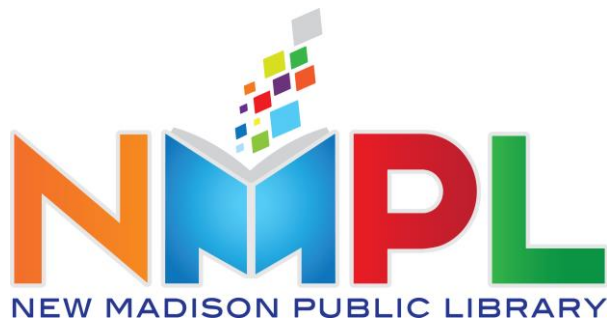


Library Policies and Operating Procedures

New Madison Public Library

142 South Main Street
New Madison, Ohio 45346



**New Madison Public Library – New Madison, Ohio
Library Policies and Operating Procedures
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ARTICLE I – CIRCULATION OF LIBRARY MATERIALS {Approved 05.13.2019}

1.1 Persons wishing to borrow materials from the Library must first apply for a library card. Proof of a current mailing address must be presented when registering for a card. Children must be five years old or registered for kindergarten in order to obtain a library card. Patrons between the ages of five and eighteen must have a parent or guardian present when registering for a library card. Parent or guardian must sign the application, verifying willingness to accept financial responsibility for replacement fees. Borrowers are required to notify the library when they change name, address or phone number. Patrons should present their library card or a photo ID when borrowing materials or requesting services. Borrowers ARE RESPONSIBLE for all materials signed out on their card number. If a card should become lost, the loss should be reported immediately and a new card will be issued for \$1.

(A) A temporary library card may be issued for the first six months.

(B) A student card with check out limits may be issued.

1.2 Materials are circulated for one-week or three-week periods depending on their type with a possibility of 4 automatic renewals. Materials not on hold for other patrons can be renewed in person, by phone, through email, or online as well.

1.3 The Library will not charge fines for overdue items; however, items should be returned in a timely manner so that other patrons can access them. If items are not returned after the final renewal, these items will be assumed lost and the replacement cost will be added to the patron's account. The patron will also be blocked from future borrowing privileges until the debt has been paid. Additionally, the Director has the discretion to create a payment plan for large replacement fee amounts.

1.4 Patrons are responsible for all items that they check out from New Madison Public Library. They must pay for any damaged items, pay in full for any item not returned. If an item previously paid for as lost is returned in good condition, the patron will be given a refund of the assessed fee, if the item is returned within one year of the original due date. The Library will not refund money for any item returned more than one year after the original due date. A receipt will be required for any refund. Excessive fees will be addressed by the Board of Trustees and the Library Director on an individual basis.

1.5 The Library allows educators and other responsible organization representatives to borrow library materials for extended periods as established and approved by the Library Director.

(A) Full-time working teachers with unencumbered accounts (with fees under \$5), have extended borrowing privileges. They may take as many items as they need, unless the library collection is limited in subject or reading level.

(B) A collection for the classroom circulates for nine weeks and renews once, if items are not on hold for other patrons. Special arrangements for a longer loan period will be arranged at the discretion of the Library Director.

(C) The patron will be responsible for any fees for damaged or lost items.

(D) Library staff will assist teachers with compiling a collection, but staff must be given ample time to complete the task. When a majority of the materials are available, a pickup time will be arranged with the educator.

ARTICLE II – PUBLIC RELATIONS AND THE COMMUNITY

2.1 The Library’s staff will inform the public of library objectives and services through the print and electronic media, select social networking sites and/ or the Library’s website.

2.2 The Library will collaborate with the schools and provide supportive services.

2.3 Community notices may be displayed on a community news bulletin board and informational literature may be displayed with permission from the Library Director.

2.4 In the interest of maintaining good community relations, the Library shall purchase goods and services within the local school district when the goods and services are available locally at competitive prices.

ARTICLE III – OBSERVANCE OF HOLIDAYS & OTHER CLOSURES

3.1 New Madison Public Library will observe the following holiday closings: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year’s Eve. In the event that a holiday falls on Sunday, the Library may observe the holiday by closing on the following Monday.

3.2 During the week of The Darke County Fair in late August, the Library will be open 9-6:00 Monday through Friday and 9-1:00 on Saturday.

3.3 At the discretion of the Director and/or Board of Trustees, the Library may close on other days. These closures will be announced in a timely manner on social media outlets, the Library web page, and the Library answering system.

ARTICLE IV –EXPENDITURE OF PUBLIC FUNDS

4.1 The Library Director may use public funds to purchase meals in conjunction with a planned event or activity with Board of Trustees approval.

4.2 Funds for this purpose shall be a part of an established line item in each year’s budget.

4.3 The event or activity must be reasonably associated with library business. No public funds will be used for purely social events.

