the Library's payroll. The Library's pay period covers two calendar weeks. An inaccurate record of time may result in lack of pay and/or disciplinary or legal action.

Health Insurance

The Library does not provide Health Insurance or any other associated benefit.



Worker's Compensation

The Library will comply with all State and Federal requirements for Worker's Compensation.

Confidential Information

All Library employees, consultants, and substitutes are required to follow all confidentiality laws, as outlined in IC 5-14-3-4 (b) (16).

Employment of Relatives, Nepotism

As the Library has a small and limited number of staff members, the Library discourages hiring immediate family members of current Library employees or board members. The Library will not allow any employee to have direct supervision over another family member.

Emergency Closings

The Library may be required to close due to an emergency situation such as weather or a utility outage. Should the Library decide to close, Director and staff who have already signed in to work or staff who have contacted the Library Director concerning the closing prior to their shift may be paid for their lost shift. Director and staff members who do not arrive to work or do not contact the Library Director will not be paid for their lost shift and will be considered absent for that work day. (see page 39, Severe Weather)

Telephone

The Library telephone is primarily for business use. Employees may use the Library telephone briefly for personal use, though it is preferred that they use a personal phone instead. Personal cell phone use may only be used by employees in a cell phone approved area, such as the back staff room or the lobby. Abuse of telephone privileges or detraction from Library business due to personal phone use may result in disciplinary action.

Internet Use

The Library provides internet services to employees for the purposes of Library business. Employees may use Library internet for limited personal use. However, personal use of the internet that is inappropriate, distracts the employee from their duties, detracts from Library business, or does not follow the Library Computer Use Policy is not allowed. Abuse of internet privileges may result in disciplinary action.

Library Cards & Checking-out Materials

Employees must check-out library materials that they use and may not remove any materials from the building without having the item checked-out. An employee may not use a library account for which they do not have permission and must follow all standard circulation rules. However, daily late fees are waived on Staff Cards. Any abuse, damaged, or lost library materials or privileges, abuse of library accounts, or theft of library materials will result in disciplinary action up to and including termination of employment.

Employee Files

The Library follows all State and Federal laws concerning public records and personnel files. Employee information is not private, except that which is protected by law, such as social security numbers, etc. An employee may view his or her personnel file at any time. Personnel files are maintained by the Library Director.



Acknowledgement of Policy

All Library employees are expected to follow Library policy. Library policy is made available to each employee and it is the responsibility of each employee to read and follow all policy. Employees may be required to sign that they have read and agreed to Library policy. Employees who do not follow Library policy may be subject to disciplinary action up to and including termination of employment.

Pay Scales

- a) Library Director – paid salary, determined annually by the Library Board.
- b) Assistant Director – paid salary, determined annually by the Library Board.
- c) Program Coordinator—paid salary, determined annually by the Library Board
- d) Library Assistants – paid an hourly rate, determined annually by the Board based on recommendations from the Library Director.

Evaluation

Employee performance reviews shall be conducted annually, before the end of the year. All performance reviews must be completed before the Salary Ordinance has been issued for the following year. Performance reviews shall be conducted as follows:

- a) Director – by the Library Board of Trustees.
- b) Assistant Director – by the Library Director
- c) Program Coordinator – by the Library Director
- d) Library Assistants – by the Library Director

Work Schedules

It is the responsibility of the Library Director to meet the needs of the Library by having written work schedules prepared for all employees. While work schedules will be made with employee flexibility in mind, it is necessary that employee work schedules are created based primarily on the needs of the Library without influence from outside factors. Families and children of employees are required to follow the same guidelines as patrons and children in the library, during an employee's scheduled shift. (see page 16, Children in the Library) This requires that employees may occasionally be required to have changes in their scheduled shift times. It is the policy of the Library that no employee be scheduled for overtime hours. The Library complies with all State and Federal laws concerning employee shift and break scheduling. Employees are permitted one 15 minute break per 4 hours of work. These breaks are paid time and may be taken incrementally or at once. Employees may leave during their shift, above and beyond their scheduled breaks, for emergencies only.

