

MITCHELL COMMUNITY PUBLIC LIBRARY

POLICY MANUAL

BOARD

The Mitchell Community Public Library (MCPL) Board of Trustees is composed of people interested in the communication of knowledge through library services to the population of the townships of Bono, Marion, Spice Valley South and the city of Mitchell. This Board has been established by the laws of the state of Indiana. The trustees of the MCPL Board, in order to function efficiently and serve well, have established the following policies and principles:

MISSION STATEMENT

The MCPL is a dynamic public resource with a knowledgeable and friendly staff that strives to provide needed materials, relevant services and up-to-date information. The library strongly supports lifelong learning.

VALUES

The MCPL Board support the *Library Bill of Rights*, and the *Freedom to Read* and *Freedom to View* policy statements as adopted by the American Library Association Council.

MEETINGS IC 5-14-1.5, IC36-12-2-23

Meetings of the Board are held at least once a month. All meetings of the Board, except necessary executive sessions, are open to the public. The meetings shall be conducted according to Robert's Rules of Order.

Any person outside of the Director and members of the Board wishing to make a statement or address the Board during a public meeting must sign in prior to the meeting. At the discretion of the Board President, each person signed in may be given up to five minutes to address the Board during the meeting.

PERSONNEL 590-IAC 5, 590 IAC 6-1-4

The Board will be responsible for the recruitment and employment of a library director. The Board shall follow the Indiana Library Certification requirements for the library director. The director is responsible for administration, operation, and management of the library. In addition, the director will act as a technical advisor to the Board, and recommend needed policies for Board action.

BUDGET

Each year the director will prepare a budget with the assistance of the library treasurer/bookkeeper. The budget, written in accordance with Indiana law and State Board of Account's guidelines, is subject to Board review and approval.

BUILDINGS

All library facilities will be in compliance with local, state, and federal building and health and safety codes. The Board will seek to keep all buildings functional, clean and inviting to the public.

PLANNING 590 IAC 6-1-4

With the advice and recommendation of the director, the board shall adopt a long-range service plan for 3-5 years and a technology plan of service for 3 years. Both plans will be submitted to the Indiana State Library.

FRIENDS OF THE LIBRARY

The MCPL Board looks upon the Friends of the Library group as a worthwhile community endeavor which benefits the MCPL. All Friends group projects should be undertaken only with the full knowledge and approval of the Director. The Board will receive information about the Friends meetings, officers, plans and purposes through the Director. The Friends group is distinct and separate from the MCPL Board of Trustees and cannot assume the duties of trustees. Friends are volunteers, distinct and separate from MCPL personnel. Staff members may belong to the Friends group but must keep Friends' activities distinct and separate from staff duties. Operating expenses of the MCPL are provided through allocation of public funds which are audited by the State Board of Accounts. Friends' funds cannot be integrated into MCPL funds except through the gift fund and should be given for specific purposes. The Friends organization is established under 501(c) 3 and documentation of status will be kept on file by the Director.

VOLUNTEER PROGRAM MISSION STATEMENT

The mission of the MCPL volunteer program is to provide opportunities for citizens to make positive contributions to MCPL operations, allowing both volunteers and the MCPL to grow. Volunteers make a positive contribution to the quality of our community's life.

VOLUNTEER RIGHTS

- The right to adequate training for the position.
- The right to be shown respect and courtesy by supervisors and staff.
- The right to be informed of any information relevant to the position.
- The right to a position description so that the work can be performed to expected standards.
- The right to air grievances through the appropriate channels.
- The right to participate in activities that make a positive contribution to MCPL operations.
- The right to be recognized for contributing personal time and talent to the success of the MCPL.

LIMITATIONS

- The library volunteer program does not participate in court-ordered community service restitution.
- The use of volunteers is subject to the changing needs of the MCPL.
- All volunteers serve at the discretion of the Director.
- All volunteers are subject to state background checks.
- All volunteers are subject to pertinent employee rules and regulations.

ART

Donations of art will be considered by the Board with the same criteria as purchased art.

Art may be removed from the MCPL at any time at the discretion of the Board and transferred to the Friends of the Library for fund raising use. Monies obtained through sale of the art will be donated to the MCPL Gift Fund.

