

# Walton & Tipton Township Public Library



## Board Policies & Procedures 2012-13

Adopted on September 11, 2012. All actions become effective immediately upon adoption and carry forward unless changed by the Walton & Tipton Township Public Library Board of Trustees.

This policy was updated 9/11/2012.



Policies & Procedures for the Walton & Tipton Township Public Library  
(adopted 9/11/12)



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**1. Indiana State Library Board**

The library board shall establish operating standards and rules for libraries eligible to receive funds, either federal or state, under the provisions of any program for which the Indiana state library is the administrator. The Indiana state library shall monitor libraries eligible to receive funds or receiving funds to ascertain whether or not the standards and rules are being met.

**2. Library Mission**

The Library's mission is to provide for the educational and recreational needs of our community.

1. To serve the community as a center for helpful information.
2. To support the educational, cultural, and civic activities of the community.
3. To provide opportunities and encouragement for residents of the community to further educate themselves.
4. To assemble, organize and maintain materials which will promote items 1-3 above.

**3. Walton & Tipton Township Public Library Board of Trustees Establishment**

1. The Library Board of Trustees was established in 1915 by the Town of Walton and the Township of Tipton, Cass County, Indiana.
2. These two entities invested in said board the power to plan, organize, tax and operate said Library.

**4. Walton Public Library Trustee Bylaws**

Article I. Identification

The name of this library is the Walton & Tipton Township Public Library. It was formed in 1915 by Tipton Township and the Town of Walton. They established a board to govern the Library. The boundaries for the Library mirror those of Tipton Township and are the Wabash River on the north, CR500 E on the west, CR1100 E on the east and CR 900 S on the south.

Article II. Authority and Purpose

The purpose of the Library Board is to provide administrative and financial policy and direction for the Library. The Board has complete financial responsibility for the Library and has the authority to make all administrative and financial within the guidelines established by the State of Indiana. The board shall be composed of seven members appointed to serve staggered four year terms. The Cass County Council shall appoint two members. The Cass County Commissioners will also appoint two members. The remaining three members will be appoint by the Southeastern School Corporation. Board members must either live in or own property in Tipton Township, Cass County, Indiana. Terms will be from January 1<sup>st</sup> to December 31<sup>st</sup>.

Article III. Personnel

The Director is the administrative head of the Library and is responsible for the operation and management of the Library. All other staff report to the Director. The Library must

comply with federal laws affecting employment practices. The Library shall have written personnel policies and procedures. Written personnel policies and procedures must address at least the following: recruitment, selection, appointment, personnel actions, salary administration, employee benefits, conditions of work and leaves.

#### Article IV. Conflicts of Interest

Members of the Board must notify the rest of the board if there is a possibility of a conflict of interest. If a conflict does exist then that person should withdraw from any vote on that issue. In the event that a board member doesn't think a conflict exists and a majority of the board does, then the person will be required to refrain from voting.

#### Article V. Nepotism

No employee shall be hired by the Library if they are related to an existing employee that might be supervising them. No relative of a board member or the director may be hired.

#### Article VI. Amendments

The bylaws of the Library shall be amended by majority vote at any regular meeting of the board.

#### Article VII. Membership

The board is composed of seven members with staggered terms. Two members are appointed by the Cass County Council, two are appointed by the Cass County Commissioners, and the remaining three are appointed by the Southeastern School Corporation. Members must reside in or own property in Tipton Township, Cass County, Indiana.

#### Article VIII. Officers

Each year at the January regular meeting of the board new officers will be elected. These officers will consist of a President, Vice-President, Secretary and Treasurer(Who doesn't have to be a board member.)

#### Article IX. Meetings

The Library Board will meet the second Tuesday of each month at 6PM in the adult collection area of the Library. Special meetings may be called by the President or any two members of the board. Meetings need to be announced far enough ahead of time that the public has an opportunity to learn about the meeting and attend. The President will preside at meetings using a written agenda. Meetings will be conducted using Robert's Rules of Order.

#### Article X. Committees

The President, at their discretion, may appoint committees to assist the board in accomplishing their mission.

#### Article XI. Indemnification of Board Members

Board members receive no payment for their services. They do not have to pay fines and get extended checkouts of items.

#### Article XII. Policies, Plans, Rules, and Regulations

1. The board shall adopt plans regarding collection development, principles of access, long range plan, and a technology plan.

2. The board must have policies regarding Employment Recruitment, selection, and appointment in addition to personnel actions, salary administration, employee benefits, conditions of work and leaves.
3. The board shall adopt each year, on the advice and recommendation of the Director, the following: annual classification of employees, schedule of salaries, proposed budget, and Library policies.

**Article XIII. Minimum Services**

The Library will provide the following services: acquisition of materials, organization of materials, and will loan print and digital materials. In addition, the Library will provide a telephone, answering machine, interlibrary loan, website, e-mail, copier, fax, and internet access.

**Article XIV. Amendments**

The bylaws may be amended at any regular meeting by a majority vote.

**Article XV. Review of Bylaws**

Every three years the bylaws must be reviewed and updated as needed. Bylaws may be changed by majority vote of the board.

**5. Website**

The Library will provide a website with the following available:

- Hours of operation
- Physical address
- Map of library location
- Phone number
- e-mail
- link to INSPIRE
- Online catalog
- Calendar of events and programs

**6. Children Services**

The Library shall provide the following children's services:

- Programs offered by qualified individuals
- Reference services
- Collection of materials for children, parents and caregivers
- Space for children's activities
- Annual summer reading program of at least six weeks
- Have at least one staff person designated to run the program

**7. Young Adult**

The Library shall provide the following young adult services:

- Programs focused on this age group.
- Separate area with age appropriate materials.

**8. Adult Services**

The Library shall provide the following:

- Programs and reference services

Access to reference materials  
Adult collection of materials  
Space designated for adult services  
Provide one person to serve as the adult services librarian

## **9. Collection Development Plans & Policies**

### **1. Policy Statement**

The Walton & Tipton Township Public Library provides free library service to all residents and property owners in Walton, Onward, and Tipton Township. In addition, it serves all students of the Southeastern School Corporation. The Library's objectives include the selection and organization of a wide variety of materials to aid the individual in the pursuit of education, information, pleasure, or research, and in the creative use of leisure time. The service community includes two major ethnic groups, all educational levels from preschool and beginning readers to college, many service groups and clubs, local business and agricultural endeavors, town and township governments, churches, Migrant programs, the home schooled, and public schools.

### **2. Goal**

It is a goal of the Library to spend 15% of its operating expenditures on maintaining the collection. (This may include electronic as well as hard copy items.)

### **3. Objectives of selection**

The library selects books, audio, video, serial, cartographic materials, cd-roms, and computer files, from among those which supply specific information, enlarge experience, broaden horizons, stimulate imagination, promote aesthetic appreciation and provide recreation. Selection is based more specifically on the particular needs and interests of the community. The importance of both basic, permanent value library materials and timely materials on current issues and problems is recognized, and has been considered.

