

Policy Manual

Worch Memorial Public Library



Table of Contents

Mission Statement 1

Library Hours 1

Library Code of Rules, Regulations and Policies..... 1

Public Relations and the Community 1

Cooperation with Other Libraries..... 2

Relationship with Schools 2

Library Bill of Rights 2

The Freedom to Read Statement 3

Board of Trustees 6

 Board Meetings 6

 Board of Trustees – Legal Requirements 7

 Statement of Ethics for Library Trustees..... 7

 Officers of the Board of Trustees 7

 President 7

 Vice-President 7

 Secretary 8

 Clerk-Treasurer..... 8

Friends of the Library 8

Volunteers 8

Employment Policies..... 9

 Appointment/Dismissal 9

 Probation and Evaluation 9

 Resignation..... 9

 Grievance Procedure 9

 Salaries and Paychecks..... 10

 Insurance 10

 Holidays..... 10

 Other Time Off..... 10

 Hours of Employment 10

 Paid Expenses..... 10

 Safeguards for Employee Information 10

 Drug Policy..... 10

Employee Policies 11

Worch Memorial Public Library Policy Manual

Sick Leave and Vacation	12
Sick Leave.....	12
Vacation	12
Health Insurance Policy	13
Life Insurance Policy	15
Librarian Code of Ethics.....	15
Credit Card Purchase Policy	15
Job Descriptions.....	18
Job Description for Library Director	18
Qualifications	18
Duties	18
Salary	18
Job Description for Associate Director.....	19
Qualifications	19
Responsibilities	19
Salary	19
Job Description for Technology Specialist	19
Qualifications	19
Responsibilities	19
Job Description for Cataloging Specialist.....	20
Qualifications	20
Responsibilities	20
Job Description for Assistant Librarians.....	20
Qualifications	20
Duties	20
Job Description for Programing Specialist	21
Qualifications	21
1. Stand, walk and bend for up to six hours.	21
Job Description for Cataloging/ILL Specialist	21
Qualifications	21
6. Stand, walk and bend for up to six hours.	21
Job Description for Custodian	22
Qualifications	22
Duties	22
Job Description for Library Substitute.....	22
Qualifications	22

Worch Memorial Public Library Policy Manual

Duties.....	22
Job Description for Computer Instructor.....	23
Qualifications	23
Duties.....	23
Job Description for Page	23
Qualifications	23
1. Stand, walk and bend for up to six hours.	23
Patron Policies.....	25
Use of the Library by Individuals.....	25
Rules for Public Behavior on Library Property.....	25
Library Property Access Policy.....	26
Policy on Unattended or Disruptive Youth	27
Definitions	27
Policy.....	27
Policies and Guidelines for Internet Use	28
Introduction	28
Disclaimer	28
Guidelines for Use.....	28
Computer Rules.....	29
Concealed Carry Policy.....	30
VCR/DVD Usage Policy.....	Error! Bookmark not defined.
Meeting Room Use.....	34
Materials Policies	35
Materials Selection Policy.....	35
Citizen’s Request for Reconsideration of Library Materials.....	35
Disposal of Discards.....	35
Loan of Materials and Renewal.....	35
Fines	Error! Bookmark not defined.
Overdue Notices	36
Gifts to the Library	36
Lost or Damaged Books	36
Reserves.....	36
Inter-Library Loans	37
Video Cassettes and DVDs	Error! Bookmark not defined.
Public Use of Telefax Machine	37
Laminator Policy	37

Worch Memorial Public Library Policy Manual

Copier and Micro Film Reader/Printer	37
Miscellaneous Charges	38
Policy on Confidentiality of Circulation Records.....	38
Teacher Collection Policy.....	38
Emergency Procedures.....	39
Accidents	39
Fire.....	39
Chemical Spill.....	39
Disturbances.....	39
Public Records Policy.....	40
Retention and Disposal of Records (Adopted 5/6/02)	40
APPENDIX B: Emergency Telephone Numbers	Error! Bookmark not defined.
APPENDIX C: CHECKLIST FOR OPENING AND CLOSING THE LIBRARY.....	44
APPENDIX D: Forms.....	45
Technology Plan	55
Mission Statement.....	55
The mission of the Worch Memorial Public Library is to provide a wide selection of current, high-interest materials for area residents of all ages, and to promote and assist their educational, recreational, intellectual, social and cultural needs.....	55

Mission Statement

The mission of the Worch Memorial Public Library is to provide a wide selection of current, high-interest materials for area residents of all ages, and to promote and assist their educational, recreational, intellectual, social and cultural needs.

Library Hours

Monday: 9:00 A.M. to 8:00 P.M.
Tuesday: 9:00 A.M. to 8:00 P.M.
Wednesday: 9:00 A.M. to 8:00 P.M.
Thursday: 9:00 A.M. to 8:00 P.M.
Saturday: 9:00 A.M. to 2:00 P.M.

Library Code of Rules, Regulations and Policies

This Library Code is prepared and adopted for the guidance of Board members, staff, and patrons of the Worch Memorial Public Library.

The policies, rules, and regulations set forth herein have been adopted after due consideration, and are believed to be in the best interests of the library, the library staff, and the library users.

It is understood that library policies and rules cannot remain forever static. There must be changes from time to time to promote progress and to cover different situations as they arise. This code is prepared in loose-leaf form so changes and additions can easily be inserted and kept up-to-date.

Changes in this library code may be made at any legal meeting of the Board of Trustees. A proposal for changing any part of the code by additions, alterations, or by deletions of a section or sections may be made by any trustees, by the Clerk-Treasurer, or by the Library Director. A majority vote of the trustees present is required for such a change. Changes and additions made in the original code will show the date of adoption by the Board on each page.

Public Relations and the Community

1. The library staff will inform the public of library objectives and services through newspaper publicity and any other means available.
2. The library will cooperate with the schools and provide supportive services.
3. The library shall not be used for commercial purposes by any other outside group or person unless approved by the Board. Community organizations and individuals wishing to use the library for open public meetings must apply to and be approved by the Board. (See policy on use of Meeting Room)
4. The library will remain unbiased and free of political and religious pursuits. Speeches and petitions, which are primarily religious or political in nature, are not permitted in the library. Community notices may be displayed on a community news bulletin board and informational literature may be displayed with permission from the librarian.
5. In the interest of maintaining good community relations, the library shall favor purchasing goods and services within the local school district when the goods and services are available locally at competitive prices.

Cooperation with Other Libraries

1. The library belongs to the Miami Valley Libraries (MVL), which is a non-profit library cooperative to improve library service in the Miami Valley. It gives members opportunities for educational workshops, regional planning, and professional interaction. It also provides members with group discounts through cooperative purchasing.
2. The library will refer patrons to other surrounding libraries that may have the needed information or services.
3. The library will stay in close contact with the surrounding libraries and exchange ideas for better service.
4. The library is a participating member of MORE (Moving Ohio Resources Everywhere) for inter-library loan services.

Relationship with Schools

1. The library staff will conduct tours for school classes.
2. Booklists may be compiled for availability of teachers.
3. Books may be checked out in teacher collections (see Teacher Collection Policy) for a period of 6 weeks. Special permission for longer periods may be granted by the Director. Teachers will be responsible for the return of the books on time and/or the reimbursement of any lost materials.
4. To help the library better serve students and teachers by allowing maximum use of materials, teachers are asked to complete an Assignment Alert form and return it to the library at least one week before the assignment is given to the students. Teachers may also call the library and have staff complete the form over the telephone. Library staff will place materials pertaining to the assignment on temporary reserve for students to use in the library.
5. School classes will be welcomed and scheduled times will be arranged with the library prior to their visits.
6. All books checked out through a class will be automatically renewed while school is in session. Students may not check out cassettes, magazines, or any 7-day books or materials through their class.
7. Students with overdue books or fines over \$2.00 on their cards will not be allowed to check out books. Students are responsible for all books checked out. Teachers are expected to encourage the return of all books checked out through their class.

Library Bill of Rights

*Adopted June 18, 1948; amended February 2, 1961, June 21, 1967 and January 23, 1980 by the Council of the American Library Association.
Adopted by the Ohio Library Association May 14, 1982.*

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibilities to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the benefits or affiliations of individuals or groups requesting their use.

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

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

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

Worch Memorial Public Library Policy Manual

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

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

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

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents

and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

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

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

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

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

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

dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Board of Trustees

A list of the Board of Trustees can be found in Appendix A.

The Worch Memorial Public Library was established as a School District Library in 1937. As provided by Ohio law, the library extended its benefits to the residents of Darke County and surrounding areas.

The Library is governed by a Board of Trustees consisting of seven members, all of whom are appointed by the Versailles Exempted Village School Board of Education for a full term of seven years or to assume the duties of an unexpired term. Board members are selected from people who are residents of the Versailles School District - people who use the library and are interested in it. Trustees serve without compensation but may be reimbursed for any actual expenses concurred in the performance of their duties. Trustees are expected to attend all meetings and to be committed to the well-being of the library.

The responsibilities of the Board include:

1. Selection and appointment of the Director
2. Selection and appointment of the Clerk-Treasurer
3. Appointment/dismissal of all paid staff members at the recommendation of the Director
4. Establish salary schedule and benefit program for the staff
5. Secure adequate funding
6. Approve budget and expenditures
7. Promote the library in the community
8. Work with the Director to determine rules and regulations governing library service and personnel
9. Control of library funds, property, equipment and total operation
10. Plan for the library's future growth

Board Meetings

Regular meetings of the Board are held on the second Monday of every month at 7:00 P.M. at the library and are open to the public. Special meetings may be called by the President, or on the written request of 3 members. Written notices of all meetings shall be mailed to members at least 2 days prior to a meeting. To assure a quorum at Board meetings, members will contact the library on the day of the meeting if they cannot be present. The President will be notified if a quorum will not be present. Meetings will be conducted according to Robert's Rules of Order.

E-Mail Voting Policy

Board actions may be taken by unanimous written consent via e-mail. The President of the Board may authorize Board action by written consent via e-mail after determining (i) the action must be completed prior to the next Board meeting, and (ii) no further discussion is required for the particular action. If the President authorizes Board action by written consent via e-mail, the Secretary, Library Director, or their designee, shall create the written consent to send to all Board members. The written consent shall state the action to be voted on and shall allow a Board member to check/respond that he or she is in favor of or opposed to the particular action. After receipt of all returned written consents, the Secretary, Library Director, or their designee shall confirm whether the action has passed or failed by e-mail to all Board members. The returned written consents shall be filed in the Library's minute book. The Board shall ratify any action taken by written consent at the next Board meeting and the minutes of this meeting will record the ratification. (Added 10/26/17)

Board of Trustees – Legal Requirements

The Worch Memorial Public Library Board of Trustees are legally appointed. Trustees powers are set out in Section 3375.40 Ohio Revised Code, and are specifically assigned to the trustee acting within the board structure.

All authority resides in the Board, meeting and taking action as a quorum. Individual trustees do not have power or authority to commit the library or to speak for the Board, unless so authorized.

“Each Ohio library board is a body politic charged by legislative action with board powers:”... to generally do all things it deems necessary for the establishment, maintenance, and improvement of the public library under its jurisdiction.”

The Library Board sees that the library is "run" and does not "run" the library. The Board hires a trained librarian who administers the library according to the Board's written policy.

Statement of Ethics for Library Trustees

(As endorsed by the Boards of Directors of the American Library Trustee Association and Public Library Association, July 1985)

1. Trustees must promote the highest level of library service while observing ethical standards.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
3. It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.
5. A trustee must respect the confidential nature of library business while being aware of and in compliance with Ohio's freedom of information act.
6. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
7. Trustees who accept appointment to a library board are expected to perform the duties and responsibilities of a trustee.

Officers of the Board of Trustees

State statutes provide that each Library Board shall meet in January (on or before the 15th) and organize by selection from its membership a President, Vice-President, and Secretary for a term of one year. The Clerk/Treasurer shall be appointed and his/her compensation fixed during the annual meeting.

President

Shall preside at all meetings of the Board; authorize calls for any special meetings; appoint committees; sign all contracts; assume joint responsibility for money disbursed. The President shall be bonded and sign all library checks along with the Clerk-Treasurer. However, the Vice-President or the Secretary may sign checks in the absence of the President.

Vice-President

In the event of the absence or disability of the President, or of a vacancy in the office, the Vice-President shall assume and perform the duties and functions of the President.

Secretary

Shall keep a true and accurate record of all meetings of the Board. Shall read the minutes at the next meeting and sign the minutes along with the President after they are approved.

