

# Policy Manual



# Table of Contents

(Click on a title or page number to advance to that page)

Notice Under The Americans With Disabilities Act.....	1
Grievance Procedure under the Americans with Disabilities Act .....	2
Grievance Procedure under Americans with Disabilities Act, Title II Problem/Complaint Form.....	3
Board Guidelines Regarding Media Or Public Inquiries .....	4
Circulation Policy.....	5
Addendum to Circulation Policy .....	6
Collection Development Policy.....	8
Collection Development Policy Appendix A .....	9
Collection Development Policy Appendix B .....	10
Collection Development Policy Appendix C .....	12
Collection Development Policy Appendix D.....	13
Community Access to Meeting Rooms and Collaborative Spaces .....	14
Meeting Rooms .....	14
Collaborative Spaces .....	15
Meeting Room Amenities .....	16
Associated Fees .....	17
Occupancy Limits.....	18
Addendum to Community Access to Meeting Rooms and Collaborative Spaces policy.....	19
Availability.....	19
Restrictions.....	19
Making Reservations and Cancellations .....	19
Community Postings .....	20
Community Postings Guidelines .....	21
Computer, Internet, and Wireless Access Use Policy .....	22
Confidentiality of Library Patron and Circulation Policy .....	24
Credit Card Use Policy.....	25
Display/Exhibit Policy .....	26
Guidelines for Displays/Exhibits at the Vigo County Public Library .....	27
Application for Display/Exhibit Space.....	28
Expressive Activities on Library Premises .....	29
Capital Assets Policy.....	30
FOOD AND BEVERAGE POLICY.....	32
Gifts Policy.....	33
Interlibrary Loan Policy .....	35
Library Board Of Trustees Travel And Reimbursement Policy.....	36

Library Program Policy .....	37
Guidelines for Library Programs .....	38
Open Door Law Policy .....	40
Parking Policy .....	41
Participating in Meetings Via Electronic communication policy.....	43
Performance Evaluation Of Library Director Policy.....	45
Performance and Evaluation Criteria for Library Director .....	46
Print, Copy, Scan, and Fax Services Policy .....	47
Registration of Borrowers Policy .....	48
Resolution Authorizing the Issuance of Free Library Cards .....	49
Resolution to Establish Non-Resident Fees .....	50
Rights and Responsibilities .....	51
Service Fee Policy .....	52
Service Fee Schedule.....	53
Small Purchase Policy .....	56
Staff Use Of Library Materials Policy .....	57
Guidelines for Staff Use of Library Materials.....	58
Statement Reaffirming Public Library As A Public Good.....	59
Tobacco and e-Cigarette-Free Policy .....	60
Unattended Children Policy .....	61
Guidelines for Staff Regarding Unattended Children .....	62
Unscheduled Library Closings .....	63
Use Of Social Media Policy .....	64
Administrative Procedure.....	65
Vehicle Use Policy .....	66
Volunteer And Intern Policy .....	67
Definition .....	67
Role of Volunteers and Interns.....	67
Teen Volunteer Program .....	67
English as a Second Language Program .....	67
Friends of the Vigo County Public Library .....	68
Recruitment .....	68
Orientation and Training .....	68
Recognition .....	68
Evaluation.....	68
Release Authorizing Check of Volunteer Credentials.....	69

## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the **VIGO COUNTY PUBLIC LIBRARY** will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** the **VIGO COUNTY PUBLIC LIBRARY** does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** **VIGO COUNTY PUBLIC LIBRARY** will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in **VIGO COUNTY PUBLIC LIBRARY's** programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** **VIGO COUNTY PUBLIC LIBRARY** will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in **VIGO COUNTY PUBLIC LIBRARY** offices and public service areas, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of **VIGO COUNTY PUBLIC LIBRARY**, should contact one of the library division Directors at 812-232-1113, Vigo County Public Library, One Library Square, Terre Haute, IN 47807 or [ada@vigo.lib.in.us](mailto:ada@vigo.lib.in.us) as soon as possible but no later than 48 hours before the scheduled event. The ADA does not require the **VIGO COUNTY PUBLIC LIBRARY** to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of **VIGO COUNTY PUBLIC LIBRARY** is not accessible to persons with disabilities should be directed to the Executive Director who serves as the **ADA Coordinator** at Vigo County Public Library, One Library Square, Terre Haute, IN 47807, Voice: 812-232-1113; e-mail: [ada@vigo.lib.in.us](mailto:ada@vigo.lib.in.us).

**VIGO COUNTY PUBLIC LIBRARY** will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

**Adopted by the Vigo County Public Library Board of Trustees on the 21<sup>st</sup> day of August 2017.**

**[Click here to return to the Table of Contents](#)**

## **Grievance Procedure under the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). The procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the VIGO COUNTY PUBLIC LIBRARY. The VIGO COUNTY PUBLIC LIBRARY's Staff Manual governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Executive Director and ADA Coordinator**  
**Vigo County Public Library, One Library Square, Terre Haute IN 47807**  
**Voice: 812-232-1113; E-mail: [ada@vigo.lib.in.us](mailto:ada@vigo.lib.in.us)**

Within 15 calendar days after receipt of the complaint, the **ADA Coordinator, or designee** will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the **ADA Coordinator, or designee** will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **VIGO COUNTY PUBLIC LIBRARY** and offer options for substantive resolution of the complaint.

If the response by the **ADA Coordinator, or designee**, does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Vigo County Public Library Board of Trustees or a designee.

Within 15 calendar days after receipt of the appeal, the Vigo County Public Library Board of Trustees or a designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Vigo County Public Library Board of Trustees or a designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the **ADA Coordinator, or designee, appeals to the Vigo County Public Library Board of Trustees or a designee**, and responses from these two offices will be retained by the VIGO COUNTY PUBLIC LIBRARY for at least three years.

**Adopted by the Vigo County Public Library Board of Trustees on the 21<sup>st</sup> day of August 2017.**

**[Click here to return to the Table of Contents](#)**

**Grievance Procedure under Americans with Disabilities Act, Title II Problem/Complaint Form**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Age, if minor** \_\_\_\_\_ **Parent/Guardian name** \_\_\_\_\_

**Library service, program, or activity involved** \_\_\_\_\_

**Describe the problem encountered in gaining access to or benefitting from the service, program, or activity:**

**Library location where the problem was encountered** \_\_\_\_\_

**Date the problem was encountered** \_\_\_\_\_

**What suggestions do you have to remedy the problem?**

**Staff member who accepted form** \_\_\_\_\_

**Date received by Library Executive Director** \_\_\_\_\_

**Committee review date** \_\_\_\_\_

**Resolution:**

[Click here to return to the Table of Contents](#)

## **BOARD GUIDELINES REGARDING MEDIA OR PUBLIC INQUIRIES**

No one on the Vigo County Public Library Board of Trustees can or should be denied his or her freedom of expression. In other words, the individual board member is not censored or told how he or she must respond to any particular inquiry. The same principle holds true for library staff. The VCPL's Collection Development Policy and the Accessing Library Materials Policy, or any policy for that matter, are not sets of strict black and white rules that will provide the "right" answer to a question. These policies do, however, provide a framework for a response. Censorship issues tend to be emotional and usually revolve around a particular title or format of material. Often, the only answer that satisfies the complaint is for the Library to agree to remove the item. If this course is followed, the item is then not available to those who may want to read, view, or hear that particular work. If every item or library material that might offend someone were withdrawn from the library collection, the VCPL would have few, if any, materials left on the shelves. The VCPL may withdraw an item temporarily while it is under review. Collection status may also be changed, for example, from juvenile to adult, but library materials are not withdrawn solely on the basis of a complaint.

The following guidelines are offered as suggestions for VCPL Board members to use if approached by the media or an individual who has a concern.

- When approached by the media for a comment or reaction to any type of incident, the Board Member should make it clear that he or she is speaking only as an individual, **not for** the Library Board. This is essential if the Board has not had an opportunity to meet and discuss the issue. If the Board has taken a position on an issue, the media or individual can be referred to the Library Administration office for a direct quotation or copy of the decision made at the board meeting. This prevents the Library Board member from being placed on the spot as the "Board Spokesperson". In general, it is always best to respond as succinctly and briefly as possible and it is certainly appropriate to respond that the Board has yet to meet and discuss the particular issue.
- If there is a censorship issue, and the Board member is contacted directly by an individual, please inquire if the concerned person has completed a "Statement of Concern about Library Resources" form and if he or she has spoken with the Reference Coordinator or the Director concerning the issue. Please encourage anyone to follow this procedure. Immediately notify the Director, or in her absence, the Administrative Coordinator or the Reference Coordinator. A quick response to these inquiries can make all the difference in how the situation develops.
- Library staff will respond appropriately to each individual inquiry. Persons who have followed the established procedure and are not content with the outcome are welcome to attend the next regular Library Board Meeting. On the agenda there is a place for public input and anyone is welcome to present his or her issue. The Library Board is not obligated to respond to the issue at that meeting but may take it under advisement for reaction or response at a later date.

**Reviewed by Vigo County Public Library Board of Trustees Attorney November 1995.  
Adopted by the Vigo County Public Library Board of Trustees on December 18, 1995**

**[Click here to return to the Table of Contents](#)**

## **CIRCULATION POLICY**

The Vigo County Public Library loans designated library materials for use outside the library to eligible registered borrowers as defined by and in compliance with Indiana Code 36-12-2-25 and outlined in the Registration of Borrowers Policy.

The Library fulfills its responsibility to the community by maintaining records on all items currently loaned and for which a transaction of responsibility has taken place between the VCPL and the borrower with guaranty that the items will be returned to the Library's custody on time and in good condition. The Library reserves the right to limit the type and number of materials loaned and the time periods for which a loan is valid.

Borrowers who do not return items on time receive a **FIRST OVERDUE NOTICE** followed by a **FINAL OVERDUE NOTICE** which includes billing and collection agency information. Borrowers who return items with damage or report item loss receive a **BILL NOTICE**. After issuance of a **FINAL OVERDUE NOTICE** or **BILL NOTICE** the replacement costs of overdue items are billed to the borrower's account and borrowing privileges are suspended. Borrowing privileges are restored when all items are returned or reimbursement for lost or damaged items is received. Billed items are charged at the publisher or producer's list price or the default price for similar items. Billed borrower accounts may be turned over to a collection agency and all resulting collection fees are the responsibility of the borrower. Collection fees must be paid by the borrower even if library materials are returned or reimbursement is made.

Library materials not specifically designated for loan, such as Reference or Special Collections, may be loaned under certain circumstances with authorized permission and under such terms as are deemed reasonable.

The lending of library materials is further subject to such rules, regulations, and conditions as may be in effect from time to time (which shall be deemed supplemental to the foregoing policy), including but not limited to rules pertaining to the applicable time periods for which library materials are loaned as set forth in the attached **Addendum**. The above policy and supplemental conditions referred to in this paragraph may be amended at any time without notice. The Library reserves the right to alter the application of the above policy should extraordinary or emergency circumstances warrant.

**Adopted by the Vigo County Public Library Board of Trustees on the 19th day of June 2017.**

**[Click here to return to the Table of Contents](#)**



## Addendum to Circulation Policy

### 1. NOTICES

For most library materials a FIRST OVERDUE NOTICE is issued no later than seven (7) days after items are due and is delivered via United States Postal Service, email, or telephone. A FINAL OVERDUE NOTICE is issued no later than fourteen (14) days after items are due. A BILL NOTICE is issued when an item is returned damaged or the library receives notification that an item is lost. A FINAL OVERDUE or BILL NOTICE is delivered via United States Postal Service only. A HOLD PICKUP NOTICE is issued when a requested item is available for pick-up and is delivered via United States Postal Service, email, or telephone. A COURTESY NOTICE is issued prior to the item due date and is delivered via email only.

### 2. LIMITS AND LOAN PERIODS

Standard borrowers are allowed to have on loan up to a maximum of 100 items comprised of any combination of all materials with specific limits on designated types of materials as indicated in the table below. Reciprocal and PLAC borrowers must use their home library for Interlibrary Loan. Items on hold for other borrowers cannot be renewed.

Borrowers are responsible for paying all associated fees for lost or damaged materials.

Maximum Items	Library Material Type	Loan Period	Number of Renewals
Up to 100	<b>Books, Magazines, Books on CD, Music CDs, Playaways</b>	28 Days	5
	<b>New Arrivals</b> <i>(Books, Large Print, Books on CD)</i>	14 Days	2
Up to 20	<b>DVD/Blu-ray</b>	28 Days	5
Up to 10 of any	<b>Best Seller Express Items</b> <i>(Express Books, Books on CD, Playaway Audiobooks)</i>	14 Days	0
	<b>DVD/Blu-ray New Releases</b>	7 Days	0
Up to 5 of any	<b>Games, Kits, Video Games, Leap Pad Cartridges</b>	14 Days	2
1 of each	<b>E-Readers</b>	14 Days	2
	<b>Tablet /Tablet Express</b>	14 Days	2/0
	<b>Leap Pads</b>	14 Days	2
Based on availability	<b>Easels</b>	7 Days	0
<b>Vendor Limits Vary</b> <ul style="list-style-type: none"> <li>• Up to 10</li> <li>• Up to 10</li> <li>• Up to 10</li> <li>• Up to 10</li> </ul>	<b>Downloadable/Streaming:</b> <ul style="list-style-type: none"> <li>• eaudiobooks</li> <li>• ebooks</li> <li>• emusic</li> <li>• evideo</li> </ul>	<b>Vendor Loans Vary</b> <ul style="list-style-type: none"> <li>• 3/14/21 Days</li> <li>• 7/14 Days</li> <li>• 3/7 Days</li> <li>• 3/5/7 Days</li> </ul>	<b>Vendor Renewals Vary</b>
Up to 10	<b>Interlibrary Loan Books</b>	<b>Varies</b>	<b>Varies</b>

### 3. HOMEBOUND BORROWERS

Outreach services are available to homebound borrowers who are temporarily or permanently unable to travel to the library for health reasons and who have no other means of receiving library service for at least 3 months. Extenuating health conditions may qualify for service prior to the 3 month limit. Outreach service is provided during the period the borrower qualifies for the service and ends when the borrower indicates it is no longer needed or the borrower's circulation activity demonstrates the ability to utilize the library onsite. The service is provided free of charge, however homebound borrowers are responsible for paying all associated fees for lost or damaged items.