### **4. Responsibility of selection**

The ultimate responsibility for selection of materials rests with the Library Director, operating within the framework of policies and objectives determined by the Library Board. It is the responsibility of the entire Library Staff to record patron requests and needs so that they may be considered in selection. In addition, the Library Director obtains requests from local schools and teachers dealing with curriculum and from the Youth Librarian.

### **5. Selection criteria**

#### **General selection criteria**

All acquisitions, whether purchased or donated are considered in terms of the following standards. However, an item need not meet all of the criteria in order to be acceptable. When judging the quality of materials several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community. Ephemeral topical materials of interest will also be added. A special

attempt is made to collect appropriate titles listed in bibliographies of notable works and standard library indexes, and the continuation of popular series already a part of the collection. The selection of materials is influenced by the following factors:

- a) how much money do we have to spend?
- b) what have the patrons requested?
- c) is the material by an author that is currently popular in our library?
- d) is the material by an author that is popular in other local libraries?
- e) is it something that might be of community interest or need?
- f) is it of current or historical significance?
- g) is it from an author with a known reputation?
- h) is it appropriate for our library?
- i) is the subject and style suitable for our patrons?
- j) is it something that common sense says we should have?

Specific criteria for the evaluation of works of information and opinion

- a) authority
- b) comprehensiveness and depth of treatment
- c) clarity, accuracy, and logic of presentation
- d) statement of challenging or original point of view
- e) timeliness

Specific criteria for the evaluation of works of fiction

- a) representation of important literary or social movement, genre, trend, or national culture.
- b) originality
- c) artistic presentation and experimentation
- d) sustained interest
- e) effective characterization
- f) authenticity of historical, regional or social setting

Community changes

As the social and intellectual climate of the community changes, materials which were not recommended for purchase may become of interest. Such materials will be re-evaluated on a continuing basis. Because the Library functions in a rapidly changing society, it must keep flexible attitudes toward changes in communicative materials, in relation to both new forms and new styles of expression. Materials in these new forms are selected when they are suitable in content and effective in treatment; they are judged in terms of their own kind of excellence and the audience for whom they are intended.

Selection criteria guidelines by subject and format

a) Reference

Reference materials are for the junior high student to adult. Reference materials are purchased to satisfy the general requests and needs of the community. Reference materials will increasingly

be purchased as services on the internet and be accessed through our public access computers.

b) Periodicals

Periodicals are selected as a source of news, information and opinion; for their value in research work; and for recreational reading. They should represent a broad spectrum of ideas and views. Periodicals are kept at the Library according to the following table:

News magazines	1 year
Home Magazines	1 year
All Other Titles	1 year

c) Newspapers

All local newspapers plus the Indianapolis Star should be selected and displayed for a minimum of one week unless these same papers are available electronic.

d) Maps and cartographic materials

Atlases are maintained in a separate section of the library. Other maps are generally limited to Indiana and Cass County. Rolled maps are in bankers boxes, folded maps are kept in pamphlet boxes and state maps in the vertical file. Maps check out for two days.

e) Video

The video collection consists of DVDs BDs. All new titles will be purchased in DVD & BD format.

g) Pamphlets and vertical file materials

The vertical files will contain pamphlets and clippings that are of local interest.

h) Adult fiction

The Library collects works which encompass a broad range of literary styles and themes to meet the needs for pleasure reading and for the study of literature. Emphasis is given to patron requests and authors/series already in the collection. Adult fiction is found upstairs in the southwest corner on free standing shelves. Novels in large print are shelved separately near the upstairs entrance.

k) Juvenile fiction

A separate area and collection is maintained for students of elementary school age. In this collection would be found the "Young Hoosier" books. A collection for middle-school and high school age students is found in the Walton Zone teen room.

l) Easy and picture books

A separate room and collection is maintained for preschool through grade 2. Beginning readers are here as are board books.

m) Non-fiction adult books

Non-fiction adult books are found along the south wall of the



upstairs and are arranged by the Dewey Decimal System. Emphasis is given to popular topics and those used in school reports.

n) Juvenile non-fiction books

Juvenile non-fiction books are found along the west wall of the elementary room using the Dewey Decimal System .

o) Other

Oversized Books-Oversized books are shelved next to the atlases just south of the entrance to the upstairs area and are marked OVR. Large Print Books-Large print books are shelved across from the atlases and large print books just inside of the upstairs entrance.

5. Policy on controversial materials and other problems

The library recognizes that many books and materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving interests of patrons.

- a. Responsibility for the reading of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that items may inadvertently come into the possession of children.
- b. The Library believes the introduction of the subject of sex to the child to be the primary responsibility of the home. The Library's responsibility is to provide books written in a simple, dignified, and scientific manner on the process of human physical development and reproduction.
- c. Librarians cannot give medical, legal or tax advice. Guides on these subjects are included so the reader may form an educated opinion.
- d. Readers of Limited Skill shall be provided with a selection of easy reading materials, both native and foreign-born.

D. Gifts

6. Policy on Gifts

Materials received as gifts that meet the standards of selection and require no special handling or housing may be added at the Director's discretion. If they are not suitable or useful, they may be sold or given away. Memorial books may be purchased with donor funds. An appropriate book plate will be included in each gift identifying the donor and purpose of the donation.

7. Binding

Keeping library materials in good physical condition is essential. Decisions must be made continuously on how to handle worn books: whether to mend, bind, withdraw, or replace them. Since rebound books are generally less appealing than the original format, replacement is preferred in most cases. See the Damaged Materials Policy for more information on repair or replacement of books.

8. Duplication

Duplication will be kept to a minimum. Items for school use and very popular adult fiction items are about the only ones purchased in duplicate.

9. Weeding

Weeding is the removal of any book that is out of date or unused. Look at the Weeding Policy for more detailed information.

10. Challenge of Library Materials

- a. If a patron wishes to challenge a library item, they will be asked to complete a challenge form.
- b. Upon receipt of a challenge form, the Director shall make and distribute copies of the complaint to the review committee. The copies distributed shall not have any information that would identify the person making the complaint. The review committee shall be composed of a Library Board member, an officer of the Friends of the Walton Library, and a Library staff member, all selected by the Director. The Review Committee will meet within 30 days to review the complaint. They will issue a written statement in the form of a reply to the complaint. The Director will forward a copy to the patron, file one with the Library and put one in the Library Board minutes.
- c. The matter will end if the patron accepts the Review Committee’s findings/recommendations. If the patron wishes to appeal the findings, it shall be to the full Library Board using the original complaint form. The patron may defend their position and the Director may defend the Library’s position. Any decision by the board shall be final.

**10. Principles of Access**

A. We want library materials to be restricted as little as possible in their dissemination.

B. Indiana law limits our circulation to:

- a. residents of Tipton Township, Indiana.
- b. property owners in Tipton Township, Indiana.
- c. students attending Southeastern School Corporation and by extension their parents and staff.
- d. holders of a valid PLAC card.
- f. those who purchase a non-resident card.
- g. to members of reciprocating libraries.