Clerk-Treasurer

May be combined with the position of the Library Director. Shall be the disbursing officer of the Board. Co-sign all checks. Receive and preserve all vouchers of payment. Render a monthly financial report to the Board. Make all financial reports required by law (i.e. budget, state financial report). Present all records to the auditor at the time of an audit

Invest monies with Board approval. The Clerk-Treasurer shall be bonded (amount set forth by law). In the absence or inability of the treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate.

Friends of the Library

The Friends of the Worch Memorial Public Library was organized in March, 1982 to promote a wider knowledge and use of the library and its services. The Friends support the overall service program of the library as determined by the Director and the Library Board. The Friends work to improve library services and aid in the development of a broader and better library program. They assist in providing the necessary funds to augment the collection or to add to the equipment of specialized areas such as the audio-visual department, children's area, etc. They will sponsor special programs when possible.

The Board of Trustees of the Worch Memorial Public Library looks upon the establishment of "Friends of the Library" as a worthwhile community endeavor that will benefit the library and its patrons.

All Friends of the Library projects should be undertaken only with full knowledge and approval of the Library Director and the Board of Trustees. It is the wish of the Board of Trustees to receive information about "Friends" meetings, officers, plans, and purposes. This may be done through the Library Director.

Operating expenses of the Worch Memorial Public Library are provided through allocation of public funds which are audited by the state auditor. "Friends" funds cannot be integrated except through gifts for specific purposes.

Public relations work by "Friends" on behalf of the library should be coordinated through the Library Director. Expenditures of public funds for public relations is limited in scope by law; therefore, public relations programs adopted by "Friends" will not be tied into the budget of the library.

Volunteers

The Library welcomes volunteers of any age but does not accept any liability for the health or safety of the volunteer for actions which are the volunteer's own doing. Volunteers are utilized to perform routine tasks which can be easily taught and remembered; or special projects tailored to talents the volunteer may possess. They may also be asked to assist a staff member in his/her duties or to help supervise at library programs. There is not always a task waiting for a volunteer but every attempt will be made to find a task when there is a person willing to give of his or her time and knowledge to help the library.

Employment Policies

The library is an equal opportunity employer and hires and promotes without regard to sex, age, race, creed, or ethnic origin. An open position is advertised in as wide spread a manner as is necessary to secure qualified applicants. A written application or resume must be filed with the Board of Trustees.

Selection of staff members is based on the requirements of the position, with due attention to educational and technical qualifications, as well as personality, intellectual ability and general aptitude for the position involved.

Appointment/Dismissal

Appointments and dismissals of all personnel are made by the Library Board on the recommendation of the Director.

The Director or any employee may be dismissed or suspended by the Board for incompetence and unfitness; failure to improve after an unsatisfactory evaluation; frequent unexplained absences or tardiness; being absent without authorized leave during working hours; insubordination; conduct which is criminal, infamous, or dishonest in the eyes of the law. A warning is the first step toward dismissal unless the offense is criminal and in that case, dismissal is immediate. In cases where the facts are in dispute, the Board shall ask the accused employee to appear before the Board. The employee may present a viewpoint and may ask the staff or another party to speak on his/her behalf.

Probation and Evaluation

Each new staff member is considered to be on probation for the first year of employment. If, for any reason, the administration wishes to terminate employment during the probationary period, it may be done with a notice from the Board.

A formal evaluation of employee performance will be made at each salary level and reviewed by the Board. All staff members will be evaluated annually. A staff member may be evaluated at any time and placed on probation if their performance is not satisfactory. Failure to improve after an unsatisfactory evaluation may result in dismissal.

Resignation

An employee who intends to resign should notify the Director and the Board by submitting a written resignation giving 2 weeks notice before the last working day. The Director should submit a written resignation to the Board and give 4 weeks notice before the last working day.

Grievance Procedure

An employee with a grievance must first discuss it fully with his/her superior. Should no accord be reached, the employee must make a written statement of the problem. One copy will be presented to the Director and the other to the Board of Trustees. A meeting with the Board, Director, and the employee will be held as soon as possible to resolve the problem.

Salaries and Paychecks

The salary schedule is established by the Board of Trustees and shall be reviewed in January of each calendar year. Increments will be granted on a regular basis depending upon performance evaluations and cost of living. The salary for the Director and the Associate Director shall also be determined by education, experience, and current library salary standards. The library salary scale will abide by existing laws such as that pertaining to minimum wage.

All members of the staff are paid by check monthly on the last day of the month. Regular deductions on each payroll are made for federal, state, village and school district income taxes, health insurance (if desired) and Public Employees Retirement System (unless an approved exemption is on file). Medicare deductions will be made for employees hired after March 31, 1986 as required by law.

Insurance

Library employees are protected by the Workmen's Compensation Laws of the state of Ohio.

Holidays

1. Full time employees will be paid for the following holidays: January 1, Memorial Day, July 4, Labor Day, Thanksgiving, and Christmas. The library is also closed on Good Friday, Christmas Eve, New Years Eve, and Poultry Day.
2. Employees are not paid for these days. Martin Luther King Jr. Day, President's Day, Poultry Day Friday, Columbus Day, Veteran's Day, close early on the day before Thanksgiving (5 p.m.).

Other Time Off

1. Staff members will be permitted time off for jury duty. They will be paid the difference between the sum earned on jury duty and their normal salary.
2. If the library is forced to close due to bad weather, or other conditions which make it impossible to remain open, staff members scheduled to work during that time will be paid up to 2 days. Long term closings will be dealt with by the Board when they occur.

Hours of Employment

The normal work week for the library staff is to be established by the Director. Assistant Librarians will be required to work some evening hours and some Saturdays as necessary.

Paid Expenses

Expenses will be paid for staff and board members authorized to attend workshops or meetings. Transportation costs incurred in authorized library business will be paid at the current IRS approved rate.

Safeguards for Employee Information

There are individual files kept in the Directors office for documents pertaining to the employees personal information. This file will be accessible only to the Director, Clerk-Treasurer or any individual authorized by the Director. All warrants and invoices that would show personal information are also kept in the Director's office.

Drug Policy

The Library is committed to providing a safe, efficient, and productive work environment for all employees. The Library has established an alcohol and other drugs awareness program, which complies with all Federal and State regulations. The unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance, including alcohol, while on the

job, is grounds for immediate dismissal. Over the counter medications or prescriptions, when taken as directed, are permissible.

Through this policy, the Library has made the employee aware of the health and safety concerns associated with drug abuse and that being under the influence of any unlawful or controlled substance without a doctor's prescription, is grounds for immediate dismissal. Employees must also notify the Library in writing within 5 calendar days of conviction for a violation of a criminal drug statute.

Employee Policies

1. Employees are expected to cooperate with each other in attaining the common goals of the library. All employees are under the direction of the Library Director.
2. Staff members will be at the library and ready for work at the time indicated by the schedule. If an employee expects to be late for work, he/she should notify the Director as quickly as possible.
3. Library employees are expected to be well groomed and neatly dressed.
4. Eating while on duty before the public is forbidden. Employees are encouraged to take a break in the break room or use the outside picnic table.
5. Lengthy and frequent telephone calls by employees and to employees are prohibited. Personal long distance calls are not permitted except in emergencies.
6. Prolonged conversations with patrons should be courteously discouraged. Staff members should not carry on personal conversations while on duty. Conversations concerning library business should be carried away from the public whenever possible. Personal differences should never be discussed, nor patrons kept waiting while some dispute is being settled.
7. Salesmen, solicitors, and persons circulating petitions should be asked to see staff members outside the library, unless library matters are involved or the project has been approved by the Board of Trustees.
8. Employees are responsible for all keys and/or other equipment given on trust and the return of same upon termination of employment.
9. Employees and Trustees may borrow all library materials on the same basis as all patrons. It is expected that materials be returned promptly. Overdue fines and any other fees will be charged on the same basis as any other person.
10. A staff member must never be so engrossed in work that a patron may hesitate to interrupt. No request is to be regarded as trivial no matter how unimportant it might seem. A patron's presence is to be acknowledged pleasantly and promptly. An alert business-like manner is essential when dealing with the public.
11. Questions asked by library patrons regarding operation of the library, book selection, policy, complaints, or other vital matters, are to be referred to the Library Director.
12. The main desk should not be left unattended. Staff surveillance of all visitors is essential for library safety, security, and the prevention of crime. Desk staff is expected to greet all visitors and make eye contact.
13. Each member of the staff owes loyalty to the library and an active interest in its improvement and development. Loyalty should prevent staff members from voicing critical comments regarding the library, its employees, or patrons in public places. Progressive ideas and constructive criticism, however, are valuable. Such suggestions should be received with gratitude and given courteous consideration by supervising personnel.

Sick Leave and Vacation

Full-time employees (30 hrs. or more per week) are eligible for sick leave and vacation pay. Part-time employees working less than 30 hours averaged per week will receive no paid sick leave and no paid vacation. Computer instructors, maintenance personnel, and substitutes will receive no paid sick leave or vacation.

Sick Leave

Full-time employees with one year of employment will receive (5days) paid sick leave per year. Sick leave for new full-time employees will be pro-rated until the end of the calendar year. Sick leave is accumulative up to 30 days and may be used for illness, injury, funerals, or doctor's appointments. Sick leave is permitted when the illness, injury, or doctor's appointment is for a member in the employee's immediate family. Additional paid sick leave may be granted at the discretion of the Board. In the case where sick leave has been exhausted, emergency leave will be granted to a staff member without compensation for serious illness, injury or death of a family member. Unpaid emergency leave must be approved by the Library Director and the Board. (Hourly employees- one day= seven hours). Unused sick leave (up to a maximum of thirty (30) days shall be paid to the full-time employee upon termination of employment with the library. The payment of unused sick leave shall be included in the final paycheck to the employee. (revised 5/19/2020)

Vacation

Full-time employees with one year of employment will receive (10 days) paid vacation. Vacation for new employees will be pro-rated the first partial year until the end of the calendar year.

After (5) five years of full-time employment, they will receive an (1) additional day of paid vacation for each continuous year of full-time employment, up to fifteen (15) days. After twenty (20) years of continuous full-time employment, they will receive one (1) additional day of paid vacation for each continuous year of full-time employment up to twenty (20) days.

Vacation is not accumulative and must be taken during the calendar year. If vacation days are not taken during the calendar year, the employee shall lose the vacation days. The scheduling of vacations shall be approved by the Director with each employee receiving his or her choice of time, if possible. Those with seniority receive preference if a conflict occurs. Employees are asked to notify the Director as far in advance as possible. Vacations must not interfere with the normal operations of the library. (Hourly employees: one day = seven hours) Unused prorated vacation days during the same calendar year shall be paid to the full-time employee upon termination of employment with the library. The payment of unused vacation days shall be included in the final paycheck to the employee. (revised 5/19/2020)

Worch Memorial Public Library Policy Manual

Part-Time Paid Time Off (PTO) Benefits

Part-time employees (less than 30 hrs. per week) are eligible for paid time off ("PTO").

PTO

Part-time employees with one (1) year of continuous employment may accumulate PTO based upon the average hours worked per day for the prior calendar year. The formula for PTO shall be calculated as follows:

Worch Memorial Public Library Policy Manual

Hours worked during prior calendar year/ (divided by) 260 (regular workdays in the year, based upon 52 weeks/5 days per week) = Average hours per day

Average hours per day for the prior calendar year x .5 (“Hours Multiplier”) = PTO hours earned for the current calendar year. For example, if a part-time employee works 478 hours in 2020, then the average hours per day equals 1.84 (478 divided by 260). 1.84 multiplied by the hours multiplier of .5 equals .92 hours of PTO earned for 2021.

A part-time employee may not carry over unused PTO to the following year, nor receive compensation for any unused PTO. For avoidance of doubt, a part-time employee must use PTO for the year in which it was earned.

Provided, however, unused annual PTO shall be paid to the part-time employee upon termination of employment with the library. The payment of unused PTO shall be included in the final paycheck to the employee.

Part-time employees’ PTO Hours Multiplier increases based upon the number of consecutive years of employment as shown on the chart below:

<u>Year of Employment</u>	<u>Hours Multiplier for the Following Year</u>
2-4	.5
5-9	1
10+	1.5

Additional PTO may be granted at the discretion of the Board and approval by the Library Director. Part-time employees must use PTO prior to requesting any type of unpaid leave. In the case where PTO has been exhausted, emergency leave will be granted to a part-time employee without compensation for serious illness, injury or death of a family member. Unpaid emergency leave must be approved by the Library Director and the Board.

