



LIMA PUBLIC LIBRARY

Operating Policies & Procedures



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INTRODUCTION

PURPOSE OF POLICIES

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The Operating Policies & Procedures Manual of the Lima Public Library explains and regulates the manner in which the Library directly interacts with Library patrons and the community it serves. These policies describe the variety, extent, and limit of services and materials offered by the Library, and ensure that patrons and staff alike may understand what those opportunities and limits are. Policies are approved by the Lima Public Library Board of Trustees and are reviewed and revised as necessary.



MISSION STATEMENT

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The Mission of the Lima Public Library is to offer materials and services for the informational, educational and recreational enrichment of the citizens of Allen County.



LIBRARY BILL OF RIGHTS

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The American Library Association and the Lima Public Library affirm 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 responsibility 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 beliefs or affiliations of individuals or groups requesting their use. However, certain restrictions do apply to political organizations.



FREEDOM TO READ STATEMENT

Policy last updated: May 19, 2105

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.



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.

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.

A Joint Statement by:

American Library Association

Association of American Publishers



FREEDOM TO VIEW STATEMENT

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The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.



LIBRARY OPERATIONS POLICIES

SERVICE AREA AND GOVERNANCE

Policy last updated: May 19, 2105

The Lima Public Library (hereafter referred to as the Library) is organized as a school district Library. Its legally-defined service area is the same as that of the Lima City School District. In addition, The State Library of Ohio (in agreement with Lima Public Library) legally defines our boundaries as the following: Lima City School District, Allen East Local School District, Bath Local School District, Elida Local School District, Perry Local School District and those portions of the Shawnee Local School District, Spencerville Local School District and Columbus Grove School District within Allen County. The Library also has Branches in the following communities: Cairo, Elida, Lafayette and Spencerville. The Library also maintains a small collection at the Ohio State University-Lima Campus Library as a result of a partnership agreement with the University.

As a recipient of Public Library Fund monies from the State of Ohio, the Library extends its full services to the inhabitants of the Lima City School District and abridged services to other residents of the State of Ohio.

The Library is governed by a Board of Trustees (hereafter referred to as the Board) which consists of seven members appointed by the Lima City Schools Board of Education for terms of seven years. The Board's operating policies are described in its bylaws.



LOCATION AND HOURS OF SERVICE

Policy last updated: May 19, 2105

Lima Public Library (Main)

650 West Market Street
Lima, OH 45801-4678
www.limaLibrary.com

The Library is open to the public:
Monday, Tuesday & Thursday: 9am - 8 pm
Wednesday, Friday & Saturday: 9am - 5pm

Branches:

Cairo Branch Library

108 West Main Street
Cairo, OH 45820

The Library is open to the public:
Monday & Tuesday: 12 pm - 8 pm
Thursday: 10 am – 6 pm
Friday & Saturday: 9am - 1pm

Elida Branch Library

200 West Main Street
Elida, OH 45807

The Library is open to the public:
Monday & Thursday: 1:30 pm -4:30 pm; 5:30 pm – 8 pm.
Tuesday: 10 am – 2 pm

Lafayette Branch Library

225 East Sugar Street
Lafayette, OH 45854

The Library is open to the public:
Monday & Thursday: 1:30 pm -4:30 pm; 5:30 pm – 8 pm.
Tuesday: 5:30 pm – 8 pm

Spencerville Branch Library

2489 Wisher Drive
Spencerville, OH 45887

The Library is open to the public:
Monday & Tuesday: 12 pm - 8 pm
Thursday: 10 am – 6 pm
Friday & Saturday: 9am - 1pm



STAFF IN CHARGE

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Daily operations and general supervision are the responsibility of the Library's executive director or, in his/her absence, the designated person in charge which could be any one of the following (in no particular order):

<u>Name</u>	<u>Title</u>
Gary Fraser	Executive Director
Janet Bonifas	Chief Fiscal Officer
Debbie Buettner	Head of Branches & Youth Services
Susie Gray	Director of Development
Belinda Long	Administrative Assistant
Linda Melson	Payroll Clerk
Darrel Rice	Head of Maintenance
Karen Sommer	Head of Public Relations
Dave Vastano	Security Supervisor
<i>Librarian-In-Charge</i>	<i>As scheduled on monthly L-I-C calendar (future implementation)</i>



HOLIDAYS AND CLOSINGS

Policy last updated: May 19, 2105

The Libraries are closed on the following days:

NEW YEAR'S DAY

MARTIN LUTHER KING, JR. DAY

PRESIDENTS' DAY

MEMORIAL DAY

INDEPENDENCE DAY

LABOR DAY

VETERANS DAY

THANKSGIVING DAY

CHRISTMAS EVE

CHRISTMAS DAY

NEW YEAR'S EVE

The Library may also be closed for a Staff In-service Day in order that all staff may participate; the date is set by Library administration.

The Board reserves the right to close the Library at additional times when appropriate. When possible, the public will be notified in advance of closings that fall outside the regular Library schedule. The Library director, or a designee, is authorized to close the Library in emergency situations.





CLOSING POLICY

Policy last updated: May 19, 2105

1. In order to provide the best service, Lima Public Library locations are open for scheduled service whenever possible. The Library is concerned about the safety of its employees and patrons. The Library also recognizes that weather and other emergency situations are localized and conditions may vary throughout the Library's county wide service area.
2. Authority to Close:
 - a) During extreme weather or other emergency situations, the Director (or a designee) may close all or some of the Lima Public Library locations.
 - b) If the Director is not available, the Library supervisor may close the facilities.
3. Notification:
 - a) The news media will be notified of any closings through the Director's office.
 - b) Every effort will be made to notify staff and the public with as much advance notice as possible of closing.
 - c) It is the employee's individual responsibility to be informed of the Library's status and to maintain current contact information with the Library.
 - d) The point of contact for staff is their immediate supervisor.
 - e) The point of contact for Board and Administrative Staff is the Director.
4. The closing services of WIMA Radio and WLIO TV (online and broadcast) are the primary means of notification of closings. The Library's website and social media sites will also be utilized.



RECORD ACCESS POLICY

Policy last updated: May 19, 2105

I. Introduction:

It is the policy of the Lima Public Library, hereafter referred to as the Library, that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of the Library to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code (*ORC*). If the request is in writing, the explanation must also be in writing.

II. Purpose:

The Library acknowledges that it maintains many records that are used in the administration and operation of the Library. In accordance with state law and the Library Public Library Records Commission, the Library has adopted Schedules of Records Retention and Disposition (RC-2) that identify these records. These schedules identify records that are stored on a fixed medium that are created, received, or sent under the jurisdiction of the Library and documents the organization, functions, policies, decisions, procedures, operations, or other activities of the Library. The records maintained by the Library and the ability to access them are a means to provide trust between the public and the Library.

III. Scope:

- A. Each Department Head is the custodian of all records maintained by the office, department or function.
- B. The period of time for which the Library stores or maintains records was determined by assessing the administrative, legal, fiscal, and/or historical value of the records to the Library, efficient business practices, and by reviewing the suggested retention periods developed by the Local Government Records Program for the Ohio Historical Society.
- C. Material in the possession of the Library which is protected by copyright, trademark, trade secret, or other intellectual property rights laws will not be released unless such release is in accordance with an appropriate licensing or use agreement or as otherwise permitted by law.

IV. Definitions:

- A. "Records" (As used in Section 149.011(G) of the *ORC*): Includes any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.
- B. "Public Record" (As used in Section 149.43(A)(1) of the *ORC*): Records kept by any public office, including, but not limited to, state, county, village, township, and school district units, and records pertaining to the delivery of educational services by an alternative school in Ohio kept by a nonprofit or for profit entity operating such alternative school pursuant to Section 3313.533 [3313.53.3] of the *ORC*. For definition of what a "Public record" does not mean please refer to ADDENDUM A.
- C. Definitions as used in Section 1347.01 of the *ORC*:



1. "Maintains" means state or local agency ownership of, control over, responsibility for, or accountability for systems and includes, but is not limited to, state or local agency depositing; or information with a data processing center for storage, processing, or dissemination. An agency "maintains" all systems of records that are required by law to be kept by the agency.
2. "Personal information" means any information that describes anything about a person, or that indicates actions done by or to a person, or that indicates that a person possesses certain personal characteristics, and that contains, and can be retrieved from a system by, a name, identifying number, symbol, or other identifier assigned to a person.

V. Fees:

The Library, in accordance with Section 149.43 of the *ORC*, will establish a fee schedule for records copied, based upon the actual cost of supplies, records storage media costs, mailing costs and alternative delivery or transmitting costs, direct equipment operating or maintenance costs and/or costs paid to private contractors for copying services. Fees will not include wages and other compensation paid to employees while copying records. All departments will maintain a copy of the cost schedule and make the same available to the public and persons requesting public records.

VI. Availability:

- A. All public records maintained by the Library shall be promptly prepared and made available for inspection to any person during regular business hours as well as a copy of the Library's current records retention schedule(s). Departmental, office or functional records are the property of the Library. No record shall be removed, changed, modified or destroyed except by a Library employee in the performance of their official duties and as authorized under Ohio law.
- B. Individuals requesting access to inspect public records and/or receive copies of public records will be asked to voluntarily complete a written request explaining or identifying the records they wish to inspect and/or receive copies of. In no event shall an individual be denied access to inspect and/or obtain copies of public records based on their refusal to complete a written request.
- C. With the exception of Personnel Records for current and past employees of the Library, requests for the inspection and/or copies of public records shall be directed to the office, department or function that maintains the record.
- D. The regular business hours for the offices, departments and functions for Library are 8:00am to 5:00pm, Monday through Friday.

VII. Mailed Requests for Public Records:

- A. Upon receiving a written request for copies of a public record made in accordance with section 149.43 of the *ORC* via the United States Postal Service, the Library shall promptly respond to the request.
 1. An authorized employee of the Library shall, by any means practical, contact the requestor and advise them that advance payment is required prior to providing copies of public records via the United States Mail System, and in addition, the fee shall also include the cost of postage and the envelope.
 2. When practical, the Library may forward copied records by any other means reasonably acceptable to the requestor.



- B. In accordance with section 149.43(B)(7) of the *ORC*, the Library limits the number of requested public records, to be transmitted through the U. S. Mail, to a maximum of ten records per month, unless the requestor certifies that the records or information in them will not be used for commercial purposes.
 - 1. “Commercial purposes” shall be narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.
 - C. Authorized Library employees shall comply with the following procedures upon receiving a valid public record request through the United States Postal System:
 - 1. Library employees shall promptly process requests.
 - 2. Requestors shall be charged the postage fees and the cost of the envelope required to properly send the requested records through the mail.
- VIII. Requests for inspection and/or copies of public records, which are not maintained or are prohibited from release pursuant to applicable state or federal law, shall be processed in the following manner:
- A. If the Library receives a request for a record that it does not maintain or the request is for a record which is no longer maintained, the requestor shall be so notified in writing that one of the following applies:
 - 1. Their request involves records that have never been maintained by the Library, or
 - 2. Their request involves records that are no longer maintained or have been disposed of or transferred pursuant to applicable Library Schedules of Record Retention and Disposition (RC-2). or
 - 3. Their request involves a record that has been disposed of pursuant to an Application of the One-Time Records Disposal (RC-1).
 - 4. If the record that is requested is prohibited from release due to applicable state or federal law the responsible Library employee shall indicate the applicable state or federal law.
 - 5. If the record that is requested is not a record used or maintained by the Library an authorized employee of the Library shall notify the requestor that in accordance with *ORC* Section 149.40, that the Library is under no obligation to create records to meet public record requests.
- IX. **Ambiguous or Overly Broad Request for Public Records**
If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records under section 149.43 of the *ORC* such that the public office or the Library employee responsible for the requested public record cannot reasonably identify what public records are being requested, the public office or Library employee responsible for the requested public record may deny the request, but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the public office and accessed in the ordinary course of the public office’s or Library employees duties.
- X. **Denial**



- A. If a request is ultimately denied, in part or whole, the responsible Library employee shall provide the requestor with an explanation, including legal authority, setting forth why the request was denied.
- B. If the initial request was provided in writing then the explanation shall also be provided in writing;
- C. The explanation shall not preclude the Library from relying upon additional reasons or legal authority in defending an action commenced under law.