Due to constraints of the service some materials may not be eligible for loan to homebound borrowers and the maximum number of deliverable items is limited. Materials available for homebound loan are indicated in the table below. Items on hold for other borrowers cannot be renewed.

Maximum Items	Library Material Type	Loan Period	Number of Renewals
Varies by delivery schedule	<b>Books, Books on CD, Music CDs, DVD/Blu-ray</b>	Varies by delivery schedule	2
<b>Vendor Limits Vary</b> <ul style="list-style-type: none"> <li>· Up to 10</li> <li>· Up to 10</li> <li>· Up to 10</li> <li>· Up to 10</li> </ul>	<b>Downloadable/Streaming:</b> <ul style="list-style-type: none"> <li>· eaudiobooks</li> <li>· ebooks</li> <li>· emusic</li> <li>· evideo</li> </ul>	<b>Vendor Loans Vary</b> <ul style="list-style-type: none"> <li>· 3/14/21 Days</li> <li>· 7/14 Days</li> <li>· 3/7 Days</li> <li>· 3/5/7 Days</li> </ul>	<b>Vendor Renewals Vary</b>

### 4. ADULT CARE AND CHILD CARE AGENCIES

Outreach services are available to adult care and child care agencies in the library district (Vigo County) with a valid agency borrower account. The service is provided free of charge, however the agency as borrower is responsible for paying all associated fees for lost or damaged items.

Due to constraints of the service some materials may not be eligible for loan to agency borrowers and the maximum number of deliverable items is limited. Eligible materials for agency loan are indicated in the table below. Items on hold for other borrowers cannot be renewed.

Maximum Items	Library Material Type	Loan Period	Number of Renewals
Varies by delivery schedule and agency size	<b>Books, Books on CD, Music CDs, Kits, DVD/Blu-ray</b>	Varies by delivery schedule	2
<b>Vendor Limits Vary</b> <ul style="list-style-type: none"> <li>· Up to 10</li> <li>· Up to 10</li> <li>· Up to 10</li> <li>· Up to 10</li> </ul>	<b>Downloadable/Streaming:</b> <ul style="list-style-type: none"> <li>· eaudiobooks</li> <li>· ebooks</li> <li>· emusic</li> <li>· evideo</li> </ul>	<b>Vendor Loans Vary</b> <ul style="list-style-type: none"> <li>· 3/14/21 Days</li> <li>· 7/14 Days</li> <li>· 3/7 Days</li> <li>· 3/5/7 Days</li> </ul>	<b>Vendor Renewals Vary</b>

[Click here to return to the Table of Contents](#)

## **COLLECTION DEVELOPMENT POLICY**

The Vigo County Public Library provides a diverse collection of library resources reflecting a variety of community viewpoints and interests and strives to acquire and maintain library resources of current interest and enduring value.

The Vigo County Public Library affirms the American Library Association's Library Bill of Rights (Appendix A) and the Freedom to Read (Appendix B) statement. Recognizing diversity in the Vigo County community necessitates the inclusion of resources that may be considered objectionable. Disparate views are reflected in the library collection to provide patrons with a variety of information to conduct informed and appropriate research for themselves and for their families. An individual with a comment regarding library resources may complete a Library Resources Comment Form – Appendix D.

### **Collection Development Selection Criteria**

Library resources, including both print and non-print materials, are selected for inclusion in the collection based on:

- Quality of content, timeliness, accuracy, literary worth and cost
- Review sources, bestseller charts and standard selection sources as defined in Appendix C
- Reputation and past demand of author, publisher or producer
- Patron requests and anticipated community demand
- Inclusion in a series
- Physical suitability for library use
- Subject and genre deficiencies in existing collection
- Intended audience
- Availability of local community resources
- Availability of resources in digital format

### **Collection Maintenance Criteria**

Library materials are removed from the collection based on:

- Physical condition
- Duplication
- Availability of resource in alternate format
- Currency
- Usage statistics

### **Gifts and Donations**

Gifts and donations are added to the library collection based on the same guidelines used to select resources and as defined in the Vigo County Public Library Gifts, Bequests, and Trusts Policy adopted by the Vigo County Public Library Board of Trustees.

**Adopted by the Vigo County Public Library Board of Trustees on the 17<sup>th</sup> day of December 2012.**

**[Click here to return to the Table of Contents](#)**

## **Collection Development Policy Appendix A**

### **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.

**[Click here to return to the Table of Contents](#)**

## Collection Development Policy Appendix B

### **Freedom to Read**

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

We therefore affirm these propositions:

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

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

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

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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

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

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

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

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

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

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

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

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

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

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

---

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

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

[Click here to return to the Table of Contents](#)

## Collection Development Policy Appendix C

### Standard Selection Sources

- Library Journal - prepublication alert, fiction and nonfiction
- New York Times Book Review - bestseller lists only
- Publishers Weekly
- Baker & Taylor Forecasts
- Publishers' catalogs
- Booklist - advance only
- Kirkus Review
- Literature Resource Center
- Amazon
- OCLC WorldCat
- Magazines for Libraries
- Horn Book
- VOYA
- School Library Journal
- NoveList Plus
- Video Librarian
- Internet Movie Database
- Audiofile
- Billboard

[Click here to return to the Table of Contents](#)

## Collection Development Policy Appendix D

### Library Resources Comment Form

*We value your opinion. Your comments regarding library resources help the library provide content for a wide variety of tastes and interests.*

Resource: \_\_\_\_\_  
\_\_\_\_\_

Author/Title/Call Number: \_\_\_\_\_

What do you want us to know about this resource?

\_\_\_\_\_  
\_\_\_\_\_

What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_

What action would you recommend the library undertake?

\_\_\_\_\_  
\_\_\_\_\_

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

If you are unable to complete this form, any library staff member will assist you. A representative of the library will respond to your comments.

[Click here to return to the Table of Contents](#)



## **Community Access to Meeting Rooms and Collaborative Spaces**

Vigo County Public Library (VCPL) provides access to meeting rooms and collaborative spaces that can be reserved by individuals, groups, and organizations. People who use the meeting rooms or collaborative spaces must adhere to VCPL's Rights and Responsibilities and the guidelines in this policy.

Granting use of meeting rooms and or collaborative spaces does not constitute or imply VCPL endorsement or advocacy of the purpose(s), activities, expression, or policies of any individual, group, or organization.

In order to sustain its status as a limited public forum, VCPL in its sole discretion may impose reasonable time, place, and manner restrictions on the use of meeting rooms and collaborative spaces. Meeting rooms and collaborative spaces are available only during library open hours unless prior approval has been granted by a member of VCPL Management. Reservation requests will be processed on a first-come first-serve basis, however, to ensure equitable access, VCPL may restrict continuous ongoing reservations for any single group or individual if such reservations regularly deny other groups or individuals use of meeting rooms or collaborative spaces.

Library sponsored or co-sponsored activities will receive priority scheduling at all times and VCPL reserves the right to reschedule or cancel reservations when needed to accommodate Library needs. The Conference Room, Lifelong Learning Center, Haute Create, Youth Services Program Room and Youth Services Multipurpose Room are not available for reservations for the public without permission from Library Management.

### **Meeting Rooms**

#### **Making Reservations and Cancellations**

1. Reservations can be made with a Vigo County Public Library card by an adult (18+), who serves as the responsible party for adherence to terms of use and restrictions, liability for damages, and or payment of any fees incurred as a result of room use.
2. Reservations are not guaranteed until confirmed by library staff via email or phone.
3. A minimum of five (5) attendees is required to reserve a meeting room.
4. For reservations that include the attendance of minors (under 18), the party responsible for the reservation must provide for direct adult supervision at all times during room use.
5. Reservations may be made in advance for up to a twelve (12) month period. Recurring reservations do not automatically renew for any period and it is the responsibility of the individual and or group representative to make additional reservations.
6. Reservations may not be transferred for use to another individual, group, or organization.
7. Failure to appear within thirty (30) minutes after the start time of a scheduled reservation will result in a forfeiture of the reservation.
8. Cancellations should be submitted to the library no later than seventy-two (72) hours prior to the scheduled reservation.
9. Failure to provide adequate cancellation notices and or failure to appear for scheduled reservations may result in suspension of future reservations.

#### **Terms of Use**

1. Meetings, programs, and events must abide to posted occupancy limits and exits or paths to exits must be free of tables, chairs, and other furniture and equipment.
2. Meeting room use and attendees must adhere to all federal, state, and local laws; comply with all VCPL rules, regulations, and policies; and may not interfere with or disrupt normal library operations and or use of the library by others.
3. All meetings, programs, or events must conclude and rooms emptied fifteen (15) minutes before the library closes unless prior arrangements have been made with VCPL Management.
4. Meeting rooms must be left in a clean and orderly condition with trash deposited in trash receptacles and any additional debris removed.

5. VCPL reserves the right to have a staff member present at any meeting, program, or event to ensure adherence to library policies and or vacating of room or facility in a timely manner.
6. Non-Profit agencies may charge a small entrance fee to recover the cost of hosting or presenting an event or program.

### **Restrictions**

1. Meeting rooms may not be used by profit-making entities to sell products or to recruit potential partners or customers.
2. Private functions including, but not limited to, engagement or marriage celebrations, baby showers, birthday parties, or other similar events are not permitted.
3. The Library's logo cannot be used on advertisements or announcements. Groups and individuals may not imply VCPL's sponsorship or endorsement of the activity being held on Library property. The Library's name may only be used in reference to the activity's location.

### **Food and Drink**

1. Light refreshment may be served in meeting rooms. See **Meeting Room Amenities** addendum to this policy and **Food and Beverage Policy** for additional information.

## **Collaborative Spaces**

Collaborative spaces are intended for use for private study, tutoring, project work, personal appointments, or other individual or small group activities.

### **Reservations and Cancellations**

1. Collaborative Spaces **1, 2, 3, and 5**
  - a. Available for same day reservations or walk-in use.
  - b. Maximum reservation period of two (2) hours.
  - c. Does not require valid VCPL borrower's card for reservation.
  - d. Must be in grade six (6) or above to reserve and use space unattended by an adult (18+).
2. Collaborative Spaces **4 and 6**
  - a. Available for advance reservation for up to a twelve (12) month period.
  - b. Reservations must be made by an adult (18+) having a valid VCPL borrower's card and who serves as the responsible party for adherence to terms of use and restrictions, liability for damages, and or payment of any fees incurred as a result of room use.
  - c. Room 6 can be reserved for longer than two hours, if the reservation is made in advance. Room 4 can only be reserved in advance for the maximum period of two hours per day.
3. Failure to appear within fifteen (15) minutes after the start time for a scheduled reservation will result in a forfeiture of the reservation.
4. Cancellations for non-same day advance reservations should be submitted no later than seventy-two (72) hours prior to the scheduled reservation.
5. Failure to provide adequate cancellation notices and or failure to appear for scheduled reservations may result in suspension of future reservations.

### **Terms of Use**

1. Users of collaborative spaces must adhere to all federal, state, and local laws and comply with all VCPL Rights and Responsibilities.
2. Collaborative spaces must be vacated as scheduled. All space use must be concluded and spaces vacated fifteen (15) minutes before library's closing.
3. Children in grades five (5) or below must have an adult (18+) present and may not be left unattended.

4. Collaborative spaces must be left in a clean and orderly condition with trash deposited in trash receptacles and any additional debris removed.
5. VCPL reserves the right to have a staff member enter a collaborative space to ensure adherence to library policies and or vacating of space or facility in a timely manner.

### **Restrictions**

1. Furniture may not be moved into or out of collaborative spaces.
2. Collaborative space use may not interfere with or disrupt normal library operations and or use of the library by others.

### **Meeting Room Amenities**

- **Tables and chairs** are available in all meeting rooms and are arranged in standard boardroom or theater configuration. Limited custom configurations may be requested during the reservation request process and are subject to approval. Configuration changes must be requested at least forty-eight (48) hours prior to the scheduled reservation.
  - Room capacity may not be exceeded
  - Room configuration and or use of tables may not obstruct exits or paths to exits
- **Equipment** such as a Smart TV, laptop computer, conference telephone, and projector are available for meetings rooms. Equipment additions and or changes must be requested at least 48 hours prior to the scheduled reservation.
- **Kitchen Amenities:**
  - The Main Library has a kitchenette available to use during reservations. Requests to use the kitchenette should be made while reserving the meeting room. The kitchenette includes the following amenities:
    - Refrigerator
    - Sink
    - Coffee urns
    - Serving carts
    - Soft drink vending machine
  - The West Branch has a full kitchen that may be available to use during reservations. The kitchen is a multi-function branch resource and access during meetings is dependent upon its availability and at the discretion of the branch manager. Requests for access to the kitchen should be made at the time the room reservation is made. The kitchen includes the following amenities:
    - Stove/oven
    - Microwave
    - Refrigerator
    - Sink
    - Coffee urns
  - Kitchen and kitchenette amenities are not intended for the preparation and serving of full meals during meeting room use. Such meals should be pre-prepared and served by a caterer unless special permission has been granted by VCPL for onsite preparation.
  - Food, drink, condiments, dishes, utensils, flatware, napkins, cookware, or other preparation and serving amenities are not provided.
  - Users are responsible for disposing of trash and debris, removing leftovers, cleaning spills, and leaving kitchen and kitchenette in clean and orderly condition.

- VCPL shall not be liable for any direct or consequential illness, injury, damage or losses suffered or incurred as a result of the use of kitchen or kitchenette facilities or consumption of food items.

## **Associated Fees**

Meeting room and collaborative space use is generally free of charge except under the following conditions and as outlined in the VCPL **Service Fee Policy** and **Fee Schedule**:

### **Meeting Room and Collaborative Space use outside regular library operating hours**

- When permission has been granted to use library meeting rooms or collaborative spaces outside of regular library operating hours the user may be assessed a fee for the cost of scheduling library personnel to setup and or manage room or space use.

