



Public Policy Manual

Perry Public Library

Adopted and Approved November 18, 2010

Reviewed and Revised November 24, 2022

by the Perry Public Library Board of Trustees

Chapter 1: Operational Policies

Section 1.1	Mission Statement.....	2
Section 1.2	Code of Regulations.....	3
Section 1.3	Open Meetings Policy.....	8
Section 1.4	Records Retention and Disposal....	9
Section 1.5	Financial Policies.....	12

1.1 Mission Statement

The mission of the Perry Public Library is to provide a welcoming environment while connecting our community with enriching information, materials, and programs that inspire literacy and lifelong learning.

The Library Board of Trustees reserves the right to modify this policy manual at any time.

1.2 Code of Regulations

Members

Any resident age eighteen (18) or older of North Perry Village, Perry Township, and Perry Village may, by paying dues amounting to one dollar, be a member of the Perry Public Library Association.

Honorary Members

The Trustees of Perry Township, and Mayors and Councils of North Perry Village, and Perry Village shall be ex-officio honorary members, of this Association, and shall be entitled to vote at the annual meetings.

Meetings

The annual meeting of the Members of the Perry Public Library shall be held in October, with the date, time and place to be designated by the Board of Trustees, no later than the regular September Board meeting. Special meetings may be called by the Board of Trustees, or any three members thereof, upon three days previous notice in writing.

Board of Trustees

The management of the affairs of the library shall be vested in the Board of Trustees, which shall be nine in number, each of whom shall be elected by the Members for a period of three years, three members being elected each year, and who shall continue in office until their successors are elected and qualified. Such elections shall be held at the annual meeting, or at a special meeting called for that purpose, which election shall be by written ballot. The three candidates receiving the highest number of votes shall be elected. The elected members will take office at the organizational meeting in January.

Employees of the Board

The Board of Trustees shall employ a Library Director and a Fiscal Officer. Other people may be employed as necessary for the care and maintenance of a public library and may include a Deputy Fiscal Officer.

Powers of the Board

The Board of Trustees shall determine the time and place of its meetings and shall have full power to adopt and change by-laws for its own regulation and for the care, management and regulation of such library not inconsistent with this Code of Regulations.

Responsibilities of the Board

The Board of Trustees may, upon resolution of said Board and adopted by a majority vote of all its members:

- Purchase, or otherwise acquire, lease as lessee, invest in, hold, use, lease as lessor, encumber, sell, exchange, transfer and dispose of property of any description or any interest therein; receive, hold and disburse donations and bequests for the purpose of said corporation.

- Borrow money, and issue, sell and pledge its notes, bonds, and any other evidences of indebtedness, and to secure any of its obligations by mortgage, pledge or deed of trust of all or any of its property.

Vacancies

Vacancies in the Board of Trustees shall be filled for the unexpired term by appointment by the Board of Trustees. The Board of Trustees are bound by the Ohio Revised Code (ORC) in regards to its responsibilities.

Board Officers

The Board of Trustees shall elect from their number a President, Vice-President, Secretary and a Deputy Secretary. These officers shall be elected for a period of one year, but shall serve until their successors are elected and qualified.

Duties of Board Officers

President

The President shall preside at all meetings of the Members and the Board of Trustees, sign all checks, appoint all committees and perform all the duties incident to the office. The President shall be an ex-officio member of all committees.

Vice-President

The Vice-President shall perform all the duties of the President during the absence or disability of the latter.

Secretary

The Secretary shall keep an accurate record of all acts and proceedings of the meetings of the Members and of the Board of Trustees; keep a membership roll; send out notices of all meetings; and deliver to his successor on the expiration of his term of office all records belonging to the Library, and in general do all things and acts devolving upon such office. The Deputy Secretary shall perform all the duties of the Secretary during the absence or disability of the latter.

Duties of Fiscal Officer

The Fiscal Officer shall collect, receive and safely keep all moneys due or belonging to the Library, and expend the same only upon the order of the Board; sign all checks; keep an accurate account of all receipts and expenditures as such officer; render an annual statement of the same to the Members; render a statement of same to the Board of Trustees at any time when so requested by them; and at the conclusion of employment with the Library to deliver to the new Fiscal Officer all funds and property in his possession belonging to the Library. The Deputy Fiscal Officer shall perform all the duties of the Fiscal Officer during the absence or disability of the latter.

The Fiscal Officer and the Deputy Fiscal Officer shall each give bond with one or more sufficient sureties approved by the Board of Trustees in the penal sum of Fifty Thousand Dollars (\$50,000.00) each, or in such sum as may hereafter be ordered by the Board of Trustees, payable to the Library, conditioned upon the faithful discharge of their duties as such, and the payment of

funds belonging to the Library to their successors in office. Said bond shall be given before entering upon the duties of their employment.

Committees

The Board recognizes the following standing committees: Finance, Nominating, Permanent Improvement/Future Direction, Records Retention, Staff/Salary and Technology. Each committee shall consist of a chairperson and the number of members appropriate to conduct business. The Board President will serve as an ex-officio member of each committee. Other ad-hoc committees may be formed as the need arises.

Order of Business

At all meetings of the Members, the suggested order of business shall be as follows:

1. Roll Call
2. Reading of minutes of previous meeting
3. Financial report and statements
4. Reports of committees
5. Reports of president and other officials
6. Unfinished business
7. Election of Trustees
8. New or miscellaneous business

At all meetings of the Board, the suggested order of business shall be as follows:

1. Call to Order/Roll Call
2. Approval of Minutes from Previous Meeting
3. Fiscal Officer's Report
4. Director's Report & Department Reports
5. Committee Reports
6. Correspondence
7. Old Business
8. New Business
9. Public Comments
10. Board Comments
11. Adjournment

Amendments

This Code of Regulations may be amended by the assent in writing of two-thirds of the members; or by vote of a majority of the members present at any regular annual meeting or a special meeting called for that purpose, as provided in Article III.

Rules of Order

Where not otherwise governed by law or these Code of Regulations, the proceedings of the meetings of the Board shall be in accordance with Roberts Rules of Order as currently revised and published at the time of the meeting.

Quorum

Five members shall constitute a quorum. Any member who misses three consecutive meetings without due cause may be approached regarding possible resignation.

Checks

Checks shall be signed by both the President or Vice-President and the Fiscal Officer or Deputy Fiscal Officer.

Compensation of Board Members

Board members are not to be compensated for their services but will be reimbursed for necessary and related expenses as Trustees. To be effective, Board members must attend board meetings, read materials presented for review, and attend an occasional library related workshop, seminar or meeting. Board members using their own vehicle will be reimbursed for mileage at the rate set by the Board of Trustees for travel to and from any library related workshop, seminar or meeting.

Through the Library's institutional membership to the Ohio Library Council, Board Members automatically become members of the Ohio Library Trustees Association.

Code of Ethics

Trustees must promote the highest level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

It is incumbent upon any Trustee to disqualify himself or herself immediately whenever the appearance of a conflict exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.

A Trustee must respect the confidential nature of library business while being aware of and in compliance with the Freedom of Information act.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept appointment to a library board are expected to perform the duties and responsibilities as outlined in this Policy Manual.

Library Trustees are bound by the Ohio Ethics Law described in the Ohio Revised Code (ORC). Appropriate statutes are distributed to each Trustee at the beginning of a new term.

1.3 Open Meetings Policy

In compliance with the ORC, meetings of the Board of Trustees shall be open to the public. Minutes of such meetings shall be available for public inspection. Notice of such meetings shall be kept posted within the Library and published in the local newspaper. Notice of special or extraordinary meetings shall be given to the media in advance. At all times, patrons' registration records and the personnel files shall remain confidential in compliance with State and Federal laws. The Board reserves the right to hold executive sessions in accordance with the ORC.

Special Meetings

Special meetings may be called by the President or upon written request of any two member of the Board. Notices of special meetings shall be given by the Secretary stating the business to be transacted, no other business to be considered except by unanimous consent of all members of the Board.

Public Comment at Open Meetings

The public is welcome to attend Board meetings at any time, except when the Board is in Executive Session, as defined by law. All visitors are expected to conduct themselves in a manner consistent with the orderly completion of the meeting. Exceptions to these rules may be made at the discretion of the Board President. Visitors who cause a disturbance may be asked to leave the meeting.

Those wishing to address the Board are asked to limit their remarks to no more than five minutes and that their name and address be included since Board meetings are recorded and are a matter of public record. In order for the Board to fulfill its obligation to complete the scheduled agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation will be permitted and be extended at the Board's discretion. Because agendas are set in advance, discussion of a presenter's topic may not take place at that meeting. However, the Board will give careful consideration to residents' concerns and will respond.

1.4 Records Retention and Disposal

Background

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

A Records Commission will be established, composed of the Director, Fiscal Officer and one member of the Board. The Commission shall meet at least once per calendar year for purposes of approving records to be disposed.

The Fiscal Officer, who shall be designated as the Records Officer, will prepare a list of records to be disposed. The Board of Trustees will approve the list prior to disposal. The list shall become an exhibit to the minutes of the Board and become permanent records of the Board of Trustees.

