

Vigo County  
Public Library  
Policy Manual

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## **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.**

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## **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.**

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## 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:

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## **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.**

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## 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.**

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## **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.**

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## 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	Books, Magazines, Books on CD, Music CDs, Playaways	28 Days	5
	New Arrivals (Books, Large Print, Books on CD)	14 Days	2
Up to 20	DVD/Blu-ray	28 Days	5
Up to 10 of any	Best Seller Express Items ( <i>Express Books, Books on CD, Playaway Audiobooks</i> )	14 Days	0
	DVD/Blu-ray New Releases	7 Days	0
Up to 5 of any	Games, Kits, Video Games, Leap Pad Cartridges	14 Days	2
1 of each	E-Readers	14 Days	2
	Tablet /Tablet Express	14 Days	2/0
	Leap Pads	14 Days	2
Based on availability	Easels	7 Days	0
Vendor Limits Vary • Up to 10 • Up to 10 • Up to 10 • Up to 10	Downloadable/Streaming: • eaudiobooks • ebooks • emusic • evideo	Vendor Loans Vary • 3/14/21 Days • 7/14 Days • 3/7 Days • 3/5/7 Days	Vendor Renewals Vary
Up to 10	Interlibrary Loan Books	Varies	Varies

### 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	Books, Books on CD, Music CDs, DVD/Blu-ray	Varies by delivery schedule	2
Vendor Limits Vary · Up to 10 · Up to 10 · Up to 10 · Up to 10	Downloadable/Streaming: · eaudiobooks · ebooks · emusic · evideo	Vendor Loans Vary · 3/14/21 Days · 7/14 Days · 3/7 Days · 3/5/7 Days	Vendor Renewals Vary

### 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	Books, Books on CD, Music CDs, Kits, DVD/Blu-ray	Varies by delivery schedule	2
Vendor Limits Vary · Up to 10 · Up to 10 · Up to 10 · Up to 10	Downloadable/Streaming: · eaudiobooks · ebooks · emusic · evideo	Vendor Loans Vary · 3/14/21 Days · 7/14 Days · 3/7 Days · 3/5/7 Days	Vendor Renewals Vary

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# **COLLECTION DEVELOPMENT POLICY**

## **Collection Mission**

The Vigo County Public Library (VCPL) 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 VCPL Board of Trustees affirms the American Library Association's [Library Bill of Rights](#), [Freedom to View](#), and [Freedom to Read](#) policy statements in support of acquiring and managing collections.

## **Responsibility for Collection Management**

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

## **Selection Criteria**

As good stewards of taxpayer funding, staff must be selective in what they choose for VCPL's collection and consider factors such as customer interest, price, and available physical space. They also take into account anticipated or existing demand; local interest; reputation and skill of the author, performer, or artist; existing library resources in the subject area; published reviews; availability of titles from other sources; and the physical durability of the item.

VCPL serves the educational, cultural, and recreational needs of the community and strives to maintain an ever evolving collection of general interest materials with added depth in areas of local relevance. Materials and formats are not maintained past their relevance, to ensure a collection that serves current interests. Textbooks and materials of a highly technical or specialized nature are not acquired by VCPL but are made available in accordance with the Interlibrary Loan Policy or by visiting one of the local university libraries' collections.

VCPL also maintains a limited collection of recreational and informational materials in languages other than English. Materials published in languages other than English are purchased for the collection in response to local demographics, demonstrated need, and according to popular demand. Materials of local interest or of historical significance are evaluated by our Special Collection and Archival staff.

VCPL is a member of the Indiana Digital Library consortium organized by the Indiana State Library. This consortium provides our community with access to over 200 Indiana libraries' digital collections through Overdrive and its mobile app Libby. Due to the nature of a digital consortium, library users have access to materials selected by librarians across the state for a wide range of people from a variety of communities and is governed by its own [Collection Development Policy](#).

VCPL is often asked to include items that are written and/or published independently, such as items published through a vanity press company. VCPL looks for material that will appeal to a wide audience and meets the selection criteria laid out in this policy. Special consideration may be given to items of local or regional interest.

VCPL maintains access to web-based resources such as research databases and other digital collections as recommended and selected by staff. Additional criteria for selection of web-based resources include but are not limited to: ease of use, including enhanced searching capabilities; authority; accuracy; frequency of updating; anticipated demand by library users; quality of support; remote access capability; and licensing fees and usage restriction. The selection criteria remain the same for materials in new technologies and emerging formats that are selected by VCPL.