XI. Written Requests for Public Records

- A. For the purpose of enhancing the ability of the Library to identify, locate or deliver the public record(s) sought by the requestor, the Library shall provide to the requestor Library Form RC100 for the requestor to complete.
- B. Although the Library may ask the requestor to make the request in writing, ask for the requestor's identity, and may inquire about the intended use of the information requested, the requestor shall be advised a written request is not mandatory, and that the requestor may decline to reveal his identity or the public record's intended use.
- C. The requestor's refusal to complete Library Form RC100 does not impair the requestor's right to inspect and/or receive copies of the public record.

XII. Media Types/Distribution of Records

- A. If a person requests a copy of a public record, the Library shall permit the requestor to choose to have the public record duplicated on paper or upon the same medium upon which the Library maintains the public record or upon any other medium on which the record can reasonably be duplicated as an integral part of the normal operations of the public office, or the responsible Library employee for the public record. The request shall be acted upon and a copy of the public record prepared within a reasonable period of time. Fees shall apply in accordance with section IV of this policy.
- B. Persons seeking copies of public records are not permitted to make their own copies or utilize their copying or reproduction equipment.

XIII. Grievances

- A. If a person allegedly is aggrieved, due to the inability to inspect a public record or due to the inability to receive a copy of the public record; the person shall be advised that they may:
 - 1. Contact the Director of the Lima Public Library.
 - 2. If the person is not satisfied with the results they may contact the Secretary of the Board of Trustees of the Lima Public Library.
 - 3. If the person is not satisfied with the results they shall be advised that *ORC* section 149.43 provides a legal means for addressing their complaint in these disputes.

XIV. Personnel and Personal Information.

- A. To better facilitate requests for inspection or information and/or copies of records involving current or past employees of the Library inquiries shall be directed to the Personnel Officer of the Library.
- B. To better facilitate, manage and administer this process the Library has adopted a Schedule of Records Retention and Disposition (RC-2) for Personnel Records and



implemented a Personnel Record Management policy (Approved September 16, 1999) that has been approved by the Board Of Trustees of the Lima Public Library.

- C. To the extent practical, current and past employees should be notified in the event that a request has been made to inspect or obtain a copy of their employment related records. Current and past employees shall have the right to be present during the inspection and if they so request, receive a duplicate copy of any record requested at no charge.

XV. Exempted and/or Restricted Information:

- A. In accordance with the Federal Privacy Act, 5 U.S.C., 552a, no public record shall be released which contains a Federal Social Security number. Public records containing Federal Social Security numbers will have that information redacted prior to their release.
- B. In the event a request is made to inspect and/or obtain a copy of a record maintained by the Library whose release may be prohibited or exempted by either State or Federal Law, the request may be forwarded to legal counsel for the Library for research and/or review. The person submitting the request shall be advised that their request is being reviewed by legal counsel to ensure that protected and/or exempted information is not improperly released by the Library.
- C. Records, whose release is prohibited or exempted by either State or Federal Law, shall NOT be subject to public inspection. The following represents a partial list of records maintained by the Library, that may not be inspected or copied:
 - 1. Patron Circulation records;
 - 2. Information pertaining to medical treatment;
 - 3. Information related to on-going collective bargaining;
 - 4. Information related to on-going purchase of property;
 - 5. Infrastructure and Security Records including Security and Data Codes;
 - 6. Residential and familial information (including independent contractor information: Peace officer, firefighter, EMT) is exempted from release under the provisions of *ORC* section 149.43(A)(1)(p) except as specifically provided in *ORC* section 149.43(B)(9), including:
 - a) The address of the actual personal residence except for the state or political subdivision in which specified employees reside;
 - b) Information compiled from referral to or participation in an employee assistance program of specified employee;
 - c) The social security number, the residential telephone number, any bank account, debit card, charge card, or credit card number, or the emergency telephone number of, or any medical information that pertains to the specified employees;
 - d) The name of any beneficiary of employment benefits, including, but not limited to, life insurance benefits provided to the specified employees;
 - e) The identity and amount of any charitable or employment benefit deduction made by the specified employees unless the amount of the deduction is required by state or federal law;
 - f) The name, the residential address, the name of the employer, the address of the employer, the social security number, the residential telephone number, any bank account, debit card, charge card, or credit



card number, or the emergency telephone number of the spouse, a former spouse, or any child of the specified employees.

- g) Any record that identifies a person's occupation, of the specified employees, other than statements required to include the disclosure of that fact under the campaign finance law.
- 7. Upon written request made and signed by a journalist, on or after December 16, 1999, the Library employee responsible for the public record, having custody of the records shall disclose to the journalist the address of the actual personal residence of specified employee, and if specified employee's spouse, former spouse, or child is employed by a public office, the name and address of the employer of the specified employee. The request shall include the journalist's name and title and the name and the address of the journalist's employer and shall state how the disclosure of the information sought would be in the public interest.
- D. Information pertaining to the recreational activities of a person under the age of eighteen" is exempted from release and means information that is kept in the ordinary course of business by a public office, that pertains to the recreational activities of a person under the age of eighteen years, and that discloses any of the following:
 - 1. The address or telephone number of a person under the age of eighteen or the address or telephone number of that person's parent, guardian, custodian, or emergency contact person;
 - 2. The social security number, birth date, or photographic image of a person under the age of eighteen;
 - 3. Any medical record, history, or information pertaining to a person under the age of eighteen;
 - 4. Any additional information sought or required about a person under the age of eighteen for the purpose of allowing that person to participate in any recreational activity conducted or sponsored by a public office or to use or obtain admission privileges to any recreational facility owned or operated by a public office.

XVI. Infrastructure and Security Records are exempted from release under the provisions of *ORC* section 149.433.

- A. "Infrastructure record" means any record that discloses the configuration of a public office's critical systems including, but not limited to, communication, computer, electrical, mechanical, ventilation, water, and plumbing systems, security codes, or the infrastructure or structural configuration of the building in which a public office is located. "Infrastructure record" does not mean a simple floor plan that discloses only the spatial relationship of components of a public office or the building in which a public office is located.

XVII. "Security Record" means either of the following:

- A. Any record that contains information directly used for protecting or maintaining the security of a public office against attack, interference, or sabotage;
- B. Any record assembled, prepared, or maintained by a public office or public body to prevent, mitigate, or respond to acts of terrorism, including any of the following:



1. Those portions of records containing specific and unique vulnerability assessments or specific and unique response plans either of which is intended to prevent or mitigate acts of terrorism, and communication codes or deployment plans of law enforcement or emergency response personnel;
 2. Specific intelligence information and specific investigative records shared by federal and international law enforcement agencies with state and local law enforcement and public safety agencies;
 3. National security records classified under federal executive order and not subject to public disclosure under federal law that are shared by federal agencies, and other records related to national security briefings to assist state and local government with domestic preparedness for acts of terrorism.
- XVIII. A record kept by a public office that is a security record or an infrastructure record is not a public record under *ORC* section 149.43 and is not subject to mandatory release or disclosure under that section.
- A. Notwithstanding any other section of the *ORC*, a public office's or a public employee's disclosure of a security record or infrastructure record that is necessary for construction, renovation, or remodeling work on any public building or project does not constitute public disclosure for purposes of waiving division (B) of XVII and does not result in that record becoming a public record for purposes of *ORC* Section 149.43.
- XIX. Information related to/and maintained in accordance with the Americans with Disability Act (ADA), the Family and Medical Leave Act (FMLA) and the Health Insurance Portability and Accountability Act (HIPAA) requires that qualifying personal medical information be kept separate from regular personnel information and maintained in a secured area. Such information may only be released to:
- A. Supervisors and managers in order to provide information regarding work restrictions.
 - B. First aid or safety personnel if the disability would require treatment or procedures related to the disability.
 - C. Government officials investigating compliance with ADA, FMLA and HIPAA provisions.
 - D. With respect to Bureau of Workers' Compensation second injury funds or in compliance with workers' compensation laws.
 - E. To insurance companies which require medical exams to provide health or life insurance for the employee.
- XX. Redacting Exempted Records / Procedure:
- A. "Redaction" means obscuring or deleting any information that is exempt from the duty to permit public inspection or copying from an item that otherwise meets the definition of a "record" in section 149.011 of the *ORC*.
 - B. If a public record contains certain information that is exempt from the duty to permit public inspection or to copy the public record, the responsible Library employee for the public record shall make available all of the information within the public record that is not exempt.
 - C. When making that public record available for public inspection or copying that public record, the public office or the person responsible for the public record shall notify the requester of any redaction or make the redaction plainly visible.



- D. Redaction shall be deemed a denial of a request to inspect or copy the redacted information, except if federal or state law authorizes or requires a public office to make the redaction.
- E. If a request is ultimately denied in part or in whole, the public office or the person responsible for the requested public record shall provide the requester with an explanation, including legal authority, setting forth why the request was denied.
- F. The releasing employee shall then reproduce a copy of the page with the redactions; the resulting copy shall be the page that is released to the requester.
- G. The first reproduction page, with the original redactions made by the employee, is the work sheet. It shall be attached to the original record, and maintained in accordance with the retention period established for the original document.

XXI. American with Disabilities Act (ADA) Compliance.

- A. The Library and its employees shall facilitate all requests made by persons, regardless of handicap or disabilities. Employees authorized to release public records shall take all reasonable steps to ensure that no one is denied access to public information based on a handicap or disability.
- B. The Library and its employees shall follow all standards and guidelines established by local, state and federal laws or mandates, as it pertains to the Americans with Disabilities Act and other applicable laws.

Addendum:

- I. "Public Record" does not mean any of the following:
 - a. Patron Circulation records;
 - b. Medical records;
 - c. Intellectual property records;
 - d. Donor profile records;
 - e. Information pertaining to recreational activities of a person under the age of eighteen;
 - f. Records the release of which is prohibited by state or federal law;
 - g. Information reported and evaluations conducted pursuant to section 3701.072 of the *ORC*;
 - h. Information regarding the purchase of property
 - i. Public employee addresses, phone numbers, and bank account records



RECORDS RETENTION POLICY

Policy last updated: May 19, 2105

The records retention program of the Lima Public Library is set forth in accordance with the limits of the *Ohio Revised Code*, *Ohio Administrative Code*, the standards of Auditor of State and Ohio Historical Society; and sound records management principles.

The Local Records Commission of the Lima Public Library is the Board of Trustees of the Lima Public Library. It's President, or their designee, serves as Chairman. The Board of Trustees reserves the right to amend, alter, or revise this policy.

Library records protected by copyright, trademark, trade secret, or expressly developed as intellectual property are of restricted use and subject to review by the Board of Trustees for compensation consideration. Library use statistics and the databases created by the Library are likewise subject to review by the Board of Trustees for compensation consideration.

Patron reading records are considered confidential and are not subject to open records inquiries or public information requests. Parents or legal guardians may, upon presentation of valid identification, access the reading records of minor children in their care. The Lima Public Library cooperates with any governmental and/or civil authorities in the prosecutions of any criminal and/or civil actions in providing records, including patron reading records, requested by government or civil authorities through subpoena, court order, or process.

Records removed according to the following retention schedule shall be disposed of in an appropriately secure manner (including but not limited to shredding, incineration, or both).