A Form RC-3 (Certificate of Record Disposal) must be prepared and sent to the Ohio Historical Society - State Archives - Local Government Records Program fifteen (15) business days before any records are disposed, transferred or destroyed.

Records shall fall into two categories: Permanent and Non-Permanent. Retention of records may be on any commercially viable media that provides an accurate reproduction of the record. The following lists shows the retention period of specific records, which is compiled from recommendations from the Auditor of State's Office and the Ohio Historical Society.

Regardless of format, digital back-ups of any of the records shall follow the same retention period as paper records.

Permanent Records

- Annual financial report to the Auditor of State
- Annual report to the State Library
- Audit reports from the Auditor of State
- Board of Trustees minutes
- Board Policy Files
- Building specifications and plans
- Building project records (successful)
- Library statistics – annual report
- Payroll records (except time sheets)
- Payroll tax records
- Ohio public employee retirement system (OPERS) reports

Non-Permanent Records

Retention period provided records have been audited.

Record Type	Retention Period
Appropriation Ledgers	5 years
Bank Deposit Receipts	5 years
Bank Statements	5 years
Bids-Successful	15 years after contract expiration
Bids- Unsuccessful	3 years after letting of contract
Book Inventories	Maintained online; until superseded
Budgets (Annual)	25 years
Building Project Records-Unsuccessful	3 years
Cash Journals	5 years
Cash Register Tapes	2 years provided audited
Check Registers	5 years
Checks, Canceled	5 years
Consultant Records	4 years
Contracts	15 years after expiration
Contracts, Construction	15 years after project completion
Correspondence, General	1- 5 years if no historical value
Correspondence, Specific	Length of time as the items to which it refers
Correspondence, Transitory	Retain until no longer of administrative value
Deduction Authorizations	Until superseded or 2 years after employment is terminated
Deferred Compensation Deduction Reports	5 years
Depository Agreements	5 years after contract has expired
Director's Monthly Report	5 years
E-mail	Retain according to content
Employee Handbooks	Until superseded
Employee Personnel Files	10 years after termination- purge extraneous records, retain retirement waivers, service record, and leave balances permanently
Employee Request for Leave Form	Until audited
Employee Schedules	Fiscal Year plus two years
Employment Applications	2 years if not hired
Encumbrance and Expenditure Journal	5 years
Gift Donor Forms	4 years
Grant Files	10 years

ILL Records	Yearly, once count is reported for statistics
Incident/Accident Reports	5 years
Insurance Policies	2 years after expiration, provided all claims settled
Inventories	Until superseded
Investment Records	4 years
Invoices	4 years
Job postings/advertisements of job openings	1 year if no action pending
Job Descriptions	Until superseded
Leases, Equipment	2 years after expiration
Leases, Real Estate	5 years after expiration
Levy Official Files	Life of levy plus 5 years
Lost Materials/Fine Records	Once paid removed from patron history
Patron Information	Permanent or 3 years after inactive
Prevailing Wage Records	4 years
Purchase Orders	5 years
Receipt Books	Until audited
Receipt Journals	4 years
Records Commission/Disposal File Documents	10 years
Records Requests	2 years
Registration Cards	Permanent or 3 years after inactive
Software	Destroy when obsolete
State Income Tax Report	25 years
Survey Reports	4 years
Time Sheets	5 years
Travel Expense Vouchers	4 years
Unemployment Compensation Claims	4 years
Voucher with Invoices	5 years
W-2 Forms	6 years
W-4 Forms	Until superseded
Workers Compensation Claims	10 years after final date of payment

1.5 Financial Policies

Credit Card

The Library will obtain a credit card with no fee or a competitive annual fee that will best fit the library's needs. The Library Director, Fiscal Officer and Library Custodian are the only staff members authorized to use the Library's credit card. The Fiscal Officer will pay statements in a timely manner to avoid any interest, carrying charges or penalties due to late payments. Claims filed in connection with the use of the credit card must be itemized before being approved and paid. Any and all charges incurred and charged to the credit card must be business related and not personal in nature. A reasonable "tip" or gratuity is allowable where service has been provided. In case of the card being lost or stolen, the issuing credit card company must be notified immediately and notification must be given to the Board of Trustees at the next scheduled board meeting.

Returned Checks

Payments made to the Library with non-sufficient funds will incur a fee of \$10 along with any bank fees. Payments for checks with non-sufficient funds must be made with either cash or a cashier's check.

Gifts to the Library

The Perry Public Library accepts donations in memory of someone who has passed away, in honor of a special occasion (i.e. birthday, anniversary, etc.), or just because.

When making a recommendation for the use of the gift, the following parameters apply:

Library Materials means that the money will be spent on books, CDs, DVDs or any other type of library material for patron circulation.

Library Equipment means that the donation will be placed in the Equipment Repair and Replacement fund. Money from that fund is used to purchase chairs, computers, office equipment, toys for the Children's Area, etc.

Money donated to the Building Fund can be spent on any capital improvements made to the Library.

If the donor does not have a preference, the donation will be placed where the Library sees fit.

The Library sincerely appreciates the receipts of gifts by will for general or specific purposes. All such gifts are tax-deductible. All bequests received by the Library will be placed into the Building Fund, unless specifically designated for other Library Board approved projects.

The Library will not appraise gifts of materials and equipment. A donor may request a receipt for the number of items donated.

Store Discount Cards

Some retail stores choose to issue discount cards which allows for a greater discount on merchandise along with the user earning points for discounted merchandise or gifts. Library staff may not use personal discount cards when making library purchases. If it would benefit the

library to have a discount card, the Director or Fiscal Officer will apply for one in the Library's name. Any accrual will benefit the Library.

Chapter 2: Service Policies

Section 2.1	Geographic Service Area and Eligibility for Borrowing.....	15
Section 2.2	Circulation Regulations and Loan Periods.....	16
Section 2.3	Collection Development.....	19
Section 2.4	Reconsideration of Library Material.....	24
Section 2.5	Interlibrary Loan.....	25
Section 2.6	Special Services.....	26
Section 2.7	Confidentiality of Library Records.....	30
Section 2.8	Request to Review Public Records.....	32
Section 2.9	Patriot Act*.....	34
Section 2.10	Intellectual Freedom.....	35
Section 2.11	Computer Use.....	36
Section 2.12	Staff and Public Interaction.....	39
Section 2.13	Public Relations.....	44
Section 2.14	Volunteers.....	46
Section 2.15	Friends of the Library.....	47
Section 2.16	Programs and Classes.....	48

2.1 Geographic Service Area and Eligibility for Borrowing

As defined by the State Library of Ohio, the geographic service area for the Library is the Perry Local School District.

Free library cards are issued by the Perry Public Library to permanent residents of the State of Ohio. Non-resident or transient residents may obtain a card that will be valid for a 3-month period, which may be extended as needed.

A valid identification card with current address or a valid identification card with an official document with current address are needed to apply for a library card (items may be scanned for recordkeeping).

Patrons under the age of eighteen (18) must have a responsible adult (parent or guardian) sign for their library card.

2.2 Circulation Regulations and Loan Periods

Registration

Acceptance of a library card constitutes acknowledgment of responsibility for its use, for materials borrowed with it and for all fines charged against it. Parents assume responsibilities for their children less than 18 years of age.

New library cards will be issued to patrons completing a registration form and presenting a valid state-issued identification. If the address on the identification is not the current address, a bill or bank statement must be presented to verify the address. These documents may be scanned and held for record keeping or reference. The Library reserves the right to limit the initial check-out for children at five (5) print items and adults at two (2) digital items (no equipment) and three (3) print items. An individual may only have one library card in the CLEVNET system.

Loan Periods

The Library reserves the right to limit the number of items borrowed and/or the loan period. The Library reserves the right to ask for state-issued identification to verify identity of the patron and use of his or her library card.

Material	Loan Period
Books	21 days
TV on DVD & Nonfiction DVD (not new)	21 days
Book on CD & Playaway	21 days
CDs	21 days
Puzzles	21 days
Toy backpacks	21 days
Board & educational games	21 days
Book kits	21 days
Blu-Ray & DVD (not new)	7 days
Magazines	7 days
Video games	7 days
Hotspots	7 days
Launchpads	7 days
Library of Things items	Varies by item
New TV & Nonfiction DVD	7 days
New Blu-Ray & DVD	3 days

All library materials except new DVDs and Library of Things items may be renewed unless on reserve or in demand. Renewals can be made in-person, by phone or via the on-line catalog.

DVDs, Video Gaming items, Hotspots and Library of Things Items

Anyone 18 or older with a valid Perry Public Library card (and State issued identification, if requested) may borrow these items. New DVDs, digital items and equipment may not be

reserved. Youth over the age of 14 and still under the age of 18 may borrow DVDs and Video Gaming items with signed parental consent.

Autorenewal

Clevnet will attempt to automatically renew an item unless:

- there is a hold on the item
- the item has reached its renewal limit (varies by item/library)
- patron account is blocked

Fines for Overdue Materials

Any patron who borrows material from the Perry Public Library is responsible for returning items on time and in good condition. A patron who does not return material by the due date indicated may be charged according to the fine schedule.

Most overdue fines have been eliminated. Exceptions are Hotspots, Library of Things items, and items that belong to other libraries. (Items belonging to another library are subject to that library's lending policy.)