### **Main Library lobby rental**

- The Main Library lobby may be rented for a private or public event for a minimum of four (4) hours and up to six (6) hours only when the library is closed. Only events sponsored or co-sponsored by VCPL may be scheduled during regular library operating hours.
- Standard and non-profit rental rates as outlined in the **Service Fee Policy** and **Fee Schedule** include two (2) onsite library personnel to monitor library premises and provide guidance for use of lobby and related amenities.
- Events for which the VCPL Board of Trustees has granted permission for the serving of alcoholic beverages will be charged an additional fee for security personnel.
- Fee payment must be received no later than two (2) weeks prior to the scheduled event.

### **Damage and cleaning fees**

- Damage caused to a meeting room, collaborative space, or any part of the facility or premises during use, and or as a result of use, will be billed to the individual or group responsible for the reservation.
- Damage or vandalism to meeting room or collaborative space furniture or equipment is subject to replacement or restitution fees and will be charged to the room reservation responsible party.
- Meetings, events, or space use for which trash, debris, and or leftovers have not been properly disposed of and or spills have not been properly cleaned will be assessed a cleaning fee as outlined in the **Service Fee Policy** and **Fee Schedule** at the discretion of the Executive Director and or Board of Trustees.

## Occupancy Limits

Meeting room and collaborative space occupancy limits are determined in accordance with building and fire code safety standards and may not be exceeded. Obstruction of or creating impediments to exits or paths to exits in meeting rooms or collaborative spaces is prohibited.

### Meeting Rooms / Occupancy Limits

Occupancy limits vary depending on use and configuration of tables, chairs, and other furnishings. Custom configuration occupancy limits to be determined (TBD) by configuration.

#### Main Library

Room	Maximum	Theater	Boardroom	Classroom	Banquet	Custom
A	42	32	36	20	-	TBD
B	42	32	36	28	-	TBD
C	55	48	20	16	24	TBD
ABC	140	100	-	60	48	TBD
D	25	30	20	10	-	TBD

#### West Branch

Room	Maximum	Theater	Boardroom	Classroom	Banquet	Custom
A	25					TBD
B	25					TBD
AB	50					TBD

### Collaborative Spaces / Occupancy Limits

Collaborative Spaces have fixed furnishings/configuration and occupancy limits.

#### Main Library

Space	Maximum
1	6
2	6
3	6
4	6
5	6
6	10

Adopted by the Vigo County Public Library Board of Trustees on the 16<sup>th</sup> day of March 2020.

## **Addendum to Community Access to Meeting Rooms and Collaborative Spaces policy**

Due to the COVID-19 pandemic, Vigo County Public Library has made temporary changes to provide for safe meeting space use by the public. These temporary changes will be in effect until Library Administration, acting with the guidance of public health professionals, determines the restrictions can be lifted.

Other existing aspects of policy, like the types of activities permitted in meeting spaces, who is eligible to reserve meeting spaces, and the terms of use, have not been altered. Library staff can be reached at 812.232.1113 or via email at [questions@vigo.lib.in.us](mailto:questions@vigo.lib.in.us) for questions about Meeting Room Use and the temporary policy changes.

VCPL reserves the right to modify this temporary policy to support community conditions at the time. If conditions warrant, VCPL may cancel reservations with little to no warning.

### **Availability**

Meeting Rooms A, B, and C may be reserved as one room. To ensure there is space for adequate social distancing, VCPL will not be using the room dividers.

Collaborative spaces, Meeting Room D, Conference Room, Lifelong Learning Center, Haute Create, Youth Services Program Room, Youth Services Multi-purpose Room, and West Branch Meeting Rooms are not available for reservations at this time.

Library sponsored or co-sponsored activities will receive priority scheduling at all times and VCPL reserves the right to reschedule or cancel reservations when needed to accommodate Library needs.

### **Restrictions**

1. Groups should be larger than two (2) people and no more than forty (40) people.
2. Access to the kitchenette at the Main Library or full kitchen at West Branch is not available at this time. Kitchenette amenities like the coffee urn and refrigerator are not available. Groups are discouraged from sharing refreshments.

### **Making Reservations and Cancellations**

1. Reservations may be made for a maximum of two (2) hours, which must include the group's preparation and set-up time for the meeting. Meetings must conclude after two hours, and the room must be vacated to allow for adequate staff time for disinfecting and room arrangement for the next meeting.
2. Groups are allowed up to one (1) reservation per week.
3. Reservations may only be made one month in advance. Reservations for the following month will open on the 20th day of the current month. If the 20th day is on Saturday or Sunday, reservations will be accepted the Monday following the 20th day of the month.
4. Reservations must be made in person or by phone. No reservations will be accepted by voicemail message, email, text, or chat.
5. Due to limited availability of meeting room spaces, VCPL will be strictly enforcing the existing policy on cancellation notice and failure to appear

**Adopted by the Vigo County Public Library Board of Trustees on the 20<sup>th</sup> day of July 2020.**

## COMMUNITY POSTINGS

The Vigo County Public Library provides a limited amount of display space for not-for-profit organizations and agencies to post notices, posters, and announcements regarding meetings and events. The Vigo County Public Library reserves the right to limit posters, announcements, or notices for any reason.

### COMMUNITY POSTINGS

1. Types of **Notices** and or **Postings** which generally are allowed include:
  - ◆ **Notices** regarding **meetings or events** open to the public, organized and sponsored by not-for-profit organizations or agencies, or notices providing membership information for not-for-profit organizations or agencies.
  - ◆ **Public Service Announcements:** for example, "Patient Rights Under Medicare"
  - ◆ **Legal Notices:** for example; the EPA requesting public comment regarding ground water regulations
  - ◆ **Notices regarding library services, programs, events, or library-related causes** such as the literacy program.
  - ◆ Consideration **may** be granted to a profit making institution or business **advertising a free service** that is in the general public interest such as promoting a free cancer screening at a for-profit hospital.
2. Notices or posters must be of a size that conforms to the public display area.
3. Notices must be objective in nature, reflect accurate information, and be legible. Notices should not be defamatory or inflammatory in nature.
4. Partisan political signs and commercial advertising notices are not allowed.
5. Vigo County Public Library does not advocate or endorse the viewpoints of a particular group, a meeting, or ideas presented in community literature posted at the Main Library and West Branch locations.

If a poster, notice, or flyer does not meet the above stated guidelines and will not be displayed, for this or any other reason, the Adult Services Assistant or the West Branch Manager will notify the organization or agency regarding the library's decision.

**Adopted by the Vigo County Public Library Board of Trustees on the 21<sup>st</sup> day of November 2016.**

[Click here to return to the Table of Contents](#)

## Community Postings Guidelines

The Vigo County Public Library provides a limited amount of display space for not-for-profit organizations and agencies to post notices, posters, and announcements regarding meetings and events. The Vigo County Public Library reserves the right to limit posters, announcements, or notices for any reason.

1. Types of **Notices** and or **Postings** which generally are allowed include:
  - ◆ **Notices** regarding **meetings or events** open to the public, organized and sponsored by not-for-profit organizations or agencies, or notices providing membership information for not-for-profit organizations or agencies.
  - ◆ **Public Service Announcements:** for example, "Patient Rights Under Medicare"
  - ◆ **Legal Notices:** for example; the EPA requesting public comment regarding ground water regulations
  - ◆ **Notices regarding library services, programs, events, or library-related causes** such as the literacy program.
  - ◆ Consideration **may** be granted to a profit making institution or business **advertising a free service** that is in the general public interest such as promoting a free cancer screening at a for-profit hospital.
2. Notices or posters must be of a size that conforms to the public display area.
3. Notices must be objective in nature, reflect accurate information, and be legible. Notices should not be defamatory or inflammatory in nature.
4. Partisan political signs and commercial advertising notices are not allowed.
5. Vigo County Public Library does not advocate or endorse the viewpoints of a particular group, a meeting, or ideas presented in community literature posted at the Main Library and West Branch locations.
6. Arrangements for community postings at the Main Library are made through the Adult Services Assistant. Arrangements for community postings at the West Branch are made through the West Branch Manager.
7. Posters and flyers may, in general, be displayed for one month or up to the date of the event, whichever comes first, on a space available basis.
8. All posters or flyers will be destroyed unless an organization or agency notifies the VCPL at least one week in advance that they wish to have their poster saved and retrieved by a member of the organization or agency.
9. For groups or organizations wishing to display information for a longer period of time, arrangements may be made with the Adult Services Assistant or West Branch Manager.
10. If a poster, notice, or flyer does not conform to these guidelines or otherwise will not be displayed, the Adult Services Assistant or the West Branch Manager will notify the organization or agency regarding the Library's decision.



## **COMPUTER, INTERNET, AND WIRELESS ACCESS USE POLICY**

The Vigo County Public Library provides access to computers and the internet as part of its mission to create an environment of opportunity with availability of resources in a variety of formats. While the ability to utilize digital technology and access the internet provides a wealth of resources that are personally, professionally, and culturally enriching to individuals, the internet is an unregulated medium that enables access to content that may be inaccurate, offensive, disturbing, and possibly illegal.

### **Filtering**

As required by the Children's Internet Protection Act (CIPA), and in order to remain eligible for certain federal funding, the VCPL implements a technology protection measure (TPM) that filters internet content accessed via all VCPL computers and networks. The TPM serves as a safeguard against access to visual depictions that are (1) obscene, (2) contain child pornography, or (3) are harmful to minors (defined as any person younger than 17 years of age), however, it should not be perceived to guarantee that all such depictions will be blocked.

While the TPM inhibits access to content that violates CIPA and is not generally acceptable in a public library, it is technically impossible to guarantee that the TPM will be error free. The Vigo County Public Library is not responsible for the unintentional inclusion of prohibited content or the exclusion of legitimate content that may be the result of TPM software limitations. An authorized staff member may disable the TPM, upon request by a user 17 years of age or older, to allow unrestricted access for research or any other lawful purpose. The Children's Internet Protection Act (CIPA) does not allow disabling internet filtering software for minors under any circumstances.

### **Responsibility of Users**

With the freedom and privilege to access computer networks and internet resources comes the responsibility to use them in a responsible and ethical manner that includes, but is not limited to, the following:

- Using resources for educational, informational, and recreational purposes and not for unauthorized, illegal, or unethical purposes.
- Respecting the privacy of others by not misrepresenting oneself as another user, by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system or damaging or altering software components of any network or database.
- Making only authorized copies of copyrighted or licensed software or data.
- Refraining from the display of images or materials that may be offensive to other customers or library staff, whether using filtered or unfiltered internet access, or accessing files from a portable device. Users must be aware of and respect the rights of others in the library. The Vigo County Public Library recognizes and supports federal laws pertaining to information access and is obligated to comply with laws pertaining to exposure to certain explicit images and materials.

### **Access by Minors and Internet Safety**

The Vigo County Public Library upholds and affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources, including those available through the internet. The Vigo County Public Library encourages parents and guardians to work closely with their children in accessing online resources and services and selecting resources that are consistent with personal and family values.

In compliance with the Neighborhood Children's Internet Protection Act (N-CIPA) and in order to provide reasonable protective measures for minors (defined as under the age of 17), the VCPL:

- Utilizes a TPM to filter internet content accessed via VCPL computers and networks and inhibits access by minors to content that is obscene, illegal, or harmful to minors.

- Develops and maintains appropriate websites and online resources for children and teens.
- Prohibits minors from use of library computer equipment or internet access to engage in unauthorized access, including hacking and other unlawful activities online.
- Provides information for parents and minors regarding safe internet use practices including:
  - Following safety and security guidelines when using electronic mail, chat rooms, social media sites, and other forms of direct electronic communications.
  - Preventing the unauthorized disclosure, use, and dissemination of personal information regarding minors.
  - Providing access to online safety resources such as Netsmartz Safety Tips (www.netsmartz.org)

### **Wireless Access**

As an extension of the VCPL network, wireless access is available at all library locations for customers to use with their own wireless devices or during authorized use of library wireless devices. All rules, regulations, and principles contained within this policy are applicable to the use of the wireless network. The VCPL makes no guarantees as to compatibility of customer owned devices with the library’s wireless network, nor as to reliability or security of connections to the network or to the internet. Information transmitted via public wireless networks can be intercepted and should not be considered secure. Customers should utilize up-to-date virus protection, personal firewalls, and other security measures to protect devices from viruses and hackers. The VCPL assumes no responsibility for the safety of customer devices, device configurations, security, or data files resulting from connection to the Library’s wireless network, nor liability for damages to hardware, software or data.

### **Policy Enforcement and Limits of Liability**

The Vigo County Public Library retains the right to determine appropriate use of Library computer and network resources for the purpose of enforcing this policy. Users who violate the policy or refuse to abide by instructions of Library staff may be suspended from the use of computer and network resources or have Library privileges revoked.

The VCPL assumes no liability for any loss or damage to users' data or devices, nor for any personal damage or injury incurred as a result of using VCPL computer or network resources. This includes damage or injury sustained from invasions of the user's privacy.

Complaints regarding the application of these policies should be brought to the attention of Library Administration for investigation.

**Adopted by the Vigo County Public Library Board of Trustees on the 20<sup>th</sup> day of December 2021.**

**[Click here to return to the Table of Contents](#)**

## **CONFIDENTIALITY OF LIBRARY PATRON AND CIRCULATION POLICY**

Pursuant to the provisions of I.C. 5-14-3-4(b)(16), the Board of Trustees of the Vigo County Public Library do hereby exercise their discretion and do declare that all Library or archival records (a) which can be used to identify any library patron; or (b) deposited with, or acquired by, the Library upon the conditions that the records be disclosed only to qualified researchers or after the passing of a period of years that is specified in the documents under which the deposit or acquisition is made or after the death of persons specified at the time of the acquisition or deposit, **ARE** hereby declared to be confidential and shall not be disclosed to the public or any person (except as otherwise may be required by law); however, disclosure may be made with respect to the materials referred to in subparagraph (a) above to such employees of the Library who need to use said materials internally only for the proper functioning of the Library and disclosure may be made with respect to those materials referred to in subparagraph (b) above upon the condition imposed by the person or entity transferring the materials to the Library.