Attendance

Employees are expected to report to work as scheduled, on time and prepared to work for their entire work schedule, except for break periods or when required to leave on authorized library business. Late arrival, early departure, or other absences from scheduled hours are disruptive and should be avoided.

Arrival to a scheduled work shift later than fifteen minutes will be recorded. All absenteeism that has not been reported to the Library Director beforehand will also be recorded.

Consistent late arrival or absenteeism will result in disciplinary action up to and including termination of employment.



Full time, salaried employees should monitor their hours weekly to ensure they are staying at or below their 40 hours per week scheduled. If however, an employee can foresee their hours will take them over 40 hours due to events held outside of their scheduled hours, they should consult with the Director for an alternative work schedule. If an alternative work schedule is not available, employees will be given Comp Time at one and one half hours per hour worked, to be used within one month of accrued time.

Substitutes

The Library may hire substitute employees. Substitute employees that are not scheduled for twelve months may receive a letter of termination and must re-apply for any available positions.

[Revised 3/2015; Reviewed 02/2018; Revised 02/2019; Revised 12/2019, 01/2020]

Leaves and Time off

Military Leave

The Library complies with all State and Federal laws concerning military related leave.

Personal Days

The Library provides two paid personal days each calendar year to full-time employees. These days may be used to cover one work day, regardless of the number of work hours covered by that shift. Employees must report use of personal days to the Library Director in advance of their working shift, and Library Director must report to Board President.

Jury Duty

The Library follows all State and Federal laws regarding Jury Duty and provides all employees with time off to complete Jury Duty, should they be required to do so.

Holidays

Holidays are paid for full-time employees only. When a holiday falls on the employee's scheduled day off that employee may take a day off before or after the regular holiday. This should be scheduled by the Director to minimize disruption of library services. Please see the Holiday Resolution passed by the Board of Trustees.

Vacation Leave

Full-time employees will be granted one work week of paid vacation time during the first year of service; two work weeks of paid vacation time after one year service; three work weeks of paid vacation time after five years service. After one year's service, vacation will be allotted at the beginning of the calendar year. Days not used during the year may not be carried over to the following year.

Sick Leave

Full-time employees will be granted one work week of paid sick leave. This may be used for an illness or medical appointment of the employee or employee's immediate family. All sick leave must be directly reported to the Library Director, and Library Director directly reported to Board President.



Leave of Absence

Requests for leave are to be made in writing two weeks in advance or with special approval by the Library Director. Requests that are not related to accrued paid time off pay may be granted without pay only upon approval of the Director or at the discretion of the Library Board. Employees are required to work at minimum 75% of their working hours for the calendar year. Employees may not be absent more than 25% of their working hours, with only 10% of being granted from unpaid requests, for the calendar year without disciplinary action up to and including termination of employment.

Bereavement Leave

Paid leave for full-time employees may be taken as follows:

- a) Spouse or child: 5 days
- b) Parent, grandparent, or sibling: 3 days
- c) Extension of leave in certain circumstances may be granted by the Library Director or Library Board.

Travel

Employees may have mileage reimbursed when on Library business at the current IRS approved rate. Meals, parking, sleeping accommodations, conference fees or other professional expenses may also be reimbursed with proof of receipt. All reimbursements and dates must be pre-approved by the Library Director and Treasurer.

Conferences & Continuing Education

The Library requires that the Library Director, Assistant Director and Programs Coordinator attend professional conferences and meetings appropriate to the interests of the Library. Continuing education is provided to all staff members in compliance with Indiana Public Library Certification requirements.

[Reviewed 3/2015, 02/2018; Revised 02/2019; Reviewed 01/2020]

Disciplinary Action and Termination

Termination of Employment

Any employee may choose to voluntarily terminate their employment. The Library requests that a minimum of two weeks' notice be given to the Library Director and/or Library Board. It is required that all employees who voluntarily terminate their employment with the Library file a written letter of termination outlining their reasons for leaving employment to be kept in the employee's personnel file.