ARTICLE V – INVESTMENT POLICY {Board Approved 05.2023 }

5.1 The New Madison Public Library's Investment Policy is developed and implemented in accordance with Senate Bill 81 and Section 135, "Uniform Depository Act," of the Ohio Revised Code. The Investment Policy shall apply to all active, interim and inactive funds held in the treasury of the New Madison Public Library. Active and Interim funds are those determined to be necessary to meet current and short-term demands upon the Library treasury. Inactive funds are those in excess of the amount determined to be needed as active or interim funds.

Monies held in the Library treasury may be pooled for the purpose of investment management.

5.2 The basic objectives of the New Madison Public Library investment policy are, in order of priority:

- (A) To ensure the safety of public funds by protecting investment principal.
- (B) To maintain sufficient liquidity to meet the Library's operating requirements
- (C) To attain maximum yield possible consistent with the first two objectives.

5.3 Authority to manage the Library's investment program is derived from the Ohio Revised Code. Management responsibility for the investment program is hereby delegated to the Fiscal Officer, Deputy Fiscal Officer or such Officer or employee of the Library as the Board shall designate. The Investing Authority shall act only in accordance with the wishes of the Board as described in this Investment Policy.

5.4 Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Fiscal Officer any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Library, particularly with regard to the time of purchases and sales.

5.5 The Board of Library Trustees shall designate the Library's public depositories every five years in accordance with the procedures outlined in Section 135.12 of the Ohio Revised Code. Each institution desiring to be a public depository must file an application with the Board specifying the maximum amount of public funds that institution desires to receive and have on deposit at any time during the period covered by the designation. A financial statement that shall include a statement of the institution's public and non-public deposits shall accompany such application.

5.6 Funds of the Library may be invested in those instruments identified in Section 135.14(B) of the Ohio Revised Code. Specifically, authorized investment instruments shall consist of the following:

- (A) Bonds, notes, or other obligations guaranteed by the United States.
- (B) Bonds, notes, or other obligations issued by any federal government agency.
- (C) Certificates of deposit in any bank or savings and loan association having an office located within the county and eligible to become a public depository in accordance with Section 135.04 of the Ohio Revised Code.
- (D) Written repurchase agreements of any eligible bank or savings and loan association under the terms of which agreement the Library purchases and seller agrees unconditionally to repurchase any of the securities listed in Section VI (1) or (2) of this policy. This agreement shall contain the requirement that for each transaction the participating institution shall provide all of the following information; (a) the face amount of the securities; (b) the rate and maturity date of the securities; (c) a numerical identifier generally accepted in the securities industry that designates the securities.
- (E) Bonds and other obligations of this state, its political subdivisions, or other units or agencies of this state or its political subdivisions.
- (F) The Ohio State Treasurer's investment pool (STAR OHIO).

- (G) Demand deposit accounts (checking, savings, and negotiable orders of withdrawal, zero balance, and concentration accounts) established with local financial institutions approved as depositories for active, interim and inactive funds.

5.7 Collateral Requirements

- (A) Any public depository shall at the time it receives a Library deposit or investment in a certificate of deposit pledge to and deposit with the investing authority as collateral eligible securities of aggregate market value equal to the excess of the amount of public monies to be at the time so deposited, over and above such portion or amount of such monies as is at such time insured by the Federal Deposit Insurance Corporation (FDIC) or by any other agency or instrumentality of the federal government, or the Fiscal Officer may require such institution to deposit with such Fiscal Officer surety company bonds which, when executed, shall be for an amount equal to such excess amount. The issuer of the surety bond shall be rated at least "AA" by any of the nationally recognized rating agencies.
- (B) The securities eligible to be pledged as collateral are those outlined in Section 135.18(B) of the Ohio Revised Code.
- (C) A public depository may substitute or exchange eligible securities for other eligible securities by notifying the Fiscal Officer of its intent to make such substitution or exchange. The Fiscal Officer authority may sign a release of such securities provided that the depository delivers other securities having a current market value equal to or greater than the current market value of those securities currently on deposit.
- (D) A public depository may at its option pledge a single pool of eligible securities to secure the repayment of all public monies held by the depository. The pool of securities must be in compliance with Section 135.181(B) of the Ohio Revised Code.
- (E) If a depository fails to pay over any part of a deposit due to the Library, the Fiscal Officer shall have the option to sell the securities pledged as collateral in the manner prescribed by Section 135.18(C) of the Ohio Revised Code. Any surplus remaining after such sale, after deducting the amount due the Library and the expenses of the sale, shall be paid to the depository.
- (F) The depository and/or trustee shall provide the fiscal Officer a detailed quarterly statement of the securities pledged as collateral pursuant to this policy and Ohio law. This statement shall provide the value of all securities at both the face and the then current value. Any institution utilizing the pooled collateral option will also disclose the total amount of public funds on deposit with that institution.
- (G) Any charges or fees of a designated trustee acting as such pursuant to this policy and Ohio law shall be paid by the public depository.

5.8 Any investment, deposit account, or any other documents evidencing deposits or investments of the Library shall be in compliance with Section 135.18 of the Ohio Revised Code.

5.9 Maturities

- A) The investment portfolio shall be structured to ensure that sufficient funds are available to meet anticipated cash needs. The Fiscal Officer shall prepare a cash forecast consisting of cash flow projections and a projection of available cash balances to determine appropriate maturities.