Nothing in this policy shall, however, be deemed to require the disclosure of any other written or tangible materials or records or archives other than as expressly required by law; and nothing herein shall be deemed to modify the Board of Trustees' prior policies regarding the free access to information and library materials to the public in accordance with the philosophy of the Library other than those records expressly excluded above.

**Adopted by the Vigo County Public Library Board of Trustees on the 21<sup>st</sup> day of February 2005.**

**[Click here to return to the Table of Contents](#)**

## **CREDIT CARD USE POLICY**

The Vigo County Public Library utilizes credit cards to make on-line purchases for merchandise and services and to allow staff to make efficient local store purchases essential for library purposes. The following list describes the type of cards and the staff authorized to obligate library funds utilizing these cards.

1. Commercial Bank cards (Visa) issued to and kept in personal possession of:
  - a. Executive Director
  - b. Division Directors
  - c. Business Manager
  - d. Acquisitions

Receipts generated by these purchases will be forwarded to the Business Office as soon as practical, normally the next business day.

2. Store cards (Walmart, Baesler's, Lowe's, etc.) are maintained in the Business Office and will be issued to any staff member once an encumbrance has been entered into the accounting software, approved, and a purchase order generated. The staff member will pick up the card and the purchase order from the Business Office and return the card with the receipt upon return from the store. The receipts will be reconciled with the monthly statement for appropriate support of the claim for payment.
3. Sam's Club is a direct-bill card and requires a paid membership for each card issued. The Administrative Assistant to the Executive Director and the Business Manager retain memberships. Additional memberships are at the discretion of the Executive Director when program activity needs are expected to be frequent and on-going. Purchases with these cards will not be made until an encumbrance has been entered into the accounting software, approved, and a purchase order generated. Receipts will be turned into the Business Office as soon as practical, normally the next business day, for reconciliation with the monthly statement and appropriate support of the claim for payment.
4. Fuel cards are maintained by the Facilities Manager and may be issued to any staff member who is on the Library's approved driver list if a trip the staff member is taking warrants the need to purchase fuel. Receipts generated by these purchases will be forwarded to the Business Office as soon as practical, normally the next business day, for reconciliation with the monthly statement and appropriate support of the claim for payment.

The above named credit cards are applied for and issued by the Vigo County Public Library Business Office. Any fraudulent use by library employees will require restitution and be grounds for immediate termination.

**Adopted by the Board of Trustees of the Vigo County Public Library on the 21<sup>st</sup> day of August 2017.**

**[Click here to return to the Table of Contents](#)**

## **DISPLAY/EXHIBIT POLICY**

The Vigo County Public Library provides display and exhibit spaces at no charge on a reserved basis to governmental agencies, not-for-profit organizations, local businesses, schools and universities, and to groups and individuals engaged in educational, civic, cultural, intellectual, and charitable activities. The Vigo County Public Library reserves the right to limit the content, size, number of items, schedules of any display, and the frequency with which the individual, group, or organization shall sponsor a display.

A statement of sponsorship of the display shall be included in all displays. Permitting the use of library display and exhibit areas does not constitute an endorsement by the Vigo County Public Library of policies or beliefs presented in the display or exhibit. In general, materials or services may not be offered for sale, however, information concerning local businesses and service providers may be provided by a display or exhibit.

All display/exhibit scheduling at the Main Library is coordinated by the Library's Community Services and Marketing Coordinator in the Community Services department. Displays and exhibits at the branch library facilities are coordinated and scheduled by each branch library manager.

Reservations for display and exhibit areas may be made up to a year in advance. Library sponsored displays and exhibits will receive priority scheduling. All displays and exhibits areas are to be pre-approved at least 2 weeks in advance of use. Generally, exhibits and displays are scheduled on a bi-weekly or monthly basis starting with the first and 15<sup>th</sup> and ending with the 15<sup>th</sup> day and last day of the month.

Applications and display and exhibit guidelines may be obtained by contacting the Community Services department or the branch library manager.

Displays and exhibits housed in the Young Peoples Department of the Main Library should have appeal to children, teenagers, childcare providers, and or teachers.

The Vigo County Public Library may use the display or exhibit provider's name, name of the exhibiting group, and other posted information for press releases, marketing campaigns, the Library's newsletter, and other Library related publicity.

All displays and exhibits are available for viewing by the public during all open library hours.

The Vigo County Public Library assumes no responsibility for loss of or damage to display and exhibit materials and all items are displayed at the Vigo County Public Library at the owner's risk. All exhibitors are required to sign a form, which releases the Vigo County Public Library from any responsibility for exhibited items.

**Adopted by the Vigo County Public Library Board of Trustees on the 17<sup>th</sup> day of July 2000.**

**[Click here to return to the Table of Contents](#)**

## **Guidelines for Displays/Exhibits at the Vigo County Public Library**

1. The Vigo County Public Library provides display and exhibit spaces at no charge on a reserved basis to governmental agencies, not-for-profit organizations, local businesses, schools and universities, and to groups and individuals engaged in educational, civic, cultural, intellectual, and charitable activities.
2. The Vigo County Public Library reserves the right to limit the content, size, number of items, schedules of any display, and the frequency with which the individual, group, or organization shall sponsor a display.
3. Exhibits and displays are scheduled on a bi-weekly or monthly basis starting with the first and 15<sup>th</sup> and ending with the 15<sup>th</sup> day and last day of the month.
4. It is the responsibility of the exhibitor to set-up and remove the display or exhibit unless prior arrangements have been made with the Community Services department.
5. All displays and exhibits must conform to the size of the assigned display or exhibit area. No displays or exhibits may be mounted outside of the display area or to walls or ceilings.
6. Individuals or groups using the Library's display and exhibit spaces may not install the display prior to the date on which their space reservation begins. Exhibitors may not move any existing exhibit or library materials during the installation of the display or exhibit.
7. The Vigo County Public Library reserves the right to cancel any exhibit should conditions or situations warrant such action.
8. The Vigo County Public Library assumes no responsibility for loss of or damage to display and exhibit materials and all items are displayed at the Vigo County Public Library at the owner's risk.
9. A statement of sponsorship of the display shall be included in all displays.
10. The Vigo County Public Library will not provide storage for the property of individuals or groups displaying items in the Library.

## Application for Display/Exhibit Space

Name of Group or Organization \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone number / e-mail number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ e-mail: \_\_\_\_\_

Display space requested \_\_\_\_\_

Date of Display \_\_\_\_\_

Description of Display/exhibit \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
I, the undersigned provide the above mentioned materials for display and or exhibit at the Vigo County Public Library for the time period indicated on this form. I agree that the Vigo County Public Library shall have no liability whatsoever for loss of or damage to display and exhibit materials and that the Vigo County Public Library reserves the right to limit the content, size, number of items, and schedules of any display.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Adopted by the Vigo County Public Library Board of Trustees on the 17 day of July 2000.**

**[Click here to return to the Table of Contents](#)**

## **EXPRESSIVE ACTIVITIES ON LIBRARY PREMISES**

Vigo County Public Library (VCPL) recognizes and supports the public's rights to free speech that include expressive activities such as distributing information, canvassing, presenting speeches, and advocating views or positions. VCPL also recognizes that it has an obligation to provide library services to the public in an environment where safe and unobstructed ingress and egress to library premises is provided, personal privacy and access are maintained, and use of library services is free from obstruction. Therefore, VCPL has established this policy with reasonable time, place, and manner regulations to allow free speech while ensuring that the rights of others to use library services are not unduly impeded or disrupted.

### **Regulations**

1. Persons wishing to engage in expressive activities on library premises must obtain permission in advance from one of the following members of Library Administration: Executive Director, Division Director, or Department Manager.
2. The Library Administration member granting permission will designate an area for such activity that is safe and ensures that library users will have unobstructed ingress and egress to VCPL premises.
3. The approved activity may take place only during VCPL regular operating hours and only in the area or location designated by a Library Administration member for such use.
4. The approved activity may not hinder access to library services or intrude on the privacy of library users.
5. The conduct of persons granted permission for such activity must be in compliance with VCPL policies and all federal, state, and local laws, ordinances, and statutes.
6. Activities may not include commercial or fund raising purposes and may not be used directly or indirectly for soliciting money, donations, or raising funds through the selling of goods or services.
7. The use of signs, banners, tables, chairs, or other furniture or equipment used for the activity must be approved. VCPL reserves the right to remove and dispose of any such unattended materials.

### **Definitions**

1. Expressive activities – Includes, but is not limited to, non-commercial activities such as: distributing leaflets, flyers, pamphlets, and or other formats used for distributing information; canvassing; presenting speeches or performances; and or assembly.
2. Library premises - Includes the buildings, grounds, walkways, and parking areas of the Main and West Branch Library. Use of library meeting rooms and collaborative spaces is subject to the VCPL Meeting Room Policy.
3. Canvass/Canvassing – Includes opinion sampling, poll-taking, campaigning, petition passing, or other similar activities.

The activities of those granted permission to engage in expressive activities on library premises are not a reflection of the policies, opinions, or views of VCPL and should not be interpreted as an endorsement or support of such activity.

**Adopted by the Vigo County Public Library Board of Trustees on the 17<sup>th</sup> day of February 2020.**

**[Click here to return to the Table of Contents](#)**



## CAPITAL ASSETS POLICY

In accordance with the Indiana State Board of Accounts' Accounting and Uniform Compliance Guidelines for Libraries, the Vigo County Public Library shall record all capital assets in a Capital Assets Ledger. An inventory of those capital assets will be conducted every two years as required by the Indiana State Board of Accounts. Capital assets are defined as physical assets of a durable nature including land, buildings, and improvements other than buildings, machinery, equipment, furniture, books, periodicals, non-print materials, and construction in progress.

### Capitalization Thresholds and Depreciation Method

The Business Manager will assign an estimated useful life based on the table below to all assets for the purposes of recording depreciation. Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected to meet current service demands. The method for determining useful life and depreciation is retroactive to January 1, 2021.

	Capitalization Threshold	Depreciation Method	Estimated Useful Life
Land	All land purchases will be recorded	N/A	N/A
Buildings	\$5,000	Straight line	10 -50 years
Improvements other than buildings	\$10,000	Straight line	10 – 25 years
Machinery & Equipment	\$5,000	Straight line	5 – 20 years
Vehicles	\$5,000	Straight line	10 years
Construction in progress	\$10,000	N/A	N/A
Books and other	Capitalize all with useful life > 1 year	Composite	4 years

### Contributed or Donated Assets

Contributed or donated assets will be capitalized at current appraised or fair market value as of date of donation.

### Construction in Progress

Capital expenditures incurred while constructing or developing a tangible or intangible capital asset before it is substantially ready to be placed into service are categorized as Construction in Progress. Once the asset is complete and placed into service, the asset will be reclassified in the appropriate capital asset category. Until the asset is placed into service, no depreciation expense will be incurred.

### Capital Assets Ledger

The Capital Assets Ledger will be maintained in an electronic format according to the following guidelines:

1. The VCPL will record all land purchases in the Capital Assets Ledger, regardless of value.
2. The VCPL will record the cost of purchases in the building category if the cost is equal to or greater than \$5,000.
3. The VCPL will record the cost of improving or renovating an existing building or improvements other than buildings in the Capital Assets Ledger only if the total cost exceeds \$10,000.

4. The VCPL will inventory and record machinery, equipment, and furniture in the Capital Assets Ledger if the unit cost is equal to or greater than \$5,000.
5. The VCPL's library material cataloging and acquisition system will be utilized for the purpose of assessing the capital value of the library's material collections including books, periodicals, archival records, and non-print materials. The value totals will be recorded in the Capital Assets Ledger.
6. The VCPL will record construction in progress projects in excess of \$10,000 on an uncompleted building or other capital construction project in the Capital Assets Ledger. The Capital Assets Ledger inventory data records will record an item's description, location, date of purchase, acquisition cost, estimated life, tag or serial number, date of disposal, amount received on disposal, and type of asset.
7. Machinery, equipment, and furniture recorded in the Capital Assets Ledger will be numbered and tagged with property identification tags.

The CAPITAL ASSETS POLICY and the maintenance of the Capital Assets Ledger are designed and implemented to provide reasonable assurances that:

- Accountability for library owned assets is maintained.
- The recording of assets is compared with the existing assets at least every two years and appropriate action be taken with respect to any differences.

**Adopted by the Vigo County Public Library Board of Trustees on the 22<sup>nd</sup> day of January 2022.**

**[Click here to return to the Table of Contents](#)**

## FOOD AND BEVERAGE POLICY

Vigo County Public Library (VCPL) is committed to providing an environment that is welcoming, comfortable, and responsive to customer needs. Consistent with this commitment and preserving access to damage free library resources and clean facilities for all customers, VCPL allows food and drink under the following guidelines:

- Eating food and drinking non-alcoholic beverages are permitted in public areas of the library except in restricted or posted no food or drink areas.
- All beverages and liquids such as soup must be in spill-proof containers with secure lids.
- Food items should not have strong odors or leave stains on library furniture or flooring.
- Customers are expected to take responsibility for cleaning up after themselves by properly disposing of trash or unwanted leftovers, removing crumbs, and cleaning up spills.
- Food or beverage spills that cannot be adequately cleaned up by the customer should be reported to library staff immediately to minimize damage.
- Food and or beverage left unattended will be discarded by library staff.
- If a customer complains about the odor of your foods or beverages, the library reserves the right to ask you to remove the items or relocate to a more appropriate area for consumption.
- Group meals and food delivery are not allowed in public areas. Meeting rooms reserved in compliance with the Community Access to Meeting Rooms and Collaborative Spaces Policy are exempted for group meals and catered delivery.
- Food and beverage preparation and or the use of small appliances are prohibited in public spaces including meeting rooms and collaborative spaces. VCPL sponsored or co-sponsored programs are exempted.