## **Gifts**

VCPL reserves the right to determine if the items will be added to the collection, using the same selection criteria as for purchased materials. Items not added to the collection are transferred to the Friends of the Vigo County Public Library for disposal. VCPL maintains the right to refuse donations at any time.

For additional information about donations, please see VCPL's Gifts Policy.

### **Requests for Purchase**

Any resident has the opportunity to suggest the purchase of a title for VCPL's collection. Those items will be considered using the same selection criteria as other materials and are not automatically added to the collection.

### **Requests for Reconsideration**

Residents of Vigo County may request the reconsideration of an item in VCPL's collection using the Request for Reconsideration form. After receiving the completed form, the Executive Director will appoint an ad hoc committee consisting of the appropriate library staff with relevant subject knowledge. The committee will evaluate all requests within the context of the Collection Development Policy. During this process, the item in question will remain in the collection. At the conclusion of the review, the customer will receive a written response to their Request for Reconsideration.

Frankness of language and/or graphic content is not considered sufficient justification in itself to remove or restrict library items or formats. Titles with viewpoints or content deemed objectionable by a resident are judged as entire works, not on isolated passages or sections. Parents or guardians are responsible for their minor's, and only their minor's, use of library materials.

### **Collection Maintenance**

VCPL does not serve as an archive of historical materials nor as an institute for advanced scholarly or professional research. To maintain a vital, current collection that meets the needs of the community, continuous review is necessary. Low-circulating and/or out-of-date items are reviewed on a regular basis and withdrawn as appropriate.

Withdrawn items are frequently transferred to the Friends of VCPL, a 501(c)3 organization, to sell or dispose of as they deem appropriate. Items may also be recycled or otherwise repurposed.

**Adopted by the Vigo County Public Library Board of Trustees on the 23<sup>rd</sup> day of February 2023.**

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## **Community Access to Meeting Rooms and Limited-Use Spaces**

Vigo County Public Library (VCPL) provides community access to meeting rooms and limited-use spaces in alignment with its mission, core values, and the American Library Association's Bill of Rights. Granting use of a meeting room or limited-use space does not constitute or imply VCPL's endorsement or advocacy of the purposes, activities, expressions, or policies of any individual, group, or organization.

To sustain its status as a limited public forum, VCPL may, at its sole discretion, impose reasonable time, place, and manner restrictions on the use of meeting rooms and limited-use spaces. All users and attendees must comply with VCPL's Rights and Responsibilities, the terms outlined in this policy, and all other Library policies, rules, and regulations. Use may be restricted or terminated at any time for violation of these terms or of any Library policy, rule, or regulation. VCPL reserves the right to have staff present at any meeting, program, or event to ensure compliance with library policies and procedures.

To effectively manage meeting rooms and limited-use spaces, VCPL may impose time limits and utilize reservation and use criteria such as grade level, library cardholder status, or legal adult status (generally 18+) to serve as the party responsible for complying with terms of use, liability for damages, and payment of any fees incurred as a result of use. Requests are generally processed on a first-come, first-served basis, however, to ensure equitable access, VCPL may limit recurring or continuous reservations by any individual, group, or organization if such reservations regularly prevent others from using these resources.

VCPL reserves the right to change the designation of any meeting room or limited-use space for community access purposes at any time, and to amend occupancy limits or available amenities as needed. Library areas not designated as a resource for community access meeting rooms or limited-use spaces are not available for reservation without prior approval from Library Management.

No reservation is guaranteed until library staff confirm approval for the request via email or phone.

### **Terms of Use**

#### **General**

1. For rooms or spaces requiring reservation by an individual with legal adult status (generally 18+), the reserving adult serves as the party responsible for adherence to terms of use and restrictions, liability for damages, and payment of any fees incurred as a result of use. Minors in attendance must always have direct adult supervision while in the reserved room or space.
2. All users of meeting rooms and limited-use spaces and their attendees must abide by designated occupancy limits for rooms and spaces and the exits, and paths to exits, must be free of tables, chairs, furniture, equipment, or other obstructions.
3. Recurring reservations may only be made for a period of up to six months with no automatic renewals.
4. Reservations for meeting rooms or limited-use spaces may not be transferred for use to another individual, group, or organization.
5. Meeting rooms and limited-use spaces must be left in a clean and orderly condition with trash deposited in trash receptacles and any additional debris removed.
6. Foods and beverages are only allowed as outlined in the VCPL **Food and Beverage Policy**.