Lima Public Library Records Retention Schedule		
Record Group	Minimum Retention Period	Primary Responsibility
Accounts Receivable Ledger and Documents	Permanent	CFO
Annual Employee Leave Records	5 Years After Audited	Director's Administrator Assistant
Annual Financial Report to Auditor of State	Permanent	CFO
Annual Ohio Public Library Report	Permanent	Director
Applications for PERS Refund or Waiver	Permanent Personnel Record	Payroll Officer
Appropriation Ledger	Permanent	CFO
Audit Reports	Permanent	CFO
Bank Deposit Receipts	5 Years After Audited	CFO
Bank Statements	5 Years After Audited	CFO
Bids (Successful) Copies of Success Bids to Provide Goods/and or Services	3 Fiscal Years After Expiration of Contract	CFO
Bids (Successful) Original, If Made Part of a Contract and Filed with Contract	15 Fiscal Years After Expiration of Contract	CFO
Bids (Unsuccessful)	3 Years After the Letting of Contract	CFO
Board of Trustees Policy Files	Permanent	Director's Administrator Assistant



Lima Public Library Records Retention Schedule		
Board of Trustees Agenda Packets	Permanent	CFO
Budgets Filed with County Budget Commission	10 Years After Audited	CFO
Building Blue Prints	Permanent	Head of Maintenance
Building Project Records (Successful)	Permanent	Head of Maintenance
Building Project Records (Unsuccessful)	3 Years	Head of Maintenance
Building Specifications	Life of Structure	Head of Maintenance
Calendars, Administrative	7 Years	Director's Administrative Assistant
Calendars, Department (Including Work Schedules)	7 Years	Department Head
Canceled Checks	5 Years After Audited	CFO
Cash Books and Cash Journals	5 Years After Audited	CFO
Check Registers	5 Years After Audited	CFO
Circulation Records	Until No Longer of Administrative Value	Director
Committee Meeting Minutes	Permanent	Board Recording Secretary
Collective Bargaining Agreements	Permanent	Director
Collective Bargaining Negotiations Notes	Permanent	Director, Team members
Construction Contracts	16 Years After Completion	CFO
Consultant Reports	7 Years	Director
Contracts	15 Years After Expiration	CFO



Lima Public Library Records Retention Schedule		
Correspondence-general	2 Years	All Staff
Correspondence-routine (Referral Letters, Request for Routine Information, Sales Publications, Forms, Form Letters, Handouts).	Until No Longer of Administrative Value	All Staff
Correspondence-transitory (Messages, Telephone Messages, Post-it-notes, Drafts, Other Records Conveying Information of Temporary Importance, in Place of Oral Communications)	Until No Longer of Administrative Value	All Staff
Court Orders for Payroll Deductions	2 Years After Termination of Order or Rescinded	Payroll Officer
Documentation of Leave	5 Years After Audited	Payroll Officer
Department Transaction Records	5 Years	Department Head
Department Journals	Permanent	Department Head
Depository Agreements and Collateral Documents	5 Years After Expiration of Contract and Audit	Director's Administrator Assistant
E-mail	Until No Longer of Administrative Value	All Staff
Employees Earning Records	Permanent Personnel Record	Payroll Officer
Employee Withholding Requests	Permanent Personnel Record	Payroll Officer
Employment Applications	2 Years	Director's Administrator Assistant
Employer Quarterly Federal Tax Return	5 Years After Audited	Director's Administrator Assistant



Lima Public Library Records Retention Schedule		
Expense Records	5 Years After Audited	
Formal Legal Opinions	Permanent	Director
Garnishment Orders	Permanent Personnel Record	Payroll Officer
Grant Files	5 Years After State and Federal Audits, Audit Reports Released, and Litigation, Claims, or Findings Resolved.	CFO
Incident/accident Reports	7 Years	Director's Administrator Assistant
Investments	5 Years after Audit	CFO
Insurance Policies	2 Years After Expiration with All Claims Settled	CFO
Inter Library Loan Records	2 Years	ILL Staff
Inventories (Property)	5 Years After Audit	Director's Administrator Assistant
Leases (Equipment)	2 Years After Expiration	CFO
Leases (Real Estate)	5 Years After Expiration and Audit	CFO
Library Card Applications	7 Years	Circulation Staff
Library News Releases	4 Years	Head of Public Relations
Library Publications	Until No Longer of Administrative Value	All Staff
Litigation Records (Civil)	5 Years After Case Is Closed and Appeals Exhausted	Director
Litigation Records (Criminal)	Permanent	Director
Long Range Plans	Permanent	Director
Meeting Room Applications	1 Year	Staff



Lima Public Library Records Retention Schedule		
Minutes of Board of Trustees	Permanent	Recording Secretary
Monthly Financial Reports	5 Years After Audit	CFO
Monthly Statistical Reports	2 Years After Reported to the Board	Director's Administrator Assistant
Monthly Report to Board	10 Years After Reported to Board	Director
Operating Procedures	Permanent	Department Head
Overdue Circulation Records	7 Years	Head of Circulation
Payroll Journal/ledgers	Permanent	Payroll Officer
Payroll Reports	5 Years After Audited	Payroll Officer
Personnel Files: Files include, but are limited to: Court Orders of Payroll Deductions; Declarations of Health Insurance; Documentation of Leave; Earning Records; Garnishment orders; Letter of Hire; PERS Forms; Resume or Application; Return to Work Orders; Verification of Employment Request; W-2: W-4 Forms, Withholding Requests; Workers Compensation Notices.	Permanent	Payroll Officer
Personnel Policies	Permanent	Director
Petty Cash Records	5 Years After Audited	CFO
Purchase Orders/requisitions	5 Years After Audited	CFO
Real Property Acquisition Records	5 Years After Asset Is Sold	CFO



Lima Public Library Records Retention Schedule		
Reports to Retirement System	Permanent	Payroll Officer
Reports of Problem Behaviors	7 Years	Director's Executive Assistant
State Income Tax Reports	Permanent	Payroll Officer
Survey Reports	7 Years	Head Of Maintenance
Training Manuals	Until No Longer of Administrative Value	Department Heads
Vouchers	5 Years After Audited	CFO
Tax Withholding Reports	6 Years After Audited	Payroll Officer
Technology Plans	Permanent	Head Of Systems
Time Sheets	Permanent	Payroll Officer
Video/Audio Taped Proceedings	1 Year	All Staff
W-2 Form	Permanent Personnel Record	Payroll Officer
W-4 Forms	Permanent Personnel Record	Payroll Officer
Workers Compensation Claims	Permanent Personnel Record	CFO



LIBRARY MATERIALS EVALUATION AND SELECTION - COLLECTION DEVELOPMENT POLICY

Policy last updated: May 19, 2105

PREFACE

In order to exercise critical judgments and make wise choices, the residents of this community must have available a large body of reliable information, opinion and thought on all important issues and questions influencing people everywhere. Because it is impossible for most people to acquire personally the necessary collection of books and other Library materials by reason of the limitations of money, space, and knowledge of book selection; an adequate public Library is an indispensable part of every community and every resident must have free use of its services and resources.

Within the limitations of budget and space, the function of the Lima Public Library is to provide books, periodicals, and other Library materials, other than the illegal or the trivial, on all subjects in which the residents of Lima and Allen County claim an interest or for which they have a need.

The policy which guides the selection of books and other Library materials for the collection of the Lima Public Library included the statement of the American Library Association entitled: *The Freedom to Read and Library Bill of Rights*.

Materials in the Lima Public Library collection should furnish information, education, inspiration, and enjoyment for persons of all ages and educational levels, and should be selected for their intrinsic value by the professional staff of the Library.

Adopted by the Board of Library Trustees on October 12, 1966

I. Mission of the Lima Public Library: The Mission of the Lima Public Library is to offer materials and services for the informational, educational, and recreational enrichment of the citizens of Allen County.

II. Purpose of Collection Development Policy: This Collection Development Policy has been created:

- A. To clearly state the policies of the Library Board
- B. To identify responsibility for collection development
- C. To provide staff with guidelines for development and maintenance of the collection
- D. To provide a process for public input
- E. To protect freedom of information and guard against censorship



III. Definitions:

- A. "Collection management" includes selection, deselection, preservation, storage, budgeting and resource allocation, collection evaluation, resource sharing, and other functions related to improving the collection and facilitating patron access to Library materials.
- B. "Selection" is the decision to add a piece of Library material to the collection or to remove it from the collection.
- C. "Library material" is any format of material added to the collection, including but not limited to: books, magazines, audiocassettes, videos, photographs, maps, pamphlets, clippings, microfilm or microfiche, compact discs, and online databases. New formats that become available as technology changes shall automatically be included in the term "Library materials".
- D. "Material review" is an evaluation written by a person knowledgeable about the material's subject matter. Reviews occur in Library review journals, professional journals, newspapers, online sources and in other popular media. Primary review sources include: *Booklist*, *Hornbook*, *Kirkus Reviews*, *Library Journal*, *New York Times Book Review*, *Publisher's Weekly*, *School Library Journal*, *Video Librarian*.
- E. "Deselection" is the component of selection that involves removing items from the collection (a.k.a. "weeding").
- F. "Public" refers to the Library's users. This is primarily the residents of Allen County. However, the Library as a recipient of Ohio income tax dollars, offers its materials and services to all residents of Ohio. As the largest public Library between Toledo and Dayton, Fort Wayne and Mansfield, the Library also recognizes its regional leadership role and importance as a larger area resource.

IV. Philosophy and Goals:

- A. Traditionally, a public Library is an impartial repository for the accumulated knowledge and ideas of human thought. Libraries offer the public access to a myriad of viewpoints, even though individuals within the community may find certain ideas unacceptable. The selection of an item to the collection does not imply endorsement by the Library, but rather is a reflection of the public Library's role in society to offer divergent points of view. All sides of controversial issues will be represented at the Lima Public Library within the constraints of budget and space so that residents of this community may exercise critical judgments and make informed choices.
- B. Within the limitations of budget and space, the function of the Lima Public Library is to provide Library materials on subjects in which the residents of Lima and Allen County claim an interest or for which they have a need.
- C. Materials in the Lima Public Library collection should furnish information, education, inspiration, or enjoyment for persons of all ages, education, and reading levels and should be selected for their intrinsic value by the professional staff of the Library.
- D. The Lima Public Library adheres to the principles of the *Library Bill of Rights*, the *Freedom to View*, and *The Freedom to Read* statements adopted by the American Library Association. Adoption of these national standards does not constitute endorsement of all policies of the American Library Association and in no way limits the local authority of the Board of Trustees of



the Lima Public Library or the staff. Copies of these statements are appended to this document and are made part of this policy.

E. The Lima Public Library Board of Trustees, working with the staff of the Library, affirms the following goals:

1. To provide the best possible collection within the limits of financial resources and space available.
2. To meet the educational, informational and recreational needs of the residents of Allen County.
3. To strive for a collection that is balanced, comprehensive, and of adequate size, quality, and diversity to meet the needs of its users.
4. To insure that all parts of the collection are up-to-date, attractive, and well maintained.
5. To continually evaluate present formats and to identify new formats that will enhance the collection's value to our patrons.

F. This Board believes that censorship is a purely individual matter and declares that while anyone is free to reject for themselves Library materials that they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to information to others.

G. The Board of Trustees recognizes the pluralistic nature of the community and the varied backgrounds and needs of all citizens regardless of age, race, creed, gender, sexual orientation, or political persuasion.

H. The Library staff does not act in *loco parentis*. Decisions concerning a child's use of specific Library materials and/or electronic resources are the responsibility of the child's parents or guardian.

IV. Statement of Responsibility: Selection of books, materials, and electronic resources shall be vested in the Director, and, under his/her direction, by staff who are so delegated. Any book, material, or electronic resource so selected shall be held to be selected by the Board.

V. Community Responsibility: The public Library is unique among institutions as an unbiased repository for the recorded expression of thought. Therefore, it must accept responsibility for providing free public access to all points of view. The community must accept the following givens in this vital function:

A. The addition of an item to the collection in no way represents an endorsement by the Library of any theory, idea, or policy contained in it.

B. The collection will represent all sides of controversial issues as far as availability of materials, space, and budget allow.

C. Selection will be based upon criteria given throughout this policy statement.

D. The race, religion, sexual orientation, nationality or political views of an author; frank or coarse language; the controversial content of an item; or the endorsement or disapproval of an individual or group in the community will not cause an item to be automatically included or excluded.



E. The responsibility for a child's reading material rests with parents or legal guardians. Selection of materials for the adult, young adult and children's collection is not restricted by the possibility that children may obtain materials that their parents consider inappropriate.

VI. General Criteria for Selection: Criteria for a potential item will vary. Not every standard can be applied to each item. Criteria may include artistic merit, scholarship, and value of the material to the informational needs of the community. In some cases, the criterion may be substantial demand.