B) No investment shall have a maturity date of more than five years from its date of purchase unless such maturity can be matched to some long-term cash obligation as prescribed in Section 135.14(D) of the Ohio Revised Code.

C) The term of any repurchase agreement shall not exceed thirty days.

5.10 The Fiscal Officer shall submit monthly to the Board of Library Trustees a report describing the Library's portfolio in terms of cash balances, investment securities, maturities, and other features. Included in this report shall be the distribution of investment income for the previous month.

5.11 Investment Policy Distribution

A) The Fiscal Officer shall distribute a copy of this investment policy and any revisions or updated versions to each qualified public depository and any eligible broker/dealer desiring to do business with the Library.

B) Before accepting funds or engaging in investment transactions with the Library, the supervising officer at each depository or designated broker/dealer of government securities shall certify that he or she has reviewed this investment policy and agrees to disclose potential conflicts or risks to public funds that might arise out of transaction between the depository or firm and the Library.

5.12 The Library Investment Policy shall be adopted by resolution of the Board of Library Trustees. The Policy shall be reviewed annually by the Board of Trustees and any modifications made thereto must be approved by resolution.

ARTICLE VI –CREDIT CARD POLICY

6.1 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.”

6.2 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.

6.3 The Library will not obtain or maintain any debit cards.

6.4 Credit cards will be established in the name of the New Madison Public Library with a maximum credit limit not to exceed \$2,000.00.

6.5 The Fiscal Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library.

(A) The Fiscal Officer 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 Fiscal Officer is responsible for determining, when necessary, the need to cancel a

credit card account and any adjustment to credit limits on the credit cards, subject to Board approval.

- (C) The Fiscal Officer is responsible for notifying the issuing financial institution of a lost or stolen card. Library personnel using a credit card must notify the Fiscal Officer when they become aware that a card is lost or stolen.

6.6 Credit cards will be kept in the office of the Fiscal Officer and may be signed out to authorized Library personnel from time to time as necessary. The credit card should be promptly returned to the office of the Fiscal Officer once the purchases for which it was checked out have been made.

6.7 Credit cards may be signed out only to the following Library personnel:

- (A) Director
- (B) Fiscal Officer
- (C) An employee approved by Director on a case-by-case basis

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

6.9 Prior to initial receipt of a credit card, each individual must agree to and sign the Credit Card Responsibility and Use Procedures.

6.10 The Board authorizes the use of Library credit cards for use in connection with Board- approved or Library-related activities. 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.

6.11 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 Fiscal Officer at the time card is signed back in.

6.12 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.

6.13 If a credit card is lost or stolen, or if any 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 Fiscal Officer.

6.14 All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to the New Madison 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.

6.15 On an annual basis, the Fiscal Officer will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

ARTICLE VII –KEYS

7.1 The Library Director is responsible for issuing keys to staff as required by their duties and will be retrieved by the Library Director when the staff member leaves employment.

7.2 Keys will not be issued to staff members under the age of 18.

ARTICLE VIII – SECURITY SYSTEM

8.1 The Library Director will select a master code for all commands to the security system. Select key holders will be given a code for emergency use.

8.2 A security code will be assigned to staff members for their use only. The staff code will change whenever a staff person leaves employment.

8.3 Custodial staff will receive a separate code when hired.

ARTICLE IX – PATRONS AWAITING RIDE AT CLOSING

9.1 Occasionally a situation may develop where a patron awaits a ride home when the library closes. If no one has arrived by the scheduled closing time, such patrons should be asked to wait outside of the library.

9.2 Library employees are not responsible for patrons waiting outside after the building closes. The employee has the right to contact the authorities for assistance.

ARTICLE X –INCIDENT REPORTING

10.1 In the event of an accident or medical emergency involving patrons, staff will contact the Tri-Village Rescue to assess the situation. If the patron refuses treatment, they will be given a release of liability clause to sign and date on the “Incident Report Form” (Appendix E).

10.2 All staff members involved in the incident are to immediately complete an “Incident Report Form” (Appendix E), place the form in a sealed envelope, contact the Director for further directions, and place the envelope on the Director’s desk.

ARTICLE XI – PROBLEM PATRON BEHAVIOR {Updated 08.2022}

11.1 Nuisance

(A) To ensure the safety of all library patrons, acceptable behavior is expected.

(B) Inappropriate language, extreme noise, or disruptive behavior will not be tolerated.

Unruly, disruptive, and/or aggressive actions by visitors on library grounds will result in the violators being asked to leave immediately. If the visitor refuses or becomes belligerent, the Library Director or staff member may contact the authorities. Repeated occurrences of such behavior may result in the loss of library privileges.

11.2 Sexual Misconduct

1) Patron will be asked to end the behavior and leave the building.

2) If the patron refuses or becomes belligerent, the Library Director or staff member should contact the authorities.

3) The patron must meet with the Library Director before returning to regular usage of the library. If the patron is a minor, the guardians may be contacted as well.