Items that are lost or damaged are subject to replacement fees.

Hotspots	\$1 per day	\$10 maximum per item
Library of Things items	\$1 per day	\$10 maximum per item

When a patron's account exceeds \$10, the account must be brought to under \$10 in order to maintain borrowing privileges.

A patron who does not return or pay for overdue Library material after being properly notified will be denied borrowing privileges until the account is cleared, and may have the account turned over to a collection agency. A service charge of \$10 will be applied to the patron account when a collection agency is used. The \$10 service charge is not refundable.

Fees for Lost or Damaged Materials

When a patron reports a borrowed item lost or fails to return it, the patron will make restitution to the Library by paying for the item. A patron is required to pay for replacement costs when material is returned only if, in the Library's estimation, it is beyond repair or not useable. The \$2 processing fee and any fines must be paid. The Director and the Circulation Supervisor will determine the replacement cost based on factors including, but not limited to, age of the item, circulation rate of the item, etc.

No refunds will be made if the material is replaced by the Library. The processing fee and fines will not be refunded.

A patron who does not pay for damaged or lost materials after being properly notified will be denied borrowing privileges until the account is cleared.

Claims Returned

When a patron claims to have returned the material which the Library records show to be outstanding, a search will be made for that material. If this material cannot be located, a claims returned will be noted on the circulation card. The patron and the Library will continue the search. After three (3) months, the item is considered lost.

2.3 Collection Development

Materials Selection Policy

The purpose of this selection policy is to support the general objectives of the Library by regulating the acquisition of library materials, aiding the Librarian and staff in selecting materials to fill the informational, educational, and recreational needs of the community, and informing the public about the principles upon which selections are made. With the goal being a useful and vital collection, materials selection continuously changes the collection. Striving to maintain objectivity, the staff recognizes the responsibility in developing as well-rounded a collection as possible.

The Perry Public Library provides materials and services to all people. This encompasses individuals and groups of every age, education, occupation, economic level, ethnic origin, philosophy, human condition, orientation, ability, and gender.

The Library selects, assembles, organizes and preserves informational, educational, cultural and recreational books and related materials. All materials are selected by this library in accordance with these basic objectives:

- To meet informational needs of the entire community
- To supplement formal study and encourage informal self - education
- To aid in learning and improving job related skills
- To stimulate thoughtful participation in public affairs
- To support educational, civic and cultural activities within the community
- To give access to a variety of opinions on matters of current interest and encourage freedom of expression
- To assist in intellectual and spiritual growth
- To add to the further enjoyment of life
- To provide diverse, equitable, and inclusive materials

The Library does not promote particular beliefs or views, nor is the selection of any given material equivalent to endorsement of the viewpoint of the author expressed therein. A variety of resources will be made available so that multiple viewpoints are represented. A topic that may be offensive to one reader may be meaningful to another. Therefore, the choice to engage with materials, borrow, or not borrow materials lies with the individual, or legal guardian of a minor.

Selections should not be inhibited by the possibility that library materials may inadvertently come into the possession of children.

Materials with an emphasis on sex or containing profane language should not be automatically rejected. Selection should be made on the basis of whether characters and situations are realistically presented and whether the material has value to the library patrons.

Based on the services it is expected to perform, it is the responsibility of the Library to provide circulating, reference and research material for the general public. Special collections in depth (business, technology, local history, etc.) shall be maintained when indicated by the community.

Responsibility for Material Selection

This selection policy has been established by the Board of Trustees who in turn have entrusted the authority of material selection to the Library Director. The librarians make decisions on material selection from research, as well as suggestions from the staff and patrons. The selection policy, which is based on the Library Bill of Rights and Freedom to Read of the American Library Association (see Appendix A), has been adopted by the Perry Public Library Board of Trustees with the idea that it can be revised or rewritten as the need arises.

Scope of Collection

The Library recognizes its obligation to provide reference and research materials for the direct answering of specific questions and for continuing research. It also recognizes the purposes and resources of other libraries in the community and shall not needlessly duplicate functions and materials. Materials beyond the Library's scope can be requested from other libraries in the CLEVNET Consortium.

Selection Aids

Material selection is aided by criticisms and reviews located in standard review sources and professional journals. Other pertinent books in the Professional Collection are consulted when considering purchases in specific subject areas. Publisher's catalogs are scanned, also.

In the selection process, the following criteria are considered:

- Broad coverage of subjects and viewpoints within the defined limits of the collection and budget
- High standards of quality regarding content, expression, and format, while recognizing current writing trends
- Content should reveal the purpose, sincerity, and authority of the author or publisher; and demonstrate responsibility of opinion, accuracy, and adequate coverage of the subject matter.
- Reflect a need in the collection based on scarcity of material, timeliness, or permanent value
- Suitability of physical qualities including: table of contents, index, illustrations, type of bindings, and print
- Cost of materials.
- The Library's commitment to supplying materials that are diverse, equitable, and inclusive

Reference Books

Current reference books with a few exceptions do not circulate to assure that all patrons may have access to them.

Periodicals

Periodicals are provided to supplement the book collection with general and recreational reading, reference materials and current information. Besides the general criteria, use in reference work and popular demand are also used in selection. Back issues of periodicals will be kept for a year or as space allows.

Newspapers

Newspapers are purchased for the following reasons:

- To provide current news coverage at all levels from local to international
- To satisfy recreational reading needs
- To satisfy reference needs
- To provide sources for local history

Non-Book Materials

Purchase of non-book materials should be governed by the same principles and criteria applied to book purchases.

Gifts of Materials

Acceptance of gifts should be governed by the same principles and criteria applied to the selection of an item for purchase. No conditions may be imposed relating to any gift after its acceptance by the Library.

Exclusions

Budget restrictions do not permit the purchase of specialized, scholarly or highly technical materials. Legal and medical works are not included unless they are written in a manner to serve the needs of the lay person. No attempt is made to provide textbooks or curriculum related materials unless they represent the best or only information available in the subject area.

Replacements

Books withdrawn due to loss, damage or wear may not always be replaced. Replacement is based on several factors:

- Number of duplicate copies in the collection
- Whether a title is still in print
- Adequate coverage of a topic in the collection
- Availability of better, more up-to-date materials on a topic
- Cost
- Demand

Selection of Juvenile Materials

The Materials Selection Policy criteria apply; therefore, these principles will not be repeated here.

The Library's objective is to encourage children to read for enjoyment, to stimulate their desire for knowledge and to increase their understanding of themselves. It is the parents' responsibility to supervise their child's reading interests and library materials selection.

Requests

All requests from patrons for specific titles or subjects will be considered. Whenever there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased, unless the subject in question is already covered by better materials.

Popular Demand

The Library should make available materials for enlightenment and recreation even if not enduring in value, interest or accuracy. In the case of best sellers from the various best seller lists and other popular reading materials, demand will take precedence over all other selection criteria and titles will be purchased as demand dictates whether or not materials meet the Library's other selection criteria.

Other Libraries' Holdings

Holdings of other libraries within the community are considered in developing the Library's collection.

Since any book in the Library is liable to theft or mutilation, the possibility of theft and mutilation becomes a secondary consideration in excluding materials. Experience has shown that materials in some subject fields are more prone to mutilation and theft than others. If the material is essential in a well-rounded collection, the Library prefers, instead of excluding such books, to protect them by various precautionary measures, such as making them reference or placing them at the desk.

Withdrawn Material

Discarding or weeding of materials is the best and most economical utilization of space in the Library. Weeding is selection in reverse. Just as all materials which are added to the Library's collection are expected to be useful for the people in the community which is served by the Library, so they should be withdrawn if they cease to serve that purpose. It enhances the reputation for reliability of the collection and assures the orderly growth of a quality collection.

Guidelines

- Remove physically worn out or damaged volumes from the Library
- Eliminate books containing obsolete information
- Remove duplicate copies of titles which have waned in popularity, eliminating those most physically damaged or worn
- Consider for withdrawal books which have not been checked out for several years

Disposal of Withdrawn Material

Books and other materials, no longer deemed appropriate for the collection, will be donated to the Friends of Perry Public Library for disposal through their regular book sales.

2.4 Reconsideration of Library Material

Since reconsideration of material is the Library Director's responsibility, questions and complaints should be directed to the Library Director. Any person wishing to have a book removed from the Library will make this known by filling out the Citizen's Request for Reconsideration of Library Material form that will be provided by the Library Director (A copy of this form is available upon request). The challenged material will remain in the collection until a determination is made.

The request will then be reviewed by the Director and a recommendation will be formulated. The Library Director will then present the complaint and recommendation to the Board of Trustees for action. Final responsibility for reconsideration of material rests with the Perry Public Library Board of Trustees.

2.5 Interlibrary Loan

An interlibrary loan is a transaction in which library material or a copy of the material is made available by one library to another upon request.

The purpose of the interlibrary loan service is to assist Perry Public Library card holders to obtain library materials which are not in the Library's own collection or within the collections of participating Clevnet members.

Resource Sharing

As part of the Clevnet Consortium, Perry Public Library is one of many libraries which benefit from the automation system of the Cleveland Public Library. By being part of this consortium, the Perry Public Library shares its collection with the other members and allows registered borrowers from any of the participating libraries to borrow material.