C. All materials available for checkout to resident library users may be circulated to the above three patron types.

D. The Library Board does limit circulation periods, sets fees and fines as follows:

<u>Item</u>	<u>Circulation Period</u>	<u>Fine Per Day</u>	<u>Age</u>
<u>Limit</u>			
Reference	Doesn't check out.	none	none
Newspapers	overnight	none	none
Videos	3 days	\$.25	none
Maps	2 days	\$.25	none

Circulating Reference	2 days	\$.25	none
Books	2 weeks	\$.25	none
CDs	3 days	\$.25	none
Games	3 days	\$.25	none
Periodicals	3 weeks	\$.25	none

- E. Any person desiring to do so may use the library during normal library hours.
- D. Any person wishing to check materials out of the library must become a patron.
- F. In order to become a patron, a person or family must either:
- live in Tipton Township.
  - own property in Tipton Township.
  - be a member of a reciprocating library and show their card. (Anyone living in Cass County is currently included in this.)
  - be a student or parent of a student in Southeastern Schools.
  - be a staff member in Southeastern Schools.
  - have a PLAC.
- G. Each patron who wishes to checkout materials, use library facilities and equipment must complete the Form 1.
- H. Persons using the library shall conduct themselves in an orderly fashion. Library staff members are not responsible for watching unattended minors or latch-key children. Patrons exhibiting unacceptable behavior will be warned. If the actions continue the patron will be asked to leave.
- I. Use of the library by community groups will be governed by the Library Board's Community Room Policy as interpreted by the Director.
- J. Tutors and their students are welcome to use the library with the understanding that they share space with the public; and, that the library staff cannot partition a portion of the building nor guarantee no interruptions.

## **11. Long Range Plan of Service 2013-2015**

### **A. Community Needs**

- Our community is a rural area where getting internet access is not easy. The community over a period of years has requested help in getting access from everyone they could think to ask. At some point, they decided to partner with the Library to place a tower and service the local neighborhood from the library. This has worked well and we plan to continue this partnership indefinitely..
- Our community lacks a community center, so about the only place that groups have to meet is at the Library. The Library is proud to work with our community and to partner with several non-profits to provide this access.
- While our community has a public elementary, middle and senior high school. Access to information from a library without us would be very limited. The next nearest library would be 12-15 miles away. Our library thus provides a source of information for the educational needs of our community and a source of items for recreational use.

### **B. Statement of Community Goals for the Library**

- have and maintain a physical presence in our community..
- provide access to information 24 hours per day, seven days per week through

our wifi system and open hours. This is desperately needed in a community that lacks easy access to the internet.

- 3..have a center in town where groups can meet.
4. provide for the educational and recreational needs of our community.

#### C. Objectives

- 1a. The staff & board will work voice the importance of the Library to our community in every forum possible.
- 1b. The staff & board will work together to keep our elected officials informed of how important our Library is to the community.
- 2a. The Library will continue to fund the wifi access points and internet connections for the public, both in the Library and in the community.
- 2b. The Library will have an up-to-date website that allows access to patron accounts. Thus allowing the patron to take many actions from their computers.
- 3a. The Library will continue to provide a meeting room for many community activities.
- 3b. The Library will continue to partner with local groups to encourage their growth and participation in the community.
- 4a. The Library will maintain an up-to-date collection of materials for the recreational needs of our community, including books, magazines, newspapers, videos, games, large print items, audio books and e-books.
- 4b. The Library will maintain access to the internet and to databases so that the patrons may access the information they need to reach their educational goals.

#### D. Evaluation Activities

1. Objectives one and two will be evaluated informally by how aware our public and our local elected officials are of the services the Library provides and the needs it meets. A review will be made of the actions of the General Assembly each year. Any year that funding to the Library is not cut will be considered a successful year for objectives 1a and 1b.
2. Periodically the wifi access points will be checked to make sure they are operating. The community will also be surveyed, informally to see their thoughts and opinions on the wifi service and how it can be improved.
3. The calendar will be checked. More than 20 meetings of non-profits and five meetings of other groups will be considered a success for objectives 3a and 3b. People will be surveyed, informally, to see what they consider the center of the community to be. If more than twenty-five percent select the Library we will consider this objective (4a and 4b) successful.

#### E. Assessment of Facilities

In 2004 our Library tripled its size with a huge, modern addition and transformation. Because of the remodel our facilities are in good shape and ready to serve the public. With good maintenance, it should be several more years before we have to start a replacement plan.

#### F. Assessment of Services

The Library provides the following services for our community:

- 1.. Books and magazines for elementary, middle school, high school, young adult, and adults.
2. Movies in both DVD and Blu-ray for the entertainment of our patrons.

3. Games in both PS2, PS3, Wii, NDS, and X-Box formats.
4. Both a young adult area and a children’s area is provided and maintained.
5. Public computer access is provided via seventeen computers and five access points.
6. A summer reading program is provided each summer for a period of six-seven weeks.
7. Our Library maintains a notary public on staff so that patrons can have things notarized.
8. The Library has a community room that is available for no-charge to any non-profit that wants to use it and for a low fee to profit making enterprises.
9. The Library provides laminating, fax and copy service.
10. The Library helps patrons with setting up and using their e-readers and computers.
10. Interlibrary Loan service.
11. Computer classes at various levels.
12. Home delivery of materials for those unable to come to the Library.
- 13..Wifi for the neighbor.
14. E- reader service is provided.
15. An Indiana collection is available.
16. The Library has a website with information and interactivity.
17. Story Times are done year round.
18. A Christmas Open House is done each year.
19. Patrons are provided a place to display their collections and items of value.
20. Friends booksales.
21. Tutoring of patrons ages five-sixty five, kindergarten through college.
22. Astronomy programs using our Meade telescope and the services of a local astronomer.

In summary the library will provide extensive services that our patrons want and expect into the foreseeable future.

**G. Assessment of Technology**

The technology in our building is excellent and will continue to be so. All of our computers were set either in 2011 or 2012. Starting in 2015 we will start a program of replacing three each year. The computers have state of the art, Windows 7, operating systems and have Office 2010. Each computer has “Deep Freeze” which cleans off what the patrons have done on that machine each day. It has saved a fortune in payment to someone to maintain the computers. Patrons have seventeen public access computers to use. These will continue to keep up with innovations.

The Library has an up-to-date webpage and provides e-reader services to patrons. Patrons can renew items and take of many other activities on line.

Our library management system is new with install in 2011 and update in 2012. The system works well and makes it easy to interact with patrons.