ARTICLE XII – LIBRARY EXHIBITS

12.1 Artistic Standards

(A) Educational and community oriented exhibits are encouraged. Commercial displays are not acceptable.

(B) The library reserves the right to reject any display item if deemed inappropriate or lacking in artistic merit. The library may exercise such right without giving justification.

12.2 Installation and Removal

(A) Each exhibitor is responsible for the installation and removal of their items.

(B) If not removed on schedule, the library reserves the right to store the items at the owner's expense.

(C) For liability purposes, each item must possess an individual identification tag and unique number assigned to the work. If more than one person is exhibiting, his or her name must appear on the back of the item. Prices may not be displayed on the front of the work.

12.3 Insurance It is highly recommended that exhibitors carry their own insurance on their works; the library's insurance does not provide coverage. The library is not responsible for the theft or damage of any items.

12.4 Security The library has a security system for the entire institution; however, there is no security guard on the premises.

ARTICLE XIII – FIREARMS ON LIBRARY PREMISES

13.1 The Board of Trustees hereby resolves that no firearms, either concealed or in plain view, are permitted on library property or in the library building, unless the owner is a law enforcement officer. Notice of this policy and the Library's status as exempt from Ohio's Concealed Carry Legislation will be posted as required by Ohio Revised Code.

ARTICLE XIV – USE OF LIBRARY COMPUTERS AND THE INTERNET

14.1 Computer Use

- (A) Patrons wishing to use library-owned computers must present an unencumbered library card. Patrons with accrued fines or fees of more than \$5.00 will not have access to computers owned by the library. Patrons must use their own library card to sign up for computer time. (Patrons under the age of 18 may use a parent or guardian’s card if the child does not have a card of their own.) Patrons do not need a library card in order to use their own equipment on the library’s wireless network.
- (B) Guest passes are available for patrons who need computer access of a temporary nature (i.e. out-of-town visitors who wish to check e-mail).
- (C) Patrons may elect to use a library computer for a 30-minute session on a first-come, first-served basis. Additional time may be available if no one is waiting. Time limits will be enforced during periods of heavy use. Patrons may be limited to one computer session per day during periods of heavy demand.
- (D) Documents or files cannot be saved on the hard drive of a public computer. Patrons are encouraged to save files to their own storage device.
- (E) New Madison Public Library assumes no responsibility for damage to a patron’s storage device or personal computer equipment being used with library-owned computers or the library’s wireless network.
- (F) Failure to comply with the provisions of this policy may result in loss of access. Illegal acts may be subject to prosecution by local, state and federal authorities.

14.2 Acceptable Use of the Internet

- (A) New Madison Public Library affirms that the safety of children using the Internet is the responsibility of the parent or guardian and not the responsibility of the Library. Although we are CIPA compliant, NMPL uses minimal filter settings; therefore, parents or guardians are responsible for safeguarding their children while using the Internet. Patrons wishing to control Internet access may set a “No Internet” block on a minor patron’s card.
- (B) Internet access through New Madison Public Library may be used to access resources, engage in communication or conduct online activity with the following exceptions and prohibitions:
- Patrons may not send, receive or display text or graphics that may reasonably be construed as “obscene” (See Ohio Revised Code 2907.01).
 - Patrons may not use online resources to conduct illegal activity of any nature.
 - Patrons may not disrupt others or invade another patron’s privacy.
 - Patrons may not modify or gain access to files, passwords or data belonging to others; nor seek unauthorized access to any computer system, network, host server or database.
 - Patrons must adhere to legal protection provided by copyright and licenses for programs and data (Appendix F).
- (C) The Internet and its available resources contain a wide variety of material and options from varied points of view. In offering Internet access, library staff cannot control access points that often change rapidly and unpredictably. Users are hereby notified that they are responsible for the access points they reach.

(D) Users may not represent themselves as another person

(E) Library staff cannot provide in-depth training concerning computer use or accessing the Internet on patron-owned equipment. Wireless users are responsible for configuring their equipment to access the library's network.

(F) Patrons using library computers may print both black and white and/or color materials at the established cost per page. Printing is limited to within the patron's allotted computer time. Patrons using personal devices do not have access to library printers.

(G) The Library does not offer e-mail accounts. Patrons must register with an Internet service provider or email service at their own discretion.

(H) All users agree by using a library computer or by using the library's wireless network to hold New Madison Public Library harmless from all claims, losses, damages, obligations, or liabilities directly or indirectly related to the use of the Ohio Public Library Information Network and the Internet.

(I) The Library is not responsible for any liability that may arise as a result of the disclosure of financial or other personal information while accessing the Internet via a library connection.

(J) Failure to comply with the provisions in this policy may result in loss of access. Illegal acts may be subject to prosecution by local, state or federal authorities.

ARTICLE XV – RECORD RETENTION

15.1 A Records Commission of the New Madison Public Library shall be composed of the Fiscal Officer, Director and one Trustee. A file maintained by the Fiscal Officer will serve as the official record of all disposals of records and contain all disposal lists and approvals. The file shall be an official record of the Library Board of Trustees.