### Restricted areas

- At or near public computer workstations or other electronic library equipment.
- Special Collections and Haute Create
  - No food, including snack foods, may be consumed or in open sight in these areas.
  - Beverages are allowed in a spill-proof container with a secure lid but must be placed at or near feet and may not be placed on or near computer or electronic equipment desk or table surfaces.
- Any area posted as a restricted or no food or drink area.

**Alcoholic beverages** may not be brought into, dispensed, or consumed in the library. The VCPL Board of Trustees may waive the alcohol restriction when advance permission has been requested for selected programs and events that include refreshment with alcoholic beverages served by a licensed caterer. Written evidence of general and or alcohol serving liability insurance for the provider of alcoholic beverages must be submitted to VCPL with the request. Alcohol providers and event attendees must act in compliance with all local, state, and federal laws regulating the service and consumption of alcoholic beverages.

VCPL reserves the right to ask anyone who disregards the guidelines in this policy to remove the food and drink and or to leave the library.

VCPL shall not be liable for any direct or consequential allergic reaction, illness, injury, damage or loss suffered or incurred as a result of the presence or consumption of foods or beverages.

**Adopted by the Vigo County Public Library Board of Trustees on the 16<sup>th</sup> day of March 2020.**

[Click here to return to the Table of Contents](#)

## GIFTS POLICY

Vigo County Public Library (VCPL) accepts gifts in the form of donations, endowments, bequests, trusts, and in-kind contributions. Donors may request that a gift be designated for restricted or unrestricted use. Restricted gifts are those to which the donor requests attachment of terms, conditions, and purposes. Unrestricted gifts are those to which the donor has not attached terms, conditions, or purposes. VCPL approval of donor requested restrictions is required prior to acceptance of a restricted gift. Acceptance or rejection of any gift is at the discretion of the VCPL Board of Trustees.

Monetary gifts accepted and received by VCPL are set aside in a separate fund or funds and may be expended without budgeting or appropriation in accordance with Indiana Code 36-12-3-11(a)(5) and rules established by the State Board of Accounts. Restricted monetary gift funds are expended according to the donor's attached terms, conditions, and purposes. Unrestricted monetary gift funds are expended as determined by the VCPL Board of Trustees within the scope of its statutory authority.

### Gift Opportunities:

- Donation of General Library Materials: VCPL accepts donations of general print and non-print materials. Donors may not attach restrictions to donations of general materials and ownership of materials passes to the library including the right to transfer materials to the Friends of the Library for use in sales, to other libraries and or agencies, or to be recycled. Donated materials are evaluated for addition to and withdrawal from the library collection using the same standards applied to library purchased materials.
- Donation of Local History Materials: VCPL considers for acceptance the donation of materials, documents, and artifacts related to the history and culture of Terre Haute, Vigo County, and the surrounding area. Potential donations are evaluated according to criteria established for VCPL Special and Archival collections. Ownership of accepted donations passes to the library however donors may request attachment of certain restrictions regarding disclosure, use, and disposition of donated materials. Potential donors should contact the Special Collections department to obtain information regarding criteria and donor agreements.
- Direct Monetary Donations: VCPL accepts direct monetary donations including planned giving through bequests and trusts. Direct monetary donations are used to supplement and enhance funding for library resources and programs or to support specific fundraising projects. Donations not designated for specific VCPL fund raising projects may be eligible for attachment of restrictions compatible with the library's mission and needs when an amount of \$5,000 or more is donated.
- Tribute Donations: VCPL accepts monetary donations made in memoriam, in honor, or in celebration of a person, organization, or event. Donors may request attachment of certain restrictions for tribute donations of \$50.00 or more and, when used toward the purchase of library materials, placement of a commemorative gift plate in the material. Requests for materials through tribute donations are evaluated for addition to and withdrawal from the library collection using the same standards applied to library purchased materials.
- In-Kind Contributions: Businesses and non-profit organizations may contribute in-kind support to VCPL by providing giveaways, coupons, advertising, services, or sponsorship of programs and or speakers. Acceptance of in-kind contributions does not imply VCPL endorsement of the business, organization, product, or service.
- Vigo County Public Library Endowment Fund: VCPL is an endowment fund agency of the Wabash Valley Community Foundation. Annual income from the VCPL Endowment Fund is used to supplement funding for library resources, programs, and services. A gift to the VCPL Endowment fund is a gift in perpetuity to support library services.

- Friends of the Vigo County Public Library: Direct donations may be submitted to the Friends of the Vigo County Public Library to support Friends' activities, services, and programs. The Friends of the Vigo County Public Library is a 501 (c) 3 organization.

Gifts to VCPL may be tax deductible. In accordance with Internal Revenue Service (IRS) Publication 526 a political subdivision, such as VCPL, is qualified to receive deductible contributions as long as the contribution is to be used solely for public purposes. Please consult with your tax advisor to determine the tax status of your gift.

Monetary donations are acknowledged in the form of a receipt for funds received and, upon request, a letter of acknowledgement to the donor and or designee. The VCPL does not provide valuation of non-monetary donations however the library will provide a receipt acknowledging non-monetary donations upon request.

**Adopted by the Vigo County Public Library Board of Trustees on the 18<sup>th</sup> day of June 2018.**

**[Click here to return to the Table of Contents](#)**

## **INTERLIBRARY LOAN POLICY**

Interlibrary loan (ILL) is a service that allows a user at one library to borrow materials that are owned by another library. Vigo County Public Library participates in ILL as both a borrowing and lending library. Any VCPL user with a valid card can submit an ILL request for items that VCPL does not own. VCPL acts as an intermediary by finding the material at a lending library, requesting the item, loaning it to the user, and then returning the item to the owning library. VCPL also lends items it owns to other libraries to fulfill requests. ILL service is available at no cost for VCPL card holders.

VCPL utilizes Interlibrary Loan Services through Worldshare, a service provided by OCLC, Inc. (Online Computer Library Center, Inc.) and an in-state system, SRCS (Statewide Remote Circulation Service) provided by the Indiana State Library.

The guidelines below are also compliant with the American Library Association's Interlibrary Loan Code for the United States, available at <http://ala.org/rusa/guidelines/interlibrary>.

The **BORROWING** of materials from other libraries is determined by the following:

1. ILL service is available to Vigo County Public Library patrons who hold a valid borrowers card.
2. The Vigo County Public Library will only borrow from libraries that do not charge a fee for ILL service.
3. The loan period for ILL materials is determined by the lending library, and requests for renewal must be approved by the lending library. The lending library may also place restrictions on how the material may be used.
4. Vigo County Public Library borrowers who have not returned ILL items on time are subject to the Vigo County Public Library Circulation Policy. Fees for lost or damaged items are determined by the lending library. Even if the ILL material is returned, the borrower may still be responsible for replacement costs for long overdue items if VCPL has already paid the lending library for the item.

The **LENDING** of VCPL materials to other libraries is determined by the following:

1. ILL requests are accepted using OCLC, SRCS, ALA forms, fax or telephone.
2. Loan period is eight (8) weeks. VCPL has the right to place restrictions on how its library materials may be used by the borrowing library.
3. Vigo County Public Library complies with all federal copyright laws and may limit or restrict the copying of library materials pursuant to the compliance of federal statutes.
4. When materials are overdue, ILL staff notify the borrowing library. A **BILL FOR REPLACEMENT** is submitted to the borrowing library when the borrowing library indicates that the material has been lost.

The above policies may be amended at any time without notice. The Vigo County Public Library reserves the authority to alter the application of the above policies should extraordinary or emergency circumstances warrant.

**Adopted by the Vigo County Public Library Board of Trustees on the 17<sup>th</sup> day of May 2021.**

**[Click here to return to the Table of Contents](#)**

## LIBRARY BOARD OF TRUSTEES TRAVEL AND REIMBURSEMENT POLICY

VCPL board of trustees may elect to travel to another library facility, a business or institution, or a meeting or workshop in order to further the goals and purposes of VCPL. Library board of trustee members may utilize their own personal vehicles in order to conduct an authorized library function or travel and will be reimbursed at a mileage rate specified in the **Resolution on Salaries, Salary ranges, Hourly wages and Benefits** adopted by the VCPL board of trustees in December of each year for the subsequent year.

Library board of trustee members may also utilize library owned vehicles to conduct authorized travel. In order to utilize the library owned vehicle(s) VCPL board of trustee members must possess a valid Indiana driver's license.

When the interests of the VCPL require travel, the library board of trustees may authorize any VCPL board of trustee member to receive reimbursement for expenses for meals, conference or workshop registration fees, lodging, and transportation. When traveling on library business VCPL board of trustee member(s) may be reimbursed for meals, lodging, and other traveling expenses up to the following limits:

- ◆ Meals: **\$75** per day: VCPL board of trustee members may be reimbursed for meals while attending meetings or conferences when the board member incurs overnight travel or travel long enough to require substantial sleep or rest
- ◆ Lodging: **\$200** per day per person: selected U.S. cities including Washington D.C., New York, San Francisco, San Diego, Los Angeles, Dallas, Miami, Atlanta, Chicago, Boston, and Seattle may require higher per day lodging reimbursements according to the local economy; reimbursement will be made on cost per room at selected U.S. cities
- ◆ Air/Ground Transportation: Coach/Tourist class
- ◆ Mileage: Mileage rate as specified in the **Resolution on Salaries, Salary Ranges, Hourly Wages and Benefits** adopted by the VCPL board of trustees in December of each year for the subsequent year
- ◆ Workshop or conference registration fees:

All claims for reimbursement should be itemized and supported by receipts. The method of travel for attendance at meetings outside of Indiana is at the discretion of the Library board of trustees.

Reimbursement for mileage may not include travel to and from the VCPL board of trustee's home and the VCPL. If two or more persons ride in the same vehicle, only one mileage reimbursement is allowable.

VCPL board of trustee members should consult the "Claims for Reimbursement" procedure in the VCPL Procedures Manual regarding the required SBA forms in order to submit claims for reimbursement.

[Click here to return to the Table of Contents](#)

## **LIBRARY PROGRAM POLICY**

The Vigo County Public Library develops, implements, and sponsors programs designed to meet the educational, cultural, and recreational needs and interests of the community according to the following guidelines:

- 1) Programs are developed for a variety of age groups including children and young people.
- 2) Programs and events are normally free of charge, however registration prior to a program or event may be required for certain programs. A fee to cover the cost of speakers or items may be assessed for certain programs, for example, for classes conducted in conjunction with Ivy Tech or Indiana State University.
- 3) The Vigo County Public Library Community Services department provides programming assistance to area groups or organizations and makes available a wide range of specialized information, ideas, and materials for programs and displays.
- 4) The Vigo County Public Library Young Peoples department houses a variety of specialized information, ideas, and materials for programs for young people for use by teachers, counselors, leaders, etc.
- 5) Suggestions for proposed programming events to be sponsored by the Vigo County Public Library are always welcome and appreciated.
- 6) The Vigo County Public Library seeks to form partnerships with various community groups and institutions in the development and implementation of a variety of diverse programs and may seek to co-sponsor such programs with a wide mixture of community groups or organizations.
- 7) By making meeting rooms available for programs the Vigo County Public Library does not advocate or endorse the viewpoints of a particular group, a meeting, or ideas presented at a program held in the library's facilities.
- 8) Programs and events sponsored by the Vigo County Public Library are open for attendance by all individuals without regard to residency.
- 9) Programs may be conducted at the Main Library and at all four branch locations and may also be conducted at other than a library location, for example, a special storytime or book club discussion.
- 10) Parental involvement, participation, and attendance are encouraged at all young peoples' events and programs.

**Adopted by the Vigo County Public Library Board of Trustees on the 17<sup>th</sup> day of March, 2008.**

**[Click here to return to the Table of Contents](#)**



## **Guidelines for Library Programs**

### **Book Club Guidelines:**

1. The Vigo County Public Library sponsors Book Clubs at library and various community locations. Vigo County Public Library Book Clubs are open to all interested adults.
2. All VCPL Book Club attendees are encouraged to become involved in book selection and book discussion.
3. Vigo County Public Library Book Clubs reflect the diversity of adults attending. Individuals interested in attending Vigo County Public Library Book Clubs should be interested in reading and discussing a wide variety of titles.
4. Book Clubs may be established to focus on a particular theme and will have a limited range of book selection.
5. The Vigo County Public Library also supports community book clubs.
6. The Community Services Department will work with groups or organizations to establish new book clubs in Vigo County. The Community Services Coordinator and or other library staff will attend, assist attendees consider guidelines, select titles, and facilitate discussions.
7. These guidelines also apply to the establishment of future book clubs geared to the reading interests of teens and other age groups.

### **Brown Bag Program Guidelines:**

1. Brown Bag programs are conducted at noon at the Main Library and may center on a particular annual theme or reflect a wide variety of topics of local interest.
2. Brown Bag programs may include a lunch which must be reserved in advance and is provided by a local caterer or restaurant. Lunches are optional to all program attendees.
3. Speakers may be engaged free of cost or may be reimbursed for expenses and speaking fees.
4. Brown Bag programs are normally scheduled several months in advance.
5. The majority of Brown Bag programs is planned for adult audiences and may be appropriate for younger audiences.

### **Storytime, Summer Reading, and Young Peoples Program Guidelines:**

1. Storytimes, after school programs, summer reading programs, craft programs, special events, and specialized programming for defined age groups are offered at various times during the year at all library locations.
2. Young Peoples programming is normally conducted by a VCPL staff member however guest presenters, speakers, or musicians may also be scheduled. Storytimes and other programs such as the summer reading program may be scheduled as a series of events taking place during an 8 week or shorter time span.
3. Young peoples programs are often planned around the age of the participants. For example, a 4-year old child would be encouraged to participate in the preschool storytime planned for 3 to 5 year old children. A 14-month old child would join the Lap-Sit program designed for children under the age of 2. Library materials and activities are also age-appropriate.

4. A 30-minute storytime will normally include the sharing of no fewer than two stories. The presentations may be in book format, using a flannelboard and or puppets, or a presenter telling a story using related props. Other activities vary but usually include fingerplays, movement, music, and possibly a simple craft related to the stories.
5. Parental involvement, participation, and attendance are encouraged at all young peoples' events and programs. The adult who accompanies the child is required to remain in the library during a storytime or program designed for very young children.
6. A program presenter will make available additional library materials for checkout after the event.