**H. Assessment of Operations**

Year [Year] **Assessment of facilities, services, technology, and operations**

	Currently Have/Need <i>[list facility, service or operations item]</i>	Required by Standards <i>[list corresponding standard]</i>	Identified by Community Needs <i>[compliance level will not be used]</i>	Indiana Public Com
				Basic Enhanced

Facilities				
Main Building	Handicap accessible doors	compliance with Americans with Disabilities Act		X
Main Bldg.	designated teen space	space designated for young adult services		
Services				
Adult Services	No full time adult, certified librarians.	½ time equivalent	Readers will have the opportunity to have available books in the genre they prefer in adult fiction as well as adult movies. Voters will be provided with access to public forums and meetings with officials Young adults will be provided with an increased number of materials	
Technology				
Public Access Computers	17 public access computers, wi-fi (main), scanner	Class C library serving 2,490		X
Operations				
Hours Open	Branch and Main open 42 unique hours per week; each location open 4 evening hours and 1 weekend day			

**I. Community Partners**

The Library will continue to partner with the State Library, members of the reciprocating agreement, Friends of the Library, Walton Main Street Organization, Walton Lions’ Club, Southeastern School Corp. and the Town of Walton. We currently work with Logansport-Cass County and Royal Center-Boone to have an agreement in place to cover the entire county. We also work with other libraries through ILL and agreements.

**J. Sustainability**

Sustainability could be a problem for the Library. The Library has grown very dependent on grants to pay for internet access and other capital investments that money is not available for. If grants were to stop after all of the tax changes the Library might be in for rough financial times. Our community has always supported the Library and we have never had complaints about the amount of property tax money we consume from local people. So, if local people have the choice, they will normally supported the Library and its mission.

**K..Annual Evaluation Process**

The Long Range Plan will be evaluated by the Director each year in consultation with patrons and staff. The Director then will make suggestions to the board for necessary changes. The Director will use the following in order to make an assessment.

Item	How measured?	What goal measured?
How many people use the Library?	By keeping accurate records of circulation.	Access, Friendliness
How much are the computers used?	By keeping signup sheets for the computers and tallying at the end of the year.	Access to information
How many programs are given?	By keeping a log of each program That is given in the library.	Access/Impact
How popular are the programs?	By doing a count at each program and entering the number in the log.	Access/Impact
How many people use the library?	By doing periodic gate counts and Entering them in the log.	Access, Impact
How can we tell how people feel?	By placing comment cards and a suggestion box out on the counter.	Friendliness/service
Do we partner with other organizations?	By counting the number of organizations that meet in the library, the attendance of the director at these, and the number of joint projects.	Partnering
How do we rate with patrons?	By listening to patron comments, complaints, and suggestions.	Friendliness/service/ Impact
How successful are our story times?	By doing counts, quizzing parents for ideas, complaints, and suggestions.	Access/Friendliness/ Impact
How involved is the community?	By counting how consistently the community display case is filled and the number of community members giving programs,	Access/Friendliness/ Impact
How much are we expanding opportunities for Hispanics?	By the number of multicultural story times, the number attending, the number of adult classes, the amount of dedicated Hispanic materials purchased.	Outreach/Access/ Impact
How much are we reaching out to the local schools?	By the number of trips the staff makes to schools, the number of classes and students coming to the library during school time, and the	Outreach/Access/ Impact/Partnering

How much are we reaching out to school age children?	<p>numbers of materials checked out by teachers.</p> <p>By the number using the teen room, Outreach/Access/ the number of junior and teen room Impact checkouts, the number who come for after school help or programs.</p>
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## 12. Technology Plan 2013-2015

### A. Goals

1. to have up-to-date hardware for our patrons to use when at the library.
2. to have up-to-date software for our patrons to use when at the library.
3. to have the needed connectivity necessary to allow our patrons and neighborhood residents access to the internet.
- 4..to have an up-to-date library management system.
5. to do an evaluation of library and community needs each year.
6. to have a well trained staff who can both use our technology and teach others how to use it.
7. to reach out to young adults.

### B. Strategies

1. Starting in 2015, the library will replace three computers each year with new modern ones.
- 2..The computer operating system will be kept modern by replacing with the newest edition from Microsoft one year after it is released.
- 3..The Office Package of software will be updated one year after the newest edition comes out unless the Director deems a reason not to do so.
- 4.. Connectivity will be evaluated yearly and expanded as needed. Currently we have three T1 lines operating to provide easy access for our patrons.
5. The library will continue to have an electronic service that maintains and keeps computers and software up-to-date. Currently that service is AVC.
6. The library will update the accounting system yearly at the first of the year. AVC is currently providing and updating the accounting software annually.
7. The director will ensure that at least one staff member is trained on each new technology as it is installed. That staff member will teach the rest of the staff who will then teach the patrons.
8. Our current library management system is Fx from AVC. It works very well for us. It will be upgraded regularly as changes are released.
9. The Library will continue to provide internet access, access to modern electron devices and training in their use. This would include access to e-reader services.
10. Each year via formal and informal surveys, the director will assess the goals and strategies and suggest changes to the board.

### C. Budget

The library will continue to work with the Public Library Internet Consortium in order to provide more services at cheaper prices. Starting in 2013, the library will provide a line item in the budget for hardware, software and computer services.



In 2012, that amount is about \$20,000. The amount should rise by about 5% per year over the life of the technology plan. Hardware should be about \$3,000 per year, software licenses about \$3,000 per year and professional services should be about \$14,000 per year.

D. Summary

Through continued use of the Public Library Consortium, Indiana Digital Download Center and others the library will seek to stay relevant in the technology area. Today, we are prepared, but it will take constant vigilance to maintain this level of service.

**13. Hours and Time of Service**

A. The library shall be open to the public for service at least 35 hours per week.

B. Library hours shall be set by the Board.

C. Current Hours are:

- Sunday.....Closed
- Monday.....Closed
- Tuesday.....9am-6:30pm
- Wednesday.....9am-6:30pm
- Thursday.....9am-6:30pm
- Friday.....9am-6:30pm
- Saturday.....10am-2pm

D. The library shall be closed on these traditional holidays:

- New Year’s Day,
- Memorial Day,
- July Fourth,
- Labor Day,
- Veteran’s Day,
- Thanksgiving Day and
- Christmas Day.

E. During periods of extreme weather library hours may be altered by the Director.

**14. Accidents**

In the event of any accident on Library property, an accident report must be filed out. This report is to be filed out by either the Director or one of the staff if the Director is not available.

**15. Damaged Materials Policy**

- A. The library freely provides expensive materials to patrons.
- B. Patrons are expected to return materials in as good a condition as they were when they were checked out.
- C. Anything that happens to materials after they are checked out is the responsibility of the patron or the patron’s parents/guardians if under eighteen.
- D. The director and staff will determine if materials returned damaged can be repaired or must be replaced.
- E. If checked out materials are totally lost or damaged beyond repair, the patron will be charged a fee equal to the replacement cost plus 20% for processing.

- F. If checked out materials are returned damaged, but repairable the patron will be charged one-half the price of replacing the book as a fee for the repair.
- G. Patrons who do not pay their fee will lose their check-out privileges until payment is received. Patrons may not bring in a copy of the damaged material that they have purchased on their own.
- H. Any decisions made on damaged materials may be appealed to the Board of Trustees. While the appeal is pending no more materials may be checked out.