A. Specific Criteria: To build a diverse collection that supports the Library's mission, the following general criteria are used. These criteria apply to purchased and donated materials, as well as, special collections:

1. Relevance to community needs
2. Timeliness or permanence of the material
3. Potential or known demand for the material
4. Relationship to the existing collection; relative importance in comparison with existing materials in the collection on the same subject
5. Reviews in professional journals; attention of critics, media, and the public; staff reviews
6. Reputation of the publisher or producer; authority and significance of the creator of the work, scope, accuracy, and format of the work
7. Suitability of subject, style, and level for the intended audience
8. Availability and accessibility of the same material in the local area
9. Cost of material
10. Space or size
11. Patron requests
12. Rarity or scarcity of material
13. Not available, or with limited accessibility, from other lending sources
14. Insufficient materials available on the same subject
15. Author or illustrator is from Allen County
16. Enhances a specific collection within the Library
17. Author or producer is already represented in the collection
18. Literary and artistic merit
19. Accuracy of content
20. Popularity with Library patrons

B. Main Library: The central collection of the system shall be maintained in the Ernest S. Evans Building which serves the larger community and shall include strong reference resources for the community with a broad range of materials, both circulating and non-circulating, for adults and children.

C. Branch libraries: Branch Library collections shall serve their immediate communities within the larger community by providing popular circulating collections, general reference collections, and access to resources at the Main Library.

D. Internet and Electronic Resources: Trustees and Staff recognize the changing nature of the Internet and provide access to Internet resources within this understanding. Electronic resources may change in format and content after selection, and it is possible that a resource may not



conform to the Library's selection criteria at any given time. Library staff will review the content of electronic resources on a regular basis to assess their continued value in terms of meeting the informational, educational, and recreational needs of the community

E. Collection Maintenance: As materials become worn, dated, damaged, or lost, replacement will be determined by the appropriate staff members, who will determine whether or not:

1. The items are still available and can be replaced
2. Another item or format might better serve the same purpose
3. There remains sufficient need to replace that item
4. Updated, newer or revised materials better replace a given item
5. The item has historical value
6. Another agency could better provide that or a comparable item
7. Circulation or use warrants replacement.

F. Children and Youth Materials: Materials for patrons under the age of eighteen follow the same criteria as all other materials, with the following considerations:

1. Materials purchased for the children's and youth collection are not directly school or curriculum oriented (both subject and quantity).
2. Books are chosen for their individual value not for individual children.
3. Because of varying backgrounds and abilities of children, a wide range of sophistication and reading levels must be covered so that each child may challenge and enjoy their capabilities to the fullest.
4. Exposure to a broad selection of informational and recreational materials is a good way to stimulate the desire to read and grow intellectually.
5. Final responsibility for an individual child's selection of Library materials shall rest with the parent or guardian.

G. Non-Book Materials Selection: Non-book materials shall be considered an integral part of the Library collection. They shall be provided to add dimension to the book collection and also to provide alternative methods of access to information and recreation. Standards of quality are the same as those set up for the Library collection as a whole.

H. Special Collections: The Library maintains the following special Collections:

1. Rabbi Bernard Dorfmann Judaica Collection: Underwritten completely by donation, this collection strives to provide the best materials by and about the Jewish people.
2. Art for Loan: Underwritten by the Mitchell Trust, this collection of art for loan includes works that are both popular and representative of the best painting and photography in both original and print form.
3. Genealogy and local history: Allen County is unique among Ohio's counties in that it has a nationally recognized Museum and Historical Society. They are the region's



source for historical materials in the realia, manuscript, and family history form. While they focus on primary sources and the tools related to them, the Library focuses on a broader collection that includes, but is not limited to:

- a. Basic printed materials of interest to the population as a whole
- b. Materials that may serve as an introduction to local history and gateway to the Museum's and Historical Society's Resources
- c. Materials that have broad research value beyond genealogy including:
 - i. *The Lima News* and other county newspapers
 - ii. Allen County high school yearbooks
 - iii. U.S. census records
 - iv. City Directories and Telephone Books

4. Easter Straker Memorial Book Room. Various trust fund monies underwrite materials found in the Memorial Book Room. They are dedicated to the fine and decorative arts. Other materials may be placed in the Room that may require higher security or special conditions.

5. Lima Public Library's collection of the History of Printing. The Library maintains items illustrating the history of recorded information in both original and facsimile form. These materials are housed in Administration and used for display and lecture purposes.

6. Other Special Collections or Materials Trust Fund maybe considered. Potential donors are advised to contact the Lima Library Association regarding establishment of specialized funds or collections.

I. Foreign Language Materials: Materials on how-to-speak languages, their grammars, and dictionaries are added to the collection. Popular materials in the fiction and nonfiction collections are added to as special needs of the community are identified.

VII. Deselection: Weeding is an integral part of collection development and relies on the continuous evaluation of the content and physical condition of the collection. Items will be weeded if found to contain incorrect, misleading or obsolete content. In general, items in poor physical condition will be weeded. Items may be weeded due to little use or questionable value.

A. The Library staff will generally follow the principles established in the *Crew Manual* for detailed guidelines for weeding.

B. Library material which is withdrawn will be disposed of as follows:

1. If worn, obsolete, or unattractive and not likely to sell, the item will be disposed of in the most economically and environmentally friendly manner.
2. If attractive and likely to sell, the item will go into Library's book sales or sold online.
3. In some instances, the book may be donated to area non-profit libraries.
4. If an item is of known value, the Library may sell items to dealers/collectors.
5. Art work may be removed from the art-for-loan collection if it has appreciated in



value beyond that of common circulation where the likelihood of theft or non-return is a concern.

6. In cases of information of critical nature (e.g. medical information) or heavily damaged materials (e.g. mold, mildew), some items may be destroyed.

VIII. Citizens' Reconsideration of Materials: The Board and staff welcome public input and reaction to materials in the collection. The Library will review the selection of a specific item upon written submission of a "Citizen's Request for Reconsideration of Library Materials", a copy of which is appended to this policy, and which is available in all departments and branches.

- A. The "Request" will be first reviewed by the Department Head responsible for the selection of the item. If the patron is dissatisfied with the response, then the request will be forwarded to the Director for a recommendation for action.
- B. This *Materials Evaluation and Selection Policy* will be used as a basis for the review.
- C. A letter will be sent promptly to the person or organization making the request for reconsideration.
- D. If necessary, the request will be reviewed by the Board of Library Trustees for final disposition.
- E. Filing of a request neither automatically removes nor adds items to the collection.

IX. Gifts and Donations: The Library accepts gifts of materials with the understanding that they will be added to the Library collection subject to the same principles of selection as are applied to all materials added.

- A. Donated or unsolicited material not added to the collection will be discarded or sold at the Library's discretion.
- B. The Library will not accept materials that are not outright gifts and donated material becomes the property of the Library.
- C. Although a receipt for donations will be given if requested, no monetary evaluation of gifts for tax or estate purposes will be provided.
- D. The Library reserves the right to withdraw donated materials from the collection when they are no longer appropriate under the collection policy.

X. Memorial Books. The Lima Public Library benefits from the gift of monies designated as "memorials." These donations honor the life of an individual, living or dead. Most often these monies come to the Library by request of the honoree's family through published obituaries. They are commonly referred to as "memorial books". Memorials are subject to the following:

- A. These gifts are given without restriction. However, it is common practice to use this money to purchase materials reflective of the interests of the person being remembered or honored. This advice, when given, is to be considered guidance and does not legally restrict the monies' use or the ultimate selection of materials underwritten.



B. The staff will try to see that appropriate materials accommodating the donor's guidance be acquired. However, responsibility for the selection of all materials in accordance with this policy rests solely with the Library staff and Administration.

C. Memorial materials are not permanent additions to the collection. Requests by donors to receive the item back should it be deselected cannot be honored.

D. Memorial Books are most often placed in general circulation and not housed in the Easter Straker Memorial Book Room.

E. Individuals interested in developing an ongoing relationship regarding the purchase of items, or donations in excess of \$10,000.00 should contact the Library's charitable arm, the Lima Library Association.



STATEMENT OF CONCERN REGARDING LIBRARY RESOURCES -- FORM

Policy last updated: May 19, 2105

Name _____ Date _____

Address _____

Email _____ Phone _____

Do you represent yourself? _____

Do you represent an organization? (please identify) _____

1. Resource on which you are commenting:

_____book _____display _____movie

_____magazine _____Library program _____music

_____newspaper _____art print

_____other [please specify] _____

Title _____

Author/Artist/Producer/Provider _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? _____

4. What concerns you about this resource? [Use additional pages if necessary]

4.a) What do you believe is the purpose of this resource?

4.b) For what age group should this resource be recommended? _____

4.c) What harmful effects do you feel might be the result of using this resource?

5. Overall, do you believe there is any value in this resource? _____

6. Are there resources you can suggest to provide additional information and/or other viewpoints on this topic?

7. Are you aware of any critical reviews dealing with this work? Please cite review source, author, volume number and/or date of publication and page numbers.

8. What do you believe may be the result of using this resource?

9. What would you like the Library to do about this resource?

10. Additional comments: _____

The Lima Public Library adheres to the principles of the **Library Bill of Rights**, the **Freedom to View** and the **Freedom to Read** statements adopted by the American Library Association. Anyone submitting this



Statement of Concern Regarding Library Resources form to a Library staff member will receive a response within ten working days.



MEETING ROOM POLICY

Policy last updated: May 19, 2105

The primary purpose of the meeting rooms at the Lima Public Library is to provide facilities for Library related activities. The needs of the Library for use of the meeting rooms take precedence over all other uses. As a community service, the Library makes its meeting available for use by non-profit community groups when they are not being used for Library related activities.

Programs Must Be:

1. Free to attend and for non-profit.
2. Consistent with informational, educational or cultural purpose of the Library.
3. Non-soliciting in nature.

Access to meeting rooms is only available during regular Library hours. All meetings must end in a sufficient amount of time to clean and exit room at least 15 minutes before closing.

Hours Available:

Monday, Tuesday, Thursday: 9:00 a.m.-7:45 p.m.

Wednesday, Friday and Saturday: 9:00 a.m.-4:45 p.m.

Policy and Procedures

The Library does not advocate or endorse the viewpoints of any group or individual. Groups using the meeting rooms must not disrupt the normal functions of the Library. The use of meeting rooms for commercial or sectarian meetings is not permitted.

- Meeting rooms are available on a first-come, first-served basis.
- The Library reserves the right to change or cancel any meeting if circumstances at the Library so demand, including room assignment based on the size of the group.
- Clean-up of the room is required.
- No smoking and no alcoholic beverage rules are strictly enforced.
- Cancellations should be made as soon as possible in order to make the rooms available for others.
- Meeting Rooms are not available for receptions or private parties.
- The Library furnishes the following equipment: tables, chairs, lectern, chalkboard, and microphone. Kitchen facilities (coffee maker, stove, refrigerator) are available but no supplies provided.
- All users of the meeting rooms agree to hold the Library harmless from any and all claims, injuries, losses and damages, obligations or liabilities, directly or indirectly relating from



their use. In no event shall the Library have any liability for lost profits or indirect, special, punitive, or consequential damages or any liability to any third party, even if the Library is advised of the possibility of such damages.

- The use of meeting rooms by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities unless the activity is being co-sponsored by the Library.
- An adult 21 years of age or older must be responsible for the room and must be the signer of the contract. Any damage shall be the responsibility of the group using the room and the replacement cost for damaged or destroyed items shall be charged.

Arrangements

Rooms will be considered reserved once the required contract has been completed, signed and returned at least two weeks before the event.

Auditorium: accommodates 100 people

Meeting Room 1: accommodates 14 people

Meeting Room 2: accommodates 35 people.



REAL ESTATE GIFT POLICY

Policy last updated: May 19, 2105

Gifts of real estate can only be accepted by action of the Board of Trustees upon recommendation of the Gift Acceptance Committee and after review of legal counsel. The Library reserves the right to refuse any proposed gift of real estate. The Library generally, will not accept real estate upon which there is environmental contamination or an existing outstanding mortgage, lien or other indebtedness.

Unless the gift of property is designated for a specific purpose, once gifts of real estate have been formally accepted, The Lima Public Library will seek to liquidate these as quickly as circumstances allow.