If implementation of this Policy occurs during the calendar year, the PTO earned shall be prorated based upon the percentage of the calendar year remaining. For example, if this Policy begins in October 2020, the PTO earned shall in calendar year 2020 shall be multiplied by .25 (prorated for the remainder of the calendar year since there is 25% of the calendar year remaining).

Rev October 4, 2021

Health Insurance Policy

The library provides certain group health insurance benefits to full-time employees (30+ hours per week) pursuant to a board approved health insurance provider. The library pays fifty percent (50%) of the monthly premium and the eligible employee pays the fifty percent (50%) balance by payroll deduction.

Spouses and dependents of eligible employees are eligible for coverage under the library provided plan, however, the eligible employee pays one hundred percent (100%) of the spouse’s and/or dependent’s premium under the plan by payroll deduction.

The library Director shall present to the Board health insurance renewal rates ninety (90) days prior to the expiration of the then current health insurance plan term for Board approval. The Board shall either approve the plan presented by the Director, or request that other plans be considered. If other plans are not presented and approved by the Board by the then current term renewal date, the existing health insurance plan shall be deemed approved by the Board for renewal.

Life Insurance Policy

The library provides certain life insurance benefits to full-time employees (30+ hours per week) pursuant to a board approved life insurance provider. The library pays one hundred percent (100%) of the premium for eligible employees.

Spouses and dependents of eligible employees are not eligible for coverage under the library provided plan.

The library Director shall present to the Board life insurance renewal rates ninety (90) days prior to the expiration of the then current life insurance plan term for Board approval. The Board shall either approve the plan presented by the Director, or request that other plans be considered. If other plans are not presented and approved by the Board by the then current term renewal date, the existing life insurance plan shall be deemed approved by the Board for renewal.

Librarian Code of Ethics

1. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians must resist all efforts by groups or individuals to censor library materials.
3. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

Credit Card Purchase Policy

1. This policy applies to all (i) payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and (ii) payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as "credit cards".

2. This policy does not apply to procurement cards (P-cards), or to gas cards or other payment cards that are capable of use only for the purchase of certain limited types of goods.

3. The library will not obtain or maintain any debit cards.

4. The Treasurer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the library, and also to determine which store credit card accounts the library will utilize.

a. The Treasurer is responsible for working with the issuing financial institution to determine the dates when credit cards expire and the re-issuance of replacement cards.

b. The Treasurer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.

Worch Memorial Public Library Policy Manual

c. The Treasurer is responsible for notifying the issuing financial institution of a lost or stolen card.

5. Credit cards will be established in the name of Worch Memorial Public Library and the name of the Director with a maximum credit limit for each set by the library.

6. Credit cards may be issued to:

- a. The Director with a credit limit up to \$4,000, and
- b. To no other library employee.

A credit card may not be used by anyone other than the individual to whom it is issued.

7. Prior to initial receipt of a credit card, the Director must agree to and sign the Credit Card Responsibility and Use Procedures form.

8. The Board authorizes the use of library credit cards for use in connection with Board approved or library-related activities and for only those types of expenses that are for the benefit of the library that serve a valid and proper public purpose shall be paid for by credit card. Credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor. In any event, credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines. The credit card may be used for non-budgeted purchases less than \$250.00 per transaction/\$500.00 per billing cycle. The Board of Directors must pre-approve purchases in excess of \$250.00 per transaction/\$500.00 per billing cycle.

9. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to the Treasurer promptly following the purchase.

10. Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any library personnel engaging in misuse of a credit card will be responsible to reimburse the library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.

11. The library Board of Trustees will appoint a Compliance Officer to review all credit card accounts every six months, including: the number of accounts and issued/active cards, account expiration dates and credit limits. The Treasurer may not also serve as the Compliance Officer.

12. The Compliance Officer may use a credit card only with the prior authorization of the Fiscal Officer, except that the library Director serving in the role as Compliance Officer may use a credit card as otherwise authorized in this policy.

13. The Compliance Officer may not authorize library personnel to use a credit card, except that the library Director serving in the role as Compliance Officer may authorize such use in accordance with this policy.

Worch Memorial Public Library Policy Manual

14. If a credit card is lost or stolen, or if library personnel become aware of unauthorized or fraudulent use of any of the library's credit card accounts, the same must be reported immediately to the Treasurer and Compliance Officer.

15. All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to Worch Memorial Public Library. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.

16. If the Compliance Officer is authorized to use a credit card, on a monthly basis, the Treasurer (or the Treasurer's designee, who may not be the Compliance Officer) will review the credit card statements and will sign an attestation to such review.

17. On an annual basis, the Treasurer (or the Treasurer's designee) will submit a report to the library Board of Trustees regarding all credit card rewards received by the Library.

Approved on January 14, 2019.

Job Descriptions

Job Description for Library Director

Responsible to the Board of Trustees of the Worch Memorial Public Library

Qualifications

1. College graduate with training and experience in Library Science. An MLS (Masters in Library Science) is desirable.
2. Broad knowledge of library materials and methods; maintenance and building problems.
3. Knowledge of budgeting and public library finance.
4. High level of independent responsibility and accountability.

Duties

1. Carry out the directives and policies of the Board. Recommend new and revised policies to the Board.
2. Plan and administrate library services & activities. Provide data on operations and submits reports on the progress of activities to the Board. Develop agenda for Board meetings (in consultation with Board president), mail notices of all Board meetings to Board members and type Board minutes for all meetings.
3. Acquaint the Board with special problems involving the library and act as expert advisor to the Board. Maintain confidentiality of Board matters.
4. Develop reasonable & progressive plans for extending library use throughout the community and for expanding services.
5. Select & evaluate personnel with Board approval.
6. Plan and supervise the work of the staff. Assure that the personnel is properly trained.
7. In concert with clerk-treasurer (if any), prepare and process all invoices, payroll, purchase orders, and money collected from various sources, etc., and develop and recommend an annual budget and administer expenditures of funds within budget constraints.
8. Classify materials.
9. Select and acquire all materials.
10. Assures that there is an effective weeding program to maintain the collection within the capacity of the facility.
11. Handle all mail ingoing and outgoing.
12. Participate in activities of professional and community organizations and attend meetings and workshops.
13. Maintain good public relations, and secure adequate publicity about the library and its services. Maintain contacts with the village and schools.
14. Assure that the physical facilities, grounds, and equipment are properly maintained, updated, and safe for use. Negotiate contracts with vendors for required services.
15. Develop and recommend an annual operations plan and a long-range plan when requested by the Board.

Salary

This is a full-time salaried position with salary and benefits set annually by the Board of Trustees

Job Description for Associate Director

Responsible to the Director

Qualifications

1. High school diploma, college degree preferred.
2. Proficient in various library circulation systems with emphasis on TLC.
3. Skill regarding troubleshooting PCs.
4. Able to communicate with all levels of expertise.
5. Able to cope with stressful situations.

Responsibilities

1. All duties required of the Systems Coordinator.
2. Work closely with the Director to plan and administrate the library services and activities.
3. In the absence of the Director, will supervise the library and will have the authority to close the library in case of inclement weather or take whatever necessary steps to correct building or personnel problems that might arise.
4. Prepare the monthly scheduling of the staff and supervise the daily activities of the personnel at the circulation desks.
5. Represent the library at professional and community meetings as delegated by the Director.
6. Keep the Director informed of all developments, complaints, and problems.
7. Perform such other tasks as the Director may deem necessary for library efficiency and progress.

Salary

This is a full-time salaried position with salary and benefits set annually by the Board of Trustees

Job Description for Technology Specialist

Responsible to the Director

Qualifications

1. College degree preferred.
2. Proficient in various library circulation systems with emphasis on TLC.
3. Skill regarding troubleshooting PCs.
4. Knowledge of public library services and support systems
5. Able to communicate with all levels of expertise.
6. Able to cope with stressful situations.

Responsibilities

1. All duties required of an Assistant Librarian.
2. Represent the library with all TLC transactions pertaining to hardware and software maintenance.
3. Organize, prepare and supervise training of all existing and new personnel regarding TLC systems, searching, updates and enhancements.
4. Develops, researches and implements strategies for system security.
5. Maintains server and telecommunication systems.
6. Schedule and load upgrades for the system.
7. Maintain the workstations, hardware, software, operating systems and peripheral equipment.
8. Attend TLC workshops and user conferences to refine system efficiency.
9. Liaison for OPLIN and Internet activities.
10. Provide technical support for staff and public.

11. Organize and develop technology classes for patrons.
12. Perform related work as required.

Job Description for Cataloging Specialist

Responsible to the Director

Qualifications

1. High school diploma, college degree preferred.
2. Proficient in various library circulation systems with emphasis on TLC.
3. Knowledge of library rules, procedure and practices.
4. Knowledge of the philosophy and objectives of public library services and support.
5. Able to cope with stressful situations.

Responsibilities

1. All duties required of an Assistant Librarian.
2. Coordinate cataloging and circulation entities on the system to ensure the integrity of BIB records, holding records, authority files, patron records and codes.
3. Catalog and classify books, serials, DVDs, audio books, etc.
4. Verify the accuracy and consistency of all records.
5. Consult various cataloging sources to verify accuracy.
6. Analyze current cataloging system implemented and update inconsistencies.
7. Stay up to date on current trends, developments and theories in information technology.
8. Performs related work as specified.

Job Description for Assistant Librarians

Responsible to the Director

Qualifications

1. Completion of high school and some experience in library service.
2. Ability to keep records and perform simple typing tasks with reasonable speed and accuracy.
3. Willingness to learn library techniques and reference materials.
4. Some knowledge of and interest in library materials.
5. Ability to meet and serve the public in a courteous & helpful manner.
6. Proficient in the use of computers and technical equipment.

Duties

1. Answer telephone & perform wide range of clerical public contact duties.
2. Assist patrons in routine selection & location of books, periodicals & other materials, and answer reference questions.
3. Register borrowers and check out books and materials.
4. Collect fines and other charges and fees.
5. Maintain circulation records.
6. Prepare new books for shelves.
7. Mend and repair worn books.
8. Call patrons with overdue books and reserves. Prepare overdue notices.
9. Check in all materials upon receipt.
10. Shelf books and other materials. Shelf read continually.

11. Assist patrons with copier machine, microfilm readers, computers, and any new technical equipment.
12. Keep the Director informed of all complaints, overdue items, or any other important or unusual developments.
13. Perform such other duties as the Director may deem necessary for library efficiency and progress.

Job Description for Programing Specialist

Responsible to the Director

Qualifications

7. High school graduate.
8. Working knowledge of library work and youth services specifically.
9. Possess sound judgment, initiative, tact, and courtesy.
10. Ability to work independently and as a team.
11. Able to work some evenings and Saturdays.

Additional Requirements

1. Stand, walk and bend for up to six hours.
2. Lift books continually for up to six hours.
3. Bend and kneel to reach books on bottom floor level shelf.
4. Reach overhead to shelve books.
5. Perform repetitive hand, arm and body movements.

Responsibilities

1. Perform all duties of an assistant librarian.
2. Organize, develop and maintain programs for all ages.
3. Develop and schedule story times and summer reading programs that stimulate library use and reading.
4. Select appropriate materials through evaluating reviews, patrons' requests and popular trends.
5. Develop reports and process overdue items.
6. Select and process teachers' collections.
7. Perform book repairs.
8. Catalog magazines.
9. Schedule and organize community displays.
10. Perform other duties as needed.

Job Description for Cataloging/ILL Specialist

Responsible to the Director

Qualifications

12. High school graduate.
13. Working knowledge of library work and techniques.
14. Possess sound judgment, initiative, tact and courtesy.
15. Ability to work independently and as a team.
16. Able to work some evenings and Saturdays.

Additional Requirements

6. Stand, walk and bend for up to six hours.
7. Lift books continually for up to six hours.

8. Bend and kneel to reach books on bottom floor level shelf.
9. Reach overhead to shelve books.
10. Perform repetitive hand, arm and body movements.

Responsibilities

11. Perform all duties of an Assistant Librarian.
12. Process all Inter Library Loan requests.
13. Evaluate all Inter Library Loan processes to ensure efficiency and accuracy.
14. Select and recommend Young Adult materials through evaluating reviews, patrons' requests and popular trends.
15. Catalog paperbacks, check accuracy of cataloged items and delete items as needed.
16. Arrange and organize magazines.
17. Other duties as specified.
- 18.

Job Description for Custodian

Responsible to the Director

Qualifications

1. Knowledge of cleaning products and equipment.
2. Ability to maintain regular schedule.
3. Ability to work well without supervision.
4. Ability to perform cleaning duties in a reasonable amount of time.