## 16. Employment Policies

### A. General

- a. All library employees serve at the pleasure of the Library Board.
- b. All employees will be treated with respect, treat each other with respect and treat the patrons with respect.
- c. The Library Board will select and set the salary for the Treasurer and Director.
- d. The Director will set the salary for all other employees, while staying within the amount the board has budgeted.
- e. The Director will be guided by a written contract executed with the Library Board and will be evaluated by the Library Board.
- f. All open library positions will be advertised. The library director will make a selection and a recommendation for hiring to the Library Board for appointment.
- g. The employees will be evaluated on a regular basis by the Library Director.
- h. The Library Director will be responsible for the maintaining of all personnel records.
- i. The Library Director will be responsible for employee discipline, assignment, work schedule, and wages subject to Library Board approval.
- j. The staff of the library shall be paid for their regularly scheduled hours or days if the library is closed due to weather or the Director tells the employee to stay home because of the weather.
- k. Each hourly employee of the Library shall be entitled to one paid personal day per year. In addition, they are entitled to one week of vacation, paid at their usual weekly salary. They must get approval to take off from the Library Director.
- l. Employees may miss days due to illness or other obligations without pay by contacting the Director. If the Director feels the number of days missed becomes excessive, he/she may counsel the employee or place on unpaid leave pending Library Board approval of termination.
- m. Punctuality is important. Any employee who is continually late to work may be counseled by the director. If a lack of punctuality continues, the Director may place the employee on unpaid leave pending possible termination by the board.
- n. If an employee misses a day due to illness or for other valid reason, the Director may allow them to make up the hours on a different day for pay if he/she determines that there is actual work that needs to be done.
- o. Any employee that works more than four continual hours in a day will be given a paid break in order to eat their meal.

- p. The only full time employee is the director. All other employees are permanent part-time with no benefits.
- q. For the standard holidays, previously identified, if an employee would normally have been scheduled for the day the holiday fell on, then they shall be paid for that day. They shall be paid for the number of hours they would normally have worked.
- r. Use, possession, distribution of, or being under the influence of drugs or controlled substances or alcohol at work is grounds for immediate dismissal.
- s. Insubordination, defined as refusal to do as asked by a superior, is grounds for immediate dismissal.
- t. Falsification of any library records, including, but not limited to, job applications and time sheets is grounds for immediate dismissal. Time sheets will be accurately kept and turned into the director or treasurer on the Friday before each board meeting.
- u. Theft, negligent or unauthorized use of library equipment is grounds for dismissal.
- v. Harassment, physical abuse or verbal abuse of employees, patrons or visitors is grounds for dismissal.
- w. Violation of safety rules or common safety practices is grounds for dismissal.
- x. Failure to make a prompt report of any accident on library property is grounds for dismissal.
- y. Inattention to the job, or poor job performance is grounds for dismissal.
- z. Failure to observe library working hours, schedules, and time assignments is grounds for dismissal.
- za. Disclosure of confidential information to unauthorized persons is grounds for dismissal.
- zb. Possession of weapons on library property is grounds for dismissal.
- zc. Employees may take military leave, do jury service, take bereavement leave, and additional vacation days with the approval of the director. However, all of these are without pay.
- zd. Employees are expected to dress as the professionals they are. No jeans, tank-tops, visible mid-riffs, shorts, or extremely short skirts.
- ze. Any employee that feels that they are not being treated fairly and wishes to seek relief must file a grievance with the Library Director. If the Director's disposition of the grievance is not acceptable to the employee, the decision may be appealed to the Library Board in a manner prescribed by the Director.

## B. Librarian/Library Director

- a. Qualifications
  - i. Good physical and mental health.
  - ii. Ability to work with people.
  - iii. Special interest in books.
  - iv. Ability to recognize cultural interests of the community.
  - v. Imagination
  - vi. Resourcefulness
  - vii. Tactfulness

- viii. Patience
  - ix. Good business sense.
  - x. Neat Appearance
  - xi. Ability to accept constructive criticism and improve.
  - xii. Ability to construct ideas.
  - xiii. Class V Library Certification: Two years of college plus nine semester hours of library science. Certification and transcript must be kept on file.
- b. The Director is the person who the administrative head of the library and responsible to the library board for the operation and management of the library. For a Director, thirty-five hours per week is “full time”.
- c. Duties: The Library shall be under the general direction of the Director.
- i. General Duties:
    - 1. to create an open, friendly inviting atmosphere that will make people feel comfortable about visiting and using the library.
    - 2. to be the promotional leader for the library, selling it and its programs at every opportunity.
    - 3. to be the face of the library to the community.
    - 4. to be a leader in promoting customer service and maintaining the library.
    - 5. to be a literacy advocate in the community and schools. The librarian should be in the schools on a regular basis.
    - 6. assist, supervise and evaluate the staff in the performance of their duties.
    - 7. report to the board monthly on the state of the library.
    - 8. plan and supervise the development and implementation of the library’s program.
    - 9. to lead in the development of the library’s collection.
    - 10. to set work schedules and assign duties to employees, to Determine, within board guidelines employee policies and rewards. To hire, fire and reassign employees, with board approval.
    - 11. to keep the board apprised of budget deadlines and assist them in the development of the various budgets.
    - 12. Plan, organize, and carry through any special library projects such as summer reading, story hour, etc.
    - 13. Take care of all correspondence.
    - 14. Prepare and keep a record of all reports and records.
    - 15. Maintain an up-to-date collection.
    - 16. Utilize library space to the best advantage.
    - 17. Maintain a fresh appearance to the library.
    - 18. Take responsibility for showing and scheduling the Community Room.
    - 19. Be a presence in the library most of the time during business hours unless at professional meetings, away on library business, sick or on vacation.

20. Shall be the chief financial officer for the Library. He/She shall review all financial records each month and sign on each document confirming it has been reviewed.

ii. Benefits:

1. The librarian/library director shall receive an annual salary set by the Library Board and expressed in a written contract.
2. The librarian's salary shall be paid as follows:
  - a. January—no check
  - b. February through November—one check per month
  - c. December—two checks; one at the beginning and one at the close of the month.
3. The Librarian/director and the Board shall agree on vacation, sick leave, personal leave and any other benefit. These shall be expressed in a written contract.
4. Each month the Librarian/Director is to report the number of days used for each purpose. These are to be recorded in the Secretary's Book.
5. Time off should be a joint arrangement between the Librarian/Director and the Library Board.

C. Treasurer:

- a. This is a board office and the holder is a bonded agent of the board.
- b. The treasurer is a financial officer of the board and as such is responsible for reporting accounting and money operations to the board.
- c. The treasurer will report regularly to the Director and CFO on the financial status of the Library.
- d. The treasurer will attend all board meetings.