15.2 Records shall fall into two categories: Permanent and Non-Permanent.

ARTICLE XVI – CONFIDENTIALITY OF PATRON RECORDS

16.1 It is the policy of New Madison Public Library that all patron records, as well as any records linking names of library users with specific materials and/ or Internet transactions, are to be considered confidential in nature. No such records shall be made readily available to any agency of the state, federal or local government, or to any individual unless a court order requiring disclosure has been entered by a court of competent jurisdiction. All requests for disclosure of confidential records should be referred to the Library Director. Records of children under the age of 18 may be provided to their parents, guardians or custodians. {See Ohio Revised Code 149.432}

ARTICLE XVII - PUBLIC RECORDS REQUESTS

17.1 The library strictly adheres to the state's Public Records Act. Exemptions from disclosure established by federal or state law, including without limitation, Ohio Revised Code Section 149.432, must be applied, particularly where the laws are intended to protect the rights of third parties.

17.2 In accordance with the Ohio Revised Code and applicable judicial decisions, records are defined as any item that (i) contains information stored on a fixed medium (such as paper, electronic – including but not limited to email – and other formats); (ii) is created or received by, or sent under the jurisdiction of a public office and (iii) documents the organization, functions, policies, decisions, procedures, operations or other activities of the office. All records of the library meeting this definition are public unless they, or parts of them, are specifically exempt from disclosure under the Ohio law or federal law.

Inquiries regarding pending litigation, matters involving a significant exposure to litigation, and certain personnel-related information are also exceptions.

17.3 As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying upon request. Record retention schedules shall be made readily available to the public. Records will be available for inspection and copying during regular business hours.

17.4 The Fiscal Officer, or the Library Director if the Fiscal Officer is unavailable, is the designated public records manager to whom requests for public records should be directed.

17.5 Records Requests

(A) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the library to identify, retrieve, and review the records. If it is not clear what records are being sought, the Fiscal Officer, or the Library Director if the Fiscal Officer is unavailable, will contact the requester for clarification, and will assist the requester in revising the request by informing the requester of the manner in which the office keeps its records. When there are questions about whether the information requested can be released, the Library Director will consult with the County Prosecutor's Office.

(B) The requester does not have to make a request in writing, and does not have to provide his or her identity or the intended use of the record. This information will only be requested if the written request or disclosure of identity of the requester or the intended use of the record would benefit the requester by enhancing the ability of the library to identify, locate or deliver the requested public record. The requester will be informed that the written request or disclosure of identity of the requester or intended use of the records is not mandatory.

(C) Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the stored records; and the need for legal review of the records requested.

(D) Each request will be evaluated for an estimated length of time required to gather the records. Any denial of public records requested must include an explanation, including legal authority. If the request is in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.

(E) Those seeking public records will be charged the established cost of photocopies or any costs related to other formats of reproduction.

(F) Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies, in addition to any copying charges. The library requires that the requester pay fees and postage in advance.

17.6 Public Records Exceptions

Exemptions under this Policy include, but are not limited to, the following:

(A) O.R.C. 149.432 exempts library records or patron information, unless 1) an appropriate subpoena, search warrant or court order is received; 2) the request is from a law enforcement officer who is acting in the scope of the officer's law enforcement duties and who is investigating a matter involving public safety in exigent circumstances, or 3) the individual who is the subject of the record or information consents.

(B) As exempted, with exceptions, under O.R.C. 149.43 and federal or state law:

- Attorney-client privileged information;
- Confidential employee information including medical records, Social Security numbers, etc.;
- Records that have been sealed pursuant to a statutorily authorized court order.

ARTICLE XVIII – PUBLIC PARTICIPATION AT MEETINGS

18.1 Meetings of the Library Board of Trustees are public meetings which may be observed by the public. In some instances, members of the public may wish to address the Board. While the Library Board welcomes comments from the public (including library staff members) at board meetings, order must be maintained at all meetings. So that Board Meetings may run efficiently, the Board has established the following guidelines related to public comments.

18.2 All visitors must complete sign in on the Visitor Log (Appendix C) at the beginning of the meeting and indicate if they wish to address the board or simply observe the meeting. Those wishing to address the board should list a topic.

18.3 Individuals wishing to address the Board will be given one opportunity to speak during the period designated on the agenda.

18.4 Individuals shall only speak after being recognized by the presiding officer.

18.5 Comments may be limited to no more than three (3) minutes per individual.

18.6 In order to maintain an accurate record of the proceedings, comments should be prefaced with the speaker's name.

18.7 The Board reserves the right to respond to public comments immediately or at a later date.

18.8 Unsolicited comments, interruptions, disturbances and remarks of a personal or threatening nature will not be tolerated, and the offenders will be asked to leave.

18.9 The Board must be notified in advance for their approval to record any meeting.

ARTICLE XIX – PHYLLIS COLE DUBBS COMMUNITY ROOM USE

19.1 The Library believes that the Phyllis Cole Dubbs Community Room should be available for use by Tri-Village community organizations, active patrons, or local groups of individuals formed for charitable, civic, social, religious, recreational, and educational purposes, provided that such use does not infringe on library use of the room or interfere with library activities. The Community Room may not be reserved by any sponsoring group or individual seeking to make a profit; by any sponsoring group or individual representing partisan political views; for any private social event that is not affiliated with a recognized community group; and/ or for any purpose that is prohibited by law.