Duties

1. Perform general cleaning as required.
2. Vacuum all carpeted areas and wet mop bathrooms, lobby, stairwells and story room.
3. Dust all areas including book shelves.
4. Empty trash into dumpster.
5. Replenish paper towels, toilet paper, soap, etc. and advise the Director when supplies are needed.
6. Wash windows.
7. Sweep sidewalks when necessary.
8. Perform other related duties as required.

Job Description for Library Substitute

Responsible to the Director

Qualifications

1. Completion of high school and preferably some experience in library service.
2. Ability to keep records and perform simple typing tasks with reasonable speed and accuracy.
3. Willingness to learn library techniques and reference materials.
4. Some knowledge of and interest in library materials.
5. Ability to meet and serve the public in a courteous & helpful manner.
6. Basic knowledge in the use of computers and technical equipment.
7. Must be willing to work flexible hours including some days, evenings, and Saturdays.
8. Must be available to work at short notice.

Duties

1. Check out and renew library materials for patrons.

2. Check in returned materials, noting any damages or need for repair.
3. Collect library fines.
4. Register new library patrons and update expired accounts.
5. Assist patrons with finding materials.
6. Answer reference questions using online or print resources.
7. Assist patrons in use of library technology.
8. Answer the telephone and perform other clerical duties.
9. Shelve all materials as required.
10. Advise patrons of library rules, regulations, programs and services.
11. Inform library director about any patron complaints or other situations that may arise.
12. Perform library duties as assigned by the director.

There is no guaranteed minimum number of hours a substitute may work. The maximum number of hours a substitute may work is 36 hours in a given week.

Job Description for Computer Instructor

Responsible to the Director

Qualifications

1. Applicant must be at least 16 years of age.
2. Must have had classes in computer science and be able to assist patrons with the Internet.
3. Must have social skills in dealing with adults and children.
4. Must be able to work after school, evenings, and Saturdays.

Duties

1. Carry out Board rules and policies regarding the computers.
2. Instruct and/or supervise children and adults using the computer and Internet.
3. Make sure all users have checked out a computer at the main desk.
4. Keep all equipment and materials organized and in working order.
5. Report any problems to the Director or the Associate Director.
6. Advise the Director as to new software or supplies needed.
7. Perform other related duties as required.

Job Description for Page

Responsible to the Director

Qualifications

1. Must be at least 15 years of age.
2. Possess basic computer skills.
3. Able to understand and follow oral and written instructions.
4. Able to sort and shelve library materials in alphabetical and numerical order.
5. Able to work independently and cooperatively with coworkers.
6. Desire to learn about libraries and techniques.
7. Maintain a positive and professional attitude.

Additional Requirements

1. Stand, walk and bend for up to six hours.
2. Lift books continually for up to six hours.
3. Bend and kneel to reach books on bottom floor level shelf.

4. Reach overhead to shelve books.
5. Perform repetitive hand, arm and body movements.

Responsibilities

1. Retrieve materials from book drops.
2. Sort and shelve library materials according to library classification system.
3. Maintain accuracy of library materials.
4. Performs shelf reading for accuracy.
5. Maintain appearance of work and public areas.
6. Assist patrons courteously.
7. Perform routine support tasks.
8. Perform related work as required.
9. Help with library programs.
10. Perform other duties as needed.

Patron Policies

Use of the Library by Individuals

1. Persons wishing to borrow any materials from the library must first apply for a library card. All patrons must use their own card, not a friend or relative's card.
2. All information on a new patron is important: name, address, phone number, business phone and address and email address. Borrowers are required to notify the library when they change name, address, or phone number.
3. Children under 18 years of age must have a parent or guardian's signature on the application card. Kindergarten aged children may apply for a card with a parent. The age of the child and their parent or guardian's signature must be on the application.
4. If the library is not supplied with accurate, updated information, the librarian may refuse to grant borrowing privileges.
5. Employees will explain the use of the library card to new patrons. The card must be given at all times when checking out materials.
6. Borrowers are responsible for all materials checked out on their number. Lost library cards may be replaced for \$1.00.
7. New patrons are allowed to check out two items on the first visit.
8. There is a limit of 30 items per patron unless special permission is given otherwise.
9. Patrons are expected to either return or renew materials on time. Late materials will be subject to fine. Once the materials are returned in the drop box, there will no additional fines added to the patron's account.

Rules for Public Behavior on Library Property

The Worch Memorial Public Library Board of Trustees is responsible for determining the rules for public behavior in the library necessary to:

1. Protect the rights of individuals to use library materials and services
2. Protect the rights of library employees and volunteers to conduct library business without interference.
3. Ensure the use of the building, materials, and services by the greatest number of individuals
4. Preserve those materials and facility from harm
5. Ensure the safety of library patrons, employees, and volunteers

The Board authorizes the Director or his/her designee to revoke or restrict library privileges of any individual who behaves contrary to these rules. The Board also authorizes the Director to file charges against individuals who continually transgress these rules.

The rules for public behavior are listed below. Employees are authorized to bring to an individual's attention any act or omission which violates these rules and detracts from the decorum of the library. Such an individual will be asked to change his/her behavior to conform to the rules. If such change is not evident or forthcoming, that individual will be asked to leave the library building and library property. If the individual does not leave on his/her own accord, police may be called for assistance.

Depending on the severity of the misbehavior, individuals who have been asked to leave the building and property may be barred from returning to the library. Individuals who have been barred may be asked to talk to the Director before being readmitted. Juveniles may be asked to bring a parent or guardian to such a conference.

Any misconduct that hinders use of the library or library materials will be prohibited. Such misconduct might include but is not limited to:

1. Loud or boisterous behavior

Worch Memorial Public Library Policy Manual

2. Conversation that is disturbing to other individuals or employees
3. Profanity or other abusive language toward other individuals or toward employees
4. Abusing library furniture, equipment, or materials
5. Running in a library building
6. Harassing others, either verbally or through actions. Harassment may include initiating unwanted conversations, impeding access to the building, etc.
7. Fighting on library property
8. Using tobacco products in any form while inside a library building
9. Using e-cigarettes while inside a library building
10. Possession, sale, or use of alcoholic beverages, firearms, or illegal substances on library property
11. Eating or drinking in a library building except for designated areas
12. Sleeping in a library building
13. Buying or selling of any kind, or soliciting for personal gain or charitable purposes
14. Using radios, CD players, MP3 players, or other personal listening equipment at a level that can be heard by other individuals. The use of cell phones is not allowed.
15. Skateboarding anywhere on library property
16. Distributing literature, taking surveys, or asking individuals or employees to sign petitions or similar activities
17. Bringing animals other than guide dogs and the like into a library building
18. Not wearing a shirt or shoes
19. Using the emergency exits at times other than during an emergency
20. Unpleasant body odor, which may offend other individuals in the library, is considered unacceptable. An acceptable standard of personal hygiene is expected of all individuals. Mud or other dirt on shoes or clothing that leaves soil on the library's carpets or furniture is also unacceptable. An individual with an unacceptable standard of personal hygiene will be advised of the rule.

The library reserves the right to limit the number of individuals who may sit together.

The library reserves the right to inspect all bags, purses, briefcases, packs, personal listening equipment, etc. for library materials.

Boom boxes, skateboards, basketballs, or other athletic equipment may not be brought into library buildings.

The above rules are based on powers granted to a library board of trustees under Ohio Revised Code and Case Law to operate a public building. They will be posted prominently in the library.

Library Property Access Policy

The Library reserves the right to limit access to Library property to public access routes only. Public access routes means public streets, sidewalks and other means of public access approved by the appropriate federal, state, county, or village governing body. Provided, however, the Library Board of Directors is authorized to develop and promulgate policies pertaining to access to Library property and to amend such from time to time, as deemed appropriate. (12/8/14 updated)

Policy on Unattended or Disruptive Youth

Out of concern for the safety and well-being of our young patrons, and in an effort to enhance our ability to provide quality service to all, the Library has established the following policies:

Definitions

An unattended child is any person under 18 left unsupervised at the library.

An endangering situation is one that might reasonably be expected to result in physical harm to persons or property. Examples; child left outside after dark, contact with adult strangers, and rowdy play. Parents need to be as careful of their children's safety in the library as they would be in a shopping mall, or any other public building.

Policy

1. Library staff does not take the place of parents or act as caregiver or babysitter, and is not responsible for the supervision, safety, or entertainment of children left unattended in the building. Parents are responsible for the behavior of their children in the library.
2. Children under seven must be under the direct supervision of a parent or responsible caregiver at all times. An exception is made when children are attending story hour or a library program. Parents or caregivers are expected to keep children from disturbing other patrons. Staff members will remind parents/caregivers of inappropriate library behavior such as: running, climbing on shelves, damaging equipment, furniture, or books, persistent crying or screaming. If the behavior continues, adult and child will be asked to leave.
3. To protect their children's safety and because the library staff can not supervise children, parents may not use the library as a substitute for regular daycare. Children may not be left unattended on a regular basis, while parents attend work, classes or other regularly scheduled activities. "Regular basis" is defined as weekly or more frequently. Offenders will receive a letter from the Library Director explaining the policy. Authorities may be called if the situation continues. Authorities may also be called should the staff members have reason to suspect that a child has been abused, abandoned, or neglected.
4. Any disruptive patron may be asked to leave the library. If a child is disruptive, ill or injured, and the caregiver is not in the building, staff will attempt to contact a parent/caregiver and have the child removed from the library. If the caregiver is not located, police will be called. Chronic offenders will be denied the use of the library upon written notice to the parent/caregiver. The period of suspension from the library will be determined on an individual case basis.
5. The library staff is not responsible for children left unattended at closing time. If a caregiver can not be reached by the time the doors must be locked, the police will be contacted to insure the safety of the child waiting outside.

Policies and Guidelines for Internet Use

Introduction

In support of the library's mission "to provide a wide selection of current, high-interest materials for area residents of all ages, and to promote and assist their educational, recreational, intellectual, social and cultural needs," the Worch Memorial Public Library provides its users with access to OPLIN (Ohio Public Libraries Information Network) and the Internet.

The library subscribes to and supports the Library Bill of Rights. Restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. The library does not have the right or responsibility to act "in loco parentis".

Disclaimer

It is understood by users of OPLIN and the Internet that most of the information available is not generated by the library or OPLIN. The library through OPLIN provides access to reference databases of general and special periodical materials, readers' advisory services, homework centers to assist students with research assignments, and legislative, historical, and archival materials and information.

Information available through OPLIN and the Internet is not warranted by the library or OPLIN to be accurate, authoritative, factual, or complete. The availability of networked information via the library does not constitute any endorsement or ratification of the information. The library and OPLIN is not responsible for the content of networked information available. The use of OPLIN and the Internet to engage in any activity which constitutes violation of local, state, and/or federal laws is strictly prohibited.

All users of this service agree to hold the Worch Memorial Public Library and OPLIN harmless from any and all claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of OPLIN and the Internet, caused thereby or arising therefrom. In no event shall the library or OPLIN have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the library or OPLIN is advised of the possibility of such damages.

Guidelines for Use

1. To become eligible to access this technology at Worch Memorial Public Library, patrons will first have to read the appropriate board approved policies and guidelines for acceptable usage and sign an acknowledgement form (found in Appendix C).
2. OPLIN/Internet computer users must have a Worch Memorial Public Library card in good standing and check out a computer at the front desk each time they wish to access this technology. Laptop users must be at least 18 years of age and must leave their license at the front desk. Laptops can only be used here in the library.
3. Juvenile patrons under age 14 must be accompanied by an adult or have a signed permission slip presented to staff by the parent/guardian giving them permission to use the computers for work purposes. During the time the minor is on the computer he/she will be monitored periodically to ensure the library rules are being followed.
4. The internet computers are available, subject to maintenance, during library hours.
5. There is a maximum time limit of 1 hour per day. No more than two people are permitted to work at a computer station at the same time.
6. The internet computers will be used for educational or informational purposes only. They cannot be used for unauthorized, commercial, illegal, or unethical purposes. Responsible, ethical use of this resource includes: not sending, receiving, or displaying text or graphics that are sexually explicit and may reasonably be construed as obscene.
7. Patrons cannot misrepresent themselves as another user. They cannot attempt to modify or gain access to files, passwords, or data belonging to others. They cannot seek unauthorized

- access to any computer system, or damage or alter software components of any network database.
8. Because of potential damage from computer viruses, removable memory may have to be scanned before use.
 9. Downloading of files may be done to flash drives. Downloading to the hard drive is prohibited.
 10. This library is not responsible for damage to a patron's diskette or computer, any loss of data, damage, or liability that may occur from patron use of the internet computers.
 11. All internet computers and laptops are networked to the copier to the left of the front desk. There is a charge of \$.15 per black & white page and \$.50 per page for full color pages. Photo paper is available for \$2.00 per color sheet printed.
 12. Library staff cannot provide in-depth, one-on-one training concerning Internet computer usage. Computer classes are offered here at the library, however. Check at the desk for sign-up.
 13. Patrons may not download or use their own software programs on computers.
 14. The library's computers do not allow users to retain documents or personal files on the hard drive. All files are automatically deleted whenever the computers are shut down. Patrons may save their data and files using USB flash drives. The library is not responsible for lost data that may occur when the computers shut down, or damage to flash drives, computer malfunction or viral infection.
 15. The library offers an email account to store or retrieve documents, but this is not a confidential option, as any other patron can have access to this account. (EMAIL ADDRESS: worchlibrary@oplin.org EMAIL PASSWORD worch3982)
 16. Misuse of the computers or Internet/OPLIN will result in LOSS OF YOUR COMPUTER PRIVILEGES.