D. Business Manager & Cataloger duties are:

- a. to maintain all business records in an accurate, update manner.
- b. to maintain vouchers and process all claims, write checks, and take both to the treasurer, director & board.
- c. to maintain petty cash and to make all deposits.
- d. to process the payroll after the director has approved it.
- e. to keep the director aware of balances in various accounts.
- f. to type, go over with the director and submit the monthly vouchers.
- g. to complete the monthly accounting of the library's books, check balances, and reconcile the bank statement.
- h. to add new materials(catalog) and remove old materials (weed) from the computer.
- i. to assist patrons and help at the counter.

E. Youth & Acquisition Librarian duties are:

- a. to encourage and sell our youth program to the adults and children of our community.
- b. to plan, organize and either teacher or supervise the teaching of each story time and program.
- c. to supervise and assist in the shelving and circulation of youth materials.

- d. to help the director in the selection and ordering of all books, magazines, CDs and videos.
  - e. to work with the director in the planning of children's programs and summer reading.
  - f. to do all of the cataloging duties except entry to the computer.
  - g. to assist, when needed, at the front desk.
- F. Circulation Clerk duties are:
- a. to greet each person as they enter the library.
  - b. to check materials in and out of circulation.
  - c. to clean and shelf materials in the proper location.
  - d. to process new patrons and maintain records on current patrons.
  - e. to take responsibility for upstairs displays, bulletin boards and the outdoor sign.
  - f. to take responsibility for book repair.
  - g. to maintain a hold list and notify the patron when the materials are available.
  - h. to order & return ILL materials and notify the patron when they arrive.
  - i. to notify patrons when materials are over due.
  - j. to see that the mail is picked up at the post office and sorted, daily.
  - k. maintain series book.
  - l. to be sure that all materials are shelved prior to closing each evening.
- G. Assistant Circulation Clerk
- a. To greet each person as they enter the library.
  - b. to check materials in and out of circulation.
  - c. to clean and shelf materials into the proper location both upstairs and down.
  - d. to clean computer screens and keyboards.
  - e. to front and straighten the books each day.
  - f. to assist in setting up the community room for programs.
  - g. to assist with story times and other programs as needed.
  - h. to assist the circulation clerk and other staff with tasks as needed.
- H. Summer Page or Intern
- a. this is a temporary position with no benefits
  - b. do what the youth director needs for you to do
  - c. assist in the preparation of materials for story times and other activities.
  - d. assist during story times and other activities.
  - d. assist in putting up displays and bulletin boards in the Youth Center.
  - f. assist in setting up and re-arranging the Community Room as needed.
  - g. clean and shelf all books returned to the Youth Center in the proper room and location.
  - h. check books in and out for patrons.
  - i. assist the rest of the staff as needed.
  - i. if you don't have anything to do, ask someone if they need help.
- I. Custodial duties are:
- a. Weekly
    - i. clean restrooms twice each week
      - 1. wash sinks.
      - 2. clean toilets.

- 3. mop floors.
- 4. empty trash containers.
- 5. clean mirror.
- ii. clean tile floors
  - 1. vacuum
  - 2. mop.
- iii. vacuum all carpeted floors
- iv. dust/clean all wooden surfaces
  - 1. window seats
  - 2. filing cabinets
  - 3. tables and chairs
  - 4. window sills
  - 5. office furniture
  - 6. circulation counters
- v. clean drinking fountains
  - 1. wash and disinfect the surface and outer cover
  - 2. lightly coat the stainless surface with oil
- vi. wash glass in front doors and adjacent panels
  - 1. inside
  - 2. outside
- vii. empty all of the trash cans in the building.
- b. as needed:
  - i. keep walks and steps free of ice and snow.
  - ii. inspect during cleaning and report any problems.
  - iii. inform the director when supplies or equipment is needed.

**J. Pay Schedule:**

- Librarian-established by the Board
- Treasurer-established by the Board
- Janitor-salary set by the Director with in the budget.
- Business Manager & Cataloger, Level I (Includes Treasurer Salary)(Christy)
- Youth & Acquisitions Librarian, Level II (Sharon)
- Circulation Clerk, Level III (Beth)
- Assistant Circulation Clerk, Level IV (Steve)
- Library Page, Level V

For 2012,

Level I	\$11.00/hour
Level II	\$9.00/hour
Level III	\$8.00/hour
Level IV	\$7.50hour
Level V	\$7.25/hour

**17. Credit Card Policy and Regulations**

- A. The Walton and Tipton Township Library Board hereby resolves to authorize credit card usage by the staff of the library.
- B. Credit cards will be issued by the library’s bank. (Currently Bank Card Center and

First Horizon .)

C. The purpose for the card is to reduce dependence on checks and cash and to make purchasing small amounts easier.

D. Employees' names authorized to use the credit card must be entered in the secretary's minute book as approved by the board.

E. Employees will have prior approval from the director before making purchases on the credit card and the director is to initial the log to show approval has been given.

F. A "credit card use" log will be maintained. Each purchase will be entered in the log along with the date, amount and card used to make the purchase.

G. A receipt file will be established. The receipt from each purchase that is recorded on the log will be placed in the file.

H. The Library Board Treasurer or his/her designee shall review the credit card purchases monthly, reconciling the statement with the "credit card use" log and receipts.

I. All purchases made on the cards must be for library use and be allowed under State Board of Accounts rules.

J. The credit card bills will be paid for the full amount each month, unless the board passes a resolution saying otherwise.

K. Anyone using their cards inappropriately, may have their authorization removed immediately by the Director pending board action at the next meeting.

#### **18. Membership in Library Organizations**

1. The Library shall maintain membership in the Indiana Library Federation.

2. The Library Board members shall maintain trustee membership in the Indiana Library Federation.

3. The Library shall be a member of INCOLSA.

#### **19. Daily Start-Up Procedure**

A. Check the parking lot and sidewalk conditions. If iced, put on salt. If snow covered call Celia at 626-2272.

C. Open the door with the key and manually push to the north or left.

D. Reach up above the door to the box. Push one of the arrows until the middle green light appears.

E. Turn on the "Open" window sign.

F. Turn on the lights; front entry, Pre-School, and Elementary(including the neon one).

G. Go upstairs, turn on the lights in the Indiana Room.

H. Turn on the monitors on the computer round(s).

I. Turn on the light on the display case.

J. Turn on all of the upstairs lights.

K. Turn on the monitors for the central circulation computers. Open Fx.

L. Take out petty cash and put into the change drawer.

M. Check each restroom for toilet paper, paper towels, messes, etc. If there is a problem, call Celia at 626-2272.

#### **20. Daily Close-Down Procedure**

A. Turn off the computer monitors and all the lights.

C. Check the two alley doors to be sure they are shut.

D. If there is to be a meeting that night, lock doors 111A and 107B.



- E. Check the Bishop Street entrance.
- F. Turn off the monitos on the main circulation computes.
- G. Put petty cash into the bag and then store the bag in the file.
- H. If there is to be a meeting that night, lock the door at the top of the stairs and shut it off on the box.
- I. At the front exit push the arrow until the red light comes on. Turn off entry way lights and lock the door.