Lending

Besides the Clevnet Consortium members, the Perry Public Library will only lend materials to other public libraries within the State of Ohio.

Items not suitable for interlibrary loan:

- Reference books (encyclopedias, dictionaries, handbooks)
- Rare or unusual publications
- Material on demand in the Perry Public Library

Requests

All requests must be submitted at the Reference Desk. Telephone requests are accepted. There may be a limit on the number of items requested at a time or the number of copies of a single item requested. Requests for special materials may be processed at the discretion of the Reference Librarian. All requests should indicate whether a deadline is applicable or not. Patrons will be notified if material is not available.

Patrons will be notified when materials are available. Materials will be held until due date and then returned to lending library if not picked up. All material subject to the lending periods and renewal policies of the lending library.

2.6 Special Services

Homebound

The Perry Public Library provides a homebound service to the residents of North Perry Village, Perry Village and Perry Township. To qualify for this service, a person must be physically unable to come to the Library. After the initial contact has been made, the librarians will set up a home visitation schedule. A file will be maintained on each homebound patron's reading interests.

Reference

Reference librarians will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone or request information through electronic or regular correspondence.

Reference librarians will assist patrons in the use of the Library and teach research methodology when appropriate. This includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone.

Reference librarians will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan when appropriate.

Reference librarians may refer library users to other departments, agencies and other libraries in pursuit of needed information. Long distance phone calls are allowed when researching a reference question for a patron.

Criss-Cross Directory Reference

Reference Service providing information over the telephone from a criss cross directory with requests for name, address or telephone numbers will be answered. Information concerning only two neighbors will be given.

Telephone Book Reference

Staff may give any information listed in the phone book. The staff may not release the names or the addresses or any additional information contained in the library files.

Telephone Reference

Good customer service is to answer reference inquiries in a timely fashion. It is sometimes necessary to call back a patron with the desired information if the question is more involved. Patrons with long reference inquiries should be encouraged to come to the Library for assistance.

Patrons interested in stock, bond and/or mutual fund information are asked to consult the business section of the Library in person. Similarly, reference librarians may not give preferred, stock, bond or mutual fund investment recommendations.

Good judgement should be used in deciding how lengthy a response can be conveyed over the phone. Obviously, a librarian can impart more information to a patron over the telephone when the Library is not busy than during busy periods.

Contest Reference

Reference and research for patrons working prize contests that involve more than simple answers will be limited to supplying the materials and explaining how to locate the information.

Educational Function

Whether the user should be given answers to questions or be taught how to find answers, the approach will be dependent on the question, on the needs of the user and on the demands of other users of the librarian's time. The librarian should be willing and prepared to assist any user (child, young adult, adult) who wishes or expresses a willingness to learn more about reference sources and the Library in general. As part of the community's education system, the librarian has a responsibility to provide opportunities for mastery of library skills. The librarian should be alert to these opportunities for assisting patrons in mastering research skills. For extended searches, it may be necessary to instruct the user on the use of these tools because of demands of other users on the librarian's time. In such cases, one should always extend to the user the invitation to come back to the librarian for further assistance if difficulties are encountered.

Interpretations by Librarians

In the course of reference duty, a librarian may be asked to quote from medical, legal, census or tax related sources. It is the policy of the Perry Public Library to do just that, quote directly from available sources. Librarians will refrain from making judgmental or evaluative comments and should never provide "their" interpretation.

Holds

A majority of the library collection is able to have holds placed on them. Material such as reference, new DVDs and magazines may not have holds placed on them.

Holds may be placed in person at the Library, via telephone or via the internet.

A patron who places materials on hold will be notified via an automated phone system, e-mail or text message when the materials are available. The materials must be claimed within 7 days. If not, the materials will be offered to the next person on the list or, if no one is waiting, the material will be returned to the circulating collection.

Services to Schools

It is the intent of the Youth Services Department to provide a close connection with schools and community groups. The young people in the Perry Schools are encouraged to develop a familiarity with the facilities and services offered through a variety of personal communication. The Library should always support the school system's curriculum when ordering materials used by the school aged child. Communication with faculty facilitates the ordering of appropriate materials.

Photocopier

Perry Public Library is able to offer a variety of photo copying services.

Self Service Photo Copying

10 cents per copy

white paper, sizes 8 ½" X 11", 8 ½" X 14"

Staff Assisted Copying

2 - sided copying	10 cents per side
Colored paper	10 cents per copy
Bulk copying 50 or more @	10 cents each (single original)
11 X 17 copies	20 cents per copy
Color Copying (8 ½" X 11", 8 ½" X 14")	50 cents per page per side
Color Copying (11" x 17")	\$1 per page per side

Copy machine users are advised that there are restrictions on copyrighted materials. Violations of copyright are the responsibility of the copy machine user.

The Library does attempt to maintain its copy machine in good working order and therefore appreciates reports of malfunction which can be relayed to our service provider. However, the Library is not responsible for the quality of copies and will refund money only in the event of severe malfunction of the machine.

Copyright Law

In accordance with the Copyright Law of the United States (Title 17, United States Code), the Perry Public Library policy is as follows:

The Copyright Law of the United States (Title 17, United States Code) governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material. Responsibility for any possible copyright infringement lies solely with the user; the Library disclaims any responsibility or liability resulting thereof.

This copyright compliance policy will be posted near each photocopy machine.

Computer Printer

Patrons are able to print from the public computer terminals to a black and white printer for 10 cents per page.

Fax Machine

The Library provides staff assisted fax service to patrons for outgoing only. The cost is \$1 for first page and \$0.50 for each additional page for a local call, \$2 per page for a long distance call and \$5 per page for International calls.

Scan to email

The Library's multi-use copier provides an option to scan documents to a patron's email account free of charge.

Nontraditional Items/Library of Things Special Collection

Borrower accepts all responsibility for items borrowed. The Library is not liable for injury, loss, or damage that may occur from the use of an item in our collection.

Notary services

The Perry Public Library offers free limited Notary Public service during regular library hours.

Patrons should call in advance to verify that a notary is available.

Guidelines:

- The person signing the document must appear in person.
- Please bring a valid, government-issued photo ID and unsigned documents to be notarized. Documents must be signed in the presence of the notary in order to be valid (ORC Section 147).
- Please complete all information above the signature line completely.
- Patrons must bring their own witnesses, if needed. The library does not provide witnesses and witnesses may not be solicited from staff or customers using the Library.
- Documents to be notarized must be in English.
- Documents to be notarized must contain a Notary Public jurat or acknowledgement.
- The library provides only basic Notary Public services.

The Library's free notary service is intended for simple documents (auto titles, etc.) that do not require specialized expertise. Documents we will not notarize:

- Notary protests
- Employment eligibility verification, Homeland Security I-9 Forms
- Documents written in any language other than English
- Auto titles without buyer address and name (state law requires this section be completed, regardless of circumstance). Seller must be present.
- No electronic notarizations unless the Notary is commissioned by the State of Ohio specifically for electronic notarizations

We reserve the right to refuse notarizing documents for any reason. We reserve the right to decline service in cases that raise any issue of authenticity, ambiguity or doubt.

Note: In the State of Ohio, notaries cannot certify documents. We cannot certify copies of passports, driver's licenses, birth certificates, marriages, death certificates, divorce, or naturalization certificates.

No legal advice or assistance filling out forms is provided. Contact an attorney for help.

2.7 Confidentiality of Library Records

Based on the powers invested in the Library Board of Trustees per the ORC and in line with the recommendations of the American Library Association and the Ohio Library Council, the Library adheres to the following policy on confidentiality of Library records.

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

Upon receipt of such process, order or subpoena, the Library's officers will consult with their legal counsel to determine if such process, order or subpoena is in proper form and if there is a showing of good cause for its issuance in a court of competent jurisdiction. If the process, order or subpoena is not in proper form or if good cause has not been shown, the Library will insist that such defects be cured.

The Perry Public Library believes that library patron records are privileged and confidential information. Address, phone numbers or any other personal information from a patron's records should not be given out.

Patron Requests

A patron must present their own barcode number, either in person or on the telephone, before any information will be given concerning:

- Items charged out
- Items overdue
- Fine information
- Hold information (either items on hold or those awaiting collection)

When speaking to a family member and not to the patron, information about the material should be restricted as to information that does not reveal the content. If information is requested by a person other than the patron, the staff should state that they are only permitted to discuss specific information with the patron.

Example:

- A movie borrowed is overdue and should be returned.
- A book that had been reserved is in and can be picked up.

As per the ORC, the Library records of minor children must be provided to parents/guardians upon request.

The USA Patriot Act [full title: Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001] provides a law enforcement agency official with a warrant the right to execute a search immediately. Staff must permit the search, but the Library's officers will request that an attorney be present during the search.

2.8 Public Records

The Perry Public Library, in accordance with the Ohio Revised Code, defines records as including the following: Any document - paper, electronic (including, but not limited to, e-mail), or other format - that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the Library are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

In accordance with the Ohio Revised Code and applicable judicial decisions, records are defined as any item that (i) contains information stored on a fixed medium (such as paper, electronic - including but not limited to email - and other formats); (ii) is created or received by, or sent under the jurisdiction of a public office and (iii) documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

Public records are to be open to the public at all reasonable times with exceptions only as provided for in the law.