Employment may also be terminated involuntarily upon recommendation from the Library Director with approval from the Library Board. Termination of Library Director will be done by the Board of Trustees. Any employee who is unable or refuses to perform their library duties or provide library service may have their employment terminated. The Library Director shall determine the appropriate period of notice, based on the disciplinary process. Notice of termination will be documented in writing to the employee.

Employees must return all library property, such as keys, equipment, pass codes, flash drives, upon termination of employment to the Board President.

[Adopted 10/2010; Revised 4/2012, 3/2015; Reviewed 02/2018, 02/2019, 01/2020]



Collection Development Policy

I. Goals

The goal of the Otterbein Public Library Collection Development Policy is to create a collection that will make available a broad range of Library materials, provide up-to-date and accurate information, and offer materials desired by the community. Library materials and information come in a wide variety of formats which means that the Library will need to collect materials in both print and non-print form. All purchasing will be in agreement with the Library's policy on intellectual freedom and will respect the rights of Library patrons to use the Library and request items regardless of age, race, religion, national origin, social or political views, or socioeconomic status.

II. Selection Process

Library materials are selected by members of Library staff after consulting professional review media and patron requests. No materials will be shipped for preview unless it is at no cost or obligation to the Library. Materials selecting is divided into categories of Audio Visual, Children's, Adult, Young Adult, E-books, and Periodicals. Ultimate responsibility for materials selection rests with the Library director. The Library director may delegate the selection to staff members who have the appropriate certification. Their responsibility is to work with the various sections within the Library to accomplish mutual goals and responsibilities regarding the acquisition, cataloging, and processing of materials, and to promote consistency in the selection and maintenance of the materials collection.

III. Standards of Selection

Criteria for selecting materials may vary by category. Each selecting category will look for current items, items relevant to the community, items in good condition, and items that will comprise a knowledge base for the collection.

The Library will not select duplicate items unless the item is in high demand. An item may not be dismissed because another Evergreen library member owns a copy. All items purchased by the Otterbein Public Library must be relevant to the Library's own collection.

Donated items may be added to the collection, if they fit the selection criteria. All donated items not chosen for the collection will be discarded, donated to another organization, or sold per the book sale policy based on their condition. Local history materials from the Benton County and Tippecanoe County areas are welcome as donations to our collection. Any donor may receive a written acknowledgement of the gift for tax purposes, upon request. Library staff will not appraise the books or indicate a value in the acknowledgment letter, but will only make note of the number of books donated.

IV. Weeding/Discarding/De-selecting

In order to maintain an up-to-date, useful collection, worn and obsolete materials are continuously weeded. Materials may also be withdrawn if they are little used or superseded by a new edition or better work on the same subject. Depth and breadth of varying degrees



are desirable in various areas of the collection. The Collection Development Policy serves as a guide for weeding and maintaining the collection as well as for the selection of materials.

Titles are withdrawn from the Library's collection through systematic weeding by selectors or because of loss or physical damage. Materials which are withdrawn because of loss or damage are reported to the selecting librarian who decides whether the item should be replaced using the same criteria as for selection. Other factors applicable when deciding on replacements include the number of copies of a title the Library owns, the availability of newer materials on the subject, the importance of the work in its subject area, its listing in standard bibliographies, and its cost.

Systematic evaluation and weeding of the collection is required of every selector in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. For this reason, subject areas should be reassessed for relevancy and currency every two years, at a minimum, although certain areas may require more frequent review. Some areas of the Library must replace material within five years to keep information current and accurate.

Weeding identifies damaged items, materials which are no longer used, out-of-date materials, extra copies which are not being used, and materials which are inappropriate for the collection. Weeding also helps a selector evaluate the collection by identifying areas or titles where additional materials are needed; older editions which need to be updated; and subjects, titles, or authors that are no longer of interest to the community. Titles can be checked against standard bibliographies in the subject to see if the items have historical or literary value. Weeded material may be discarded or sold depending on condition, please see book sale policy.