## **21. Library Inventory**

The library shall maintain an inventory of fixed assets. The Director will be responsible for maintain this inventory of items with a value of more than \$500. The director will use the forms prescribed by the State Board of Accounts and/or Department of Local Government Finance.

## **22. Weather Disaster Plans**

Adopted 04/12/05

### **A. Severe Thunderstorms:**

- a. Monitor the radio.
- b. Alert patrons to the situation.
- c. Turn-off and unplug all computers if lightning is present.
- d. Finish checking out customers on a pad noting name and call numbers for books.

### **B. Tornadoes:**

- a. Monitor the radio anytime weather appears to be threatening.
- b. In case of a “tornado watch” declaration, inform each patron in the library of the situation and each patron entering the library.
- c. In case of a “tornado warning” in our area direct each patron in the library to the lower floor and the proper location:
  - i. People upstairs should move downstairs to the kitchenette, community room restrooms and hall, or pre-school room.
  - ii. People downstairs in the youth center should move up against the walls of the entrance to the elementary room from the preschool room or around the elevator room.
  - iii. People in the Community Room should line up along the east and north walls, which are inside, supported walls.
- d. Encourage patrons not to leave the building during a tornado warning, but do not try to stop them if they choose to go.
- e. People in every location should get down on the floor, on their knees, facing the wall with their hands behind their heads.

### **C. Ice and Snow Storms:**

If we know in advance:

- a. warn each patron in the library when the storm is expected.
- b. alert each patron coming in about the situation.
- c. monitor the radio.
- d. send employees that live very far away, home before the storm arrives.
- e. During and after the weather has occurred:
  - i. encourage patrons still in the building to remain until the roads are cleared.

- ii. provide a sanctuary as needed for stranded motorists.
- iii. Call Celia (626-2272) to clean the sidewalks and Gary Armstrong (574-735-6737) to clean the parking lot.

**D. Computer or Server Temporary Failure:**

- a. Make sure two people are working the upstairs circulation desk.
- b. Continue to check items in using a ruled pad at the front counter.
- c. Continue to check items out using the patron's name and the number of each item checked out.
- d. When computers return to a working state, have one person continue processing people, using the computer, while the other takes the two lists and catches the circulation up.

**E. Computer or Server Permanent Failure:**

- a. All data on each computer and the server is to be backed up once each week.
- b. The back up data is to be stored either in a fireproof container at the Library or at another site.
- c. As quickly as possible obtain another computer or server.
- d. Down load all of the back up data.
- e. By hand, process all materials collected since the last back up and bring the file up to date.

**23. Investment Policy**

The board of finance shall determine where and in what accounts Library money may be invested at their January meeting. If the treasurer doesn't receive a notice of change, then he/she is to continue under the old investment policy.

**24. Library Bill of Rights-** The Library Board accepts and supports the 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.

- A. 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.
- B. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
- C. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- D. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- E. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- F. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**25. Freedom to Read-**The Library Board subscribes to and supports the Freedom to Read.

- A. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

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

C. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

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

E. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

F. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

#### **26. Processing Incoming Materials:**

A. Un-box materials and check off on the order form that the materials have been received. Indicate the date received.

B. Record each item in the accession book under the appropriate section.

C. Stamp the first inside page, page 17 and the rear cover with a Walton Library Stamp that has the library name and address.

D. Write the price on the front of the first inside page of the front cover of the book.

E. Put the accession number, from the accession book, in the upper right corner of the first inside page of the front cover of the book.

F. Determine the "Call Number" by assigning to one of the categories below and use the symbol as the first part of the "Call Number".

AF---adult fiction collection

AV---audiovisual material

BD---Blu-ray movies

CD ROM—computer cds and games such as for PS2 and X-BOX

CDM---music cds

DVD—dvd movies

E--- easy books (3<sup>rd</sup> grade and below)

ESL—English as a second language books

I---Indiana collection

j---juvenile non-fiction

JF--- juvenile fiction (4<sup>th</sup> grade and up)

LP--- large print book

NDS—Nintendo DS games

PER—periodical

REF—reference book

VF--- vertical file

V —Video collection

Wii--- Nintendo Wii games

WZ---Walton Zone (teen materials)

Numbers---used with adult nonfiction

- G. Make a pocket for the material with a tag that includes
- |   |                    |
|---|--------------------|
| a) for items with an author:                              | Sample:            |
| Call Number and author's name                             | 623.4 Smith, Bill  |
| First three letters of author's last name                 | SMI                |
| b for items without an author:                            | Sample:            |
| Call Number and title                                     | 854.6 Guns for Joe |
| First three letters of the title (don't use A, an or the) | GUN                |
- H. Install the pocket:
- Books and Magazines: inside of back cover
  - DVDs, VCRs, CDR and CDM: on the outside of the back cover
- I. Place a barcode and cover on each book, magazine, video, DVD or CD.
- a The barcode for books and magazines goes on the inside of the back cover near the spine of the book.
  - b The barcode for videos, DVDs and CDs goes on a surface where it will cover the least and then is covered by a barcode cover.
- J. Make a spine tag:
- |  |         |
|--|---------|
| a for materials with an author.                    | Sample  |
| Symbol   | AF      |
| First three letters of authors last name( in caps) | BRD     |
| b for materials without an author.                 | Sample: |
- K. Install the spine tag on the lower portion of the spine.
- L. Enter data into the computer.
- a) Download MARC records from publisher on to a disk.
    - i) Go to [www.btol.com](http://www.btol.com).
    - ii) If it asks you to Login in: [waltonlibrary@hotmail.com](mailto:waltonlibrary@hotmail.com), then "waltin" and then "submit".
    - iii) Click on "Customer Support".
    - iv) Click on "Reports/Downloads".
    - v) Click on arrow to select "account".
    - vi) Select "Acct # 218671.
    - vii) You will see Order Summary.
    - viii) Under STATUS look for "Download Now".
    - ix) If it says "File Done", the records have already been downloaded.
    - x) Put a blank 3 1/2" floppy disk in Drive A of the computer.
    - xi) Click on "download now".
    - xii) Click on "Save" and then "Save again to Drive A"
    - xiii) The computer tells you when the download is complete.
    - xiv) Now click "open". The Active Delivery box comes up.
    - xv) Highlight the file listed and click "extract items".
    - xvi) It will say "Successfully Extracted" when completed.
    - xvii) You click "OK".
    - xviii) Click "DONE".
    - xix) Click on "CLOSE".
    - xx) Click on "Logout".
    - xxi) Click on "Logout" again.
  - b) import the data from the disk into our system.