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying within a reasonable period of time during regular business hours. Record retention schedules are to be updated regularly.

Request to Review Public Records

It is the policy of the Perry Public Library that openness leads to a better informed citizenry, which leads to better government and better public policy. It is our policy to strictly adhere to the state's Public Records Act.

Record Requests

Each request for public records should be evaluated for a response using the following guidelines:

- Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records and provide contact information. If it is not clear what records are being sought, the records custodian will contact the requester for clarification and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its records.
- The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record.
- Public records responsive to the request are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
- Each request should be evaluated for an estimated length of time required to gather the records.

- Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. A copy of Denial of Request for Information Form is in Appendix B.

Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies, as follows:

- Paper copies are the Library's current copy cost.
- Computer files to a compact disc is \$1 per disc.
- E-mailed documents, no charge.
- Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

E-mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

- Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1 Public Records) and to copy them to their business e-mail accounts and/or to the office's records custodian.
- The records custodian is to treat the e-mails from private accounts as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

2.9 Patriot Act

In accordance with Ohio Revised Code, library records are confidential; however, the federal USA Patriot Act requires the Library to provide access to those records when requested with the appropriate authorization.

If information is requested, the USA Patriot Act will prohibit the Library from notifying patrons of the request.

To preserve the confidentiality of library records, the Library retains personally identifiable information only as long as it is needed to manage library services.

2.10 Endorsement of Professional Organizations and Statements

Endorsement of the American Library Association Statements

The Perry Public Library places value in the mission of the American Library Association to provide leadership for the development, promotion and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all. The ALA has passed the following statements and rights which the Perry Public Library strives to uphold and endorse:

- ALA Code of Ethics
- ALA Bill of Rights
- ALA Freedom to Read Statement
- ALA Freedom to View Statement
- Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

Copies of these statements are included in Appendix A.

Endorsement of OLC Intellectual Freedom Statement

The Perry Public Library places value in the mission of the Ohio Library Council to serve as an advocate for public libraries and to provide opportunities for education and growth for Library Trustees, Library Friends, Library Staff and library related personnel. The OLC has passed an Intellectual Freedom Statement which the Perry Public Library strives to uphold and endorse. A copy is located in Appendix A.

2.11 Computer and Internet Usage Guidelines

Computer usage will be on a first come, first served basis. There is a 60 minute time limit for which the user will be given a time slot upon login. When the time has expired, users must make the station available to the next waiting patron. This may be more strictly enforced at busy times when some computers may be designated “Express Lanes” and have a shorter time limit than at slower times.

Under no circumstances may patrons use their personal software on library computers. They may bring data disks and flash drives for access to files only to use on the computers.

Downloading information or software from the Internet to the library computers is not permitted.

Access to various sites on the Internet may be difficult at times for a variety of reasons, outside the library’s control.

The Library has chosen to install filtering software on the public computers. Since no filtering system is completely effective or efficient, further restriction of a minor’s access to the Internet is the responsibility of the parent or legal guardian. If a site has been inappropriately blocked in the opinion of an adult patron (age 18 or older), this should be brought to the attention of a Librarian. The Librarian can then allow access to that site via the use of a password. The Librarian will then notify the Director of the site for consideration to be unblocked permanently.

Library staff will be glad to assist patrons in using the Internet. Due to the many applications available over the Internet, Library Staff may not always be familiar with specific programs patrons wish to use. In these cases, the patron is responsible for learning how to use the program. The Library cannot provide technical instruction.

If users experience any problems with the computer or programs, they should notify the Library staff immediately.

The Library provides free access to the Internet as part of its mission. Misuse of the computer or the Internet will result in the loss of computer, Internet or library privileges. Examples of unacceptable use (some of which may also have legal consequences) include, but are not limited to, the following:

- Disruption or unauthorized monitoring of electronic communications;
- Violation of computer system security, software license agreements or network usage policies and regulations;
- Unauthorized use of computer accounts, access codes or network identification numbers assigned to others; and
- Dissemination, exhibition, or presentation to a juvenile of any material that is obscene or harmful to a juvenile as defined by the ORC.

Users are advised to use caution when sending personal information such as name, address, social security number, credit card numbers, etc. over the Internet.

No more than 2 patrons may use one station at the same time. The Library reserves the right to alter this number to fit the circumstances.

Patrons may use their own computers to connect via the Wi-Fi however they may not connect their computers directly to the Library's T1 connection.

The Library is mindful of its commitment to the principles of freedom of access but sensitive to the fact that the library computers are in a public location subject to view by a wide audience. Without wishing to censor access, staff members reserve the right to prohibit material that in their judgement is inappropriate for viewing in this public area or is illegal pursuant to the ORC.

Any issue not covered here falls under the general library guidelines for conduct.

The Perry Public Library offers access to information resources on the Internet in response to advances in technology and to the changing information needs of the community. Internet access is one component of the Library's objective to acquire, organize and preserve materials which advance human knowledge and stimulate ideas. Perry Public Library provides free access to these materials to all individuals and groups in the community for purposes of education, information, research or the creative use of leisure time. The computer may not be used for unauthorized, illegal or unethical purposes. The display or sending of sexually explicit or suggestive material is prohibited. Users may not use Library terminals for any activity that is deliberately offensive or creates an intimidating or hostile environment or any act which is prohibited by federal, state or local law or contrary to the library's rules of conduct adopted by the Board of Trustees.

The Internet is a worldwide computer network with a rapidly changing environment which provides easy access to a massive body of information. The information and resources available on the Internet expand the Library's services beyond traditional collections and electronic resources. Perry Public Library does not monitor and has no control over the information accessed over the Internet and is not responsible for its content. Not all Internet sources provide accurate, complete or current information, and some may be offensive, therefore, users are responsible for determining if the information they access is suitable to their needs.

As with all Library materials, parents, guardians and caregivers are responsible for their children's use of the Internet. Library staff cannot control the databases that children may select on the Internet. Parents are encouraged to work with their children to develop acceptable rules for Internet use. Parents and children are also encouraged to read Child Safety on the Information Highway, jointly produced by the National Center for Missing and Exploited Children and the Interactive Services Association. This publication is available in the Electronic Resources section of the Cleveland Public Library home page under Children's Literature, General Reference and Social Studies.

Wireless Internet access (Wi-Fi) is provided free of charge by Perry Public Library for patrons who have the required hardware and software needed for this service. Use of this service is governed by Perry Public Library's Internet Access Policy.

Use of Perry Public Library's Wi-Fi service is the patron's agreement with the terms and conditions of this policy:

- Wi-Fi access is provided as a free public service on an "as is" basis with no guarantee of service.
- Users are responsible for setting up their equipment to access Perry Public Library's Wi-Fi network. Library staff can provide general information to help connect to the Wi-Fi network. Library staff will not provide technical assistance and will not assume any responsibility for personal hardware configurations, security or changes to data files resulting from connection to the library's Wi-Fi network. It is recommended that users make a backup copy of any settings changed before configuring their equipment for use on the library's Wi-Fi network.
- All Wi-Fi users should have up-to-date anti-virus software installed on their computers.
- As with most public Wi-Fi networks, Perry Public Library's wireless network is not secure. Any information transmitted (including credit card numbers, passwords and other sensitive information) could potentially be intercepted by another computer user.
- The Library's Wi-Fi network is subject to periodic maintenance and unforeseen downtime.
- The Library filters all Internet access. This filter blocks those sites that violate the Federal Children's Internet Protection Act and/or Perry Public Library's Internet Use Policy.
- The Library assumes no responsibility for damage to or loss of equipment. Users must keep their equipment with them at all times.
- Printing access is not available via the Wi-Fi network. If the user desires to print, the file can be saved to a flash drive or emailed to themselves and printed from a public computer in the Reference Department for a nominal fee per page.

Any attempt to circumvent library procedures or any unauthorized attempt to access or manipulate library equipment will result in permanent disconnection from the library's Wi-Fi network.

2.12 Patron - Staff Interaction

Library staff will treat every patron with equal respect and every request with equal importance.

Courtesy and attention to the needs of the library user will be the key to all interactions. Staff will try to be flexible in meeting library patrons' needs. Whenever possible, judgment calls will be made in the patrons' favor.

Skilled staff will use their knowledge of library resources to fulfill requests in a timely manner or else present alternatives when requests cannot be met immediately.

Staff members are expected to act in a friendly, helpful manner which will ensure that the patron will walk away feeling that their experience with the Library has been a positive one.

Library policies and procedures exist to make library resources available on an equitable basis. If a patron questions a policy or if the purpose of a policy is not understood, staff should provide an explanation or else refer the patron to a supervisor or Library Director. Staff recognizes the need to enforce policies and procedures and that some patrons may find this disagreeable. Staff will be patient, respectful and helpful even when being firm about library rules.

All interactions and transactions between a library patron or group of patrons and the Library will be considered confidential and will be discussed only in a professional context.

Library staff will seek to meet library patrons' expectations for service in fulfilling the Library's Mission. Any comments are welcome regarding how well those expectations are being met.

The Library supports high standards of patron service through a plan of employee training, leadership development and opportunities for patron input.