Additional Requirements

The following requirements are applicable with regard to all gifts of real estate, except that in extraordinary circumstances the Board of Trustees may waive or modify, in part or in whole, any requirements or add any additional requirements that it shall deem appropriate

- A. A qualified appraisal, as defined by the Internal Revenue Service, of the real estate, performed by a qualified appraiser within sixty days of the gift, shall be provided to the Library at donor's expense.
- B. A title examination sufficient for issuance of a 42 year owner's commitment for title insurance at time of transfer and satisfactory to the Library, and purchase of an owner's policy of title insurance for benefit of the Library shall be provided at donor's expense.
- C. A detailed ALTA survey and a Phase I Environmental Audit satisfactory to the Library shall be provided at donor's expense.
- D. Donor shall warrant that the property is free from any contingent liabilities and agree to indemnify and hold harmless the Library for its expense if any such liabilities should occur.
- E. Donor shall provide all tax information and returns, financial information, all records and information pertaining to the ownership, operation and management of the real estate and shall disclose any mortgages, liens, indebtedness, leases, agreements or contracts pertaining to the real estate. Donor shall provide copies of all property-casualty insurance policies including name and phone number of the insurance agents and shall assist in transferring coverage.
- F. Any required governmental approval or permits to complete the gift shall be obtained by donor at donor's expense and provided to the Library.

Restrictions

- A. The Library will not establish or corroborate the value of any property for the purposes of substantiating the donor's income tax charitable deduction.



- B. Upon the subsequent sale of real estate, except in extraordinary circumstances and with the approval of the Board of Trustees, the Library will not join in or participate in the issuance of warranties and representations or in indemnification agreements.

Procedures

- A. **Letter of Intent.** A prospective donor will provide the Library with a letter stating donor's desire to make a gift of real estate to the Library. The letter should specifically authorize the Library to inspect the real estate and to do any necessary research about the suitability of the real estate for gifting purposes. Attached to the letter should be a copy of the legal description of real estate, of the deed showing current ownership, a copy of the survey, any environmental investigation reports and a copy of any recent appraisals. The donor should also disclose any mortgages or liens against the property and current insurance coverage, A suggested format for this letter is attached as Appendix A.
- B. **Site Inspection.** After a letter of intent is received, Development staff of the Library and/or its agent(s) will visit the real estate. The purpose will be to establish the existence, location, and general condition of the real estate. The results will be reported to the Gift Acceptance Committee.
- C. **Title Search and Survey.** If the Gift Acceptance Committee determines that the real estate is readily marketable it will request a title search and survey to determine ownership and the exact description and location of the property.
- D. **Environmental Reports.** For all real estate a Phase I site assessment will be required. If evidence exists of hazardous substances on the property, the Gift Acceptance Committee may reject the proposed gift of real estate or may require a Phase II site assessment to assure that the property is free of hazardous substances.
- E. **Written Notification to Donor.** The Library will provide the donor with a written proposal of the gift describing the steps necessary to complete the gift, whether the real estate will be sold or retained and the right to refuse the gift for any reason. The donor should indicate if he or she wishes to proceed with making the gift by signing and returning a copy of this written proposal.
- F. **Qualified Appraisal.** A qualified appraisal must be made no earlier than 60 days before the date of the gift, and before the filing of the donor's income tax return. It must be prepared, signed and dated by a qualified appraiser and cannot tie appraisal fees to the appraised value of the property or the amount of the deduction. The Gift Acceptance Committee for protection of the Library may obtain its own independent appraisal.
- G. **Costs Incurred.** At the option of the Library, costs associated with evaluating and accepting gifts of real estate may be charged against the sale of the real estate or, if held, as an expense against.
- H. The income allocated to the particular fund or funds for which the gift was made. If a donor does not complete a gift of real estate after the Library has incurred expenses, donor will be required to reimburse the Library for its out-of-pocket costs.



- I. **Real Estate.** The Library will provide an IRS Form 8283 to donor after a gift of real estate has been received. It is the responsibility of the donor to obtain the required signature of the appraiser on this form.
- J. **Oversight.** After the gift has been accepted The Library will be responsible for coordinating the management of the property, obtaining insurance coverage, paying any associated bills and working with the property manager assigned to manage the real estate.
- K. **Liquidation.** The Library will liquidate any real estate as soon as practical. A copy of the IRS form 8282 will be provided to the donor if the property is disposed of in less than two years. There is no guarantee that the property will sell at the donor's appraised value.



APPENDIX A

(Letter From Donor)

The Lima Public Library
650 West Market Street
Lima, Ohio 45801-4678

Dear Sir:

The purpose of this letter is to inform you that I am considering making a gift of real estate to the Lima Public Library. The Real Estate is located at:

(Address of Property)

I hereby authorize the Lima Public Library, or its agents, to inspect this property and to do any necessary research to determine the suitability of accepting this real estate as a gift. I understand that the Library may have a title search prepared and may have such environmental inspections conducted as it deems necessary.

Any costs associated with evaluating this property may be charged against the principal of the eventual gift. If the gift is not completed, for whatever reason, I agree to pay any reasonable fees associated with evaluating the real estate.

With this letter, I am providing the following:

- A copy of the legal description and survey of the property
- A copy of the deed showing current ownership
- Information about any outstanding mortgages or liens
- Information about current insurance coverage, including an agents name and phone number
- A copy of any prior environmental investigations reports

I will provide additional information if requested. Please contact me at (Donor's phone number) with any questions you may have concerning this proposed gift.

Sincerely,

(signature of donor)



GIFT ACCEPTANCE POLICY

Policy last updated: May 19, 2105

Gift acceptance policies and procedures are designed to insure proper and timely acknowledgment and recording of gifts. The Library Director and Director of Development are responsible for insuring that processes and procedures followed are compatible with any applicable policies established by the Library Board of Trustees.

The Office of Development serves as the central receiving, acknowledging, recording and reporting to the board regarding all gifts. Gifts are then directed to the office of the Chief Fiscal Officer. The Chief Fiscal Officer maintains accounts for the various programs, departments, and divisions and works with the Director of Development to insure that all designated gifts are credited to the proper account and disbursed for the purposes designated by the donor.

Complete records on all gifts are maintained in the Office of Development. If a donor wishes to remain anonymous throughout the giving process, the donor's contact person should discuss appropriate arrangements with the Director of Development.

Purpose:

The Library must assure that accepted gifts do not place other assets of the Library at risk and are easily converted into commodities or types of assets that fall within the Library's mission and investment policy. Due diligence on the part of the Library is required because of the complexities of IRS regulations; local, state and federal environmental laws; and the increased offerings of real estate and other complex gifts.

Through the utilization of a variety of resources the Library can minimize the risk involved in accepting complex gifts.

Policy:

A variety of gift opportunities are available to donors. Some gifts are more routine than others and require simple interaction with designated Development personnel. Development staff of the Library, with approval of management, is authorized to accept gifts of cash, publicly traded securities and simple life insurance policies where the Library is named as owner and beneficiary of 100% of the policy. The Library may decline to accept any offered gift that is judged not to be in the best interest of the Library.

The Library administration may accept gifts of cash, materials donated to the collection (e.g. books, DVD's, framed art) or materials purchased through the Library as memorials. Acceptance of these items will be done in accordance with the Library Collection Management policy. All other gifts to the Library require the review and approval of the Gift Acceptance Committee. Cash and memorial books will be reviewed by the Board at their regular meetings.



The Gift Acceptance Committee shall be comprised of five individuals to include two board members (appointed by the President of the Board Of Trustees), and the President of the Board Of Trustees. Should this committee deem it appropriate, it is authorized to utilize various resources to help in the evaluation of any complex gift. It will also utilize “Lima Public Library Gift Consideration Document (Attachment A) as a resource in determining acceptance of gifting arrangements. Meetings of the Gift Acceptance Committee will be scheduled on as an on needed basis. The Gift Acceptance Committee will report to the Board Of Trustees all gifts accepted that required review and approval and the status of gifts it is presently reviewing. Additionally, gifts of real property, thinly-traded securities and non-marketable securities can only be accepted by action of the Board of Trustees.

Management of the Library will review on a periodic basis the procedures that are in place to assure due diligence on the part of the Governing, the Gift Acceptance Committee, and Development staff of the Library. Generally Accepted Accounting Principles will govern all matters related to the accounting of gifts.

The Library reserves the right to refuse any proposed gift. In conformity with Treasury Department regulations governing charitable gifts, gifts to the Library may not be directly or indirectly subjected by a donor to any material restriction or condition that would prevent the Library from freely and effectively employing the transferred assets, or the incomes derived therefrom, in furtherance of its exempt purposes.

Donor Confidentiality

The Lima Public Library is a body politic as defined by the *Ohio Revised Code*. As such it is subject to Ohio’s open meeting and record laws. Donation to the Library becomes a matter of public record. Donors wishing anonymity will be referred to the Lima Library Association. The Lima Library Association is a separate 501 C 3 corporation dedicated to the support of the Lima Public Library and not subject to open record and public meeting requirements.

Investment Policy

The Lima Public Library’s Investment policy as guided by both the *Ohio Revised Code* and Auditor of State is limited to government issued and insured investment vehicles. A copy of this policy is appended to this document. The returns on these investments may not be in keeping with some intangible property gifts or the long term goals of some donors. Donors wishing their gifts to take other forms will be referred to the Lima Library Association.



CREDIT CARD POLICY

Policy last updated: May 19, 2105

The purpose of the Lima Public Library Credit Cards is to purchase items and services needed by the Library. These needs include, but are not limited to, materials and supplies deemed necessary to the provision of the Library materials and the delivery of Library services to the public and to deal with the various travel and travel related expenses of Library staff on Library related trips.

The Library's Credit Cards and accounts will be listed in the Library's name. The Chief Fiscal Officer/Clerk Treasurer will, with the Board's approval, select the Terms and Conditions with the purpose of paying the total amount due in the account each month.

Authorized employees who may use the Credit Card include the Library Director, Chief Fiscal Officer/Clerk Treasurer, Head of Maintenance, Administrative Assistant, and other staff members as specifically authorized by the Director on a case-by-case basis.

Purchases may be made by the authorized employees up to a value of \$100 per purchase per vendor per day. Purchases greater than \$100.00 require verbal authorization from the Director or Chief Fiscal Officer, followed immediately by a signed requisition form as written approval.



RETURNED CHECK FEE POLICY

Policy last updated: May 19, 2105

The Lima Public Library will assess a \$15.00 return check fee, plus any bank charges, fees or penalties for all checks returned for, but not limited to, insufficient funds, closed account, or otherwise blocked account. The fee will be added to the patron account(s) and not removed until the entire amount of both fee and the original Library charges the check was meant to pay are paid for in cash or money order.



BANKRUPTCY

Policy last updated: May 19, 2105

The bankruptcy process is handled by the Library's Chief Fiscal Officer or designee.

Once the Library is notified that a bankruptcy has been filed, collection activity is suspended on the patron's account and on the accounts of any minor children--to the extent that the charges existed prior to the date of the bankruptcy filing--until the Library is notified of the outcome.

If a bankruptcy results in a discharge of debts, all fines, fees and collection agency charges on the account are waived. However, all Library materials borrowed on any account covered by the bankruptcy decision must be returned in order to have a Library card in good standing.

Fines and fees incurred after the period of time covered by the bankruptcy proceedings are not covered by the discharge document and will remain on the borrower's account and those of any minor children.



STUDY CARRELS

Policy last updated: May 19, 2105

Study carrels are located on the main floor of the Library. The following rules of use apply:

- Rooms are available on a first come, first serve basis.
- Rooms may have a maximum of 2 people.
- The name, address or telephone number of the Lima Public Library may not be used as the contact person, nor shall the use of the study carrels be publicized in such a way as to imply the Lima Public Library sponsorship of the activities unless the activity is being co-sponsored by the Lima Public Library.
- No Lima Public Library equipment should be removed from the study carrel without Library approval.
- The person(s) using the space shall be financially responsible for any damage to Lima Public Library property, buildings, furnishings and/or equipment, and assume responsibility for all loss, damage or injury arising from use of study carrels.



EXHIBITS AND DISPLAYS

Policy last updated: May 19, 2105

Exhibit and display spaces are primarily for the promotion of Library materials, programs and services. Preference will always be given to Library needs. When the display cases are not otherwise in use, the Library may provide these spaces for the display or exhibit of collections or materials of general interest to the public.