V. Audio Visual Criteria

The purpose of the audio visual section is to provide Library patrons with material formats beyond print materials. This collection will serve patrons with disabilities, patrons looking for an alternative medium, and as entertainment and educational alternative to print sources. This collection encompasses the subcategories of adults, children, and young adults.

The Library currently collects DVDs, Blue-Ray, Audiobooks, and video games and digital media.

The expenditure budget for this section will be determined annually. This budget will then be calculated and spent as needed, as to account for new release items. The cost of an item may directly affect its inclusion in the Library collection.

Items will be collected if they are a new release, a patron request, a donation, or will comprise a standard base for a specific piece of the collection. Both fiction and nonfiction items will be collected in all formats. Items which are inaccurate, in physical disrepair, are statistically unused by our patrons, compromise shelving space limitations, or are in an outdated format will be removed from the collection.



VI. Children's Collection Criteria

The purpose of the children's collection is to encourage life-long reading habits in the children of the Otterbein Public Library service area from infancy through grade eight by providing materials in a variety of formats that will satisfy and stimulate their informational, educational, cultural, and recreational needs. The materials are selected with regard to the stages of emotional and intellectual maturity of children. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature.

Genres/Locations which are developed within the collection include, but are not limited to:

- Juvenile Fiction
- Picture Books
- Juvenile Holidays
- Juvenile Non-Fiction
- Caldecott
- Look and Find
- Little Critter
- Curious George
- Easy Readers
- Arthur
- Magic School Bus
- Bernstein Bears
- Dr. Seuss
- Juvenile Biography
- Disney
- Board books
- Juvenile Graphic Novels

The amount budgeted will be used to purchase items according to the Standards of Selection listed above and are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

General criteria (in no particular order):

- Present and potential relevance to community needs
- Suitability of physical form for Library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection
- Relation to other material on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests made by the public.

Materials in the Children's Collection will be discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition



Space limitations
Insufficient use

VII. Adult Collection Criteria

Books are selected on the basis of literary, educational, information, and recreational value. No title is excluded on the basis of moral, racial, religious, or political prejudice. Titles are selected, within the limitations of the budget, on the basis of critical consensus among recognized subject authorities.

Popular areas emphasized by the Otterbein Public Library include, but are not limited to:

- Popular Fiction
- Science Fiction/Fantasy
- Graphic Novels
- Non-Fiction
- Biography/Memoir
- Local/Indiana Fiction and Non-Fiction
- Periodicals

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies of the subject, and recognition of the needs of the community.

Criteria

Literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; timeliness; popular demand; cost; scarcity of material on the subject and availability elsewhere; quality and suitability of the format; other considerations may be applicable in specific subject areas. Selectors should choose materials that will build a well-rounded collection which includes all viewpoints and opinions and which will meet patrons' needs.

Scope

The scope of the adult collection refers to the formats offered, the treatment, and the level of difficulty. Materials selected for the Library collection are intended to meet the cultural, informational, educational, and recreational needs of the residents of Otterbein. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that most individual library needs can be met and service given to individuals of all ages, within current budget parameters and constraints. The Library encourages the use of interlibrary cooperation to better serve the needs of its clientele by expanding available resources. The emphasis is on acquiring materials of wide-ranging interest to the general public. The collection is not archival, and is reviewed and revised on an on-going basis to meet contemporary needs.

Format

Materials are purchased in the most appropriate format for Library use. Books are generally purchased in hardcover editions because of their durability. However, paperback editions may be purchased, and are preferred in cases where the hardcover is extremely expensive and the title would either be used infrequently or is of an ephemeral nature



Archival

Archival refers to the holding policies for part or all of the collection. At the Otterbein Public Library, current usefulness is the determining factor in how long material is kept. There is no attempt to be complete in terms of historical coverage. Old editions are withdrawn when new ones are received or when the contents are incorrect or out of date. The amount of use that an item receives in the present outweighs the possibility that someone may use it someday. No extraordinary effort is made to preserve or protect the last copy of any title in the collection. Local history materials will be retained in the collection in the Indiana Area of the Library, but even this collection may undergo periodic evaluation and reassessment.