During interactions with library staff, patrons can expect to:

- Be acknowledged appropriately
- Be treated courteously and respectfully
- Be valued for their input
- Receive the same high standard of service regardless of age, race, ethnicity, religion, gender, ability, or other criteria
- Receive prompt and timely service
- Receive knowledgeable service and professionalism from all staff
- Have their privacy and confidentiality respected

Patron Responsibilities and Conduct

The right to the use of the Library is extended to all without discriminatory restrictions because of name, race, creed, color, national origin, gender, religion, or sexual orientation. The rights of an individual to use the Perry Public Library should not be denied. To guarantee these rights for all persons, no Library patron shall engage in behaviors prohibited by the Library Board of Trustees. The rules and ordinances that follow are cited by way of illustration and not limitation.

No person on Library property shall:

1. Violate any state statutes or local ordinances.
2. Engage in fighting.
3. Destroy, damage, deface or remove any public property or another's private property. This is prosecutable, but the owner must be the complainant.
4. Expect the Library to be responsible for any damages incurred to items left on Library property.
5. Smoke; Use of chewing tobacco, snuff or any similar product in the library or premises is prohibited. The spitting of chewing tobacco (or similar products) on library premises is grounds for immediate expulsion from the library. The spitting of tobacco or similar products into a cup or similar device is not allowed in the library.
6. Use, give away or sell marijuana, illegal drugs or any other controlled substance.
7. Consume alcoholic beverages or be intoxicated in the Library or on the Library grounds.
8. Possess any firearm, knife or other weapon which is also prohibited in a public place.
9. Enter the Library without shirt or shoes.
10. Publicly display affection.
11. Put their feet on Library furniture.
12. Engage in any indecent or obscene conduct.
13. Annoy or harass any other person by verbal or nonverbal conduct, or engage in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature.
14. Sleep in the Library for an extended period of time (more than 15 minutes).
15. Disturb the peace through the use of photography, film, radio, or television equipment without the permission of the Director.
16. Loiter on the premises of the Library under circumstances that warrant alarm for the safety or health of any person or property in the vicinity.
17. Enter Library offices and other non-public areas without authorization.
18. Campaign, petition, interview, take surveys, solicit or sell without the Director's approval.
19. Bring animals, except those used in Library programming or service animals.
20. Bike ride, ride a skateboard, roller blade, roller skate or use a scooter in the parking lot or on Library property. Bicycles are to be placed in a bicycle rack.
21. Engage in loud or boisterous conversations. Foul or abusive language will not be tolerated .

22. Expect the Library to be responsible for any damages incurred to items left on Library property.
23. Refuse the request of the staff to examine materials upon leaving the Library.
24. Park illegally in the designated handicapped parking spaces.

Unattended Children

Children, and their safety, are of great concern to Perry Public Library. The Library staff tries very hard to ensure that all patrons have a fun pleasant time while visiting the library.

Parents need to remember that the library is a public place that welcomes customers of all ages. The Library staff cannot monitor children when they leave the Library building. The staff also cannot prevent children from interacting with persons whose interest in children may not be entirely wholesome.

For their safety, we require that children under age 8 have a responsible person (age 16 or older) with them at all times in all areas of the Library. Children ages 8-12 must have an responsible person (age 16 or older) on the Library premises at all times.

Also, if the young child is attending a Library program, it is required that the responsible person to remain in the Library throughout the program unless given permission by the staff to leave. If the responsible person cannot be located either in the Library or at home within one hour or program's completion, the Library will contact the local police to pick up the child.

Library staff will contact the police if there are any children not picked up from the Library within fifteen minutes of closing. Staff will remain with the child until a responsible person or police arrive. Staff is not to transport any child from the Library to another location.

Children of all ages should be reminded that appropriate behavior is expected of them at all times while visiting the library.

Parents and caregivers, not Library staff, are responsible for the behavior and supervision of their children in the Library.

It is the charge of the Perry Public Library staff to see that the rights of individuals to use the Library are upheld. The Library staff is obligated to enforce these rules so that the facilities can be used to the fullest by all persons.

It is the patron's responsibility to maintain necessary and proper behavior standards in order to protect his or her individual rights and the rights and privileges of other patrons.

At times it may be necessary for the staff to limit seating to no more than 4 persons per table if a group becomes a disturbance.

This policy does not prohibit quiet conversation between patrons and/or staff members or conversations required to carry on Library programs or business. It is designed to preserve a

reasonably quiet atmosphere where Library patrons may study and otherwise use Library materials without disturbance.

Patron identification, that is, name, address and phone number may be requested if necessary.

The staff will normally allow the offender(s) one warning prior to expulsion. The staff may expel the offender(s) without a warning, at the discretion of the staff, for situations of serious, threatening or willfully malicious behavior.

Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

If a patron becomes a repeat offender, that patron may be restricted from the Library and from the use of the Library facilities.

Procedures for Patron Violations

Any patron found being in violation of the behavior guidelines set by the Perry Public Library will be asked to leave the Library for a period of time. When handling such incidents, staff will refer to the following procedures:

Offense	Time Out	Procedure
First	3 days	Place patron's name on the behavior incident sheet, note the behavior, the date, and call the parents if applicable. Note what time the parents were notified and comments made.
Second	1 week	Write a #2 next to the patron's name on the list, note the date of the second offense, call parents if necessary, and submit an incident report to the Director. Note what time the parents were notified and comments made.
Third	1 month	Write a #3 next to the patron's name on the list, note the date of the third offense, submit an incident report to the Director and the Director will call the parents.

Patrons may be banned from the Library for an indefinite period of time at the discretion of the Director.

It is important that when a patron is asked to leave the building, there should be two staff members present.

Grievance Procedures for Patrons

1. The patron will discuss the problem with a Library employee.
2. If the problem cannot be resolved with a Library employee, the complaint will be referred to a supervisor and/or Library Director.
3. If the problem cannot be resolved at the Library manager level, it will be presented to the Board of Trustees.

Library staff will not always be able to control actions in the rare instances where the problem may be between patrons. In some cases, the problem may be referred to outside agencies if this becomes necessary.

2.13 Public Relations

The public relations goals of the Perry Public Library are:

- To promote community awareness and active participation in library services and programs.
- To develop public understanding and support of the library and its role in the community.

The Board of Trustees recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that they represent the Library in every public contact. Good service supports good public relations.

All public relations materials must be reviewed and approved by the Library Director.

When inquiries are made by the media, official statements to the public and media will be made by the Library Director, Board President or designee placed in charge of the Library.

Social Media

“Social media” shall mean any web application, site, forum, or account created and maintained by the Perry Public Library and authorized staff members. “Library” shall mean Perry Public Library.

The purpose of social media within the Perry Public Library is to offer free methods of supplying information, services, news, and events to our community. It also serves as a method to stimulate conversation and connection between the Library and its community.

At the discretion of the Director, designated Library employees will be granted access to post content to an existing social media account under the Perry Public Library name. Posts and comments occurring on these accounts outside of the physical library building are considered as “on-site” communication. Therefore, employees must adhere to the standards and policies set by the library, including but not limited to political neutrality and avoidance of crass or offensive language.

Employees must receive approval from the Director before creating a new social media account in the Library’s name.

Passwords will be made available to both the staff member responsible for the site and the Director. Any private messages concerning library related topics between staff and community members should remain confidential pursuant to section 2.7 of this manual. The Library’s social media sites, and any postings or content therein, may be considered public records under Ohio Public Record laws.

Content may include, but is not limited to, text, images, GIFs, videos, direct messages, or links. Content posted by staff or community member containing any of the following will be removed immediately from any Perry Public Library social media account:

- Crude or offensive content or hate speech
- Attacks, insults, libelous statements, or threatening language
- Private or personal information without appropriate consent or authority
- Spam
- Solicitations
- Other inappropriate content as determined by the Director

Employees posting content should ensure they are posting honest and accurate information. Errors should be corrected candidly and quickly. When a user posts a message either on a Library post or in a private message to the library, an effort will be made to answer it as quickly as possible during business hours.

Perry Public Library is not responsible or liable for the content of postings by third parties on any Library social media site. Third party postings do not reflect the opinions or positions of the the Perry Public Library, its employees, or its Board of Trustees.

Postings and/or content deemed to be in violation of this policy may be removed in whole or part by the Library without prior notice. The Library reserves the right to terminate accounts or ban/block users who have violated this policy.

Employees that violate this policy are subject to disciplinary action.

2.14 Volunteers

Volunteers are a valuable resource for the Library; their energy and talents help the library meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Their services aid the Library in making the best use of its fiscal resources and they help connect the Library to other community groups and organizations. Volunteers can also be valuable advocates for the Library in the community. The Library and its volunteers must work together for mutual satisfaction.

This policy provides the framework for an on-going volunteer recruitment, utilization and appreciation plan.

Program Guidelines

All volunteer tasks must aid the Library in achieving its goals and objectives, and be consistent with the purpose and intent of the volunteer program. Volunteer talents, experience, availability, and interests will be considered. A Staff Volunteer coordinator will schedule volunteer activities after assessing the Library's needs and considering each volunteer's capabilities and wishes.

Each Library department will provide volunteer guidelines and procedures specific to the volunteer work needed in that area of the Library.