Displays or exhibits promoting local educational, cultural or recreational opportunities are encouraged. The following categories of exhibit materials are specifically excluded: displays which serve only to advertise active business or commercial ventures, and partisan materials which promote current political candidates, campaigns, parties or issues. The Library reserves the right to approve the content and arrangement of all exhibits, and the director makes the final determination as to whether the materials comply with these guidelines.

Requests for display space must be scheduled in advance. Displays will stay up for approximately one month. Requests are filled on a first come, first served basis. All exhibits must fit within the space allocated.

The presence of a particular display in the Library does not indicate that the Library advocates or endorses the viewpoints of exhibits or exhibitors.

The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item exhibited or displayed. Items are placed on display in the Library at the owner's risk.



PUBLIC LITERATURE RACKS

Policy last updated: May 19, 2105

Members of the public who wish to distribute free printed materials are welcome to place them in the literature racks provided for that purpose. These literature racks are located in the lobby area at the east entrance to the Library.

No prior approval is needed for placing materials in the public literature area, but the items must fit within the racks provided. The only intervention by Library staff occurs when materials need to be straightened.



PUBLIC BULLETIN BOARD

Policy last updated: May 19, 2105

Materials to be posted on the public bulletin board in the Library must be approved by Library administration or a designee. Materials posted without approval will be removed.

Permission will be given based upon the non-profit nature of the material, its timeliness and the limitations of display space. Local non-profit organizations and events will be given preference. The Library will not post personal advertisements, or for-profit or commercial materials. Political items will be displayed and distributed in accordance with the Library's Voter Information policy.



VOTER INFORMATION

Policy last updated: May 19, 2105

To aid voters in becoming better informed, the Library provides a voter information table stocked with literature provided by a variety of individuals and groups. Anyone is invited to add materials about ballot issues and candidates to this table; all points of view are welcome. The Library does not endorse a particular candidate or view.

One month prior to an election, the Library will display any voter information and campaign literature it has received for issues and candidates appearing on local ballots.



INCOME TAX FORMS

Policy last updated: May 19, 2105

The Library provides a basic selection of federal and state income tax forms during tax season. These forms are sent to the Library by the various taxing authorities to distribute free of charge to our patrons. The timeliness of the forms' arrival, their content, and/or their quantity is not under the control of the Library.

Staff may assist patrons in locating specific tax forms and publications; however, they do not interpret tax regulations or provide tax advice.



CONCEALED WEAPONS POLICY

Policy last updated: May 19, 2105

Legislation has passed in Ohio that permits the carrying of concealed weapons such as guns and knives. This legislation becomes law on April 18, 2004. However, it does not permit the carrying of a concealed weapon in any building owned by the state or any political subdivision of the state. This includes libraries.

While it is not necessary for the Board to officially pass a resolution for concealed weapons to be banned from the Library, the Administration believes it would be wise to do so and to include prohibitive language in the Library's official policies. In addition, signs should be posted in all our buildings that include the following text based on the law:

“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.”

BE IT RESOLVED that pursuant to Section 2923.126 of the *Ohio Revised Code* the carrying of concealed a firearm, deadly weapon, or dangerous ordnance by persons other than those authorized by law shall not be permitted within the Library. Specifically, according to the *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;” and

BE IT FURTHER RESOLVED that the policies of the Board of Library Trustees be changed to include this resolution; and

BE IT FURTHER RESOLVED that appropriate signage be displayed at the entrances to all buildings that such concealed weapons are prohibited.



PETITIONING AND DISTRIBUTING INFORMATION

Policy last updated: May 19, 2105

Courts have held that a public Library is a “limited public forum.” “Limited” means it is a place to exercise First Amendment rights, subject to reasonable restrictions as to the time, place, and manner for doing do.

The Lima Public Library supports free speech, but also reserves the right to establish the following guidelines for anyone who wishes to gather signatures for a petition or distribute information on Library property. Such persons must:

- Stay outside the Library building when gathering signatures or distributing information, unless given specific permission by Administration to be inside the Library.
- Avoid positioning themselves or any objects, such as tables and chairs, on the sidewalk that obstruct ingress or egress to the Library building.
- Treat Library patrons in a polite, low-key manner.
- Refrain from using equipment for audio amplification.

Any person who does not follow these guidelines will be required to leave Library property; however, a petitioner/distributor of information that is willing to adhere to the guidelines will be welcome to substitute in his/her place.



PUBLIC COMMENT POLICY

Policy last updated: May 19, 2105

The Board of Trustees of the Lima Public Library encourages comments, questions, and suggestions from the public. The most effective means of communication in this regard is directly with the Library Staff. The Staff is available to meet with citizens concerning all aspects of Library service in Allen County.

Persons wishing to address the Board may do so at any regularly scheduled meeting during the Agenda time reserved for “Public Comment”. Communications may be oral or written. Members of the public must register their desire to address the Board before the meeting’s “Call to Order” using a Public Comment Form.

It is the intent of the Board that persons wishing to make comment or ask questions shall be afforded a reasonable and fair opportunity to do so. Each speaker is allowed three (3) minutes to share their views with the Board. However, at the discretion of the presiding officer, a limitation may be made on the number of presentations. The decision of the presiding officer shall be final, with the consent of the Board, on all matters of procedure about public participation at meetings.

Board members may ask questions or for additional information from persons appearing before the Board. The Board will not take immediate or official action on any subject brought before it, without having time for review or study of matters presented.

Persons addressing the Board shall provide their name, address, and telephone number; and will identify any groups or organizations they represent or for which they are speaking in an official capacity. Such identification is intended solely for the purpose of maintaining an accurate public record of the proceedings and facilitating follow up communications.

The presiding officer may limit or restrict public participation at any meeting if such participation, in the opinion of the officer, becomes disruptive or abusive.



PUBLIC COMMENT FORM

Policy last updated: May 19, 2105

The Board of Trustees of the Lima Public Library encourages comments, questions, and suggestions from the public. Persons wishing to address the Board should complete the following form:

Name: _____ Date: _____

Address: _____ Telephone # _____

Group/Organization Affiliation: _____

Topic to be Addressed: _____

Each speaker is allowed three (3) minutes to share their views with the Board.

Please refer to the Lima Public Library Board of Trustees Public Comment Policy for more information.



VIDEO SURVEILLANCE AND RECORDING

Policy last updated: May 19, 2105

The purpose of video surveillance is to deter crime and to aid in protecting the safety of individuals and the property of the Library. Video surveillance of areas for security purposes is conducted in a manner consistent with other existing Library policies, and is limited to uses that do not violate the reasonable expectation of privacy.

Areas under surveillance may include those of public use, parking lots, and grounds. Targeted video surveillance is prohibited if such observation is based on the characteristics and classifications that would be considered discriminatory under law (e.g., race, gender, sexual orientation, national origin, disability, etc.).

The existence of this policy does not imply or guarantee that any or all cameras are recording images, or are monitored in real time, 24 hours a day, seven days a week.

Video surveillance images may be viewed only by Library staff or law enforcement officers.



PERSONAL PROPERTY DISCLAIMER

Policy last updated: May 19, 2105

Patrons should be attentive to their property while in the Library or on Library grounds. The Library is not responsible for a patron's lost, damaged, or stolen property.



LIBRARY SERVICES POLICIES

BORROWING OF LIBRARY MATERIALS - LIBRARY CARD REGISTRATION

Policy last updated: May 19, 2105

Eligibility:

Any resident of the state of Ohio may obtain a Library card from any outlet of the Lima Public Library. Library cards are issued at no charge.

Application:

Patron must show valid ID with photo and current local address information.
Patron must provide information requested on the application form.
A patron must provide a four (4) digit PIN if they prefer not to give their Social Security number.

Juvenile Cards:

The responsible parent or guardian must have a card in good standing.
A parent must be with a juvenile at time of application and sign the financial responsibility statement. Providing the child's Social Security number and signing for permission to check out videos (AV Authorization) is optional.
The parent, or adult member of the same household), signing for financial responsibility on a juvenile card must pay all fines and charges on their card, as well as any other cards for which they are financially responsible.
Legal guardians must show guardianship papers at time of application in order to sign for financial responsibility.
A juvenile who has been emancipated must show emancipation papers on order to obtain a card without a parent's signature.

Renewal of Library Card:

Renewals can be done in person, over the phone or through email as long as patron can provide verbal or written verification. A parent must be present with a juvenile. A juvenile who will turn 18 within 3 months, may renew their juvenile card, with proper ID, without a parent's signature.
All fines and charges must be paid on an existing card in order to renew. The parent or adult member of the same household, signing for financial responsibility must also pay all fines and charges on their card, as well as any other cards for which they are financially responsible.
There is no charge for renewal of cards.

Replacement Cards:

There is no charge for the replacement of cards.

Expiration Date:

All new, renewed and replacement cards expire two (2) years from the month of issue.



RESPONSIBILITIES OF LIBRARY CARD OWNER

Policy last updated: May 19, 2105

A Library user is responsible for all materials checked out on his or her Library card.

If such materials are lost, damaged or returned late, the Library card owner is responsible for paying the applicable fines or fees. The parents/legal guardians of a child younger than age 18 are financially responsible for all materials checked out on a minor's card. The parents/legal guardians are also responsible for the appropriateness of materials checked out to their child, including electronic information.

It is the responsibility of the Library card owner to notify the Library immediately if

- A card is lost or stolen
- A change in name, address, phone number or email occurs.

A patron is responsible for all materials charged to their card until the card is **reported** lost or stolen. Patrons wishing to dispute charges related to a stolen Library card must provide the Library with a copy of the police report.

A card reported lost or stolen may not be used unless picture ID is presented

There is no charge for replacing a lost/stolen Library card.

A patron may checkout materials without their Library card provided they have valid picture identification.

The card must be current with charges less than \$5.00 and have no blocking messages on the patron's record.

Use of another person's card is permitted as possession of the card implies consent to use the card.



INSTITUTIONAL CARD

Policy last updated: May 19, 2105

Institutional Cards are issued to institutions or organizations who request an institutional card on their letterhead stationery.

Institutional cards are subject to the same rules, regulations, fines, fees and limitations as an individual card. Materials charged out on an institutional card are the financial responsibility of that institution or organization.



LOAN PERIODS OF LIBRARY MATERIALS

Policy last updated: May 19, 2105

Library materials are loaned for a period of 56 days, 21 days, 14 days, 7 days or 3 days --depending on the type of item.

Items borrowed through Inter-Library Loan (ILL) from another Library on behalf of a Lima Public Library patron are subject to the loan rules of the lending organization.

Loan Periods: Materials circulate for 21 days with the following exceptions:

- New Fiction/Nonfiction - 14 days
- DVDs - 7 days/ 3 days on new items
- Compact Discs/Audiocassettes - 14 days
- Magazines/Cliff Notes/Comic Books/Video Games/"Lucky Day" Books - 7 days
- Holiday and Juvenile Reference (High Demand Items) -7 days
- Art Prints - 56 days

Limits: A patron may have a maximum of 50 items charged on a card at any one time with the following limitations:

- 10 DVDs (maximum of 2 new items)
- Compact Discs (no limit but maximum of 2 new items)
- 1 Video Game



FINES AND FEES

Policy last updated: May 19, 2105

Overdue fines are \$.10/day, excluding Sundays and holidays that the Library is closed, with the following exceptions:

- DVDs/Video Games- \$1.00/day
- Art Prints/7-day Books- \$.25/day
- Telescope- \$5/day

The maximum overdue fine on an item is \$5.00. The fine for a lost item is equal to the replacement cost of the item.

If a patron has \$5.00 or more in fines, they cannot use their card until their account balance is below that amount.

The charge for a lost or damaged item is the replacement cost. The replacement cost of a lost and paid item is refunded provided the lost item is found within six (6) months of the due date.

The charge for a lost or damaged book on CD is \$10.00 per individual disk. If several discs or the entire item are missing the full replacement cost may be charged. There is no refund for a found book on CD if the item has been reordered.

Charges for other missing or damaged parts of an item are as follows:

- Audiobook case \$5.00
- Audiobook disc \$10.00
- DVD cases \$5.00
- DVD/CD cover art \$3.00
- CD case- \$3.00

Items borrowed through Inter-Library Loan (ILL) from another Library on behalf of a Lima Public Library patron are subject to the fines/fees rules of the lending institution.