**[Click here to return to the Table of Contents](#)**

## **OPEN DOOR LAW POLICY**

The Vigo County Public Library abides by the provisions of the Open Door Law (IC 5-14-1.5) that was enacted to permit the citizens of Indiana access to meetings held by public agencies. The Library facilitates public access by advance notification of all meetings to the news media including an agenda of the business to be conducted at that meeting. In addition, the agenda is posted on the community bulletin board in the Library, and the date, place and time of all meetings is posted on the Library web page. The Library is accessible to the handicapped and signers are available for the deaf if requested in advance. If executive sessions are needed the Library attorney guides the Board and staff in the process required.

**Adopted by the Vigo County Public Library Board of Trustees on the 19<sup>th</sup> day of May 2014.**

**[Click here to return to the Table of Contents](#)**

## **PARKING POLICY**

The Vigo County Public Library provides free on premise parking for library customers and employees. Library premise parking areas are reserved solely for the use of library customers and employees while utilizing library services or performing work for the library. Use of library premise parking areas must conform to all applicable local, state, and federal laws and regulations and the VCPL Standards of Behavior.

In compliance with IC 5-16-9 all library premise parking areas have designated accessible parking spaces reserved for vehicles that are driven by and or transporting persons with a physical disability and that display a valid, state issued, placard or license plate authorizing lawful use of accessible parking spaces. Violations of parking spaces reserved for vehicles driven by and or transporting persons with a physical disability per IC 5-16-9-5 are prohibited and violators will be issued a parking violation notice and may be reported to local authorities.

The Main Library has additional designated parking spaces reserved for special purposes: 1) Combat wounded, 2) short term spaces limited to fifteen (15) minute parking, and 3) bus and oversize vehicle parking located in the westernmost south parking area adjacent to Poplar Street.

Motorcycles are considered the same as four wheeled vehicles with respect to this policy. Non-motorized and small motorized vehicles such as bicycles, mopeds, and scooters should be parked and secured at the provided bicycle racks. Bicycles, moped, and scooters may not be secured to handrails, exterior doors, or other structures on library premises and are not allowed in library buildings without prior authorization.

No motorized or non-motorized vehicular parking is permitted in designated fire lanes, zones marked as no parking, walkways, on grassy areas, or parking lot entryways. Main Library east and west wing lower level ramp areas are reserved for library authorized vehicles only.

Overnight parking is prohibited. Vehicles determined to be abandoned on library premise parking areas will be towed away at the owner's expense. Bicycles, mopeds, and scooters abandoned on library premises will be turned over to local authorities.

The Vigo County Public Library assumes no liability or responsibility for vehicles, bicycles, mopeds, or scooters and or their contents while parked on library premises. In the event a theft or accident occurs on library premises customers are encouraged to immediately file a police report and to report the incident to library personnel.

Requests for use of library parking areas and or grounds for purposes unrelated to library services will be considered by the Executive Director on a case by case basis. Use of library premises for library services takes precedence over any other use.

The Vigo County Public Library reserves the right to prohibit gatherings on library premises that are disruptive to normal library operations.

Library employees are also subject to the LIBRARY EMPLOYEE PARKING AND BUILDING ENTRANCE policy located in the VCPL Staff Manual.

**Adopted by the Vigo County Public Library Board of Trustees on the 16<sup>th</sup> day of January, 2018.**

**PARKING VIOLATION**  
**INDIANA CODE 5-16-9-5**  
**MINIMUM FINE \$100**

This space is reserved for vehicles displaying a valid state issued permit for the disabled and that are driven by and or transporting persons with a disability.

Please reserve this space for use by the disabled. Thank you for your cooperation!



[Click here to return to the Table of Contents](#)

## **PARTICIPATING IN MEETINGS VIA ELECTRONIC COMMUNICATION POLICY**

WHEREAS, Indiana Code § 5-14-1.5-3.5 allows members of the governing body of a public agency of a political subdivision who are not physically present at a meeting, to participate in meetings by means of electronic communications if certain requirements are met, and the board adopts a policy to govern participation in meetings by electronic communication;

WHEREAS, the Vigo County Public Library desires to adopt this policy for future situations when a member of the Board of Trustees is unable to be physically present at a meeting, but has capability to participate in a meeting remotely; and

WHEREAS, this Policy on Participating in Meetings via Electronic Communication (“Policy”) is intended to comply with the Indiana statutory requirement and govern the participation in meetings by members who are not physically present at a regular, special or executive meeting of the Library Board of Trustees.

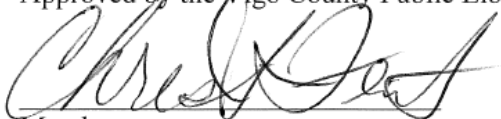
NOW, THEREFORE, be it RESOLVED by the Board of Trustees of the Vigo County Public Library that the following policy is adopted effective immediately:

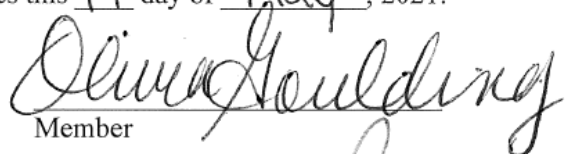
### **Policy on Participating in Meetings via Electronic Communication**

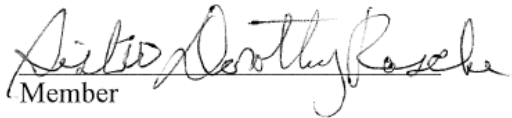
- a. **Minimum Physical Participation:** At least four (4) members of the Library Board of Trustees must be physically present at the place where the meeting is conducted.
- b. **Permitted Electronic Means of Communication:** A member of the Library Board of Trustees not physically present at a meeting may participate in the meeting by any electronic means of communication so long as that electronic means of communication permit (1) all participating members of the Board to simultaneously communicate with each other; and (2) allows members of the public to simultaneously attend and observe the meeting.
- c. **Technology Failures:** A technology failure that (1) disrupts or prevents simultaneous communications between Board members physically present and those participating electronically; or (2) which disrupts or prevents members of the public who are not present from attending and observing the meeting, does not prevent the Library Board of Trustees from conducting the meeting or affect the validity of an action taken by the Board if the sum of the Board members physically present and those participating without technology issues satisfy the quorum requirements and the voting requirements of the Board.
- d. **Treatment of Members Participating by Electronic Means:** A member of the Library Board of Trustees who participates in a meeting by a permitted electronic communication shall be considered present at the meeting and may vote at the meeting. However, the member must be able to be both seen and heard in order to participate in any final action taken by the Board.
- e. **Roll Call Voting:** All votes of the Library Board of Trustees during a meeting where any member participates by means of electronic communication shall be taken by roll call vote.
- f. **Annual Minimum Physical Participation:** Each member of the Library Board of Trustees must physically attend at least half of the library board meetings each year unless the member’s electronic participation is due to: military service, illness or other medical condition, death of a relative, or an emergency involving actual or threatened injury to persons or property.
- g. **Consecutive Meetings:** A Board member may attend consecutive meetings via electronic communication. However, a member who attends two consecutive meetings via electronic communication must attend at least one meeting in person before attending another meeting electronically unless electronic participation is necessitated by: military service, illness or other medical condition, death of a relative, or an emergency involving actual or threatened injury to persons or property.

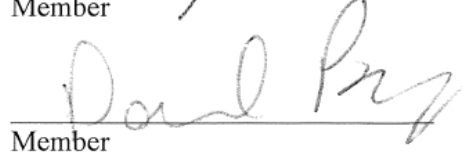
- h. Posting of Minutes: The minutes of each meeting of the Board of Trustees shall include the name of (1) each member who was physically present at the place where the meeting was conducted; (2) each member who participated in the meeting by using electronic communication; and, (3) each absent member. In addition, the minutes must identify the electronic means of communication by which members of the Board participated in the meeting and the public attended and observed the meeting.
- i. Publication of Policy: This policy will be posted on the website of the Library.
- j. Executive Sessions: Nothing in this policy affects the Library's right to exclude the public from an executive session of the Library in which a member is participating by permitted electronic communication.
- k. Exceptions: A member may not participate in a meeting by electronic communication if the Board of Trustees is taking final action to:
  - I. Adopt a budget;
  - II. Make a reduction in personnel;
  - III. Initiate a referendum;
  - IV. Establish or increase a fee;
  - V. Establish or increase a penalty;
  - VI. Use eminent domain authority;
  - VII. Establish, raise, or renew a tax.

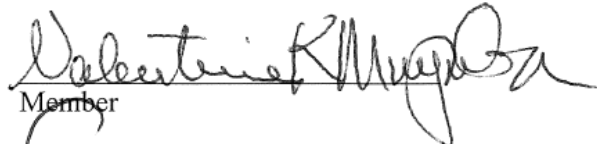
Approved by the Vigo County Public Library Board of Trustees this 17 day of May, 2021.

  
Member

  
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## **PERFORMANCE EVALUATION OF LIBRARY DIRECTOR POLICY**

The Library Director is accountable to the Board of Trustees for the performance of the entire Library. Monitoring organizational and executive performance is therefore a continual process for the Board and can be done through information that is gathered in a variety of formal and informal methods throughout the year. This continuity should be punctuated with a formal annual evaluation that creates the opportunity to determine and measure how well the director is accomplishing stated library goals. A committee of no more than three members of the Board should conduct the performance evaluation and share the results of that evaluation with other members of the Board.

**Adopted by the Vigo County Public Library Board of Trustees on the 19<sup>th</sup> day of May 2014.**



## **Performance and Evaluation Criteria for Library Director**

### **Leadership**

- Develops skills and abilities of reporting associates
- Motivates subordinates to give their best efforts
- Sensitive to others' needs, listens well and responds appropriately
- Sets good example by high personal standards, fairness, integrity and hard work

### **Awareness**

- Knows what's going on – programs and people
- Knows what patrons want
- Can spot little problems before they become big problems

### **Sense of Urgency**

- Takes action without waiting for direction
- Consistently high mental and physical energy level
- Enthusiastic “can do” attitude
- Implements decisions and programs in a timely manner
- Implements board policy and decisions effectively

### **Judgment**

- Develops imaginative, sound ways to solve problems and takes advantage of opportunities
- Identifies causes of problems and objectively evaluates alternatives before taking action
- Decisions are based on best available information and careful reasoning, not personal bias or simply because of tradition
- Fixes mistakes promptly, does not waste time in defensiveness and face saving

### **Planning and Organizing**

- Makes good use of time, works on top priorities first
- Sets challenging but realistic goals for self
- Makes the best of difficult situations, overcomes roadblocks
- Meets deadlines, avoids crises, finishes work on time
- Follows through to make sure work is done right

### **Participates in Local, State & National Activities, Library Forums, Programs & Concerns**

- Contributes good ideas that are accepted
- Knows needs of other areas and markets
- Maintains appropriate balance between regular duties and teamwork
- Maintains good working relationship and communication with the board

### **DIRECTOR'S GOALS AND TIME LINES**

**05/19/2014**

**[Click here to return to the Table of Contents](#)**

## **PRINT, COPY, SCAN, AND FAX SERVICES POLICY**

The Vigo County Public Library provides self-service standard printing, copying, scanning, and faxing for the public at all library locations.

Standard printing can be performed from any library public access computer via the print management system. Mobile standard printing is available via the print management system mobile print service. Large format color printing is available at the Main Library in Haute Create and is separate from standard printing systems. (Trimming is not provided.) Prints and copies are produced only on the library supplied media. Customers may not introduce their own paper, labels, transparencies, or other media into the Library's printers.

All printing and copying services are charged according to the Service Fee Policy Schedule. Scanning to USB is provided free of charge.

Fax service is available for outgoing faxes only and is provided free of charge to local and domestic long distance numbers. International fax and incoming fax services are not available. Photocopying documents to a faxable format will be charged at copy service fees according to the Service Fee Policy Schedule. The VCPL makes no guarantees as to the privacy, quality, or reliability of outgoing faxes.

In the use of print, copy, scan, and fax services the patron assumes all responsibility and liability associated with copyright laws and regulations of the U.S. Copyright Act (Title 17, United States Code).

**Adopted by the Vigo County Public Library Board of Trustees on the 18<sup>th</sup> day of December 2017.**

**[Click here to return to the Table of Contents](#)**

## REGISTRATION OF BORROWERS POLICY

The Vigo County Public Library registers borrowers in compliance with Indiana Code 36-12-2-25. Registered borrowers have access to library services and are qualified for loan of library materials as designated in the **Circulation Policy**.

The following categories of persons or groups are eligible to apply for a borrower's card:

- A. Individuals who own property and or reside in Vigo County (also known as the Library District)
- B. Non-resident students enrolled in a public school corporation or a non-public school that is located in the Library District and in which students in any grade from preschool through grade twelve (12) are educated
- C. Non-resident employees of a public school corporation or non-public school located in the Library District and in which students in any grade from preschool through grade twelve (12) are educated
- D. Non-resident students enrolled in a college or university located in the Library District
- E. Library employees who are not residents of the Library District
- F. Institutions, businesses, corporations, and not-for-profit agencies located in the Library District
- G. Individuals who hold a valid resident library card from a library that participates in the Indiana Public Library Resource sharing Program also known as the **Indiana Reciprocal Borrowing Program** may apply for a reciprocal borrower's card
- H. **Public Library Access Card** borrowers who purchase a **PLAC** card
- I. Individuals who are not residents of the Library District and who do not qualify under any of the above may pay an annual fee (Non-resident fee) equivalent to the Vigo County Public Library's operating fund expenditure per capita for borrowing privileges

In order to maintain records on all materials currently loaned from the library each registered borrower account is assigned a unique identifying barcode number and a corresponding borrower's card is issued to the registrant. All borrower accounts are valid for a three-year period from the date of registration with the exception of Non-resident (B, C, D, E, and I), Reciprocal (G), and PLAC (H) which are valid for twelve months.