Periodicals

The Library acquires and maintains a periodical collection to serve the informational, educational, and recreational needs of the community. Patrons' demands for current information are frequently met by the periodical holdings.

The Library's objective is to have a well-balanced general periodical collection that includes titles in all subject areas appropriate to a small-sized public library. Patron and staff suggestions for addition to the collection are evaluated by such tools as cost, ads and sample issues, and space.

Usage is continually evaluated, and titles not used are weeded so that new periodicals can be acquired.

[Adopted 8/2010; Revised 3/2012, 3/2015; Reviewed 02/2018, 02/2019, 01/2020]

Library Bill of Rights

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

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

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

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

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

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

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



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

Challenged Materials

If a patron wishes to register a complaint concerning specific material(s) in the library, they must fill out a Comment Card with the item details or provide a written complaint. All complaints will be given to the Library Director and also considered by the Board at the next regular board meeting. The patron will provide their name and if they want notified and their contact information so that once the Board has made a decision on the item in question, they will be.

[Adoption 10/7/1992; Revised 3/2012, 3/2015; Reviewed 02/2018, 02/2019, 01/2020]

Purchasing Policy

The Otterbein Public Library is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Agency (36-12-3-16.) The Otterbein Public Library Board of Trustees is the “Purchasing Agency”. The “Purchasing Agent” is the director of the Library. Other staff must be authorized by the Purchasing Agent to make routine purchases.

Small purchases costing less than \$50,000 and not included in the Library law (IC 36-12) are governed by this policy as required by IC 5-22-8-2. In making purchases of less than \$50,000 the following guidelines shall be followed:

1. The purchasing agent shall compare prices from as many responsible suppliers of the goods or services required as is practical, and shall purchase from that supplier where total costs are lowest, when quality and timeliness of delivery are comparable. Comparison pricing can be obtained via telephone, letter, email, fax, or website.
2. Preferences will be given to products manufactured in the United States.
3. Preferences will be given to purchasing from Benton or Tippecanoe County businesses when total cost, quality and timeliness of delivery are comparable.
4. Purchases will not be artificially divided so as to constitute a "small purchase."
5. If the purchasing agent expects the purchase to be more than \$50,000 but not more than \$150,000, the purchasing agent shall solicit quotes from at least three vendors known to provide the goods or services required, as specified in IC 5-22-8-3. In accordance with state statute, all items costing over \$75,000 will be purchased following competitive bidding procedures unless another procedure is authorized by statute.

Any purchase more than \$500 requires the approval of the Otterbein Public Library Board of Trustees. The Otterbein Public Library will follow all the proper steps for competitive bidding procedures or the inviting of quotes as required by statute or by the guidelines of the appropriate state agency.

All purchases of real estate are made by the Library Board of Trustees. All checks and reimbursements are approved for payment by the Library Board of Trustees.

The credit card possessed by the Library will not have annual fees. The Library Director, Assistant Director and the Program Coordinator are the only staff member authorized to use the Library’s credit card with the Director’s approval. Statements will be paid in a timely manner to avoid any



interest, charges or penalties due to late payments. Claims filed in connection with the use of the credit card must be itemized before being paid.

[Adopted 3/2012; Revised 3/2015, 02/2018, 02/2019; Reviewed 01/2020]

Disaster Recovery Plan

This policy will define a “disaster” as a catastrophic event which has caused the Library’s facilities or computer system to be inaccessible, unavailable, replaced, or repaired. A disaster may be declared by the President of the Board of Trustees under the recommendation of the director.