The Library does not compensate volunteers for time spent, or expense incurred, except by special arrangement with the Library Director.

Volunteers working in the Library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the Library is negligent.

Volunteers are bound by the rules contained in the Circulation Policy, especially as it relates to privacy and confidentiality.

Individuals donating time to the Library under the auspices of any other unit, (e.g. scouts, churches, community organizations, etc.) may identify themselves with the unit, but may not promote it while working in the Library.

The Volunteer Coordinator will work in conjunction with the other librarians as with the Friends of the Library, to facilitate ongoing volunteer recruitment, recognition and appreciation activities.

Volunteers will be notified that a Background Check may be performed.

Court-ordered community service hours may not be completed at the Library.

2.15 Friends of the Library

The Friends of the Perry Public Library is a formal association of people who unite to plan and execute, in conjunction with Library goals and the needs of the Library Director, programs and events to benefit the Library. In particular, the Friends are often heavily involved in fund-raising for the Library and often oversee periodic book sales. The Friends always serve at the pleasure of the Library Board which is the only body with legal authority to set policy for the development of the Library. The funds and budget of the Friends of the Library are kept separate from that of the Perry Public Library.

2.16 Programs and Classes

The Perry Public Library recognizes the need to provide quality programs for all ages, aligning with the Library's mission, vision, and strategic objectives.

All programs planned by Perry Public Library are planned with these basic objectives:

- To further develop the Library as a community resource
- To provide resources that appeal to both library users and non-users
- To offer resources that meet the needs of our community
- To be inclusive and equitable to all community members
- To encourage personal enrichment and lifelong learning

Criteria for program topics, speakers, and resources include, but are not limited to:

- Community needs and interests
- Availability of space
- Knowledge and qualifications of presenter
- Budget
- Safety
- Community relevance
- Historical or educational significance
- Relation to library resources or collections

Library staff who plan and present programs do so as part of their regular job and are not considered as outside contractors.

Library sponsorship of a program does not constitute an endorsement of the program content or the views of the presenter or participants. Topics, speakers, and resources are not excluded from programs because of potential controversy.

Whether a program is presented virtually or in person, participants must adhere to the Library's Patron Responsibilities and Conduct Policy.

Chapter 3: Facility Policies

Section 3.1	Parking.....	50
Section 3.2	Hours of Public Service.....	51
Section 3.3	Meeting Rooms Policy.....	53
Section 3.4	Smoke Free Facility.....	57
Section 3.5	Deadly Weapons.....	58
Section 3.6	Telephone Use.....	59
Section 3.7	Exhibits and Displays.....	60
Section 3.8	Public Bulletin Board.....	61
Section 3.9	Solicitation and Political Activities.....	62
Section 3.10	Incident Reports.....	63

3.1 Parking

The Library parking lot is for the exclusive use of Library patrons and staff only. The parking lot is not to be used for other purposes.

The following rules regarding the parking lot must be observed:

- Bicycles must be placed in the bicycle stand only.
- No bicycle riding, skateboard riding, roller blading, roller skating or use of scooters in the parking lot or on Library property.
- Vehicle parking overnight is prohibited.
- The handicapped parking spaces are to be used for that purpose only.
- There is to be no loitering in the parking area.

The Library will not be responsible for any loss, damage, liability, cost and/or expense that may arise from the improper use of the parking lot.

Handicap Parking

ORC states that "no person shall park any motor vehicle at special parking locations designated with the handicapped symbol unless the motor vehicle is displaying a state-issued parking card or special license plates for those with disabilities". Violators will be reported to the local police department.

Staff Parking

Staff are requested to park in the north end of the parking lot. The eastern row of parking in the north lot is reserved for staff who work in the evening.

3.2 Hours of Public Service

The Library Board of Trustees will set the Hours of Public Service and Library Calendar each year at its Organizational Meeting. The Library will typically be closed for the following holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, day after Thanksgiving, Christmas Eve Day, and Christmas. The Library will close early on Thanksgiving Eve and New Year's Eve Day. The Library will be open reduced hours during the weeks of Thanksgiving and Christmas.

These dates and times may vary based on the weather, staff training, and other factors.

Emergency Closings

Due to circumstances beyond the Library's control, it may be necessary to close the Library on short notice. When a closure is unplanned, the Library will do its best to notify patrons of the closure so they will not make unnecessary visits. When the Library does close, any items due on the date of closure will have fines cleared as necessary. During inclement weather, patrons are encouraged to call the Library before leaving home to verify the status of the facility.

Inclement Weather

The Library may close (or postpone opening) when weather conditions exist making it highly inadvisable for travel. The primary factor of any decision will be the safety of the staff and library patrons. However, maximum effort will be made to maintain regular library operating hours. If hazardous road conditions occur, the Director (or senior staff member) will call a board member, preferably the Library Board President, to advise him or her of the situation. If a decision is made to close or postpone, local media (i.e. TV, radio) will be contacted to make the necessary announcements.

Power Failure

When there is a power failure, the power company is to be contacted for notification of the outage to determine if there is time frame for when power is to be restored. If the power outage is to be short term (one hour or less) and conditions are safe (there is enough heat and light), staff and patrons may remain in the building. If conditions are not safe for patrons, the Library will close and patrons already in the building will be asked to leave. Staff will continue to work with the available light and normal routine may resume when the power is restored. If the outage continues for longer than one hour, staff are permitted to close the library and go home.

Tornadoes

When the danger of tornadoes in the area is imminent, the Staff will advise the Patrons of the situation and ask them to proceed to the designated shelter areas. Normal routine may resume when the all clear sign is given.

Fire

Staff should familiarize themselves with the type, location and application of the fire extinguishers in the building. If the building's fire alarm sounds, the building will be evacuated and the Fire Department phoned. No one is to re-enter the building until the all clear has been given by the Fire Department.

Bomb threats

Call the Perry Village Police Department at 440-259-5004 to report the incident. Clear the building. The police will handle the actual bomb search.

3.3 Meeting Rooms Policy

The primary purpose of the Library's Meeting Rooms is to provide a space for Library and Library-related activities. The needs of the Library and the Friends of the Library, Perry Public Library Board of Trustees and Perry Public Library Association will take precedence. The Library reserves the right to cancel or reschedule any meeting.

Library Meeting Rooms are available free of charge for the following groups/individuals:

- Educational, cultural, civic, social, political, religious or professional organizations
- Persons volunteering as tutors as part of a non-profit program

Library Meeting Rooms are not available to groups/individuals for:

- Promotion or sales of services or products
- Fund-raising purposes
- Conducting classes for profit

No admission, attendance charge or required donation may be assessed by any non-Library group using a Meeting Room. Fees may be charged for program materials.

Use of the Meeting Room does not mean that the Library endorses the purposes and policies of those using its Meeting Rooms.

Meeting Room use may be denied to anyone falsifying a meeting room application or failing to comply with this policy.

Groups and individuals using Library Meeting Rooms agree to the Policy and to the Meeting Room Guidelines.

Meeting Rooms Guidelines

1. All meetings must be open to the public.
2. Requests must be submitted in advance for approval and confirmation, either on-line or in person.
3. Meeting rooms may be requested up to six months in advance of the meeting date.
4. The Director or a Reference Librarian must approve all reservations. A representative of the group should review the Meeting Room Policies prior to the meeting date. The group representative, who must be an adult, is responsible for the orderly conduct of the group, and in the event of any damage to library property and/or equipment that individual will be liable.

5. The Library will approve and schedule only those meetings which will not disturb other Library activities or patrons. All groups and individuals must comply with all rules of the Perry Public Library. The Library reserves the right to withdraw permission for meeting room use when conditions so warrant and to stop meetings which interfere with the normal operation of the Library.
6. By requesting to use a Library meeting room, a group acknowledges its willingness to be addressed at some time during its meeting by a Library staff member.
7. Meeting rooms are available during public service hours or through special arrangement and must be vacated 15 minutes before closing.
8. Except as a designation of location, the name and contact information of the Library may not be used in any publicity for a meeting.
9. In accordance with the Solicitation in the Library policy, groups will not be permitted to post signs or distribute materials on Library property without approval of Library staff. Unauthorized material will be removed.
10. No promotion or sale of items or services allowed in any Library meeting room.
11. Any action or event organized by a campaign committee or group designed specifically to promote or oppose a candidate or ballot issue is not permitted. Meetings at which candidates will discuss current election issues are permitted provided the event is hosted by a non-partisan, non-profit organization (i.e. League of Women Voters) and all candidates for the same office have been invited. Meetings held by a campaign committee or political party/group to plan a campaign or political activity are permissible. Also permissible are meetings held by elected officials to gather input or communicate with constituents.
12. Attempting to raise funds for any purpose during a meeting is not permissible. Use of a meeting room to plan a fund-raising campaign or event is permitted.
13. Workshops, seminars or informational meetings on financial, estate, insurance or retirement planning sponsored by a for-profit business will be considered "for profit" ventures and, therefore, sponsoring groups or individuals will not be permitted to use the Library Meeting Rooms.
14. Attendance is limited by meeting room seating capacity.
15. Refreshments may be brought into Library meeting rooms. The group serving them will be responsible for any clean up following the meeting. Alcoholic beverages of any type may not be brought into, served, or consumed on the Library's premises.
16. The Library is not responsible for equipment, supplies, or any other materials owned by the group and used in the Library.
17. Storage of personal property, equipment and/or supplies is not permitted in the Library.