Computer Rules

The following rules apply to all computers including laptops:

1. Laptop users must be at least 18 years of age. Juvenile patrons under age 14 must be accompanied by an adult to use the other internet computers. Minors may use these computers if a signed permission slip is presented to staff by the parent/guardian giving them permission to use the computers for work purposes. During the time the minor is on the computer he/she will be monitored periodically to ensure the library rules are being followed. Laptops must be used here in the library. Internet users see "Policies and guidelines for internet use."
2. In order to use a computer, you must check it out at the front desk and you must have a library card in good standing. Laptop users must also leave their license at the front desk.
3. There is a limit of 2 patrons on each computer at one time.
4. Copying, deleting or tampering with library software is not permitted.
5. Library behavior is required at the computers-reasonably quiet, no disruptive behavior and no food or drinks allowed.
6. Computer users must have a basic knowledge of computers. Library staff can provide only very minimal assistance.
7. All internet computers including laptops are networked to the copier to the left of the main desk. There is a charge of \$.15 per page for black & white and \$.50 per page for full page color printouts.
8. Because of potential damage from computer viruses, removable memory may be scanned before use.
9. One must follow these rules or the director may revoke computer privileges at any time depending on the severity of the offense.

Claims Returned

Policy Statement

In order to provide members with the best possible service and to ensure that they are not charged for materials which may have been returned or charged to their record in error, the library provides the following process;

Claims Returned

When a member reports that an item has been returned but the library circulation system indicates the item remains checked out to the member, library staff will immediately check for the item within the library. If the item is found, it is immediately removed from the member's record and fines pertaining to the item are waived. If the item is not found, then the member may claim the items to be returned and no fines shall be issued for the specific item. However, a member shall be limited to three (3) claims returned. After three (3) claims returned, the member's card privileges shall be suspended until the last claims returned item is returned or the appropriate fines and/or fees are paid.

Adopted by the Board of Trustees
Worch Memorial Public Library
March 2013

Concealed Carry Policy

Where as the Worch Memorial Public Library is a community gathering place for life long learning, and

Where as the Worch Memorial Public Library has children and adults of all ages in their building at all times, and

Where as the Ohio General Assembly has enacted legislation that includes an exemption for public libraries as a permissible location for concealed weapons,

Therefore, be it resolved, that the Board of Trustees of the Worch Memorial Public Library, does not permit weapons of any kind, either concealed or in plain view, on its property or in its building, unless the owner of the weapon is a law enforcement officer, and

Be it further resolved, that the Board of Trustees of the Worch Memorial Public Library will post the necessary notification of its status as exempt from Ohio's Concealed Carry Legislation, as required by the Revised Code.

A sign will be posted at the entrance stating, "Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."

DVD/Television Usage Policy

Use of the DVD/Television in the meeting room is for use by groups who have reserved the meeting room in advance for meetings or programs (see policy on Meeting Room Use adopted 5/6/02). The meeting room is available to the public for non-profit civic, cultural, or educational programs or meetings and must be open to the public and free of charge. Permission for a group to use the DVD player must be given in advance by the director.

Photography Permissions Policy

Policy Statement

Worch Memorial Public Library shall not photograph members of the library for use in library materials and public relations efforts without members' knowledge and consent. Depending on the situation (as described below), the members' consent shall be obtained by either their signed photo permission form or by making a general announcement.

Release of Photograph and/or Name Form Required:

For Models: Use the form when taking a posed photo of a library customer. They are acting as a model and need to sign a release form. Example: a family poses with their favorite books for a summer reading program poster or library newsletter.

For Close-ups: Use the form when you take a close-up picture of a library customer. Example: you take a close-up photo of a child singing at storytime because of the expression on that child's face

Release of Photograph and/or Name Form Not Required:

For programs held at the library. Group photos do not need to be from the "back-of-head" perspective. In lieu of everyone in the group signing release forms, program leaders shall announce at the beginning of each program that "the library may photograph or videotape you for library promotional purposes. Please notify library staff if you do not want to be photographed." However, if the photographer zooms in for a close-up on one particular person in a large group, a Release of Photograph and/or Name Form signed is required from that person.

The following announcement may be used on program publicity materials, but it is not to take the place of the official announcement at the beginning of each program:

"Programs, events and classes are photographed or videotaped for library promotional purposes. Notify library staff if you prefer not to be photographed."

Library customers may take photos in the libraries with no permission forms. If they are setting up a formal photo session or if they are with a local news organization, they must first contact the Library Director.

See appendix D for photo release form

Adopted by the Board of Trustees
Worch Memorial Public Library
March 2013

Programming Policy

Policy Statement

Worch Memorial Public Library sponsors and/or provides informative and entertaining programs to members free of charge in order to provide an opportunity to present the Library and its resources to the community, promote literacy and reading, provide shared family activities, and to otherwise further the Library's mission.

Worch Memorial Public Library Policy Manual

This policy refers to programs sponsored by the Library and not to programs held at the Library by community groups.

Policy

The Library offers programs intended to further the Library's mission. The Library functions as an intellectual and cultural resource for the community. Programs are a means through which the public can share experiences, appreciate special interests, and exchange information.

All programs must be open to the public and offered free of charge. However, at the discretion of the Library Director, the following will be permissible at Library-sponsored programs or on property governed by Library policy:

- 1) Fund-raising to benefit the Library, sponsored by the Friends of Library, or
- 2) The sale of books or other media by authors or performers as part of a Library program. Presenters are encouraged to donate a copy of their work to the Library for possible inclusion in the Library collection.

The Library will endeavor to include a broad spectrum of opinion and a variety of viewpoints in Library-initiated programs and exhibits. Community input to types and times of programs will strongly influence programming schedules and will be determined by mechanisms such as surveys, Library advisory committees, civic associations, and direct conversation with staff. Library sponsorship of a program does not constitute or imply an endorsement of its policies, beliefs, or program by any library personnel or by the Library trustees.

Program presenters will be selected from local, regional, and national talent in order to prepare a program schedule that reflects the diversity of the village, state and the world. The programmers seek new presenters with demonstrated expertise or experience by attending programs at other venues; consulting listings developed by the Ohio Public Library Network, other state directories, and by contacting community advisory groups for suggestions. Requests from individuals to present programs are considered and weighed against the public's demonstrated interest in the topic, budget, and other allocated resources, as well as the presenter's demonstrated qualifications, expertise, and reputation. Decisions on which programs to offer are made by the Library's staff program coordinators. Any questions will be referred to the Library Director. Appeals for exceptions to these policies must be made in writing to the Library Director.

Library programs will be offered at the Library and outside the library as well, such as visits to schools, community centers, information fairs, and housing complexes. The Library will endeavor to offer an equitable number of programs throughout the district, although factors such as staffing levels and size and existence of a programming room will influence the number and types of programs able to be offered.

Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

In some cases, the nature and success of a program may require a limited attendance based on age, especially programs intended for children and teens that are geared to their interests and

developmental needs. In no case will attendance at a program be limited because the content of the program may be controversial.

The library does not offer programs of a purely commercial nature. Library programs must have a special educational, informational, or cultural value to the community. Examples of programs that would be considered of a commercial nature include but are not limited to presentations offered for free but with the intention of soliciting future business.

The library does not offer programs that support or oppose any political candidate or ballot measure. However, election information, such as candidates' forums that include invitations to all recognized candidates, may be offered. Because it is not consistent with passive distribution, materials asking for library visitors to sign a petition or letter are not permitted at candidates' forums or other library programs.

The library does not offer programs that support or oppose a specific religious conviction. However, general holiday programs may be offered. The Library will endeavor to provide programs that reflect the community's diversity.

Adopted by the Board of Trustees
Worch Memorial Public Library
March 2013

External Programming Policy

Policy Statement

Worch Memorial Public Library provides meeting and group areas/rooms to the public for use in keeping with the Libraries mission.

Policy

The Library permits organizations and groups to use Library meeting rooms when those facilities are not needed for administrative use, activities or programs sponsored in whole or in part by the Library, and when such use does not disrupt the Library's programs and activities. Such permission is revocable at the discretion of the Library Director. The Library reserves the right to deny requests for use based on the availability of space, availability of staff, or frequency of use. Permission to use a Library meeting room does not imply Library endorsement of the aims, policies, or activities of any group or organization.

The Library does not discriminate in making its premises available for use on the basis of age, race, religion, sex, national origin, or physical disability.

The Library has priority for use of all its facilities and meeting rooms, and reserves the right to preempt any scheduled meetings.

The Library reserves the right to attend any meeting held in its facilities to ensure no unlawful activities are occurring on Library premises.

No special privileges are extended to organizations to which staff members belong.

This policy reserves to the Library Director the authority to review and modify permission to use Library facilities.

Worch Memorial Public Library Policy Manual

The Library reserves the right to collect payment for costs incurred in the use of any of its meeting rooms or rented spaces, and to collect for any damages users cause to the facilities.

Library meeting room space is available only for non-commercial uses during Library operating hours. However, outside organizations may charge a reasonable fee to attendees to cover time and material for the program. The reasonable fee must be disclosed to the Library at the time of booking the meeting room. The Library must approve of the fee prior to granting the permission to use the meeting room.

Adopted by the Board of Trustees
Worch Memorial Public Library
March 2013

Meeting Room Use

The primary purpose of the meeting rooms is for library activities, including programs presented by the Library staff or by the Friends of the Library. When a meeting room is not being used for a library activity, then it may be used by the public. Fund raising events sponsored by the Library or the Friends of the Library are permitted. Refreshments may be served. The library staff is responsible for setting up or taking down chairs or tables for library activities only. Library sponsored activities may be conducted before or after library hours at the discretion of the Library Director.

Meeting rooms are available to the public for non-profit civic, cultural, or educational programs or meetings and must be open to the public and free of charge. The Library does not advocate or endorse the viewpoints of any group or individual. Meeting room use shall not be publicized in such a way as to imply Library sponsorship. The name, address, or phone number of Worch Memorial Public Library may not be used as the official address or headquarters of any organization except those affiliated with the Library. Fund raising events are not permitted. Meetings that promote, advertise, or lead (directly or indirectly) to sale of products or services are not permitted. Educational courses conducted by non-profit agencies may charge fees for learning materials or course credits, but the program must be open for observation to those who do not pay fees.

Meeting rooms are available only when the library is open. Requests to use the meeting rooms when the library is closed are subject to Board of Trustees approval. Consideration cannot be assured unless application is received in time for presentation at a Library Board of Trustees meeting. Meeting room programs must not interfere with library operations. The Library is not liable for injuries to people or damage to property, individuals, or organizations using the meeting rooms. An advance deposit of \$25.00 is required only if the group will be serving refreshments. The deposit will be refunded after the room is inspected by the library staff.

Meeting room use, including clean up, must end before the library's closing time. A group using a meeting room may rearrange furniture, but must then return the room to its original condition. The library staff will not set up or take down chairs or tables. Refreshments may be served, but no alcoholic beverages are allowed. Waste should be placed in the proper receptacles and utensils cleaned and put away. Smoking is prohibited in the Library. The Library reserves the right to charge a fee for any needed repairs or cleaning. Payment shall be made for any damage to or loss of library property.

Reservations for regularly scheduled meetings will be accepted up to three months in advance. One-time programs will be scheduled up to one year in advance. The Library Board of Trustees reserves the right to limit the frequency of use of its meeting rooms and to cancel prior reservations with at least 48 hours notice, or with less notice in case of emergency (snow closing, etc.).