In the event of a disaster the following procedures are in place:

- a) **Ledger and Payroll:** A backup will be created and stored on an external storage device. This device will be stored in the safe. A flash drive will be updated weekly and kept offsite with the director.
- b) **Automation and Circulation:** This data is currently maintained through Indiana Evergreen. In the event of an extended or complete disaster, all patron, circulation and collection information will be accessible by logging into Evergreen’s integrated library system.
- c) **Files and Documents:** A backup will be created and stored on an external storage device. This device will be stored in the safe located in the office.
- d) **Insurance Policy:** This will be kept in the safe located in the office. In addition, a video recording of the Library’s physical assets may be kept in the lock box at the bank.
- e) **Warrants & Financial Documents:** All paper copies of warrants, deposits, and other financial documents of the current year will be kept in the director’s office. Previous years’ documents will be put into storage.

[Adopted 9/2009; Revised 3/2012, 3/2015; Reviewed 02/2018, 02/2019, 01/2020]

Emergency Guidelines & Policy

Medical Emergency

If a staff member is injured or becomes ill:

- Attend to your injury as necessary. The First Aid Kit is located in the cabinet behind the front desk
- Notify the director, if Director notify Board President. Call 911, if necessary.
- Complete an incident report and submit it to the director.

If a patron is injured or becomes ill:

- If injury is minor, provide necessary assistance.
- If injury is serious, call 911 immediately. Identify the location within the Library to emergency operator.
- Clear all bystanders from the area.
- One staff member should stay with the injured person to provide assistance. The AED is located at the Service Desk and staff members are certified for use.
- Direct emergency personnel to the injured person.
- Offer to notify family or friends.

After emergency personnel have left:



- Use biohazard clean up kit located on the top shelf in cabinet behind the front desk
- Complete an incident report and submit it to the director.

Problem Patrons

Non-disruptive behavior: (Unpleasant odors, loud talkers, etc.)

- Treat patrons with courtesy and advise them of our policy. Ask patron to please correct or stop the behavior.
- Request patron leave if they do not follow policy.

Disruptive behavior: (Running, using obscene language, throwing things, etc.)

- Use courtesy, tact and common sense. If you feel uncomfortable, take a second staff member with you.
- Explain Library policy and request that the disruptive behavior stop.
- Request patron leave if they do not stop the disruptive behavior.
- Call 911 or local police if situation is not resolved.
- Complete an incident report and submit it to the director.

Illegal behavior: (Theft, drunkenness, weaponry, vandalism, assault, sexual harassment, aggressive behavior/language, etc.)

- Call police or 911 immediately.
- Stay away from potentially dangerous situations.
- Direct emergency professionals to the situation.
- Complete an incident report and submit it to the director.

Earthquake

During an earthquake:

- Stay calm.
- Direct patrons and staff to take cover under a table/desk or in a supported doorway.
- Avoid stairways, windows, hanging objects, and library shelving.

After an earthquake:

- Be prepared for aftershocks.
- Check for injuries and damage.
- Call 911 for injured, if necessary.
- Evacuate the building under direction from director or emergency personnel.
- Complete an incident report and submit it to the director.

Bomb Threat

If you receive a bomb threat:

- Stay calm.
- Assume any threat is real.
- Try to write down every word exactly as spoken by the caller. Write down the exact time of call. Repeat details back to caller for confirmation.



- Ask caller for specific information, such as the location of the bomb and detonation time.
- Call 911 immediately.
- The authorities and/or the director will decide if the building should be evacuated.
- Check all areas of the Library for patrons and direct them to the nearest exit.
- Do not touch anything that may look suspicious.
- Direct everyone away from building and do not re-enter.
- Emergency personnel will give all clear for re-entry.
- Complete an incident report and submit it to the director.