- i) Double Click on “My Computer”.
- ii) Double Click on “Drive A”.
- iii) Right Click on “Text Doc.file” and then click on “rename”.
- iv) Type “microlif.001” and then enter.
- v) If you have more than one “Text Doc.file” repeat the process and name the next one “microlif.002”.
- vi) Minimize the window.
- vii) Double click and open “Cataloging”.
- viii) Type in our password and you are into cataloging.
- ix) Go to file and down to “Import MARC21/852 Holdings Format”.  
Click “Time”.
- x) Leave holdings format as is and click on “IMPORT”.
- xi) Change “files of Type” to “all files”.
- xii) Click on “microlif.001” in the top section of the screen.
- xiii) Click on “open”.
- xiv) The files will then load and ask you if you want to import another file.
- xv) If so, click “yes” and “OK”.
- xvi) Click on “microlif.002” and so on until you have all of the files.
- xvii) When done click on “NO” and “Close”.
- xviii) Then click on “YES” to view the exception report.
- xix) If you see any problems like: skipped record, title already exists or barcode already exists, then :
- xx) Go to “file” and down to “Print”. Print a copy of the report.  
(See the sample.)
- xxi) Then click “close” and “YES” to delete the exception report.
- xxii) Open Drive A and delete all files. This makes the disk blank and ready

## **27. Health and Safety**

- A. The Walton & Tipton Township Public Library is a smoke-free facility.
- B. Skateboarding and other activities that are hazardous in nature are forbidden on the grounds.

## **28. Friends of the Library**

1. The Library Board recognizes the Friends of the Library group and supports them in their work.
2. The Library Board would expect the Friends to work closely with the Director in their efforts to support the Library and its mission.
3. The Library Board expects the Friends to be a recognized group that operates under Roberts’ Rules of Order, including having elected officers.
4. The Friends are to have a copy of their bylaws and minutes on file with the Director.

## **29. Adoption and Authority**

- A. Once adopted, this document takes precedence over any previous documents or decisions.
- B. Any portion of this document in conflict with Indiana State Law is void and invalid.

C. Any appeal of the material found in this policy and procedures document must be approved by the Board of Trustees at an advertised meeting with a majority of the board, four members, voting in favor of the change.

**Approved this 11<sup>th</sup> day of September, 2012.**

**AYE**

**NAY**

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**Attest;**

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**Michelle Birnell, Secretary**

**Paul F. Bauer, President**

Form 1

Walton & Tipton Township Public Library

Patron Information and Releases for Family Membership

Account # \_\_\_\_\_

Person Requesting Membership:

Print Last Name \_\_\_\_\_ Print First Name \_\_\_\_\_

Print Address: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Township: \_\_\_\_\_

Home Phone Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Work Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_

e-mail \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_ years

What other family members do you want to be able to use this membership? Anyone listed below over the age of twelve will be able to use the internet freely except for what we filter.

Last Name \_\_\_\_\_ Last Name \_\_\_\_\_

First Name \_\_\_\_\_ First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_

Last Name \_\_\_\_\_ Last Name \_\_\_\_\_

First Name \_\_\_\_\_ First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_

Special Information and Acceptable Access Policy:

- 1.. Once an item is checked out it becomes the sole responsibility of the patron listed at the top of this form to see that the item is returned at the correct time, proper location and in the same condition as when it left. (See our damaged materials policy for more information.)
- 2..Loan periods are as follows;
  - Books-----two (2) weeks
  - Movies----three (3) days
  - Games----three (3) days
- 3..Fines for overdue items are \$.25 per item per day. Fines will stop accumulating when the amount of the fine equals the value of the item out.
- 4..Our computers are filtered in compliance with state law.
5. Anyone you listed above will be able to freely use the internet

except for what is filtered out by us. If you want to censor what your child has access to that is between you and the child.

- 6. Users are limited to 30 minutes of computer time, if someone is waiting.
- 7. Users may use our wifi with their own computers freely.
- 8. The Library being a “limited public forum” site is very concerned with 1<sup>st</sup> amendment rights. Most people have a right to access materials. However, an effort must be made to filter what the Supreme Court deems, unacceptable from computer users. At the Walton Library computers will be filtered by ENA, our internet provider. Whether on our computers or on patron owned computers using our access, patrons must not violate any local, state or federal laws. Users are not to violate copyrights or otherwise use another person’s intellectual property with out prior approval or citation. Users are not to access, upload, download, transmit, or distribute pornographic, obscene or sexually explicated material.
- 9. Anyone not obeying the rules above may be:
  - a. given a warning and asked to stop
  - b. asked to stop and leave the library for that day
  - c. asked to leave the library and not return for a period of time fixed by the Director
  - d. asked to leave and not return for an indefinite period of time

Signature \_\_\_\_\_ Date / /

Optional for Use in the Friends Calendar—list any birthdates or anniversaries you would like to see published below.

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Form 2

Walton & Tipton Township Public Library

**Accident/Injury Report**

This form should be completed immediately after an accident or injury. It should then be given to the Director, who will review it and maintain it in a file for the insurance company.

Last Name of Injured Person \_\_\_\_\_

First Name of Injured Person \_\_\_\_\_

If a child, parent's first and last names \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_ - \_\_\_ - \_\_\_ Cell Phone \_\_\_ - \_\_\_ - \_\_\_

E-mail Address \_\_\_\_\_

When did the accident take place? \_\_\_\_\_ Time? \_\_\_\_\_

Where did the injury or accident take place?  
\_\_\_\_\_  
\_\_\_\_\_

If the accident took place outside, describe the weather conditions.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What was the person doing when the accident or injury took place?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe exactly what happened in detail.

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What was done to assist the person after the accident or injury?

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Was the person transported to a medical facility?\_\_\_\_\_ If so, which one? \_\_\_\_\_

Who witnessed the event?

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Printed Name of the Employee Reporting the Accident \_\_\_\_\_

Signature \_\_\_\_\_ Date / /

Follow-Up

How and for what was the patient treated at the hospital?

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Form 3

Walton & Tipton Township Public Library

Request for Reconsideration of Library Materials

Instructions: Complete this form filling in as many details as possible. Be specific. Turn in the completed form to the Library Director, or mail it in, Attn: Director. A review committee will evaluate the complaint and mail a response to you. If you accept the findings of the review committee, please, let us know. If you wish to challenge the findings of the review committee, please, notify the director so that a hearing with the full Library Board can be arranged for you.

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Signature \_\_\_\_\_ Date / /

(Nothing above this line is to be duplicated for the review committee.)

Do you live in Tipton Township or own property there? \_\_\_\_\_

Are you a patron of the Library? \_\_\_\_\_

Check one: \_\_\_ I represent myself. \_\_\_ I represent a group.

Library resource which you are challenging:  
\_\_\_ book \_\_\_ video \_\_\_ magazine \_\_\_ newspaper \_\_\_ CD

Title of the Material: \_\_\_\_\_

What brought this item to your attention? \_\_\_\_\_

\_\_\_\_\_

Have you examined the entire resource? \_\_ yes \_\_ no, what parts? \_\_\_\_\_

\_\_\_\_\_

What concerns you about this resource? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What recommendations concerning this resource do you make? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there other resources you might suggest as a substitute for the information in the materials you challenge?

\_\_\_\_\_

Resolution

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Review Committee

IN FAVOR OF RESOLUTION

AGAINST RESOLUTION

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