To obtain a borrower account a completed and signed borrower registration form must be submitted to VCPL. Unemancipated minors under the age of eighteen (18) must have the registration form signed by a parent or guardian.

The registrant's identity and address of residence is verified prior to validation of the account or issuance of a borrower's card. Verification of parent or guardian identity and address of residence is required for unemancipated minors. Reciprocal (G) registrants must also present a valid and current home library card. PLAC (H) registrants must also present a valid and current home library and PLAC card.

**Adopted by the Vigo County Public Library Board of Trustees on the 20<sup>th</sup> day of May 2019.**

**Resolution Authorizing the Issuance of Free Library Cards**

**WHEREAS**, I.C. 36-12-2-25 provides that libraries may issue free or reduced fee library cards to certain individuals who are not residents of the library district; and

**WHEREAS**, providing free library cards to students, educators, and library employees is consistent with the library's efforts to meet the educational, informational, and recreational needs of the public.

**NOW THEREFORE BE IT RESOLVED**, that pursuant to the provisions of I.C. 36-12-2-25, the Vigo County Public Library will issue local library cards without charging a fee to an individual who is not a resident of the library district and who is:

- 1) a student enrolled in or an employee of a public school corporation or nonpublic school:
  - a. that is located at least in part in the library district; and
  - b. in which students in any grade from preschool through grade twelve (12) are educated;
- 2) a Vigo County Public Library employee; or
- 3) a student enrolled in a college or university that is located at least in part of the of the library district.

**Duly adopted** by the Vigo County Public Library Board of Trustees at its regular meeting held on the 20<sup>th</sup> day of May 2019, at which meeting a quorum was present.

NAY

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AYE

*Olivia Goulding*  
*Sister Dorothy Retch*  
*Valentine K. Murphy*  
*Larry W. Jones*

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**Resolution to Establish Non-Resident Fees**

**Whereas**, IC 36-12-2-25(c) requires that an individual non-resident fee be established, the members of the Vigo County Public Library Board of Trustees do hereby resolve to establish the non-resident fee at **\$65** (sixty five dollars) for an individual non-resident card, effective February 17, 2020. Be it further resolved that this fee will remain in effect until such time that the library board adopts a new non-resident fee resolution.

**Duly adopted by the Board of Trustees of the Vigo County Public Library at its regular meeting held on the 17<sup>th</sup> day of February 2020, at which a quorum was present.**

AYE

NAY

<i>Olivia Goulding</i>	_____
<i>Sister Dorothy Rasch</i>	_____
<i>Valentine K. Mueggen</i>	_____
<i>Jan M. V.</i>	_____
<i>Jan P. P.</i>	_____
<i>Christa Nelson</i>	_____
<i>Lang W. Jones</i>	_____

[Click here to return to the Table of Contents](#)

## RIGHTS AND RESPONSIBILITIES

Everyone is welcome and has the right to enjoy the resources and services available to them at the Vigo County Public Library (VCPL). Along with the right to enjoy library services comes the responsibility to do so in a manner that conveys respect and tolerance toward others and is free from language or behaviors that create a disruptive or hostile environment for other library users or staff. The following rights and responsibilities are intended to provide information and behavioral guidance for library users, but is not all inclusive.

### You have a **RIGHT**:

- To enjoy the library any day of the week during business hours
- To an environment that is free of intolerance, discrimination, hostility, and solicitation
- To facilities that are clean, safe, and welcoming
- To facilities, materials, and services that function as intended
- To utilize properly trained and controlled service animals on library premises
- To confidentiality of your library transactions and personal information

### You have a **RESPONSIBILITY**:

- To interact with others in a respectful manner free from threatening, harassing, or discriminatory language or behaviors
- To conduct yourself in a manner that does not disrupt or interfere with others use of the library or the ability of library staff to provide service
- To understand that the safety and behavior of dependents rests with the parent or guardian
- To attend to your personal belongings
- To monitor and control the behavior of your service animal
- To wear clothing that covers both tops and bottoms i.e. shirts, pants, shoes
- To properly dispose of your trash and debris
- To leave at the designated closing time or when asked to leave by library staff
- To comply with library policies and staff direction
- To obey all federal, state and local laws.

Library users failing to meet these responsibilities and or infringing on the rights of other library users or staff will receive a warning and an opportunity to correct behaviors that do not align with this policy. Suspension from library premises and or services may also be implemented. Behaviors that pose an imminent risk to the health or safety of others will result in immediate suspension from library premises without warning and with or without the assistance of local law enforcement.

When possible, library users who have been suspended from library premises or services will be provided with written notification stating the library policy violated and specifying the length and conditions of the suspension. Appeals of suspension may be made in writing to the Executive Director of the Library or designees. Further appeals may be made in writing to the Library Board of Trustees. As determined by federal, state, or local law, and library policy, misconduct may lead to legal action or criminal prosecution.

**Adopted by the Vigo County Public Library Board of Trustees on the 6<sup>th</sup> day of September 2022.**

[Click here to return to the Table of Contents](#)

## **SERVICE FEE POLICY**

The Vigo County Public Library provides a wide variety of library services and library materials free of charge for the taxpayers and citizens of Vigo County. A nominal fee for services is charged to customers in order to provide specialized services or materials according to the following service fee schedule. Revenue from service fees become a part of the annual operating revenue budget and are subject to all appropriation requirements. Fees may be assessed for special services not mentioned that require additional costs to the library. Reimbursement for these services will be determined by the Library Director based on the cost to provide the service.

It is important to the Vigo County Public Library to maintain customer relations that reduce barriers and encourage lifelong use of library services. Therefore, in accordance with IC 36-12- 3-18, the library may, under certain circumstances, reduce or waive assessed fees in order to facilitate a customer's access to services. Library Administration is authorized to utilize its discretion in establishing procedures that balance the enforcement of this policy with consideration of circumstances warranting fee reassessment.

**Adopted by the Vigo County Public Library Board of Trustees on the 21<sup>st</sup> day of January 2020**

**[Click here to return to the Table of Content](#)**

## Service Fee Schedule

### Library Material Replacement or Damage

Customer accounts are assessed a bill for damaged materials and long overdue materials which includes material replacement costs and the addition of a collection agency fee for unresolved accounts.

Material replacement or damage fees may be paid at the Main Library Lending Services Department, the West Branch Library, or via VCPL website customer account.

### Collection Agency

Customer accounts with unresolved fees for damaged or long overdue materials may be submitted to a Collection Agency with the addition of a **\$20** Collection Agency Fee charged to the customer account.

### Printing and Photocopying

- Printing to standard printers/photocopiers can be performed from any library public access computer via the print management system.
- Mobile printing to standard printers/photocopiers is available via the print management system mobile print service.
- Standard printers/photocopiers are located in the West Branch Library and in the Main Library's East Wing, West Wing, Lifelong Learning Center, Special Collections, and Youth Services areas.
- Large format color printing for signs, posters, banners, etc. is available at the Main Library in the Haute Create space.
- Microfilm printing is available in the Main Library Special Collections Department.
- Printing and photocopying is charged according to the following schedule:

Print/photocopy type	Print/copy size	Cost
Black & white	8.5" X 11" - 11" X 17"	\$ .10 per side
Color	8.5" X 11" - 11" X 17"	\$ .25 per side
Color	Large format - 44" width with varying lengths	\$ .10 per linear inch of length

### Accessories

Available at the Main Library Lending Services Department and the West Branch Library. Costs include Indiana Sales Tax.

Accessory	Cost
USB Flashdrive	\$5.00
Earbuds	\$2.00
Library Bag	\$1.00



## Obituary/Marriage Records and Research

Services are provided by the Main Library Special Collections Department only.

- The **obituary index** is available on the VCPL website and provides reference to the published obituary located in the newspaper microfilm collection. On-site self-service access to microfilm records is available at no charge with printing via VCPL print systems charged according to Printing and Photocopying Fees.
- The **marriage record index** is available on the VCPL website with corresponding PDF of digitized marriage record. On-site printing of pdf records via VCPL print systems is charged according to Printing and Photocopying Fees.
- Off-site requests for **marriage or obituary record** retrieval including delivery of digital and print copies is charged according to the following schedule:

Record	Limits	Cost
Marriage Records	15 records per request	\$5.00 per record
Obituary Records	15 records per request	\$5.00 per record

- Limited research assistance for simple inquiries is provided at no charge. Inquiries are processed in order of receipt. For in-depth or extensive genealogical or historical research the department can provide referrals to paid researchers.

## Meeting Rooms and Library Spaces

The following fees will be assessed for use of meeting rooms and library spaces under certain conditions as outlined in the **Community Access to Meeting Rooms and Collaborative Spaces** policy. Conditions subject to fees include use of room or space outside standard operating hours, lobby rentals, security services, and damage or cleaning fees.

Service	Limits / Standards	Cost
Library Personnel	2 personnel minimum 4 hour each minimum	\$25.00 per hour/ per personnel
Security Personnel	1 personnel minimum 2 hour each minimum	Per contracted service
Lobby Rental – Standard	4 hour minimum/6 hour maximum	\$800.00 first 4 hours \$85 each additional hour
Lobby Rental – Non-profit	4 hour minimum/6 hour maximum	\$500.00 first 4 hours \$75 each additional hour 501(c)3 status required
Cleaning	Rooms/Spaces left in disarray	\$75.00 (-/+ at the discretion of the Executive Director)
Damage	Damage to furniture, equipment, facility, or premises	Cost of repair or replacement
Set-up / Tear-down	Library furniture/equip	\$100.00

## Interlibrary Loan

Interlibrary Loan service is provided free of charge to eligible registered borrowers. Charges may apply under certain conditions where additional costs are incurred.

Condition	Limits	Cost
Photocopies/Printing needed	Copyright regulations	Per Printing and Photocopying fees
Lending library charges a fee	Established by lending library	Established by lending library
Damaged or long overdue materials	Established by lending library	Established by lending library
Unresolved accounts	Loss of borrowing privileges	\$20.00 Collection Agency fee

[Click here to return to the Table of Contents](#)

## **SMALL PURCHASE POLICY**

The Vigo County Public Library Board of Trustees is a governmental body that is authorized to disburse payment for purchases according to Indiana Code 36-12-3-16 and serves as the "Purchasing Agency."

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:

- 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.
- Preferences will be given to products manufactured in the United States.
- Preferences will be given to purchasing from Vigo County businesses when total cost, quality and timeliness of delivery are comparable.
- Purchases will not be artificially divided so as to constitute a "small purchase."
- 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.

**Adopted by the Vigo County Public Library Board of Trustees on the 19<sup>th</sup> day of December 2011.**

**[Click here to return to the Table of Contents](#)**

## **STAFF USE OF LIBRARY MATERIALS POLICY**

Vigo County Public Library staff members are granted the same access and privileges to library materials as patrons of the Vigo County Public Library. VCPL staff are subject to the same borrowing policies and procedures as VCPL patrons, including all borrowing limits, loan periods, holds, and booking policies. Staff members who borrow library materials for both in-house and out of library use must request that those materials be charged out according to the guidelines outlined in this policy. Staff members found abusing borrowing policies or removing library materials from library property without having charged out these items will be subject to having their borrowing privileges revoked. VCPL employees exhibiting excessive, unnecessary, or unauthorized use of library materials will be subject to disciplinary action.

**Adopted by the Vigo County Public Library Board of Trustees on the 17<sup>th</sup> day of March 2014.**

**[Click here to return to the Table of Contents](#)**

## **Guidelines for Staff Use of Library Materials**

1. VCPL staff are subject to the same borrowing policies and procedures as VCPL patrons, including all borrowing limits, loan periods, holds, and booking policies.
2. An employee borrowers card may be obtained from Lending Services at the Main Library or at one of the branch library facilities. Employee borrowers cards may be issued by the Lending Services Manager, the Lending Services Assistant, or by any Branch Manager and are issued for a 3-year period.
3. Overdue notices and bills for replacements will be issued to employees via e-mail if the employee has an active VCPL e-mail account. Overdue notices and bills for replacements will be issued to employees on paper mailers if the employee does not have an e-mail account.
4. Library materials may be charged out at the Main Library at Lending Services, the Young Peoples department, or at Outreach Services. Main Library employees are requested to ask a qualified staff member from Lending Services, the Young Peoples department, or Outreach Services to charge out materials. Staff should not check out their own library materials.
5. Branch Library staff members are requested to ask another staff member from their branch to charge out materials. Branch library staff should not check out their own library materials.

**[Click here to return to the Table of Contents](#)**

## **STATEMENT REAFFIRMING PUBLIC LIBRARY AS A PUBLIC GOOD**

It is the position of the Vigo County Public Library Board of Trustees that the Vigo County Public Library can best serve the needs of all Vigo County residents and taxpayers by serving as a municipality, managed by a Board of Trustees, who retain the right and responsibility of managing public assets for the public good under the laws of the State of Indiana. The Vigo County Public Library's purpose is to provide quality library service, to develop and organize a useful collection of library materials, to furnish capable, unbiased reference assistance, and to encourage and promote the free and equitable access to information for all Vigo County citizens. The Vigo County Public Library Board of Trustees declares that the public library exists because our democratic society values the free flow of ideas and opinion and that the public library's existence is not based on profit or earnings, but instead, is based on a responsibility and accountability to the taxpayers of Vigo County to provide and promote library services.

**Adopted by the Vigo County Public Library Board of Trustees on the 21<sup>st</sup> day of October 2013.**

**[Click here to return to the Table of Contents](#)**

## **TOBACCO AND E-CIGARETTE-FREE POLICY**

In order to maintain a healthy, safe, and clean environment for both library customers and library employees, the use of tobacco and e-cigarette products is prohibited at the Vigo County Public Library (including vaping, smoking, chewing, and other tobacco use). Tobacco and e-cigarette use in library facilities or in unauthorized areas at Vigo County Public Library is strictly prohibited. All interior spaces in Vigo County Public Library buildings, including all leased facilities and library owned vehicles, are designated as tobacco and e-cigarette free.

Use of tobacco and e-cigarette products as defined above will not be permitted near exits and entrances of all library owned buildings, (designated as the Main Library and the West Terre Haute branch), except at a reasonable distance (50 feet or more) or unless otherwise designated.