#### **Cancellations and Failure to Appear**

1. Cancellations for meeting room or limited-use space reservations should be submitted to the library no later than 24 hours prior to the scheduled reservation.
2. Failure to appear within 15 minutes after the start time of a scheduled reservation for meeting rooms or limited-use spaces will result in a forfeiture of the reservation.

3. Failure to provide adequate cancellation notice or failure to appear for scheduled meeting room or limited-use space reservations may result in suspension of the privilege to make future reservations.

### **Restrictions**

1. Meeting rooms and limited-use spaces may not be used by profit-making entities to sell products or to recruit potential partners or customers. Non-profit agencies may charge a small entrance fee to recover the cost of hosting or presenting an event or program.
2. Groups and individuals may not imply VCPL sponsorship or endorsement of any activity held on Library property. The Library's name may only be used in reference to the activity's location.
3. No VCPL logo or other identifying characteristics representative of VCPL can be used on advertisements, announcements, or invitations for meetings or events held in meeting rooms or limited-use spaces.
4. Private functions including, but not limited to, engagement or marriage celebrations, baby showers, birthday parties, or other similar events are not permitted in meeting rooms or limited-use spaces, and such functions may not be incorporated as an element of room or space use.
5. The use of appliances or accessories that produce heat or are sources of heat are prohibited in meeting rooms and limited-use spaces without prior approval of Library Management.
6. Any activity that violates local, state, or federal law is prohibited.

### **Fees**

1. Use of meeting rooms and limited-use spaces is generally free of charge however fees may be assessed due to damage, theft, or property loss resulting from an individual's or group's use of the room or space.
2. See the VCPL **Service Fee Policy** for current fee structures associated with use of Meeting Rooms or Limited-Use Spaces.

Rules and procedures regarding reservation and use of meeting rooms and limited-use spaces are available upon request and/or during the online reservation process.

**Adopted by the Vigo County Public Library Board of Trustees on the 18<sup>th</sup> day of August 2025.**

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## **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 Library 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 (1) are 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 TPM cannot be disabled on the library's wireless network or mobile hotspots. 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 requirement 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. Mobile hotspot use should be integral, immediate, and proximate to the provision of library services and should be used by patrons who need broadband internet access.
- 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 other content 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 other content.

### **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 using 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.

### 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 with library wireless devices. Additionally, the library has mobile hotspots available for check out for registered users when broadband access is not available at their home. 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 VCPL Administration for investigation.

**Adopted by the Vigo County Public Library Board of Trustees on the 16<sup>th</sup> day of December 2024.**

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## **CONFIDENTIALITY AND PRIVACY OF LIBRARY USERS POLICY**

In accordance with the provisions of Indiana Code 5-14-3-4(b)(16) the Vigo County Public Library (VCPL) Board of Trustees does hereby exercise their discretion and declares to be confidential all Library or archival records which:

- (A) can be used to identify any library patron; or
- (B) have been deposited with, or acquired by, the Library upon the conditions that the records be disclosed only under the following conditions:
  - (i) to qualified researchers;
  - (ii) after the passing of a period of years that is specified in the documents under which the deposit or acquisition is made; or
  - (iii) after the death of persons specified at the time of the acquisition or deposit.

### Library and Archival Records

Library records which can be used to identify any library patron, referred to in above subparagraph (A), include but are not limited to registration and circulation records, records of database use, records of computer or network use, product of video or other security systems, and all other library records pertaining to or indicating personally identifiable uses of VCPL materials, facilities, or services.

Archival records, referred to in above subparagraph (B), include artifacts or records in any format including text on paper or in electronic format, photographs, videos, sound recordings, or objects.

The VCPL uses records referred to in subparagraphs (A) and (B):

- to the extent necessary for managing library records and operations,
- with an authorized collections agency for the purpose of recovering lost materials or unpaid fees.

### Disclosure of Records

Such records may not be disclosed to the public or any person except as outlined by subparagraph (B) above or as may be required by law and or pursuant to a subpoena, warrant, or court order and subsequent to review by VCPL legal counsel to determine proper jurisdiction, scope, and response.