19.2 No group or individual is permitted to charge registration or admission fees for events held in the Community Room. Fees for recovering the cost for educational materials, supplies or refreshments may be charged, however.

19.3 The Library does not advocate or endorse the viewpoints of any group or individual using the Community Room. Meetings to be held in the Community Room shall not be advertised in a manner that implies sponsorship by the Library.

19.4 The Library is not liable for injuries to people, loss of property, or damage to property, individuals or organizations using the Community Room.

19.5 Any organization wishing to reserve the Community Room must first read and complete a “Community Room Contract and Reservation Form” (Appendix C) and agree to abide by the Guidelines for Use listed on said form. The Library Director will approve all reservations and notify the group or individual wishing to use the Community Room once the reservation has been approved.

ARTICLE XX – RIGHT TO READ STATEMENTS

20.1 The Library Board supports the “Students Right to Read” statement as prepared by the National Council of Teachers of English. All patrons of the Library have a legal right to information of their choice and it is the obligation of the library to furnish it without prior censorship. The Library will be responsive to the expressed wishes of concerned patrons who supervise the reading of their children. For further information, please see...

<http://www.ncte.org/positions/statements/righttoreadguideline>

20.2 The Library Board supports the principles of the American Library Association’s (ALA) “Library Bill of Rights” and asks that any requests for restricting the availability of materials be submitted to the Library Director. Any such request must be presented in writing, be signed and should cite reviews (passages and page numbers) from the material in order to justify why access to the item(s) should be limited. The Library Board shall consider the written proposal at its next board meeting. For further information, please see...

<http://www.ala.org/advocacy/sites/ala.org/advocacy/files/content/intfreedom/librarybill/lbor.pdf>.

20.3 The Library Board supports the principles of the ALA” Freedom to Read” statement. For further information, please see... <http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement> .

ARTICLE XXI – MATERIAL SELECTION

21.1 The Library serves as a storehouse of reading matter, multimedia, digital media, and other materials for use by the public. The Library Director’s selection of materials purchased with public funds is based on seven factors:

- Is it likely to be demanded or used by our community and library patrons?
- Is it suitable for the intended audience?
- Is it favorably reviewed or referenced in reliable, unbiased selection tools?
- Is it available at a reasonable cost?
- Will the subject matter or format withstand the test of time?

- Does it add significance and value to the collection?
- Does the material meet the library’s standard of establishing a balanced collection of resources representing diverse interests and viewpoints for the use and recreation of the community?

21.2 Periodicals on multiple viewpoints and diverse interests will be accessible.

21.3 Local, regional, and national newspapers will be accessible.

21.4 Multimedia materials will be accessible.

21.5 Computers and digital equipment will be accessible.

ARTICLE XXII – MATERIAL CHALLENGES

22.1 The Library adheres to the ALA “Library Bill of Rights,” (Article 15.2) and affirms that libraries should provide resources for the interest, information, and enlightenment of all people in the community we serve. The Library further believes that materials from various points of view should be accessible. The Library respects intellectual freedom and supports it by providing access to materials that meet the widest range of needs and interests.

22.2 The Library does provide an option for members of the community and the patrons we serve to request an item to be reconsidered. The process involves the following steps.

- 1) Complete the “Request for Reconsideration of Library Item” (Appendix D).
- 2) Request is presented to the Review Committee, which consists of the Library Director, one or more Trustees, and a community member. An appeal can be lodged with the entire Board of Trustees.

ARTICLE XXIII – COLLECTION WEEDING & DISPOSAL OF MATERIALS

23.1 Weeding and discarding materials is an on-going process. Weeding becomes necessary when additional space is needed in a particular area of the library, when materials become out-dated and/ or when poor condition or limited circulation of the item warrants it be discarded.

23.2 The Library Director completes or assigns weeding as needed. Items may be discarded after consideration of the following:

- Has the item circulated in the past 5 years?
- Is the item considered a classic or has it been awarded?
- Is the item available through the consortium or interlibrary loan?

23.3 Disposal of library materials weeded in this manner will be at the discretion of the Library Director, subject to review by the Trustees and/or applicable Statutes of the State of Ohio.

23.4 Discarded library materials may be given to the Friends of the Library to be used at their discretion for the support of the Library’s initiatives.

ARTICLE XXIV– DONATIONS

24.1 Acceptance of donations of money, books and other library materials will be determined by the Library Director on the basis of their suitability to the Library’s purposes and needs in accordance with the Library’s “Material Selection” policy (Article XVI). Accepted gift items will become property of the Library and the use or disposal of the item will be determined by the Library Director.

24.2 The Library may accept and house historic community records, pictures, mementos, artifacts, etc. and assemble them for safe keeping for present and future generations to preserve the local history of our communities. The Board of Trustees reserves the right to share any and all donations with a more appropriate historical organization.