Materials Policies

Materials Selection Policy

Selection of materials for Worch Memorial Public Library shall be made by the Library Director and on the basis of popular demand, readability, quality of writing, reputation of the author, importance of subject matter, and needs of the patrons. This will also include varied non-print materials. Books on the bestseller list will be purchased regularly. Books especially in demand may be purchased in multiple copies.

No book or other library material shall be excluded because of race, nationally or the political or social views of the author. All patrons have a legal right to information of their choice and it is the obligation of the library to furnish it without prior censorship.

The Board adopts the "Library Bill of Rights" and the American Library Association's Freedom to Read Statement. The Board believes censorship is a purely individual matter and while anyone is free to reject for himself books that he does not approve, he cannot exercise this right of censorship to restrict the freedom to read of others. The library will be responsive to the expressed wishes of parents who supervise the reading of their children, however.

Citizen's Request for Reconsideration of Library Materials

Any complaint must be submitted to the Director in writing. The library will furnish a prepared form. (See form in Appendix C) The Board will consider written complaints and will seek legal advice when necessary. The Board of Trustees will make the final decision.

Disposal of Discards

Materials which no longer meet the stated objectives of the library (i.e. outdated, worn, etc.) will be discarded. Disposal of library materials weeded will be at the discretion of the Director and the Board. Discarded materials may be donated to the Friends of the Library for book sales with the proceeds used to benefit the library.

Loan of Materials and Renewal

Materials are circulated for overnight, 3-day loan, 7-day loan, or 14-day loan depending on their nature. Most materials, except DVDs, may be renewed in person, by telephone, by mail, or internet.

Reference books may be checked out overnight at the librarian's discretion. Reference books must be returned in the morning before the library opens. Most 7-day materials such as encyclopedias may be renewed. Current issues of magazines may be checked out. Books in large demand (usually best sellers with waiting lists) may not be renewed. DVDs may not be renewed.

Fines

Overdue materials are subject to the following fines:

- Books - 10 cents per day
- Magazines - 10 cents per day
- Audio cassettes - 10 cents per day
- Audio CDs - 10 cents per day
- DVDs - \$1.00 per day
- DVD sleeve - \$.25 per sleeve
- Hotspots-\$1.00 per day

Patrons will be charged for Sundays and holidays since there is a book drop where items may be returned when the library is closed. DVDs may be returned in the special audio visual drop. The amount of the fine charged for any item will not exceed the current replacement cost. But, if an item

is returned and can be put back into circulation (is not damaged), the maximum fine is \$10.00. Fines for all material will not be charged if schools are closed because of inclement weather or there is a Level Three road condition emergency.

Overdue Notices

Patrons will receive 3 notices for overdue materials:

1. A telephone call, email or postage mail after two weeks.
2. A second notice will be processed after 1 month
3. A third notice billing for long overdue items after 3 months, indicating the current replacement cost of the material.

Patrons are responsible for postage on all overdue notices plus any fines incurred. If borrowed material is not returned or paid for, or if there is a large fine on the patron's card, the patron's borrowing privileges may be suspended by the Director. Borrower's privileges may be revoked by the Director when it is necessary to send a 3rd notice, or after irresponsible borrowing behavior has been displayed by the patron.

Gifts to the Library

Gifts of library materials will be accepted and added to the collection only if they are needed and meet the criteria of the materials selection policy. Items not added to the collection will be sold by the Friends of the Library, given to other libraries, or discarded.

The library will try to comply with the wishes of the donor of a gift but it reserves the right, as conditions change, to assign any of its materials wherever the need is greatest. The library cannot guarantee that any gift will be part of the collection permanently. The library reserves the right to accept or discard, at the Director's discretion, any unsolicited materials sent to the library.

Gift collections will be accepted only by the Director, with the approval of the Board of Trustees when appropriate, and with the understanding that the collection may not be kept intact. Gift periodicals will be evaluated to determine their suitability for adding to the collection. Once the gift has been accepted by the library it will not be returned.

The library welcomes monetary gifts for purchase of library materials given in recognition of individuals or organizations. The names of the donor(s) and the individuals or organizations recognized by the gift can be listed on a bookplate and affixed to the material if desired.

The library welcomes gifts of cash for the direct purchase of library materials and equipment. A book plate or plaque recognizing the donor can be affixed to the item if desired. Substantial cash offerings, securities, bequests, and real estate or other personal property will be handled by the Director, who, with the Board of Trustees, will work out terms of acceptance that are compatible with library policies, the donor's intent, and applicable laws.

The library will, if requested, provide a written acknowledgment of the receipt of the gifts, but in accordance with income tax regulations will leave the determination of value of the donation to the donor. (See form in Appendix C.)

Lost or Damaged Books

Borrowers will pay for any lost materials checked out on their card. The cost will be determined by the librarian on the basis of the current replacement cost to the library. If the lost book is later found and returned to the library, the money will not be refunded. Books damaged beyond repair shall be paid for as if they were lost. The patron may keep the book. Books damaged but repairable shall be charged on the basis of the total cost of repairs as determined by the Director.

Reserves

Reserves will be taken for all materials. Patrons will be called or emailed when the material comes in, or a card will be sent if the patron has no phone or has a long distance number. The library will hold

the material for 3 days after the patron has been notified. If the patron fails to pick up the material it will go to the next person on the waiting list.

Inter-Library Loans

Inter-library loan service is available through MORE (Moving Ohio Resources Everywhere). Patrons will not be charged a postage fee for items received through the MORE state-wide delivery service. Items received through MORE may be renewed. All other inter-library loan items that require return by U.S. mail will be charged a fee of \$5.00 per package for postage and handling.

DVDs

The following circulation policies apply to DVDs:

1. DVDs circulate for 3 days, including the day of pick-up and the day of return; excluding Sundays, holidays and other closings. They may not be renewed.
2. All DVDs are free of charge.
3. Borrowers must be 18 years old or older and already hold a library card in good standing.
4. A limit of 4 DVDs per family at one time.
5. Overdues will be charged \$1.00 per day excluding Sundays and holidays.
6. DVDs may be returned to the library after hours by placing them in the special audio-visual return box at the front door.
7. The borrower is responsible for returning items in good condition. Careful handling of DVDs is expected. Failure to do so may result in loss of DVD borrowing privileges. Patrons are financially responsible for any damage that may occur.
8. The borrower is responsible for observing all U.S. copyright laws pertaining to proper usage & viewing of our DVDs.
9. The library assumes no responsibility or financial liability for any possible damage caused to any DVD player by any library DVD.

Public Use of Telefax Machine

The FAX machine is available for use by the public to either send or receive documents. The FAX number is: 937-526-3990.

Items may be sent during the library's normal service hours. No long distance calling card is necessary. Staff will assist in placing the call and using the machine. The charge for a FAX transmission sent is \$1.00 per page. There is a charge of \$2.00 per page for a FAX sent out of the USA. The charge for a FAX received is \$1.00 per page. The cost covers staff time, phone calls, and paper.

Items may be received 24 hours a day. The staff will call when an item is received if it is clearly marked with the name and phone number of the receiver. Items can only be picked up during normal library hours.

The library will try to maintain confidentiality when processing FAX transactions, but the library makes no guarantees as to privacy, quality, or reliability of the FAX services.

Laminator Policy

A fee of \$2.00 per running foot will be charged for patron use. Anything over 1 ft. will be rounded off to the next 1/2 ft. @ \$1.00. Patrons will leave materials to be laminated here and pick them up at a later date. Also available are single laminating sheets for \$1.00.

Copier and Micro Film Reader/Printer

A fee of .15 per copy will be charged for both the copier and the microfilm reader/printer. Color copies are \$.50 each.

Miscellaneous Charges

1. Missing plastic hang-up bag - 1.00
2. Torn or broken video/DVD box - 1.00
3. Front or back cover torn off magazine -.50
4. Barcode torn -.50
5. Lost pamphlet - .50
6. Second or Third notice letter - .40
7. Lost library card - 1.00
8. Lost DVD sleeve - .25

Senior citizens (anyone over 65 years of age) will be exempt from fines on books and magazines. Senior citizens are NOT exempt for DVD and video cassettes overdue fines. Senior citizens are still responsible for lost or damaged material charges for items checked out on their cards.

Policy on Confidentiality of Circulation Records

Based on the powers vested in the Board of Trustees of the Worch Memorial Public Library, in the Ohio Revised Code 3375.40 and pursuant to the recommendations of the Council of the American Library Association, the Worch Memorial Public Library adopts the following policy on the confidentiality of library records:

The Worch Memorial Public Library specifically recognizes that its circulation records and other records identifying the names of library users with specific materials are confidential in nature. No such records shall be made available to any agency of state, federal, or local government, or to any individual not specifically authorized by the Director for legitimate business purposes, except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form or if good cause has not been shown, the library will insist that such defects be cured.

Teacher Collection Policy

1. Teacher collections may be requested by any certified public, private, or parochial school teacher, or preschool or day care instructor with a valid, unencumbered library card from Worch Memorial Public Library. (See form in Appendix C).
2. A teacher collection can include a maximum of 60 items that can be on a specific subject, by a particular author, or a general collection of fiction and non-fiction. Only items that circulate for 14 days will be included.
3. "Hot topic" subjects will be limited to a maximum of 5 items based on availability. Requests for seasonal books and books by visiting authors may be limited. The library reserves the right to determine "hot topics".
4. A teacher collection circulates for 6 weeks. Special arrangements for a longer period are made with the Director. Every item is checked out on the teacher's personal card. That card-owner is responsible for any lost or damaged materials and will be charged the current late fee per item in the collection. Charges must be paid by the card-owner in order to regain use of library privileges.
5. The staff is willing to compile a teacher collection. Requests using available Worch Memorial Public Library materials will be filled within a 2-day period. Collections requiring materials from Inter-Library Loan may take up to 12 working days to complete. Teacher collection request forms are available in the library.

Emergency Procedures

Accidents

In case of an accident or injury on the library premises, make the injured person as comfortable as possible but **DO NOT MOVE THEM**. Once they are comfortable, fill out an accident report for them and have them sign and date it.

1. Summon help if needed (Rescue Squad 911).
2. Get the full name of injured person and address.
3. Get the name of the doctor or person to be notified.
4. Write down the facts of the accident and date while fresh in mind.
5. Report the accident or illness to the Library Director; if not available call a board Member.
6. In case of an accident, the Library Director will inform the insurance company.

Fire

1. Call the Fire Department at once (911).
2. Get all patrons out of the library.
3. If the fire is small (i.e. a waste basket) try to put it out with a fire extinguisher while the fire department is on the way. Eight fire extinguishers are located: one in the lobby, one at east exit door, one at west exit door, one in the kitchen/break room, one on the south wall of the basement, one in the elevator room in the basement, one in the furnace room, and one in the hallway by work area exit door to basement.
4. Notify the Library Director as soon as possible.

Chemical Spill

1. Keep all patrons away from infected area and confine the source, if possible. If unable to isolate containment, get all patrons out of the library.
2. Locate the MSDS sheets on the chemical spilled, which is located in the janitor's closet in a folder, and properly clean up the spill following the procedures specified for the chemical spilled.
3. These MSDS sheets also provide the specifications for treatment of ingestion and exposure of chemicals.

Disturbances

1. If a disturbance gets out of hand, summon the police (911).
2. Write down facts while fresh in mind.
3. Notify Library Director.

Public Records Policy

The Board of Trustees recognizes that all records generated by and for the operation of the library are public documents, including, but not limited to, Board of Trustees' Minutes and Library Director's Reports to the Board of Trustees; receipts and expenditures; salary schedules and position descriptions; safety and health materials; contracts; and policy statements. Ohio Revised Code Section 149.43 provides that all records shall be promptly prepared and made available for public review.

All requests from the public to review the records of the Library must follow these procedures:

1. Requests for inspection of any public record kept by the Worch Memorial Public Library shall be addressed to the Director. No employee other than the Director or his/her designee is authorized to release any record.

2. The Director shall make the initial response to the request, supervise the record search, review, and determine which records are to be disclosed and which are exempt from disclosure. Any questions to the exempt status of any record will be reviewed by the Darke County Prosecutor's Office.

3. Upon determination that the requested records are available and are to be disclosed, an appointment will be made with the requesting party to review the records. This appointment will be during regular business hours. On-site review of public records is made in the presence of the Library Director or designee.

4. The Director or designee will make any copies of the requested records. The copies will be made on a reimbursable basis at the established rate. Full payment must be received before copies are given to the requester.