The VCPL may use records, such as products of video or other security systems, referred to in subparagraph (A):

- when reporting a crime committed against or on the premises of VCPL,
- or when exigent circumstances such as the prevention of imminent danger to life or serious damage to property exist as a result of a crime committed on library premises.

Nothing in this policy shall be deemed to require the disclosure by the VCPL of any other written or tangible materials or records or archives other than as expressly required by law.

While VCPL safeguards the confidentiality and privacy of all library records, library users should be aware that public library spaces, both physical and digital, are public and as such, there is no reasonable expectation of privacy for information and or activity that is plainly in public view or that is otherwise publicly available.

### Third party partners

VCPL enters into agreements with third party vendors and partners to provide online services, digital collections, streaming media content, electronic newsletters and to improve the library's website. When using some of these services, library customers may also connect with social networks and other users of these services.

Third party services may gather and disclose information. For more information on the specific types of data that may be gathered and disclosed by each third party service, please refer to the Terms of Use and Privacy Policies for the online services used.

**Adopted by the Vigo County Public Library Board of Trustees on the 17<sup>th</sup> day of January 2023.**

## **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.**

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## **DISPLAYS, EXHIBITS, AND COMMUNITY POSTINGS POLICY**

To support the discovery of library and community resources, Vigo County Public Library (VCPL) utilizes and provides access to spaces for displays, exhibits, and postings designed to meet the educational, cultural, and recreational needs and interests of the community. Use of designated display, exhibit, and posting spaces must align with the above stated purposes, VCPL's mission, core values, and the American Library Association's Bill of Rights, Freedom to Read, and Freedom to View statements.

Permitting the use of library display, exhibit, and posting areas does not constitute an endorsement by the VCPL.

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, exhibit, or community posting. (i.e. a logo acknowledging sponsorship of a display, or a for-profit business advertising a free service in the general public interest.)

### **Display and Exhibit Spaces**

VCPL designates spaces for library displays and exhibits. VCPL may choose to collaborate with community organizations and businesses for displays and exhibits. Procedures for display and exhibit spaces are provided to partner organizations and are available upon request.

### **Community Posting Spaces**

Community Postings are defined as notices, posters, and announcements regarding meetings and events. VCPL provides a designated area for such postings and reserves the right to limit the content, size, number of items, schedules of any postings, and the frequency with which the individual, group, or organization may utilize the community posting spaces.

Procedures regarding postings are available upon request.

VCPL welcomes community opinions regarding displays, exhibits, and community postings. Customers who wish to address a concern about a display, exhibit, or community posting should fill out a Request for Reconsideration form.

After receiving the completed Request for Reconsideration, the Executive Director will appoint an ad hoc committee consisting of the appropriate library staff with relevant subject knowledge. The committee will evaluate all requests within the context of the Displays, Exhibits, and Community Postings Policy. During this process, the display, exhibit, and community posting in question will remain available. At the conclusion of the review, the customer will receive a written response to their Request for Reconsideration.

**Adopted by the Vigo County Public Library Board of Trustees on the 20<sup>th</sup> day of March 2023.**

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## **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.**

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## **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:

- Consuming light refreshment is permitted in the library except in restricted areas as outlined below. Light refreshment is defined as food and/or non-alcoholic beverages that do not require onsite preparation or a heat source for heating or reheating.
- All beverages and liquids such as soup should 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 and 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.
- Onsite preparation of food or beverages and/or the use of small appliances is prohibited in public spaces including meeting rooms and limited-use spaces. VCPL sponsored or co-sponsored programs are exempted.
- Group meals and food delivery are not allowed in public areas of the library.
- VCPL will not accept or take responsibility for food or beverage deliveries to customers including users of meeting rooms or limited-use spaces.
- VCPL does not provide utensils, dishes, napkins, etc. for the serving or consumption of food or beverage.

### **Restricted areas**

The following areas are designated as food and beverage restricted areas:

- At or near public computer workstations or other electronic library equipment.
- Special Collections and Haute Create
- Any area posted as a restricted or no food or drink area

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 desks or table surfaces.

### **Meeting Room Catering**

With prior approval, a meeting room reservation may include arrangements for a catered meal which is not prepared onsite and does not require a source for heating or reheating on library premises. The reservation request must include information regarding plans for a catered meal and request for approval of such arrangements. The requestor must assume all responsibility for arranging, receiving, and managing the catering services.