24.3 Donations will be acknowledged by the Library Director and/or the Fiscal Officer.

ARTICLE XXV– NOTARY SERVICES {Created 09.2022}

25.1 The Library offers basic Notary Public Services according to ORC 147 during our regular business hours Monday through Friday by appointment when our Notary Public is scheduled to work.

25.2 Appointments for Notary Services **must be made in advance** by calling the Library.

25.3 Guidelines

- All persons signing the document must appear in person & bring a valid, government-issued photo ID & **unsigned** documents to be notarized. Documents **must be signed in the presence of the notary** in order to be valid.
- Complete ALL information above the signature line before your appointment time.
- NMPL will NOT provide witnesses. Please bring a witness who knows you.
- NMPL provides only basic Notary Public Services.
- Bring no more than 3 documents to each Notary Services Appointment.
- The Notary WILL NOT notarize the following items:
 - Real estate transactions or Quick Claim Deeds
 - Corporate documents
 - Documents with more than 10 pages
 - Last Will and Testaments
 - Living Wills
 - Living Trusts
 - Codicils or depositions
 - Power of Attorney
 - Documents which require an electronic signature
 - Foreign Passport or Visa Application

25.4 Neither the Notary or New Madison Public Library is liable for the content of the notarized document.

Mobile HotSpot Lending Policies {Board Approved 10.09.2023}

Check Out Requirements:

Must have a NMPL card with no fees, current address, and updated phone contact

Must be 18+ years old

Only 1 HotSpot checkout per family at a time

HotSpots check out for 7 days*

Check In Requirements:

Must be checked in by a NMPL employee at Circ Desk

If HotSpots are returned in the Bookdrop and damaged, full replacement fees will be charged to borrowing patron's account

If any items are missing or damaged, replacement fees will be charged

HotSpot	\$150
Charging Cord	\$20
HotSpot Case	\$20

Additional Items:

Signal will be turned off if HotSpot is not returned by the due date.

NMPL will not accept HotSpots purchased by patrons in lieu of payment.

* Can be extended at Director's discretion

10.09.2023

Community Room Contract and Reservation Form

The Phyllis Cole Dubbs Community Room is available for use by Tri-Village community organizations, active patrons, or groups of individuals formed for charitable, civic, social, religious, recreational, and educational purposes, provided that such use does not infringe on library use of the room or interfere with library activities. The Community Room may not be reserved by any sponsoring group or individual seeking to make a profit; by any sponsoring group or individual representing partisan political views; for any private social event that is not affiliated with a recognized community group; and/ or for any purpose that is prohibited by law.

Guidelines for Community Room Use

1. No group or individual is permitted to charge registration or admission fees for events held in the Community Room. Fees for recovering the cost for educational materials, supplies or refreshments may be charged, however.
2. Light refreshments may be served. Alcoholic beverages are prohibited. Meeting room must be left free of crumbs and waste. The Library does not provide equipment or services related to serving refreshments.
3. Library staff will set up the room in one of the configurations designated on the reservation form. Those using the room are responsible for returning the room to the chosen configuration at the end of the event if any tables and chairs are moved during the event.
4. The Community Room is only available during regularly scheduled library hours so all events must begin and end during library hours, including any required set-up or clean-up.
5. No storage space is available in the Community Room. Any materials, supplies or personal items left behind at the end of an event will be discarded.
6. The Library is not liable for injuries to people or damage to property, individuals or organizations using the Community Room.
7. Maximum occupancy for the Community Room is 21.
8. An application to use the Community Room must be made in person, signed by a group representative and filed with the Library.
9. Requests to use the Community Room may be made at the Circulation Desk at least two weeks before a scheduled event but no more than six months before a scheduled event.
10. Requests will be honored on a first come, first served basis. Library events always take priority over other events.
11. The Library reserves the right to cancel scheduled events in the event of an emergency, such as a weather-related closing or unsafe building conditions.
12. The use of the Community Room by a non-library group shall not be publicized in any way that implies library sponsorship or endorsement of a group's activities.

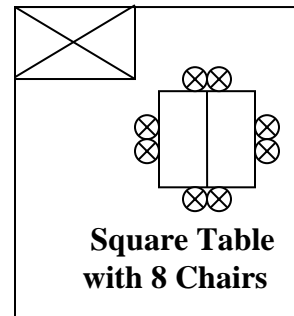
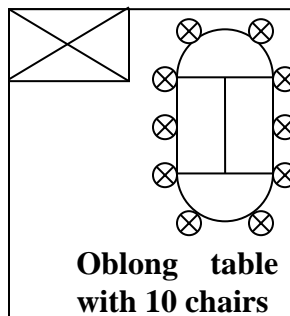
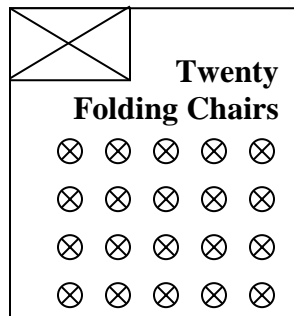
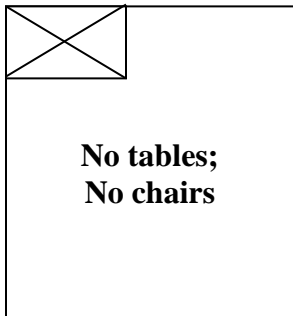
Community Room Reservation Request and Contract

Group Name: _____ Date _____
 Representative Name: _____
 Address: _____ Phone _____

Event Date: _____ **Event Times:** _____

Briefly describe the event to be held. Include approximate attendance, if refreshments will be served, and how the event will be publicized:

The following seating arrangements are possible in the Community Room. Please circle the option best suited to meet your needs. We will set up the room in your chosen configuration prior to your meeting or event.