Active Shooter

In the event of a rampaging gunman in or on the library premises, library staff will:

- Attempt to notify 911 with the caller's name, location, physical description of shooter and type of weapon, if known.
- Stay calm
- Evaluate potential responses to threat: evacuate building at one of the nearest exits, barricade in a bathroom, remove yourself from line of sight, and/or use self-defense techniques to decrease the threat.
- Direct everyone away from building and do not re-enter.
- Emergency personnel will give all clear for re-entry.
- Complete an incident report and submit it to the director.
- Library employees are in no way liable for the protection of patrons or guests in the event of an active shooter.

Fire

If you discover fire:

- If there is no danger to you or patrons, use the extinguishers located in the Library to put the fire out.
- If your safety is threatened, pull the emergency fire alarms.
- Call 911 immediately if alarm is activated.
- Direct all patrons to exit the Library. Check all areas of the Library for remaining patrons.
- After patrons have exited, all staff should exit quickly.
- Staff is to meet in front of the Library, behind the Post Office.
- Contact the Director and the Board President, once you have exited the building.
- Do not re-enter the building under any circumstances until authorized by the fire department.
- Complete an incident report and submit it to the director.

If the fire alarm has sounded:



- Evacuate all library patrons and non-essential personnel.
- Use key to check control panel in lobby.
- Confirm that you are checking the building when a Siemens representative calls.
- If no fire is found:
 - Call Siemens to tell them it is a false alarm.
 - Contact the Fire Department and silence the alarm.
 - Contact the director to follow up.
- Complete an incident report and submit it to the director.

Severe Weather

- If the weather and or travel alert level states caution, no restrictions have been put in place. Staff is advised to stay aware of further weather alerts, but not take additional action.
- If the weather and or travel alert level states Advisory, local restrictions may have been put in place. Staff is advised to follow local all local restrictions. If restrictions include travel or other weather related issues within the Library's serving area, staff may close the building. If restrictions only include travel or other weather related issues within a staff member's living area, the staff member may make scheduling or other arrangements to prepare for the weather.
- If weather and or travel alert level states Watch, local and national restrictions may have been put in place. Staff is required to follow all restrictions, including closing the building, traveling to a safe place, no travel, etc.
- If weather and or travel alert level states Warning, only authorized emergency personnel may travel. The Library will close. Staff will not be required to travel to work. The Library will not reopen until the weather Warning is removed. (see page 26, Emergency Closings)

[Adopted 01/2011; Revised 4/2012, 3/2015, 4/2016; Reviewed 02/2018; Revised 02/2019; Revised 07/2019, 01/2020]

Capital Assets Policy

All tangible assets that are employed in the operating activities of the Library, relatively permanent, and needed for the production of goods or services are considered Capital Assets. Examples include land, buildings, improvements other than buildings, furniture, equipment, etc.

1. Capital assets, other than electronic equipment, with an estimated useful life of more than one year and an original cost of \$2,000 or more will be accounted for as a capital asset. Any electronic equipment, including computers, will have a limit of \$750 or more. In addition, the aggregate of all books and similar materials with a useful life of more than one year, regardless of the original cost, will be considered capital assets.
2. All land purchases will be capitalized regardless of cost.
3. Equipment combined with other equipment to form one unit with a total value greater than the above-mentioned limit will be one unit.
4. Buildings will be capitalized at full cost with no subcategories for tracking the cost of attachments. Examples of attachments are roofs, heating, cooling, plumbing, lighting, or any



part of the basic building. Cost of items designed or purchased exclusively for the building will be included.

5. Improvements other than buildings include improvements to land, attached or not easily removed, and with a life expectancy of greater than two years. Examples are walks, parking areas and drives, fencing, retaining walls, outside fountains, planters, and other similar items.
6. The cost of improvements or renovations to existing buildings, furniture and equipment, or improvements other than buildings will be capitalized
7. For purposes of recording capital assets of the Library, the valuation of assets shall be based on historical cost or, where the historical cost is indeterminable, by estimation for those assets in existence. A Capital Assets Ledger shall be maintained to provide a detailed record of the capital assets of the Library.