### **Alcoholic beverages**

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 permission 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/or 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 food or beverages.

**Adopted by the Vigo County Public Library Board of Trustees on the 18<sup>th</sup> day of August 2025.**

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## 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.**

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## 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.**

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## **INVESTMENT POLICY**

**Policy Statement:** It is the policy of the Vigo County Public Library to invest its funds in a manner that will provide the maximum security with the highest investment return, while meeting the daily cash flow needs of the Vigo County Public Library and complying with Indiana Code 5-13-9.

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

**Authorized Investment Instruments:** The fiscal officer is authorized to invest Library funds only in depositories designated by the Treasurer of State as depositories for state deposits, in securities or discount notes backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by the United States treasury, a federal agency, a federal instrumentality or a federal government–sponsored enterprise, or deposit accounts issued or offered by a designated depository.

**Investing Officer:** The Library Treasurer and Director are designated as the investing officers, in order to receive bids and to negotiate the sale of investments for the purpose of depositing the proceeds into the Library’s accounts.

**Bidding Procedures:** When investments are made in a certificate of deposit (CD), the investing officer must obtain quotes of the specific rates of interest for the term of the CD. The term of the CD must be no more than two years (IC 5-13-9-5-6). The deposit shall be placed with the designated depository quoting the highest rate of interest. If two or more depositories tie for the highest quote, the investing officer shall select one at their discretion (IC5-13-9-4).

**Interest:** All interest derived from a Library investment shall be receipted to the Library fund of which it is a part (IC 5-13-9-6).

**Deposits:** Return on investments received by the Library will be deposited in one or more designated depositories not later than the business day following receipt.

**Annual Review:** The Vigo County Public Library will annually, at its January Board of Finance meeting, review the report of the Library’s investments during the previous calendar year and review the Library’s investment policy.

**Adopted by the Vigo County Public Library Board of Trustees on the 21<sup>st</sup> day of January 2025.**

## **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.

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## **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.**

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## **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!



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## **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.

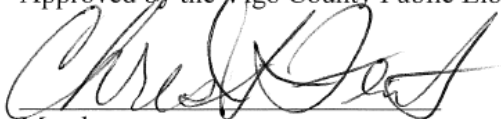
NOW, THEREFORE, be it RESOLVED by the Board of Trustees of the Vigo County Public Library that the following policy is adopted effective immediately:

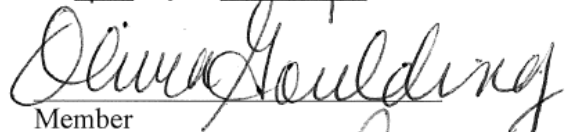
### Policy on Participating in Meetings via Electronic Communication

- 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.

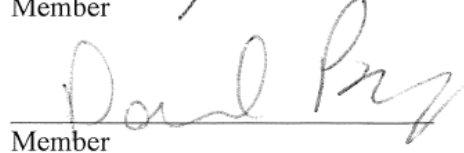
- h. Posting of Minutes: The minutes of each meeting of the Board of Trustees shall include the name of (1) each member who was physically present at the place where the meeting was conducted; (2) each member who participated in the meeting by using electronic communication; and, (3) each absent member. 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.

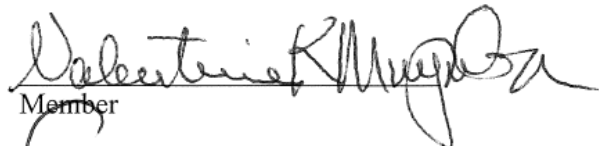
Approved by the Vigo County Public Library Board of Trustees this 17 day of May, 2021.

  
Member

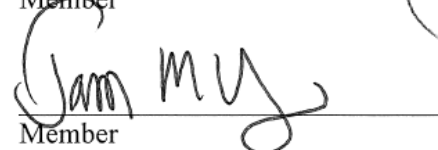
  
Member

  
Member

  
Member

  
Member

  
Member

  
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

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## **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.**

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## **PROGRAM POLICY**

The Vigo County Public Library (VCPL) develops, implements, and sponsors programs designed to meet the educational, cultural, and recreational needs and interests of the community in alignment with the library's mission, core values and the American Library Association's Bill of Rights. Programs may be presented in cooperation with other agencies, institutions, or public or private vendors.