As a representative of the above-listed group, I agree to abide by the “Guidelines for Community Room Use” as listed earlier in this application. I understand that the Library Director will review this request and notify me of the status of this request.

Group representative signature: _____

Approved *Not Approved* *Director’s signature:* _____





Patron Request for Reconsideration of Material

Patron Name: _____

Address: _____

Phone _____

Item for Reconsideration

Title _____

Author/Editor _____ Publisher _____

Publication Date _____ Additional Bibliographical Information _____

PLEASE MARK ONE DESCRIPTION BELOW...

___ I have read the item. ___ I have partially read the item. ___ I have not read the item.

Describe specifically areas of concern with this item, using page numbers whenever possible.

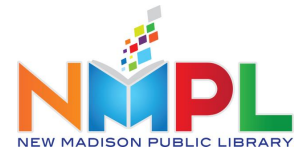
What course of action are you requesting...

___ Relocation of the item ___ Removal from display ___ Removal from the collection

Patron Signature _____ Date _____

For library use only:

Director's Notes _____



Dear Patron:

I understand that you have asked that some action be taken with an item that you checked out from our collection. First, let me assure you that the Trustees have put in place policies and procedures to address this issue. Article XVIII in our “Library Policies and Operating Procedures” is as follows...

18.1 The Library adheres to the ALA “Library Bill of Rights,” (Article 15.2) and affirms that libraries should provide resources for the interest, information, and enlightenment of all people in the community we serve. The Library further believes that materials from various points of view should be accessible. The Library respects intellectual freedom and supports it by providing access to materials that meet the widest range of needs and interests.

18.2 The Library does provide an option for members of the community and the patrons we serve to request an item to be reconsidered. The process involves the following steps.

- 1) Complete the “Request for Reconsideration of Library Item”
- 2) Request is presented to the Review Committee, which consists of the Library Director, one or more Trustees, and a community member. An appeal can be lodged with the entire Board of Trustees.

While I realize that everyone has different tastes, interests, and beliefs, it is the goal of the Library to provide materials that meet the widest range of needs and interests. If you believe that an item should be moved to another section of the library or removed entirely, please complete the attached form and return it to me. I will review your request, determine the next necessary step, and contact you in a timely manner.

Thank you for your commitment to New Madison Public Library, its patrons, and the communities that we serve.

Brenda K. Miller
Director
New Madison Public Library
142 South Main, PO Box 32
New Madison, OH 45346
937 996-1741 – phone
937 996-1473 – fax
<http://www.newmadisonpubliclibrary.org>



Incident Report Form

Date of Incident: _____ Time: _____ AM / PM Location of Incident _____

Name of affected person(s): _____

Address: _____ City: _____ Zip: _____

Phone Number(s): _____ (H) _____ (C) _____ (Other)

Details of Incident: _____

Witnesses/Employees Who Assisted: _____

Reported by:

Signature _____ Date _____ Time _____

If the affected party refuses medical attention, please have them sign the following release.

I have refused medical attention. I do not hold New Madison Public Library liable for any injury or damage resulting from this incident. I release New Madison Public Library, its employees, and trustees from all legal liability connected to this incident.

Signature _____ Date _____ Time _____

Witness _____ Date _____ Time _____

NMPL WiFi is provided for community use, but it is **ILLEGAL** to use this public WiFi for illegal downloading of music, movies, books, or other **copyrighted items**.

If you are using the following websites or apps, You are **illegally downloading** music, movies, books, or other **copyrighted items**.

Pirate Bay
UTorrent
BitTorrent
qBittorrent
Limewire

ShowBox
MovieBox
PopcornTime
Frostwire
Movie123

Credit Card Responsibility and Use Procedures

A credit card account has been established to meet the needs of New Madison Public Library for incidental purchases. Upon receipt of proper documentation and itemized receipt, credit card expenditures will be paid through the Fiscal Officer'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 New Madison Public Library's 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 your credit limit of \$2,000.00 There are no exceptions.
3. Proper documentation to support the expenditure must be given to the Fiscal Officer at the time card is signed back in.
 - a. Proper documentation is to include:
 - i. Dated, 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 Fiscal Officer'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. You shall promptly return the credit card to the office of the Fiscal Officer once the purchases for which it was checked out have been made.

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 Fiscal 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 Fiscal Officer or Director.

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: _____