RENEWING OF LIBRARY MATERIALS

Policy last updated: May 19, 2105

Eligible Library items can be renewed for additional loan periods

- Online
- By phone
- In the Library.

Eligible Library items may be renewed up to three (3) times for the original loan period, except New DVDs, Video Games and high demand items.

However, items on reserve for other patrons cannot be renewed.

Items borrowed through Inter-Library Loan (ILL) from another Library on behalf of a Lima Public Library patron are subject to the renewal rules of the lending organization.



RESERVING OF LIBRARY MATERIALS

Policy last updated: May 19, 2105

Holds (Reserves) can be placed for all materials except New DVDs, Video Games and “Lucky Day” Collection.

Holds (Reserves) may be placed in person, online or by telephone. Please contact either:

- The circulation desk at 419-228-5113 extension 139
- The reference desk at 419-228-5113 extension 128 or 129.



REFERENCE/INFORMATION SERVICES - SERVICE STANDARDS AND GUIDELINES

Policy last updated: May 19, 2105

The Library recognizes and respects that each question is important to the patron who asks it. Library staff will use authoritative and appropriate sources to respond to all patron questions. In some cases, staff may refer a patron to other agencies that can more completely answer a question. The number of patrons waiting for help may restrict the time available to help anyone patron; however, staff will strive to provide effective service to all patrons.

Reference/Information Service Guidelines:

- **Legal and Tax Information** -- Staff provide legal definitions and specific citations from the legal codes, but do not interpret passages. Staff do not recommend specific attorneys, but may suggest the patron contact an attorney or the local bar association for further assistance. Staff assists patrons in locating specific tax forms and publications. Staff does not interpret tax regulations or provide tax advice.
- **Medical Information** -- Staff will assist patrons in finding information about diseases, medical conditions, tests, and treatments in print and electronic resources. Staff does not interpret the information found in these medical resources. Staff do not make diagnoses, give advice, or recommend specific health care professionals.
- **Research Requests** -- If the information needed to answer a question is very lengthy or must be compiled from several sources, staff help the patron to locate appropriate materials, show him or her how to use them, and check periodically to make sure the patron is progressing well. When a research request is phoned in, staff encourages the patron to come to the Library in person if the appropriate materials are accessible in the Library. Staff may recommend electronic resources and borrowing from other libraries, and may make referrals to other libraries and organizations when those collections would better meet the patron's needs.
- **Computer Program/Website Assistance** -- Staff will get patrons started on the computer program/website in which they have an interest. In some cases, staff may not know how to use a program or resource about which the patron has a question. In these cases, staff may refer patrons to appropriate book or online resources for instruction or to another agency to more completely answer a question.
- **Projects** -- Staff will introduce patrons to programs, and offer basic instruction and assistance, but they may not do an individual's project for them. However, staff will be available to answer questions if the need for help arises.
- **Computer Use** -- Computers are generally limited to one hour of use at a time. Staff may extend this time for exams, school work, or media projects. It is the patrons' responsibility to save their work, so they do not lose it when their session ends.
- **Duration of Assistance** -- Staff may not be able to stay with any one patron for the duration of their work shift, as they will need to help other patrons as well. Patrons needing extensive assistance with a program should contact the reference/information staff in the Library's Adult



Services department to make an appointment to receive help. Reference/information staff is available for more detailed questions like setting up email, resume assistance, and the job application process.



REMOTE RESEARCH POLICY

Policy last updated: May 19, 2105

The Lima Public Library strives to provide the best resources and services to meet the needs of the citizens of Allen County. The Library further recognizes its role as a regional information provider and its commitment to the health and well-being of the greater Library world.

In-house Library use allows the Library the opportunity to educate patrons in the use of resources. The independent and self-guided researcher is our educational goal. When that educational opportunity and patron's personal use is not possible, the equitable use of limited resources requires some guidelines for remote requests and requests outside our service area:

Obituaries:

The Lima Public Library maintains an index of obituaries appearing in the *Lima News* from 1933 (currently) to the present time. If the obituaries requested are on file in this index, there will be no charge for up to five obituary requests. For obituaries not listed in our index, requests in excess of five, and all other remote inquiries, please see our guidelines below.

Research Guidelines:

The Lima Public Library will research your request for obituaries or other local information for a minimum deposit of \$7.00/half hour. Research cannot exceed 2 hours (\$28.00). Five photocopies are included in this price; additional copies will cost \$.10 each. Delivery by standard mail or email is included. If you request a rapid delivery service such as Federal Express, an additional fee will be charged. Fees may be paid by check or money order made payable to the "Lima Public Library".

Procedure:

- Submit request with deposit (see above - \$7.00 minimum).
- Make your request for information as specific as possible. We may be required to contact you for clarification. If so, we will mail, email or telephone if it is a local call.
- Specify method of delivery of the information.
- Provide mailing address and phone number and email address if applicable.
- If your initial deposit does not cover the expense, you will be notified. If your deposit results in an overpayment, a refund will be issued.

If you have any questions, feel free to contact the Reference Department of the Lima Public Library at 419/228-5113 or email mantzd@limaLibrary.com.

Rationale for Research Policy:

We appreciate the opportunity to share resources with our patrons, both remote and in-house. However, because librarians have limited time to research topics for our patrons, guidelines must be established. Priority must be given to our in-house patrons.

Our in-house patrons are taught how to do research and how to find the information they require. This is done so that they become information literate and therefore able to conduct their own research in the future. Remote patrons, on the other hand, require that the librarians conduct the



research for them. By instituting a research policy, we can alleviate the problem of large periods of time devoted to one remote patron, thus enabling us to serve our own local patrons in a more efficient and timely manner.

The attached patron requests for information are just a small sampling of the letters that we receive. Patrons often have incorrect data and/or names, and this means that even more valuable time is needed to track down information. Obituaries are the most common remote research request we receive. They are time consuming as they are found on rolls of film. Frames of film must be flipped through to find the appropriate dates, and then the specific issue of the paper scanned to find the obituary. Particularly with older obituaries there is no consistency as to the location within the paper or the date of publication's relation to the date of death. The longest list represents 20 man-hours of research.

Please keep in mind that the goal of establishing a Research Policy is not to generate revenue, but rather to institute guidelines for our remote users, who at times have requests using up inordinate amounts of our librarians' time. Comparable services from private researchers can cost over \$50.00 per hour.



TEST PROCTORING

Policy last updated: May 19, 2105

Staff members in the Library's Reference Department will administer exams from any school or institution that allows for test proctoring.

This may include:

- High schools
- Distance learning centers
- Colleges
- Universities
- Licensing agencies

The proctor will verify identification and ensure that the time limit for taking the test is adhered to, that no unauthorized sources are used, and that the completed test is returned in the manner specified.

A test must be scheduled in advance by contacting the Reference Department of the Library. At that time, the Reference Services staff member will determine if the Library proctor can meet all of the criteria specified by the institution from which the test originated.

There is a no fee for proctoring.



EXTENSION SERVICES FOR SENIORS/HOMEBOUND

Policy last updated: May 19, 2105

The Extension Department offers free delivery and pickup of Library materials to the elderly, the disabled and those who are temporarily incapacitated.

To be eligible for Homebound Services, a patron must live within the Lima Public Library's service area and be:

- Unable to visit the Library due to physical or mental disabilities.

OR:

- A resident of a nursing home, assisted living facility, or senior apartment (regardless of health or mobility).

OR:

- A full-time caregiver to someone with physical or mental disabilities.

A Lima Public Library card in good standing is required for the use of this service.



EXTENSION SERVICES FOR PRESCHOOLS, DAYCARES AND HOMESCHOOLS

Policy last updated: May 19, 2105

The Extension Department offers free delivery and pickup of Library materials to locations of early childhood education that are situated within the Lima Public Library's service area.

Facilities eligible for delivery and pickup include:

- Daycare centers
- Preschools
- In-home licensed daycares
- Homeschools for children with disabilities

A Lima Public Library card in good standing is required for the use of this service.



PATRON SERVICES POLICIES

LIBRARY USE POLICY

Policy last updated: May 19, 2105

Policy Statement: The Lima Public Library Board has the responsibility to provide a pleasant, orderly facility conducive to concentrated use of Library materials and services. We want people to use our facilities frequently and take full advantage of available materials, resources, and programs. It is our intent to provide a positive and welcoming experience for all Library visitors. To maintain this atmosphere, the staff will intervene in situations that present danger to the safety of persons or property, interfere with the rights of others, constitute disturbing or inappropriate uses of the Library and/or that involve the commission of illegal acts. Lima Public Library Security personnel that hold a police powers commission, and/or off-duty Lima Police Officers, may be present during business hours to aid staff in maintaining an orderly atmosphere.

Disruptive behavior will not be permitted. This includes any activity, whether intentional or inadvertent, that interferes with the rights of others, physical abuse, abusive or threatening language and misuse of Library property. Banning from the Library and/or loss of Library privileges may result. The following Library Use Policies are based on powers granted to a public Library board of trustees under the Ohio Revised Code, Section 3375.40(H). These listed policy prohibitions may not be all inclusive:

- Loud or boisterous behavior.
- Disorderly conduct, arguing, threats, fighting.
- Vandalism or theft
- Profanity or other abusive language.
- Loud conversation or cell phone conversation that can be heard in a manner that disturbs others.
- Playing personal or Library audio at a volume that disturbs others.
- Gatherings around seating or internet computers that causes a disturbance to others.
- Patrons photographing or video recording other patrons or staff without their permission.
- Loitering in a manner that is disturbing to others, running or sleeping.
- Food products that are normally eaten as a meal and drinks in unsealed containers (sealed drinks are allowed). Food that is of the snack variety that's quiet to eat, is in small pieces, and doesn't produce a significant food odor is allowed. Any messes made must be cleaned up as soon as possible.
- Smoking inside building and outside area adjacent to Library entrance/exit doors.
- Using any device that produces smoke, vapor, or mist inside Library.
- Alcohol or any illegal drug.
- Engaging in public sexual behavior, public indecency, offensive touching, viewing obscene material or inappropriate websites.
- Fraudulent use of another person's Library card and/or number, including using another's Library card/number to gain Library computer internet access.



- Not attending to their child's needs or dealing with their child's behavior issues, while the responsible person is engaged in computer/internet use (also refer to Unattended Child Policy).
- Deadly Weapons as defined by the Ohio Revised Code, except for sworn on-duty and off-duty law enforcement.
- Soliciting money, services.
- Posting or distributing materials on Library property without permission of the Library.
- Entering "Staff Only" areas unaccompanied by a current Library staff member.
- Bringing animals other than service animals into the building, unless the animal is part of a Library sanctioned program.
- In the Library without wearing a shirt, shoes, pants that droop enough that exposes any area of the bare buttock or clothing that may be disruptive to other patrons or staff.
- Library staff or security will not be responsible for personal items.



ENFORCEMENT OF PUBLIC BEHAVIOR POLICY

Policy last updated: May 19, 2105

Library employees are authorized to bring to an individual's attention any act or omission which violates the Library's rules for public behavior and detracts from the decorum of the Library. Such an individual will be asked to change the problem behavior to conform to the rules.

If such change is not evident or forthcoming, that individual will be asked to leave Library property. Failure to leave, if asked, will result in the police being called. A violation of section 2911.21 of the Ohio Revised Code (Criminal Trespass) will be considered if the individual does not leave of his own accord.

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 for a set period of time, or permanently. Such individuals will be informed of the date they may return to Library property. If the banned patron is a minor, the child's parent or legal guardian will be informed of the reason for and the length of the ban.

Any banned individuals who otherwise enter Library property, including Branches, will be arrested for trespassing.



PUBLIC RECORDS REQUESTS

Policy last updated: May 19, 2105

The Lima Public Library maintains many records that are used in the administration and operation of the Library in accordance with the Ohio Revised Code. Public access to these records is available within the guidelines explained in the Library's Public Records Policy. This policy is available in the Library's printed policy manual.



RELEASING LIBRARY ACCOUNT INFORMATION

Policy last updated: May 19, 2105

The privacy of Library records is a responsibility that the Library takes very seriously. For a patron's protection and in accordance with Ohio law, Library account information is disclosed in the following ways.