Programs and events are normally free of charge. However, at the discretion of the Executive Director, there may be a fee associated with a library program.

Programs and events may be designed for a specific age range or grade level. Under certain circumstances, registration may be required.

VCPL draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present public programs. Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program.

Responsibility for the participation in library programs by children and youth rests with their parents or legal guardians.

Program participants should expect that photographs and/or video will be taken at events. VCPL may use images and/or video in library marketing materials, such as a website, social media or publications. The library will not identify community members on social media (typically called "tagging") without verbal or written consent. The library is not responsible for members of the public being identified by third parties.

Vigo County Public Library welcomes community opinions regarding programming. Customers who wish to address a concern about a program should fill out a Request for Reconsideration form.

After receiving the completed Request for Reconsideration, the Executive Director will appoint an ad hoc committee consisting of the appropriate library staff with relevant subject knowledge. The committee will evaluate all requests within the context of the Program Policy. During this process, the program in question will remain on the library calendar. At the conclusion of the review, the customer will receive a written response to their Request for Reconsideration.

**Adopted by the Vigo County Public Library Board of Trustees on the 17<sup>th</sup> day of January 2023.**

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## 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 people or groups are eligible to apply for a borrower's card:

### Three Year Cards

- A. **Individuals who own property and or reside in Vigo County** (also known as the Library District). Requires proof of residency or ownership of real property in Vigo County.
- B. **Institutions, businesses, corporations, and not-for-profit agencies** located in Vigo County. Requires proof of establishment, physical address, and letterhead request for library services with list of authorized users.

### Twelve Month Cards

- C. **Non-resident students enrolled in a public or nonpublic school** located in Vigo County and in which students in any grade from preschool through grade twelve (12) are educated. Requires proof of enrollment.
- D. **Non-resident employees of a public or nonpublic school located** in Vigo County and in which students in any grade from preschool through grade twelve (12) are educated. Requires proof of employment.
- E. **Non-resident children receiving foster care services** in Vigo County. Requires proof of foster care parental/guardian responsibility.
- F. **Non-resident students enrolled in a college or university** located in Vigo County. Requires proof of enrollment.
- G. **Non-resident employees** of the Library. Requires proof of employment.
- H. 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**, or a card from any library holding a local reciprocal borrowing agreement with VCPL, may apply for a reciprocal borrower's card. Cards are valid for a one-year period or until the reciprocal home library card expires, whichever comes first. Requires registrant's home library card from a participating library and that the card be in good standing with the home library.
- I. **Public Library Access Card** borrowers who purchase a PLAC card. Cards are valid for a one-year period or until the purchased PLAC card expires, whichever comes first. Requires a valid PLAC card and the registrant's home library card.
- J. **Individuals who are not residents of Vigo County** and who do not qualify under any of the above may pay an annual non-resident fee equivalent to VCPL's most recent year's reported per capita operating fund expenditure. Cards are valid for a one-year period. Requires proof of current physical address and payment of non-resident fee.

### Applying for a Library Card

To apply for a library card, applicants may visit the library's website to submit a digital application and may receive a digital library card number that can be used to access limited online resources for up to a year. In the event a digital application does not meet qualifying criteria, VCPL reserves the right to cancel the card. To complete the application process for full access to the Library's collection and obtain a physical library card, all applicants must present in person at any library location a photo ID, proof of physical address, and any other documents required for the qualifying categories.

Unemancipated minors under the age of 18 must have a parent or guardian sign for the minor's library card. The signing parent or guardian must also present their photo ID, proof of physical address, and any other documents required for qualifying categories.

## **Responsibility**

By applying for a Library card, the applicant, or applicant's parent or guardian, certifies that the information provided is true and accurate and agrees to be responsible for all materials checked out on the card as well as any fees that may be assessed due to damage or loss of materials. Registered borrowers are required to inform the library about name or address changes and to report lost or stolen library cards to avoid fees incurred due to unauthorized use. Library accounts with excessive fees for lost or damaged materials that are more than 60 days old may be submitted to a collection agency and assessed a collection agency fee.

All Library users are required to abide by the Library's Rights and Responsibilities and all other VCPL policies, rules, and regulations.