5. A person who chooses to purchase a copy of a public record may request to have it sent to him/her by mail within a reasonable period of time following the request, provided the person making the request pays in advance for the copy as well as costs for postage and supplies used in the mailing.

Retention and Disposal of Records (Adopted 5/6/02)

The Worch Memorial Public Library, like other public entities in the State of Ohio, must retain records from year to year. Although the Ohio Revised Code does not set guidelines for libraries, the Board of Trustees of Worch Memorial Public Library adopts the following policy for record retention:

The Clerk-Treasurer will prepare a list of records to be disposed of following the completion of a state audit. The Board of Trustees will approve the list prior to disposal. The list shall become an exhibit to the minutes of the board.

Records shall fall into two categories: Permanent and Non-Permanent. Retention of records may be in the form of electronic media, print, or tape. The following list shows the retention period of specific records, which is compiled from recommendations of the State Auditor's office and the Ohio Historical Society.

Permanent

Annual Director's Report
Annual Report to State Library
Audit Reports
Board Minutes
Board Policy Files
Building Specifications

Worch Memorial Public Library Policy Manual

Capital Outlay Files
Director's Monthly Report - Part of Minutes
Donation Records- Monetary and Non-Monetary
Historical Files
PERS Records
Personnel & Payroll Records
Treasurer's Monthly Report - Part of Minutes

Non-Permanent

Record Type and Title	Retention Period
Contracts	
Bids - Successful	17 years
Bids - Unsuccessful	3 years provided audited
Contracts, Leases, Grants	17 years
Insurance Policies/Bonds	17 years after expiration
Employee Files	
Accident Report/Incident	4 years provided audited
Employee Personnel Files - including Leave requests (Sick and vacation), W-2, W-4, Workers Comp Claims	10 years after termination
Employment applications	2 years if not hired
Financial	
Accounts Payable Ledger	3 years provided audited
Appropriation Ledger	3 years provided audited
Bank Deposits Receipts	3 years provided audited
Bank Statements	3 years provided audited
Budgets (annual)	10 years
Canceled checks	3 years provided audited
Cash Journals	3 years provided audited
Check Registers	3 years provided audited
Depository Agreements	until superseded/audited
Financial Reports (to State Auditor)	25 years
Invoices	3 years provided audited
Petty Cash Records	3 years provided audited
Purchase Orders	3 years provided audited
Receipt Journals	3 years provided audited
Time Sheets	3 years provided audited
Travel Expense Vouchers	3 years provided audited
Legal	
Claims and Litigation Records	5 years after case is closed and appeals exhausted
Library Materials	
Book Inventories	Until superseded
Circulation/Patron Records	Until the next patron returns the item
Interlibrary Loan Records	1 year

Worch Memorial Public Library Policy Manual

Lost Book Records

Not retained once paid for

Miscellaneous

Bulletins

Until expiration

Correspondence (Executive)

1 - 5 years if no historical
value

Form Files

Until expiration

Inventories

Until superseded

Job Descriptions

Until superseded or abolished

APPENDIX B: Emergency Telephone Numbers

In case of an emergency or any kind of problem: Call the director Meme Marlow at 937-570-0286.

1. Scott Langston, Board President 937-526-3179
2. Another board member (numbers and email addresses are posted on board in lobby)

When action needs to be taken immediately or in case of extreme emergency, (use your own discretion) call any of the following numbers first, then call Meme. If you can't reach Meme, write down the details so they are fresh in your mind.

1. Plumbing or heating problems – BME Mechanical and Electrical 888-897-8696
2. Electrical Problems - Reese Electrical 937-526-3693 or 937-623-2636
3. Small Maintenance Problems – Meme Marlow 937-570-0286
4. OhioNet for problems with the library operating system (Evergreen) or with the consortium (COOL) at 800-686-8975 or 614-352-9411
5. Air Conditioning - BME Mechanical and Electrical 888-897-8696
6. Break in or Patron Disturbances - Police 911 or 937-548-2020
7. Fire- Fire Department 911
8. Accidents- Rescue Squad 911
9. Security System - Ohio Valley Integration Services 492-0088, Pass code: 1619 or the monitoring company 800-631-2299

APPENDIX C: CHECKLIST FOR OPENING AND CLOSING THE LIBRARY

Opening

Unlock side front door

Turn off alarm
(Saturdays)

Check basement door to be sure it is locked

Turn on lights in lobby and bathrooms

Turn on lights in library and open doors in meeting room and study rooms

Turn night transfer on phone off

Change tape server

Turn on computers
necessary

Turn on copier

Turn on printer

Do count

Shelve

Empty book and audio visual drops
drawer

Unlock front doors at 9:00 A.M.

Closing

Check coffeepot by magazine area

Remind patrons of closing time

Close down computers (Off on

Close down children's computers

Turn off copier

Turn off printers

Do Not shut meeting room and
study room doors
Check all areas for patrons

Check basement for lights left on

Check bathroom stalls & flush if

Lock entrance doors

Transfer money drawer

Set phone to night setting

Turn off all lights

Open narrow computer cabinet

Set alarm at side front door

Wait outside until beeping stops

APPENDIX D: Forms

Internet Use Acknowledgement Form
Citizen's Request for Reconsideration of Library Materials
Library Donation of Materials
Teacher Collection Request Form
Assignment Alert
Accident Report
Indemnification and Insurance Agreement
Release of Photography and/or Name
Technology Plan
Credit Card Responsibility and Use Procedures

Internet Use Acknowledgement Form

Please Print

I _____ have read these policies and guidelines for the library use of the Internet/Oplin computers and agree to abide by them.

Signature

Date

Computer use permission slip for library patron under the age of 14

_____ Date Signed

I give permission for _____ (minor patron's name) to use the library internet computers for work on _____ (date of use). He/She is allowed to use the computer for this work from _____ to _____ (amount of time).

Thank you,

_____ (parent/guardian signature)

This slip must be returned to the library by the parent/guardian and given directly to a staff member either before the day the minor patron is to use the internet computers or on the day of.

**WORCH MEMORIAL PUBLIC LIBRARY CITIZEN'S REQUEST FOR
RECONSIDERATION OF LIBRARY MATERIALS – PAGE 1**

Author _____ Hardcover _____ Paperback _____

Title _____

Publisher _____

Request initiated by _____

Telephone _____ Address _____

City _____ Zip Code _____

Complainant represents:

_____ himself/herself
_____ organization (name) _____
_____ identify other group _____

(If the objection is to material other than a book, change wording of the following questions so that they apply)

1. To what in the book do you object? (Please be specific; cite pages)

2. What do you feel might be the result of reading this book? _____

3. For what age group would you recommend this book? _____

4. Is there anything good about the book? _____

**WORCH MEMORIAL PUBLIC LIBRARY CITIZEN'S REQUEST FOR
RECONSIDERATION OF LIBRARY MATERIALS – PAGE 2**

5. Did you read the entire book? _____ What parts? _____

6. Are you aware of the judgment of this book by literary critics? _____

7. What do you believe is the theme of this book? _____

8. What would you like the library to do about this book? _____

_____ do not lend it to my child

_____ withdraw it from all readers as well as my child

_____ have the Board of Trustees re-evaluate the selection

9. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature of Complainant _____

Worch Memorial Public Library Donation of Materials

Date _____

Name _____

Address _____

City _____ Zip _____

Has donated cash, materials and /or other library equipment/furnishings to the Worch Memorial Public Library. This form will serve as a receipt for purposes of income tax deduction. The Internal Revenue Service advises the library that it is the responsibility of the contributor to determine the fair market value of the contribution.

This donation is made with the understanding that such materials may be added to the library's collection if they meet the criteria of the materials selection policy. Donated items will not be returned.

Signature of the donor _____

Signature of the staff member _____

Number of items _____

Description of the items _____

No goods or services were provided in exchange for this donation

(The original of this form goes to the donor and a duplicate will be retained by the library.)

WORCH MEMORIAL PUBLIC LIBRARY TEACHER COLLECTION REQUEST FORM

Date of Request _____ Pick-up Date _____

A minimum of 2 days is
required for the Library to
provide teacher collections

Name _____

Does the patron have a valid card in good standing? Yes _____ No _____

School _____ Grade _____

Reading Level _____

Phone Numbers: Home _____ School _____

Collection Topic:

Collection May Include (circle appropriate ones):

non-fiction

picture books

fiction

Number Of Books Requested _____ (Maximum of 60 Books)

Name of Staff Member Taking Request _____

Requests For Specific Titles Below:

May We Make Substitutions? Yes _____ No _____

WORCH MEMORIAL PUBLIC LIBRARY ASSIGNMENT ALERT

Please return this form to the Worch Memorial Public Library or call the library at least 1 week before an assignment requiring supplementary library materials is given to your students.

Teacher's name _____

School _____ Grade _____

School phone _____ Home phone _____

Subject _____

Assignment _____

Date assignment given _____ Date Due _____

No. of students involved in this assignment _____

Is this an annual assignment? Yes _____ No _____

Please enclose a copy of the students' assignment sheet (with questions answered)

What materials may be used in the assignment?

Books _____ Magazines _____ Encyclopedias _____ Pamphlets _____

Videos _____ Other (please specify) _____

Would you like to reserve books to be used in the library for this assignment? _____

Dates of reserved materials: from _____ to _____

Thank you for your cooperation.

Worch Memorial Public Library

Accident Report

790 S. Center St.
PO Box 336
Versailles, OH 45380
937-526-3416

To be completed by staff within 12 hours of incident.

Instructions: Please complete this form after an accident on Library premises. An accident can be an altercation with or among patrons, events that occurred that are dangerous to the staff or public, or where the police or emergency services were summoned (report required in such instances). Submit completed report to the Director.

Name of reporting staff:

Location of

Accident: _____

Date and time of accident:

Patron(s) and/or staff involved (provide names if known): _____

Describe the accident (to the fullest extent reasonable): _____

Were police/emergency services called? _____ Yes _____ No

If yes, please provide detail of who responded (include name of officers) and how the accident was handled. _____

What follow-up by Administration is recommended?

What action(s) should the Library take to prevent a recurrence of a similar accident?

Signature

Date

INDEMNIFICATION AND INSURANCE AGREEMENT

This Indemnification and Insurance Agreement is by and between _____ (“User”) and the Worch Memorial Public Library (“Library”) with respect to an event to be held on the Library’s premises by User on _____ , _____

Indemnification

With respect to the event to be held on the Library’s premises, User agrees to indemnify and hold harmless Library, including the Trustees, management, and employees of the Library of and from any and all loss, cost, damage, or expense, including reasonable attorneys’ fees, resulting from personal injury, including death, or damage to property sustained by (i) User’s family, guests, invitees, servants, and independent contractors, (ii) Library or Library’s employees, servants, or agents, or (iii) third-parties also on the Library’s premises, if such personal injury or damage to property arises out of the acts or omissions, negligent or otherwise, of User, including User’s family, guests, invitees, servants and independent contractors, except that this agreement to indemnify and hold harmless Library shall not apply to loss, cost, damage, or expense arising out of personal injury, death, or damage to property caused by Library’s (including Library’s employees, servants and agents) sole negligence.

Insurance

User shall secure and maintain during the course of this Agreement insurance in an amount acceptable to the Library. User shall provide the Library with a Certificate of Insurance evidencing the existence of the above coverages prior to the event.

Accepted and Agreed to this ____ day of _____, _____.

User

By: _____

Release of Photograph and/or Name

Consent for publication of my name, likeness,
image, photograph, videotape, film, and statement.

I give consent to Worch Memorial Public Library, the Library Director, and their agents ("Library") to photograph, film, or videotape me or my child, and to use photos, digital reproductions, films, or videotapes with or without my or my child's name, and to quote or record statements from me or my child for promotions, advertisements, publicity, and other purpose including flyers, newspapers, and websites.

I grant the Library the right to reproduce, edit, mix, distribute, and display publicly, including on the Internet, photographs, film, videotape, and statements, and to prepare derivative works. The Library is not responsible for unauthorized duplication or use by third parties including on the Internet. The Library has no financial commitment to me as a result of this consent and release. I expressly waive, release, and discharge the Library and their trustees, directors, officers, employees, agents, and volunteers from all claims, causes of actions, and demands that I or my child may have against them arising from publication of my or my child's name, likeness, or statement. This release is valid until revoked and applies to multiple times and uses. The Library has no liability for any use made before the Library Director receives my written revocation.

Full Name: _____

Signature: _____

Date _____ Phone Number: _____

If you are under age 18, a parent or legal guardian must sign below.