18. Accidents must be reported to the staff member in charge who will report the incident according to Library procedure.

19. The library may permit presenters at Library-sponsored programs to sell merchandise related to the subject or activity of their programs. The Library will grant this permission either to reduce the cost of the program to the Library or to raise funds for the Friends of the Library, likewise, a Library-sponsored program may have a registration charge to defray or reduce the cost of the program to the Library.

20. The library makes no endorsement, express or implied, of any non-library event or activity held in the meeting room. Publicity of such events must include a disclaimer to this effect.

Meeting Room Facilities

The Board and the Library staff do not assume any liability for groups or individuals attending any meeting or program in the Library. Library policy for children applies to those who are accompanying adults in the Meeting Rooms.

The Library offers three meeting rooms for use by the public. There is a small study room that seats up to 8 people, a small conference room that seats 24 people and a larger general meeting room with a capacity for up to 40 people. (The Children's Department Story Time Room is available for Library programs only.)

The Library meeting rooms are available during normal Library operating days and hours. Hours of scheduling shall include the total time involved in the meeting (including setup and clean up) to the time the room is vacated. Groups using the meeting rooms shall vacate the room fifteen (15) minutes before closing time of the Library.

Choices of setup for the rooms include:

- Conference (round or "U" table setup and 12-24 chairs)
- Audience (1-2 tables and up to 40 chairs)
- Small Group (4-6 tables each with 6 chairs)

Equipment available includes:

- TV / DVD
- Video / Computer Projector
- Overhead Projector
- Viewing Screen

The Meeting Room and Conference Room have coffee pots and small refrigerators.

The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library or transported to Library property by any group or individual attending the meeting. All groups shall hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during or be caused in any way by such use of Library facilities.

Following their use of the room, groups must return the room to its original state.

3.4 Smoke Free Facility

Smoke Free Workplace Policy

It is the policy of the Perry Public Library to provide a safe and healthy workplace environment and to promote the health and well being of our employees. In accordance with ORC, and also motivated by our desire to provide this environment for our employees and customers, the following smoke free workplace policy is adopted and shall apply to all employees, volunteers and Patrons of the Perry Public Library.

Smoke Free Workplace Policy

In accordance with ORC, it is the policy of the Perry Public Library to prohibit the use of any tobacco product on its premises. Tobacco use is permitted within the confines of the employee's and/or visitor's vehicles only. This policy applies to the following:

- All areas of the Library occupied by employees, volunteers and/or patrons
- All vehicles owned and/or leased by the Library
- All visitors (patrons, volunteers and vendors) on Library premises
- All contractors and consultants and/or their employees working on Library premises
- All temporary employees
- Smoking is permitted only in employee, volunteer, vendor or customer vehicles.

Complaint Procedures

Any complaints about the application of this policy must be brought to the attention of the Director. The complaint must be submitted in writing and identify specific objections or comments. The Library will investigate the complaint and resolve it in accordance to the stated policy and state law.

No employee, patron, vendor or volunteer shall suffer any form of retaliation for raising a complaint or asking a question concerning this policy.

This policy is intended to comply with the requirements of the ORC.

3.5 Deadly Weapons

The Perry Public Library prohibits concealed weapons on its premises under the auspices of the ORC. Individuals with concealed weapon permits do not have permission, by virtue of those permits, to bring concealed weapons/firearms onto the premises of the Library. Any individual violating this policy is subject to prosecution for a violation of the ORC, criminal trespass which is a misdemeanor in the fourth degree, punishable by jail time and/or a fine. Any individual who is found to possess firearms or concealed weapons will be prosecuted to the full extent of the law. In addition, anyone found to have violated this policy shall no longer have Library privileges.

Weapons are defined as a handgun, rifle, knife, substance, and / or any other object whose purpose or use is to inflict physical harm to another individual.

Weapons are prohibited in the Library unless the owner of the weapon is a law enforcement Officer.

The Library will post a notice, under the auspices of ORC, in a prominent location which informs the patrons of the library that the ORC prohibits concealed weapons.

3.6 Telephone Use

Library Telephone

The Library phone system is for business use only. However, emergency and important incoming calls for patrons will be considered.

When a telephone call is received requesting a patron, the staff will take a brief message or a number to call and relay it to a patron. This courtesy is requested not be abused.

The Library has a phone available for those using the Meeting Room. Phone calls made from these phones are to be kept brief and limited to local calls.

Cell Phones

Patrons are requested to set the ringers of their cell phones on vibrate or silent when in the Library. It is also requested that all cell phone calls be conducted in the foyer or outside the building in order minimize the distraction to the other patrons.

3.7 Exhibits and Displays

As an educational and cultural institution, the Perry Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Exhibits and displays should be of an educational, cultural, civic or recreational nature, rather than for commercial or political purposes. Community groups, organizations or individuals may use the various display areas of the Library.

A display does not indicate endorsement by the Library for the materials, theme, or ideas within the display.

The display cases in the Library may be used to display handicrafts, historical material, nature study, manufactured articles or any other material deemed of general interest. The Director shall accept or reject material offered for display in accordance to suitability and availability.

Exhibits in the Library are seen by anyone who walks into the Library - both children and adults who may have various degrees of sophistication. Every item must meet the Library's standard of value and quality. The Library reserves the right to reject any part of an exhibit or to change the manner of display.

Application for exhibits must be made through the Head of Youth Services and will be on a first come, first served basis. The Library Director shall have the final decision on the content of all exhibits.

It is the responsibility of the exhibitor to set up and remove the exhibits. The Library does not provide storage for the property of organizations, groups or individuals displaying in the Library. All exhibitors are required to sign a form which releases the Library from any responsibility for exhibited items. (Sample form is in Appendix B.) Application forms are available from the Head of Youth Services .

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

3.8 Public Bulletin Board

The purpose of the Public Bulletin Board is to publicize, through the posting of posters, flyers, etc., meetings and other events sponsored by nonprofit organizations. This privilege is open to all groups, regardless of political, religious or moral ideology. The Library must approve all bulletin board materials and may prohibit postings that do not meet Library standards. Limited space generally allows only short-term notices.

Such bulletins, brochures and posters to be displayed must meet the following guidelines:

- Items to be displayed should be of reasonable size, generally 8 ½ X 11, or smaller.
- Informational, nonpartisan political events will be publicized. No campaign or ballot related literature may be posted, except those related to Perry Public Library levies.
- Information regarding money-making events sponsored by any profit-making organization will not be displayed.
- Information regarding contests or solicitations of any kind will not be displayed unless sponsored by an area library.
- The Library does not have sufficient space to allow varying viewpoints to be exhibited on topics and institutions which are subject to controversy, such as politics, sex, religion, gun control, etc. Posters, bulletins, newspaper clippings, etc. on these subjects shall not be permitted.
- Explicitly excluded are notices of merchandise for sale, rental announcements and notices of sales or auctions and related events. This would not exclude dinners or similar events held for the benefit of nonprofit organizations.

Procedures

The organization must request permission to post a notice from Library staff. Either the organization representative or a Library staff member will then post the notice. The Library will not be responsible for returning materials.

3.9 Solicitation and Political Activities

Solicitation

Solicitation of the public or the staff is not permitted on Perry Public Library property or property under its control by the public or members of the Library staff. Soliciting means the sale or distribution of merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign material or anything not connected with the work of the Library.

The only exceptions to the non-solicitation policy are the following:

- Those authorized and directed by the Library Administration including the annual United Way Campaign which benefit the entire community.
- Those for fund-raising projects conducted by the Friends of the Library.
- Those solicitation and fund-raising projects sponsored by the Library Staff with the approval of the Library Director (i.e. walk-a-thon teams, food drives, etc.).

Political Activities

The Library serves as an information resource for the entire community and seeks to make information available to all area residents on a wide variety of political issues and candidates. However, in order to avoid the appearance of an endorsement by the Library of any candidate for office or issue appearing on the ballot, the following policy with respect to political activity on Library premises has been adopted.

Informational, nonpartisan political events will be publicized. No campaign or ballot-related literature may be posted, except those related to Perry Public Library levies. No candidacy or issue petitions will be circulated or posted at the Library.

Public presentations by candidates for office or supporters of ballot issues are permitted and encouraged in the Library's meeting room if they are sponsored by a nonpartisan organization and all candidates or sides of an issue are invited to participate.

Public presentations by individual candidates or supporters or opponents of a ballot issue will not be held on the premises.

The Library's facilities may not be used for a campaign.

As paid representatives of the Library, it is understood that staff members have an obligation to maintain the political neutrality of the organization, and as a consequence, will refrain from any active or passive campaign activities while on Library premises.

3.10 Incident Reports

Staff will complete an Incident Report for every applicable incident that occurs on Library premises and submit it to the Library Director for review. An incident can be an altercation with or among patrons, an event that occurs that is dangerous, or when the police or emergency services are summoned. Copies of Incident Report Forms are kept at the Circulation Desk. There is also a copy in the Appendix B of this Manual.