A patron's Library account contains:

- Titles checked out on the patron's Library card
- Titles on reserve for the patron
- Personal information including address & phone number
- Any fines or fees owed

To borrow materials, a patron must present a Library card or his/her photo ID.

To discuss his/her Library account, a patron must:

- Show his/her Library card OR
- His/her photo ID OR
- Provide his/her full name and card number

To discuss his/her child's (under age 18) Library account, a person must:

- Show his/her child's Library card OR
- Show his/her photo ID or his/her Library card with same last name or address as child OR
- Provide child's full name and card number

To discuss another person's Library account, one must

- Show that person's Library card



UNATTENDED CHILD POLICY

Policy last updated: May 19, 2105

Policy Statement: The Lima Public Library is glad your children are using our community's Library. We want the Lima Public Library to be a welcoming, educational and safe place for your child. The safety of children is a priority for the Lima Public Library; however, the Library is a public institution, and is open to all. Therefore, children of any age may be at risk when left unattended by a responsible adult or caregiver. There are many factors in all public buildings that could place a child of any age in danger.

The Lima Public Library staff cannot act *in loco parentis* and is not responsible for children of any age, in any area of the Library, both inside and outside the building. Disruptive or destructive children will be asked to leave, and may be banned from the Library for a specified period of time. The responsibility for the safety and behavior of children in the Library rests with the responsible adult/caregiver of the child.

1. Children from birth through age 10 must have a responsible adult/caregiver in the immediate vicinity of the child.
2. Children 11 through 17 may use the Library on their own. However the parent(s)/guardian/responsible adult of the child is still responsible for the actions of their child/children. If a child in this age group is not able to leave the Library on their own, he/she should not be in the Library without a responsible adult/caregiver.
3. The assigned caregiver of a child must be at least 12 years old and be able to control the actions of the child in their care.
4. All children should be able to give emergency contact information if needed. If the child is unable to retain emergency contact information, this should be written down and be with the child.
5. If a child is in the category (ages 11-17) to use the Library on their own, responsible adults/caregivers need to make sure they know the Library closing hours if their child/children are being picked-up. Closing times during the week vary and severe weather and other factors may constitute the Library adjusting closing hours for those factors.
6. If a responsible adult/caregiver has not picked up the child within 15 minutes after Library closing, the Library staff will call the police to pick the child up. The child can be retrieved from the police station.
7. Children will be permitted to use the Library telephone only in the case of an emergency or to get a ride home. However pick up times should already be arranged prior to dropping your child off at the Library.
8. Library staff is not permitted to page or deliver messages to unattended minors in the Library.



STRANDED CHILD AT CLOSING TIME

Policy last updated: May 19, 2105

No stranded child under age 14 shall be left on Library property at closing time. A child will be considered abandoned if parent, legal guardian or assigned caregiver is not present at closing time. In this case, staff will call the police and ask them to assume responsibility for the unattended child. Two staff members will remain with the stranded child until police arrive.



BREASTFEEDING POLICY

Policy last updated:

Lima Public Library provides a welcoming environment where breastfeeding mothers are able to sit anywhere and enjoy a welcoming attitude from staff, management and, to the fullest extent possible, other patrons while breastfeeding.

Staff members are knowledgeable of how to handle complaints about breastfeeding. Staff and concerned patrons should be informed that breastfeeding in public is protected by Ohio state law, Ohio Revised Code Ann. 3781.55, and that this organization welcomes breastfeeding mothers.



TECHNOLOGY POLICIES

COMPUTER ACCEPTABLE USE POLICY

Policy last updated: May 19, 2105

The Lima Public Library has computers available to serve the educational, informational, and recreational needs of the community.

The Library provides access to Internet, reference databases of general and special periodical materials, reader's advisory services, homework centers to assist students, legislative, historical, and archival information. Utilization of the computers and network connections (including wireless connectivity) for any purpose constitutes acceptance of the terms of this Computer Acceptable Use Policy. Users are personally responsible for their acts or omissions in connection with utilization in derogation of this policy.

Violation of this policy may result in revocation of utilization privileges and/or immediate termination of the violator's relationship with the Lima Public Library and could lead to civil or criminal prosecution.

The Lima Public Library is authorized by anyone using the computers to cooperate with any governmental and/or civil authorities in prosecutions of any criminal and/or civil matter against any person who violates this policy. This may include any records, information, data, images, communications, recordings, or other evidence in the custody of, or accessible by, the Lima Public Library which are requested by governmental or civil authorities through subpoena, court order, or process.

All users of the computers or the Internet agree to hold the Lima Public Library harmless from any and all claims, losses and damages, obligations and liabilities, directly or indirectly relating from the use of computer equipment, peripherals, and network connections, caused thereby or there from arising. In no event shall the Lima Public Library have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if the Lima Public Library is advised of the possibility of such damages.

Information accessible from the Internet is not generated by the Lima Public Library and is not necessarily accurate, authoritative, complete, or current. Material on the Internet is not pre-screened, monitored, censored, endorsed or ratified by the Lima Public Library. The Lima Public Library waives any responsibility for content accessible from the Internet.

Due to the right and need for the Lima Public Library to monitor compliance with this policy, utilization of the computers that requires privacy of any kind for any purpose is not supported and is prohibited.

Any person utilizing the computers understands and agrees that they are specifically waiving any expectation or right to privacy in their communications, data, programs or other personal information stored, displayed, accessed, communicated, published or transmitted on computers.

The following rules and regulations will govern use of all computers:

ACCESS



1. Patrons using computers by themselves must be in the third grade or higher. Children less than third grade level may use computer with an adult patron. Lima Public Library catalog access is provided to all ages.
2. Only one patron per computer. Staff may grant exceptions to parents with children and adults working on collaborative projects).
3. Library staff may not be trained in or knowledgeable about individual software programs available in the computers.
4. Repairs to computers are made without notice. When technicians arrive, computer users will stop work to allow repairs to be made. A user may save current documents on a storage device.
5. Electronic mail accounts, chat lines, instant messaging, list serves and news groups are not provided by the Library. Software provided to utilize these or other resources does not constitute an endorsement or promotion of that product or any point of view or opinion expressed therein.
6. Parents or guardians of minors may wish to closely monitor their child's access to the Library computers and the Internet. As is the case with all Library materials, the right to restrict a minor's access to materials rests firmly with the parent or guardian.
7. Computers in the Youth Services Area of the Main Library are designated for the exclusive use of children of middle school age and younger. A responsible adult is welcome to help, encourage, and monitor the child.
8. Computers outside the Youth Services Area of the Main Library are designated for the exclusive use of adults of high school age or older.
9. The Library reserves the right to designate certain equipment for use by patrons in need of special physical accommodation. This may require patrons without need of such accommodation to move or relinquish their spots on this equipment, with every effort being made to find them alternative space in a timely manner.

WIRELESS (WiFi) COMPUTING

Patron wishing to access the Library's wireless network must follow the Library's established policies, guidelines, and regulation; see Wireless Internet Access Policy. Staff is not responsible for setting up personal computers to work within the Library's wireless access.

FILTERING

1. The Lima Public Library supports the free and open nature of the Internet and realizes the limitation of technical restrictions placed on its use. In response to requests by a portion of the public, filtering services are provided for all patrons.
2. Adult patrons not wishing to avail themselves of this service may do so at the time of their log in to the computers.
3. Computers used by patrons under the age of 18 will be automatically set for age-appropriate levels of filtering.
4. The Library may designate specific computers or areas of the facilities to have filtered only access.



5. Library staff will make every effort to remove blocks by software on sites that are appropriate within this acceptable use policy.
6. Parents or legal guardians have the right to determine the level of filtering appropriate to their children.

INTERNET MANAGEMENT SOFTWARE

1. The Library may use software to manage the registration and operation of its computers, printers, and filters.
2. Local residents or frequent users of the Library's computers must have a Lima Public Library card and pin number to sign into the Library's automated system.
3. Temporary cards for computer use will be issued for those not having or wishing to have a permanent Library card. These cards may be subject to lower time limits, use fees, and the higher filtering levels.
4. Fines and fees will not block patrons from use. Those individuals owing the Library money may be subject to lower time limits and higher filtering levels.

SCHEDULING

Computers are available on a first-come, first-served basis unless designated as a reservable terminal. Computer use is restricted to the limitations posted on an individual machine or group of machines. Limitations may be subject to change without notice.

SOFTWARE

1. The Library System provides selected software and printers. The software shall be designed for informational, educational, or recreational uses. No other software may be installed, downloaded, used, or copied to the computers.
2. Saving user files on the computers is not permitted. User files may be saved to a storage device. The computers have DeepFreeze installed on them. This software will wipe the computer clean upon reboot.
3. The Library is not responsible for damage to the user's disk or computer, or for any loss of data, damage, or liability that may be incurred from the patron's use of the Library's computers.
4. The software provided by the Library for public use is protected under U.S. Copyright Law. Patrons are forbidden to make copies of software for any reason or purpose. (Title 17 U.S. Code)

SUPPLIES

Patrons may use their own paper, stationery, and envelopes, as appropriate with the printers assigned to the computers. There will be a nominal charge per print for use of the printers (either patron or Library stationery). Incomplete, unreadable, or low quality prints may be returned at the time of printing for a refund. Patrons are responsible for the prints they initiate and will not receive refunds for prints other than those that are incomplete, unreadable, or low quality.

SUSPENSION OF USE PRIVILEGES

1. Suspension of use privileges shall be at in the sole discretion of the Lima Public Library staff. The supervisor in charge may use their judgment in denying the use of the computer to individuals



or groups. Service units shall notify other service unit supervisors of patrons who have been suspended and the length of the suspension.

2. Any abuse or misuse of the computers, associated hardware, Internet, or Library software will result in suspension of use privileges. This includes, but is not limited to, copying Library software; uploading, downloading, or installing any software to the computers; attempts to access or change set-up programs, resources, features, contents or controls of the computers; or utilization of any resource causing damage to or altering the operations, functions, or designs of the computers.
3. Use of computers is for educational, informational, and recreational purposes only. Any utilization which is illegal, criminal, or unethical or infringes on the rights or liberties of another is strictly prohibited.
4. Utilization of the computers to access, view, print, store, transmit, disseminate or sell any information protected by law or subject to privilege or an expectation of privacy is strictly prohibited.
5. Utilization of the computers involving communications, materials, information, data, or images prohibited by legal authority as obscene, pornographic, threatening, abusive, harassing, discriminatory, antisocial, or in violation of any other policy of the Lima Public Library is strictly prohibited.
6. Utilization of the computers which causes or permits materials protected by copyright, trademark, service mark, trade name, trade secret, confidential or proprietary data and information, or communications of another to be uploaded to a computer or information system, published, broadcasted, or in any way disseminated without authorization of the owner is strictly prohibited.
7. Granting access to persons not authorized by Lima Public Library to any of the computers, either an intentional action such as disclosure of account information or unintentional action such as failure to log off will result in suspension of use privileges.
8. The Library will actively seek to prohibit the use of Internet resources by those individuals prohibited by law, court order, conditions of parole or pardon, or other legally binding restriction. This may include identification of users on parole, probation, or list of sexual predators.



WIRELESS INTERNET ACCESS

Policy last updated: May 19, 2105

The Library provides wireless Internet access throughout its public space. Properly equipped Internet-enabled devices will connect to the network in the same manner they would to other typical wireless networks. The wireless network is unsecured. Patrons should use appropriate caution when transmitting personal information over unsecured networks. The Library is not responsible for patrons' use or personal devices while using the Library's unsecured wireless access.



LIBRARY WEBSITE

Policy last updated: May 19, 2105

The Library maintains a website to further communication with its patrons and to provide remote access to its resources. In choosing resources to link directly to its website, the Library follows its materials selection policy. However, the Library does not monitor or control information accessible through the Internet and is not responsible for the content of that information.



SOCIAL NETWORKING

Policy last updated: May 19, 2105

The Library may use social networking to facilitate communication and encourage collaboration between Library staff and Library patrons. The Library reserves the right to monitor content before it is posted on all of its social networking sites and accounts, and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate for the service.

The Library also reserves the right to edit or modify any submissions in response to requests for feedback or other commentary. Notwithstanding the foregoing, the Library is not obligated to take any such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the service.