**Adopted by the Vigo County Public Library Board of Trustees on the 21<sup>st</sup> day of September 2015.**

**[Click here to return to the Table of Contents](#)**

## **UNATTENDED CHILDREN POLICY**

The Vigo County Public Library welcomes children of all ages to use its facilities and services. Responsibility for the behavior and well-being of children using the Library rests with the parent or guardian. For their safety, children should remain in the company of a parent or caregiver while in the library. Library staff will use their judgment and discretion in determining whether a child is unattended. If a child is deemed to be unattended, Library staff will follow the procedures outlined in the *Guidelines for Staff Regarding an Unattended Child* in an effort to reunite the child with a parent or guardian.

**Adopted by the Vigo County Public Library Board of Trustees on the 20<sup>th</sup> day of January 2015.**

**[Click here to return to the Table of Contents](#)**



## **Guidelines for Staff Regarding Unattended Children**

### During Library Operating Hours:

Identify yourself as a VCPL staff member and offer to assist the child. Question the child to determine child's name and age, parent or legal guardian's name and possible whereabouts.

- 1) If the child is 8 or younger, library staff will make every effort to reunite the child with a parent or guardian.
- 2) If the child is able to provide the name of a parent or legal guardian, have the individual paged. (Page by specific name, "Susie Smith". Do not page for "Johnny's mom", as this indicates a child has been found unattended.) Have staff conduct a brief search of the building. If the child provides a phone number, attempt to contact the parent or legal guardian via telephone. If a parent is located, identify yourself as a VCPL staff member and explain the Unattended Children Policy, placing an emphasis on the safety and well-being of children in public facilities.
- 3) If unable to contact the parent/guardian, VCPL staff should accompany the child to the Youth Services Department. YS staff should remain with the child until the parent or guardian is located and/or arrives at VCPL. At West Branch, the child should be taken to the circulation desk.
- 4) If a security officer is on duty, notify them of the situation. Contact the YS Manager or a member of the administrative team and inform them of the situation.
- 5) If the child has been unattended for more than 30 minutes and a parent or guardian cannot be located, a Coordinator (or other administrative team member), Manager, or Youth Services Librarian should make the call to police and assist the responding officer in recording the incident.
- 6) Youth Services staff members should complete an incident report, including commentary from other staff involved in the incident.

### After Library Operating Hours:

VCPL staff will remind young patrons of closing time approximately 15 minutes prior to close, and allow children to call for transportation or to locate a parent/guardian.

- 1) If a child under age 10 is unattended at closing time, an attempt should be made to contact a parent or guardian. A Youth Services staff member and a second employee should remain with the child until a parent or guardian arrives. If a parent or guardian does not arrive within 15 minutes of closing time, the Terre Haute Police Department should be contacted.
- 2) If the Police Department responds and/or removes the child from the VCPL property, the Youth Services staff member should contact the YS Coordinator.
- 3) The Youth Services staff member should complete an incident report, including commentary from other staff involved in the incident.

The ages referenced throughout this document are intended to be used as guidelines for staff. Library staff members are encouraged to use their best judgment in assessing each incident on a case by case basis. Staff have the authority to act in the best interest of the child or children involved in each scenario. Library staff members are not to take unattended children home in their personal vehicles.

[\*\*Click here to return to the Table of Contents\*\*](#)

## **UNSCHEDULED LIBRARY CLOSINGS**

In keeping with the mission of the Library, unscheduled closings due to inclement weather, facility conditions, or other public health and safety emergencies will be kept to the minimum number of days consistent with public and staff safety. Decisions regarding the closing of the library facility or subsequent openings of the library facility are made by the VCPL Director or the VCPL director's designee. Consultation with library board of trustee members will also be conducted when conditions warrant an extended closing period for a facility.

If and when county emergency management officials declare a county wide or regional emergency all library facilities will be shut down and closed until conditions warrant or officials indicate opening the facilities is in the best interest of the public.

The decision to close the library system and or individual library facilities before the start of the working day is made based on a variety of factors including the state of parking lots in facilities. If ISU is open, the city buses are operating, the retail malls are open, and traffic is moving on U.S. 41 and I-70, the VCPL library system will open. If severe weather develops during the working day, weather forecasts will be consulted and the decision to close the library early will be based on the same criteria. If the Main library building or a branch suffers damage due to severe weather conditions or building facility malfunction the decision to close the building or branch will be made by the Director in consultation with the branch manager and the maintenance supervisor.

Conditions that may necessitate closing the VCPL include catastrophic life threatening weather (snow, ice, tornado, earthquake, flood or other natural disaster), fire, and equipment failure, disruption of power and/or water, contamination by hazardous agents, terrorist acts, pandemic outbreaks, or forced evacuations from the neighborhood or library facility.

The decision to close the library system will be made in conjunction with local municipality and/or state or federal guidelines and the Library's ability to provide adequate staff and resources.

**Adopted by the Vigo County Public Library Board of Trustees on the 21<sup>st</sup> day of September 2009.**

**[Click here to return to the Table of Contents](#)**

## **USE OF SOCIAL MEDIA POLICY**

The Vigo County Public Library utilizes web based and mobile social media applications to encourage community involvement in the library, and to create a dialogue between the Library and its customers regarding library services, resources, library-sponsored events and programs, and community information. Patron feedback may be used to evaluate current and future programs and events and to guide collection development decisions.

Patrons are expected to follow the basic rules of civility. The Vigo County Public Library reserves the right to remove any patron-contributed content that violates the VCPL Standards of Behavior.

The Vigo County Public Library does not endorse the advertisements promoted on any social media site. These advertisements are displayed by vendors and do not express the Vigo County Public Library's views or positions.

**Adopted by the Vigo County Public Library Board of Trustees on the 15<sup>th</sup> day of July 2013.**

**[Click here to return to the Table of Contents](#)**

## **Administrative Procedure**

### **Use of Social Media Policy Guidelines**

1. The Vigo County Public Library will market a single VCPL account in each social media application deemed appropriate for use by a public library except as noted in item #2 in these guidelines.
2. Department/age/subject specific accounts may be utilized upon receipt of VCPL director approval.
3. All social media accounts representing any VCPL department should reflect a professional tone and should not reflect political, religious, or social bias or opinions.
4. Inquiries or comments concerning the library administration, the library board of trustees, and or library board meetings should be submitted to and responses provided by the VCPL director.
5. Social media accounts will be maintained by approved staff, and participation will be frequent, relevant, and ongoing.
6. Inappropriate comments (see Standards of Behavior) are not acceptable, and approved staff should retain a record and notify a supervisor before removing the comment.

*Revised July 2013*

**[Click here to return to the Table of Contents](#)**

## **VEHICLE USE POLICY**

The VCPL operates two vehicles to conduct official library related business by library staff members. One library vehicle is used primarily by Outreach Services during regular business hours in order to pick-up and deliver library materials to agencies, institutions, and the homebound. The second vehicle is used primarily by the Maintenance department to pick-up and deliver mail, supplies, and library materials, to transfer staff to official library related meetings and conferences, to conduct parking lot surveillance and snow and debris removal, and to conduct delivery of library materials to branch facilities, including the cleaning and maintenance of branch facilities during nighttime hours. The Maintenance department and the Outreach Services department are the primary users and drivers of library vehicles, however on occasion, other staff members such as systems technicians, library coordinators, including the library director, may also require the use of library owned vehicles to conduct library related business.

The use of library vehicles by staff to conduct personal and private business is prohibited. Library vehicles may be parked at local restaurants, parks, or other public facilities for periods not to exceed 30 minutes in order for library staff to observe official work breaks and meal periods while performing assigned responsibilities with a library owned vehicle. At no time should passengers other than library staff be allowed to ride in library owned vehicles.

Staff requests to utilize library owned vehicles should be directed to the Maintenance department and requests should include the time of day the vehicle is needed, the purpose and duration of use, and who will be driving the vehicle. The Library Director shall have the final authority regarding the use of library vehicles in order to conduct library business. All vehicle drivers must possess a valid Indiana Drivers License. The VCPL will conduct official driving record checks and may request drug screen tests for staff directed to drive library owned vehicles each year prior to authorization of use.

Staff may request a driver subject to staff availability and the duration of use from either the Maintenance or the Outreach Services department. The Maintenance department is responsible for purchasing fuel for both vehicles as well as providing general upkeep and vehicle maintenance.

**Adopted by the Vigo County Public Library Board of Trustees on the 16<sup>th</sup> day of April 2007.**

**[Click here to return to the Table of Contents](#)**

## **VOLUNTEER AND INTERN POLICY**

### **Definition**

A Volunteer is an individual, of sufficient age to be entering grade 7 or older, providing assistance to VCPL staff in projects or enhanced provision of services, without compensation.

1. A regular volunteer is an individual committed to providing regular on-going assistance and for whom the library commits a substantial investment in placement and training.
2. A special event or one-time volunteer is an individual who volunteers on a one-time or limited basis for a special event or program that takes a few hours or less to complete and requires little or no training. Often, the need for this type of volunteer arises quickly with rapid recruitment.
3. An Intern shall be considered as any high school, college, or graduate student, or a professional in a library related field who performs volunteer work as part of an authorized program to earn academic or professional development credit.
4. Individuals who are required to perform court appointed community service are not eligible to participate in the VCPL Volunteer Program. This is for the protection of our employees, volunteers, and Program participants.

### **Role of Volunteers and Interns**

Volunteers and Interns can provide invaluable service to the library in certain capacities. However, recruitment and sponsorship of Volunteers and Interns requires substantial staff resources for training and supervision and many library tasks and responsibilities must be performed on a regular basis and do not lend themselves to the use of Volunteers and Interns. Therefore, as a rule, Volunteers and Interns provide assistance in jobs requiring minimal training and supervision and jobs or projects that have a beginning and an ending. Library employees are responsible for the critical functions of the Library and Volunteers and Interns are not placed in positions that affect critical functions, deal with employee or patron information, or exercise fiscal control over Library resources.

### **Teen Volunteer Program**

The Young Peoples department of the VCPL offers volunteer opportunities with the Teen Volunteer Program. To be considered for placement in the Teen Volunteer Program, individuals must be of sufficient age to be entering grade 7 up to and including grade 12. Teen volunteers assist Library staff with programs, special events, annual Summer Reading program, and other projects and may serve on the Teen Advisory Board.

### **English as a Second Language Program**

The Lifelong Learning Center of the VCPL offers volunteer opportunities with the English as a Second Language Program, a Proliteracy America affiliate. To be considered for placement in the English as a Second Language Program, individuals must be 18 years or older. English as a Second Language volunteers provide one-to-one tutoring and assist with conversation groups and programming for adult, non-English speakers.

## **Friends of the Vigo County Public Library**

The Friends of the Vigo County Public Library is a self-governed 501(C) (3) organization to whom members pay annual dues and participate in volunteer activities sponsored by the Friends in support of the Vigo County Public Library. Friends of the Library may also apply for assignment as a VCPL volunteer or participate in special event or one-time volunteer opportunities. Friends of the Library who are also employees of the VCPL may not be a volunteer for the Library.

### **Recruitment**

The library accepts VCPL Volunteer and Intern applications and, in its discretion, may collaborate with volunteer programs administered by local volunteer agencies, educational institutes, and service clubs. Potential Volunteers and Interns must complete a VOLUNTEER or INTERN APPLICATION FORM FOR ADULTS or a VOLUNTEER or INTERN APPLICATION FORM FOR MINORS (samples attached) in order to evaluate and determine the Volunteer's or Intern's skill level and availability. Volunteer and Intern applications will remain on file for one year from the date of application. Screening of Volunteer and Intern applications is based on the requirements and stated qualifications for available Volunteer and Intern positions. The Development Librarian and or a supervisor/manager will conduct individual or group interviews with Volunteer and Intern applicants to determine qualification for placement in available positions. Prior to placement, regular adult Volunteers and Interns may be asked to sign a release authorizing check of volunteer credentials authorizing the VCPL to obtain appropriate information regarding the applicant's background and credentials and general aptitude for placement. Volunteers and Interns will not be entitled to any employment rights or fringe benefits available to employees of the Library. Employees of the library may not be a Volunteer or Intern for the library and relatives of employees as defined in the EMPLOYMENT OF RELATIVES policy are not eligible for assignment to Volunteer or Intern positions in library departments.

### **Orientation and Training**

VCPL staff will conduct an orientation. Training and scheduling will be the responsibility of the supervisor in charge of the project or job.

### **Recognition**

Volunteers and Interns may be recognized in conjunction with staff or Friends of the Library recognition events.

### **Evaluation**

Volunteer and Intern performance will be judged by similar standards applied to paid employees and will be subject to ongoing evaluation.

**Adopted by the Vigo County Public Library Board of Trustees on the 18<sup>th</sup> day of April 2011.**

**[Click here to return to the Table of Contents](#)**

## Release Authorizing Check of Volunteer Credentials

In consideration of **Vigo County Public Library's (VCPL)** evaluation of my suitability for the volunteer program, I hereby authorize the **VCPL** to perform all checks of my background and credentials as allowed by law including, but not limited to, obtaining information from prior employers, supervisors, co-workers, or other individuals or entities (including criminal records and credit information) that the **VCPL**, in its sole discretion, believes may have relevant information regarding my suitability for the volunteer program. I agree to sign such consents as may be necessary for the **VCPL** to obtain said information about me. I agree not to assert any claims or causes of action of any kind against **VCPL**, its employees, and the individuals and the institutions, companies, or agencies contacted by **VCPL** as part of its investigation, and release them from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever arising from the **VCPL's** investigation of my background and credentials. I acknowledge that **VCPL** has made no representations of any kind as to whether placement in the volunteer program will be offered at the conclusion of its investigation.

**VCPL** will restrict nonpublic personal information about you to those of our employees who need to know that information to evaluate your suitability for the volunteer program by the **VCPL** and will not disclose said information to others, except as permitted or required by law.

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Volunteer Applicant

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Date

[Click here to return to the Table of Contents](#)