I hereby certify that I am the parent or legal guardian of the person named above and I give my consent on behalf of him or her.

Signature of Parent or Guardian: _____

Print Name: _____

Date: _____ Phone Number: _____

Thank you for visiting Worch Memorial Public Library. We look forward to seeing you again soon.

Technology Plan

Mission Statement

The mission of the Worch Memorial Public Library is to provide a wide selection of current, high-interest materials for area residents of all ages, and to promote and assist their educational, recreational, intellectual, social and cultural needs.

Vision Statement

Worch Memorial Public Library will:

Be considered essential to the community

Embrace technology

Produce innovative programs for all ages

Seek continual improvement in its facility, its people, and its processes

Serve patron's individual informational, enrichment, and entertainment needs

Seek cost-effective, convenient knowledge delivery

Be the best source of information about Darke County

Technology Vision Statement

Worch Memorial Public Library is committed to being the primary information access point for the community. This will be accomplished by using technology to improve the quality, scope, and efficiency of library services and by continually reviewing and adopting new technology to enhance the library experience of its users, to help library users achieve their goals, to improve access to information, and to improve employees' ability to perform their duties.

Library Technology Vision Statement

Budget/inventory

See attached document

Goals/Objectives

Goal 1: Satisfy needs in community for technical resources

Listen to patrons, staff and community about their technical needs

Evaluate current technology to ensure usability and usefulness

Goal 2: Evaluate ongoing technology initiatives for utilization and effectiveness

Monitor current technology trends

Communicate with libraries and technology staff on their experiences

Goal 3: Maintain a robust, reliable network infrastructure with sufficient output to stay ahead of demand for library services

Continuously monitor library infrastructure to ensure goal is met

Goal 4: Help patrons and library users be aware and use technology to meet their informational, educational, cultural, and recreational goals.

Provide assistance in achieving goals

Suggest methods to achieve goals.

Goal 5: Provide the public with information about the library and its services through engaging and varied points of access including web, phone, and public access media.

Develop and maintain a website that allows for a variety of advertising avenues

Develop additional online outlets for library information

Goal 6: Assist people in finding, evaluating, and using electronic and print information resources.

Train staff and make them aware of these patron needs

Professional Development

Goal 1: Establish learning plans for each staff member to ensure cross-training and full utilization of all resources available

Establish schedule/routine informing staff of new technologies being used or considered

Goal 2: Utilize formal and distance learning opportunities

Inform staff of these opportunities

Evaluation

Interview staff/patrons

Usage statistics

Requests

Comments

Consider emerging technologies

Creation Date/five year plan

4/26/2012-2017 See Excel Sheet for additional information

**Worch Memorial Public Library
3 Peas in a Pod Community Garden
Rules and Responsibilities
2017**

The mission of the Worch Memorial Public Library 3 Peas in a Pod Community Garden ("Garden") is to provide a place for individuals and groups located within the Versailles Exempted Village School District to grow, share, and learn about organic and sustainable gardening.

General Information

The 3 Peas in a Pod Community Garden is an organic community garden located on the grounds of the Worch Memorial Public Library in Versailles, Ohio ("Library"). Its operation is overseen by the Library and the Garden Steering Committee, which is made up of gardeners appointed by the director of the Library.

All gardeners agree to use organic methods at all times. No fertilizers will be used in the garden unless they are certified organic.

The Garden has individual 5ft x 10ft garden plots. Individual plots are tended by an assigned gardener(s). All produce from the individual plots can be used by the assigned gardener.

All new and returning gardeners must sign the Liability Release and Community Garden Agreement every year that they wish to participate in the Garden. These documents need to be turned into the Library. Gardeners must be over 18 years old, or be signed up to garden with a sponsoring adult.

Steering Committee and Teams

The Garden will have several individuals/groups making up the group of Garden volunteers. Any gardener is welcome to volunteer for the following groups (the Library director will appoint volunteers to certain committees based upon current need);

Garden Steering Committee

This committee will help determine the rules of the Garden, make decisions, and coordinate activities and communications. The Steering Committee meets regularly during the year, at minimum every other month.

Helping Hands Team

This team will help coordinate the temporary maintenance of another person's Garden plot when such help is requested.

Open House Team

This team will organize and help facilitate the Garden annual open house(s).

Garden Bed Assignments

The Library reserves the right to shift, move, or make other necessary garden plot modifications within the Garden.

Returning Gardeners

Gardeners can continue using the same garden plot each year by completing the Community Garden Agreement and Liability Waiver and timely returning it to the Library by the February 1 deadline. If paperwork is not received by this deadline, garden plots may be reassigned to new gardeners from the Garden Waitlist.

New Gardeners

Gardeners interested in joining the Garden program can sign up anytime to get on the Garden Waitlist. Each spring as new garden plots become available, gardeners from the waitlist will be contacted. New gardeners will need to turn in a signed and completed Liability Release and Community Garden Agreement before being assigned a vacant plot.

Extra Garden Beds/Plots

Gardeners will all be assigned one ground garden plot to start. If additional plots are available after the Garden Waitlist has been emptied, second plots may be assigned to those interested on a first come, first served basis. Second plots are not necessarily renewable from year to year, and will only be assigned if there is a surplus of garden beds available.

Abandoned Garden Plots

During the growing season (April to October) abandoned garden plots will be reassigned as second plots or given to new gardeners from the Garden Waitlist. Throughout the growing season, a plot very overgrown with weeds and appearing unplanted or untended will be considered abandoned and revert to Library custodianship, unless the status of the plot has been discussed with the Garden representatives and exceptions are made. The Garden will make no more than two (2) attempts to notify gardeners in advance.

Garden Maintenance and Expectations

Gardeners will be expected to actively maintain their plot from May 1st through November 1st. This includes the garden plot, the walkways or paths, and other areas adjacent to their plots. Gardeners are expected to plant, maintain, weed, harvest and clean-up.

Till-by and Plant-by Dates

All plots must be turned or tilled by June 1st. If a plot has not been turned over by this date, it will be immediately considered abandoned and reassigned. The planting deadline is June 15th. Gardeners who cannot plant by this date must notify the Garden beforehand to discuss an arrangement. Otherwise, plots not planted will be considered abandoned and reassigned.

End of Season

The Garden season ends on November 1st and all annual vegetation, including empty stalks, trellises, garden tools, signs, debris and stakes must be removed by that date. This date applies equally to new gardens as well as renewals. The only exception will be winter crops and the numbered plot signs, which may remain in the plot.

Vacations & Leaves of Absence

Vacations and leaves are normal and gardeners are encouraged to tell the Garden as soon as possible in order to make housekeeping arrangements with neighbors or with the Helping Hands Team.

Communication

Gardeners are responsible for maintaining a viable means of communicating with the Garden. Email is the primary means of Garden communications.

Miscellaneous Garden Rules

- Avoid growing plants or trellises higher than 4 feet, or garden in manner that might block the sun or the rain from reaching a neighbor's plot
- Prevent weed growth over 12 inches
- Remove fallen or trimmed vegetation quickly and add to the designated compost bins
- Remove and trash (not compost) any diseased plants
- Avoid large plants, invasive or insidious plants, as well as most perennials
- Never weed, trim, or harvest produce from another person's garden without consent
- Do not walk through the plots gardened by a neighbor without permission
- Pets are not permitted in the Garden
- Illegal plants are strictly prohibited. Additionally, smoking and/or consuming alcoholic beverages or other illegal substances is prohibited.
- Weapons are strictly prohibited.

Resources

The Library will provide the Garden with property, water, serve as a conduit for information and communication, and hold meetings and programs related to the Garden. The Library also oversees maintenance of the area, including mowing of the perimeters of the Garden.

Tools and Supplies

Tools and supplies including yard bags, garbage bags, a wheel barrow, shovels and rakes are located in the Garden shed currently located in the rear of the library. The key to the shed is available for checkout at the Library circulation desk. Personal tools as well as buckets, tarps and bags should not be left unattended or unanchored in the Garden. Containers should not be left to collect water in a manner that would attract mosquitoes.

Fees and Funds

There are no fees associated with Garden. However, if the Library may choose to accept donations for the Garden to help fund services and supplies. Also, fundraisers to support Garden purchases may be planned the Steering Committee.

Important Dates to Remember

February 1st	Community Garden Agreement and Liability Waiver Due (returning gardeners)
April 24, 2017	Community Garden agreement and liability waiver due (new gardeners)
March 1st	Plot Assignments Available for New Gardeners
June 1st	Till by Date
June 15th	Plant by Date
November 1st	End of Garden Season

For the most updated information on Garden programs, events, and workdays please visit our website at www.worch.lib.oh.us.

Questions? Please give us a call at 937-526-3416

Liability Release and Community Garden Agreement

I, _____, understand and agree that in consideration for access to and the use of space in the Worch Memorial Public Library Community Garden (Garden) owned by Worch Memorial Public Library (WMPL), that I assume any and all risk with respect to access and use of the Garden.

I acknowledge that use of the Garden exposes me to the risk of personal injury. I desire to use the Garden and agree to not hold WMPL, its board of trustees, officers, agents, employees and volunteers responsible for damage or personal injury I sustain by my use of the Garden.

I expressly acknowledge that I have no known medical conditions that would prohibit me from using the Garden, and I have no known medical conditions that could increase my risk of injury while using the Garden.

By agreeing to participate in the Garden at WMPL, I also agree to the following:

1. I agree to adhere to and support the Garden Rules and Responsibilities and to participate in Garden communications, work teams, and Garden events to the best of my ability.
2. I agree to not use chemical fertilizers, pesticides or herbicides in the Garden. Seedlings from inorganic growers are allowed but once transplanted into the Garden, I will adhere to organic growing practices.
3. I agree to share my contact information (phone number and e-mail address) with WMPL. I also agree that it is my responsibility to keep the Garden advised of any change in my contact information.
4. I agree that any use of Garden and the Garden shed is my choice and I am responsible for personal items stored there. I will not hold WMPL liable for any missing or damaged goods.

Name: _____

Phone: _____

Email Address: _____

Plot # _____ (Renewals only – fill in plot number)

Signature: _____ Date: _____

Please return this form to the Worch Memorial Public Library, _____, Versailles, OH 45380.

Credit Card Responsibility and Use Procedures

A credit card account has been established to meet the needs of the library for budgeted purchases. Upon receipt of proper documentation and itemized receipt, credit card expenditures will be paid through the Treasurer's office.

*****A credit card does not replace requisitions and purchase orders.**

Conditions of Use. Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of the library and budget. The expenditure may only be made after the approval of any required requisition and purchase order. The credit card is not to be used for any personal expenses.

2. Expenditures to be paid must be less than the credit limit of \$4,000.00. Additionally, for non-budgeted purchases, the Board of Directors must pre-approve purchases in excess of \$250.00 per transaction/\$500.00 per billing cycle. There are no exceptions.

3. Proper documentation to support the expenditure must be sent to the Treasurer prior to receipt of the monthly statement.

a. Proper documentation is to include:

i. Itemized paid receipt indicating the amount paid, the vendor, and an itemized description of the purchase.

ii. In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and the packing slip or other receiving document.

iii. A hardcopy print-out for any items ordered online.

b. Examples of documentation not allowed:

i. Non-itemized cash register receipts.

ii. Handwritten requests for reimbursement without receipts or other verification.

4. The library is exempt from sales tax, and all reasonable efforts should be made to ensure that sales tax is not charged by vendors in connection with purchases made via credit card. A tax exemption certificate is available in the Treasurer's office. In some cases, if you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged.

Safekeeping. You are responsible for the safekeeping of the credit card. You shall not permit anyone else to use the credit card or disclose to anyone (other than the vendor/merchant in connection with a purchase) the card account number, CVV, or other pertinent account information.

Unauthorized Use. If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, you must immediately report same to the Treasurer and Compliance Officer.

No Right to Credit Card. The credit card is issued to you on a temporary basis, and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the library's Treasurer or Director. You must immediately return the credit card to the library upon termination of your employment with the Library or in the event of a change in your position/title.

Personal Responsibility. You are personally responsible for any unauthorized credit card expenditures and expenditures made in violation of applicable Library policy.

Policy. In addition to the terms set out herein, use of the credit card is subject to the library's Credit Card Policy.

I have read and fully understand and accept my personal responsibilities and liabilities in regard to the credit card issued to me, including the terms set out in the library's Credit Card Policy. I further acknowledge that any misuse of the credit card may result in disciplinary action up to and including termination of employment.

Cardholder Signature: _____ Date: _____

Witness: _____ Date: _____