[Adopted 4/2010; Revised 3/2012; Reviewed 3/2015, 02/2018, 02/2019, 01/2020]

Finance and Investment Policy (Annually)

The duly appointed members of the Otterbein Public Library Board of Trustees are the fiscal body of the Library and thus constitute the Board of Finance of the Otterbein Public Library. All members of the Board of Finance shall serve without compensation (IC 5-13-7-5.) The Otterbein Public Library Board of Finance shall meet annually in January to review the written report of the Library's investments of the previous year and review the Library's finance and investment policy. In addition, will follow all guidelines set out in IC 5-13-7-6,7. The duly elected treasurer is the fiscal officer (IC 36-12-2-22.)

All funds received by the Library are deposited in one or more designated depositories not later than seven days following receipt and are deposited in the same form in which they were received (IC 5-13-6-1.) All public funds shall be deposited in the designated depositories located in the territorial limits of the Library District (IC 5-13-8-9.)

The fiscal officer is authorized to invest Library funds in the following (IC 5-13-9-2):

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 following:
 - a. The United States Treasury;
 - b. A federal agency;
 - c. A federal instrumentality;
 - d. A federal government sponsored enterprise. [IC 5-13-9-2(a)(1)]
2. Securities fully guaranteed and issued by the following:
 - a. A federal agency;
 - b. A federal instrumentality;
 - c. A federal government sponsored enterprise [IC 5-13-9-2(a)(2)]
3. Repurchase Agreements
4. Money Market Mutual Funds (IC 5-13-9-2.5)
5. Deposit Accounts such accounts include:
 - a. Any account subject to withdrawal by negotiable orders of withdrawal, unlimited as to amount or number, and without penalty, including NOW accounts;
 - b. Passbook savings accounts;



- c. Certificates of deposit;
- d. Money market deposit accounts;
- e. Any interest bearing account that is authorized to be set up and offered by a financial institution in the course of its respective business. [IC 5-13-4-7 (5)]

Investments made by the Library's fiscal officer must have a stated final maturity of not more than two years. [IC 5-13-9-5.6 (3)]

All interest derived from an investment by the Library's fiscal officer shall be receipted to the fund of which they are a part. [IC 5-13-9-6]

The following type of transactions may be conducted by electronic transfer between financial institutions:

1. All investment transfers for certificates of deposit and savings accounts authorized by the Library Treasurer.
2. All lease rental payments to the Otterbein Public Library Leasing Corporation.
3. Payroll for Library employees.
4. Late vendor payments

The Treasurer will maintain appropriate documentation of the transactions so these may be audited as required by statute. The Treasurer's signature will be on the letter of authorization for transfers which will be forwarded to the financial institution (IC 5-13-5-5.)

The Otterbein Public Library Board of Trustees may establish funds for money and securities of the Library. All monies from whatever source derived will be receipted into funds established by the Board under authority of law (IC 36-12-3-3.) The authorized funds are as follows:

- Operating Fund
- Library Improvement Reserve Fund
- Construction Donation Fund
- Gift Fund
- Debt Service Fund
- Levy Excess Fund
- Rainy Day Fund
- Petty Cash Fund

[Adopted 10/7/1992; Revised 3/2012; Reviewed 3/2015; Revised 3/2016; Reviewed 02/2018, 02/2019, 01/2020]

Revision of Library Policy Manual (Annually)

This policy is to be reviewed annually by the Board and record of such review is to be made in the minutes of the Board meeting.

This policy may be amended at any regular meeting of the Board with a quorum present, by a majority vote of the entire Board, providing the amendment was read and discussed at the preceding regular board meeting and all members have been notified of the proposed change.

[Adopted 10/7/1992; Revised 3/2012; Reviewed 3/2015; Revised 02/2018, 02/2019, 01/2020]



Appendix

- A. Photo Release
- B. Internet Access
- C. Key Signature Page
- D. Phone Signage
- E. Food Signage







Evergreen Policy



http://www.in.gov/library/files/Evergreen_Indiana_Circulation_Policy.pdf