## **Expiration and Renewal of Cards**

Library cards that reach their regular expiration date may be renewed by reverification of qualifying criteria either through the Library's automated verification processes or by presenting qualifying documents in person at any Library location. Borrower accounts will be expired if borrower has left the Library's service area. Library cards that are fee based or require staff verification of other qualifying criteria must be renewed in person at any Library location.

Accounts that have had no activity in over three years and who do not owe any fees or charges will be purged from the system.

**Adopted by the Vigo County Public Library Board of Trustees on the 21<sup>st</sup> day of July 2025.**

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## 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

AYE

*Olivia Goulding*  
*Sister Dorothy Risch*  
*Valentine Murphy*  
*Larry W. Jones*

## 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 \$90 (ninety dollars) for an individual non-resident card, effective February 19, 2024. 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 19<sup>th</sup> day of February 2024, at which a quorum was present.

AYE

Charles Eaton  
Stacy D. Killian  
Brandon Smith  
Jerry W. Jones  
Tiffany Cherry  
Greg Hale

NAY

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## 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.**

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## **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 November 2022.**

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## 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. The Library may assess reasonable attorney fees in the event an invoice is unpaid and suit becomes necessary.

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 \$10 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"	Free *
Color	8.5" X 11" - 11" X 17"	Free *
Color	Large format - 44" width with varying lengths	\$ .50 per linear inch of length

\* The Library reserves the right to restrict or limit the number of free copies made or pages printed by a customer in the event of excessive use.

## 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 with printing via VCPL print systems available at no charge.
- 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 available at no charge.
- Off-site requests for marriage or obituary record retrieval including delivery of digital and print copies is available at no charge.
- 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 per hour/ per personnel
Lobby Rental – Standard	4 hour minimum/6 hour maximum	\$800 first 4 hours \$85 each additional hour
Lobby Rental – Non-profit	4 hour minimum/6 hour maximum	\$500 first 4 hours \$75 each additional hour 501(c)3 status required
Cleaning	Rooms/Spaces left in disarray	\$75 (-/+ 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/equipment	\$100

## 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	Free
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	\$10 Collection Agency fee

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## **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.**

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## **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.**

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## **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.

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## **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.**

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## **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.**

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## **UNATTENDED CHILD AND VULNERABLE ADULT POLICY**

Vigo County Public Library (VCPL) welcomes customers of all ages to use its facilities and services and to attend library events. Library staff members are available to assist children and vulnerable adults with library use but cannot assume responsibility for their care, supervision, or experience while using the library. A vulnerable adult is defined as a person over the age of 18 who is unable or unwilling to care for themselves. Responsibility for the safety, well-being, and behavior of a child or vulnerable adult, as well as what they read, view, or experience while using the library, always rests with the parent, guardian, or responsible caregiver.

Providing a safe and appropriate environment for all library users is a priority for VCPL. However, to ensure their safety and well-being, children under the age of 5 and vulnerable adults should remain in the company of a parent, guardian, or responsible caregiver while on library premises, just as in any public venue. In addition to concerns for safety and well-being, children or vulnerable adults left unattended for a period of time may become bored, restless, or upset by the absence of the parent, guardian, or caregiver.

To best provide services for all customers, the following should provide guidance to parents, guardians, and caregivers regarding unattended children or vulnerable adults:

1. Children and adults of any age must be able to interact with others in a respectful manner free from threatening, harassing, or discriminatory language or behaviors, and without hindering staff from providing services or disrupting others' enjoyment of the library.
2. Children or adults of any age who are unable to care for themselves or who are unable or unwilling to comply with appropriate conduct guidelines and staff direction must be accompanied at all times by a parent, guardian, or responsible caregiver.
3. Children and adults of any age must be able to understand and comply with appropriate conduct guidelines and staff direction.

Library staff will use their judgment and discretion in determining appropriate action if a child or vulnerable adult is deemed to be unattended. Generally, appropriate actions include an attempt to reunite the child or vulnerable adult with the parent, guardian, or responsible caregiver on library premises; an attempt to contact the same if not on library premises and contact information is available; or, if unable to make contact with the responsible parties, contact the appropriate authorities to assume responsibility for the unattended child or vulnerable adult.

**Adopted by the Vigo County Public Library Board of Trustees on the 20<sup>th</sup> day of May 2025.**

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## **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.**

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## **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.**

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## **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*

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## **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.**

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## **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.**

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## 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

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