Only donated funds or grants will be used to purchase art work. No MCPL tax funds may be used for this project.

LIBRARY ENDOWMENT FUND

The Board approved the establishment of an endowment fund as part of the Lawrence County Community Foundation in August, 1996. The initial investment was \$1,000.

NON-RESIDENT CARDS IC 36-12-2-25

People who live in unserved areas may purchase a non-resident card at the MCPL. This card entitles the purchaser to an MCPL card for one year from date of purchase. Purchase price is established annually by the Board.

PUBLIC LIBRARY ACCESS CARD (PLAC)

PLAC is the name for the statewide library card as enacted by Indiana Code 4-23-7.1.5.1. This card allows an individual to borrow materials directly from any public library in Indiana. An individual who is in “good standing” and eligible to obtain a valid resident or nonresident library card from a public library in Indiana qualifies to purchase a PLAC. This card is valid for one year from the date of purchase. The fee for a PLAC is established by the Indiana Library and Historical Board.

PLAC GUIDELINES – See <http://www.in.gov/library/placrules.htm>

CIRCULATION POLICIES

As a member of the Evergreen Indiana consortium, the MCPL is governed by current Evergreen Indiana Circulation Policy and Procedures.

This policy includes information on obtaining a library card, borrowing privileges, loss of privileges, renewals, fines/fees, overdue notices, paying fines/fees, lost items and holds and intra-Evergreen Indiana lending.

In the event a deceased patron had items checked-out the family will be notified in order to facilitate the return of the items to the owning library.

CATALOGING POLICIES

As a member of the Evergreen Indiana consortium, the MCPL is governed by current Evergreen Indiana Cataloging policy.

This policy includes definition and duties of a cataloger and covers revocation of privileges, cataloging standards, general record policies, maintenance standards, and reporting processes to resolve problems.

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

As a member of the Evergreen Indiana consortium, the MCPL is governed by current Evergreen Indiana Patron Record Confidentiality policy.

COLLECTION AGENCY

Pursuant to IC 36-12-3-18 the MCPL Board of Trustees utilizes the services of a third party collection agency to recover overdue fines, fees and materials as detailed in the current Evergreen Indiana Circulation policy.

INTERLIBRARY LOAN (ILL) POLICY

The MCPL affirms that library patrons have the right to pursue all possible avenues in seeking information and that reciprocal borrowing and ILL are means of expanding access. The MCPL affirms that ILL is an adjunct to, not a substitute for, the MCPL collection.

Residents of the MCPL taxing district are eligible to use the MCPL ILL service. A current card in good standing is required. Patrons living in unserved areas that purchase a non-resident card at MCPL are eligible for MCPL ILL service. PLAC holders are not eligible and should seek ILL service from their home library.

In general, the MCPL will not charge for lending materials. Exceptions are fees for photocopies, special fees levied by the lending library or excessive costs for insurance or postage. If costs are known, patrons will be consulted about their willingness to pay before materials are borrowed.

The MCPL bears overall responsibility for the materials borrowed on behalf of its patrons. However, if a patron loses or damages a borrowed item, he/she will be assessed any costs. If the patron refuses to pay, the MCPL will be responsible. However, the patron will lose his/her borrowing privileges at the MCPL until the fee is paid.

The MCPL agrees to abide by the requirements of the Copyright Law. The MCPL agrees to honor any limitations on use placed by the lending library.

The MCPL will purchase requested items if the Librarian thinks said item will be beneficial to other patrons and that item is obtainable at a reasonable cost. The MCPL will first check with Evergreen Indiana consortium libraries before processing the ILL request. The MCPL will maintain records of transactions in order to inform patrons of the status of their requests and to report annually to the ISL. The MCPL reserves the right to limit requests from one patron to two or three per week unless there is a special need.

The MCPL agrees to keep its policies up to date and to inform the ISL of any changes. The MCPL reserves the right to deny requests from libraries that do not comply with the MCPL policies and procedures. The MCPL will charge the borrowing library for damaged or lost materials.

The MCPL endeavors to make available for lending the broadest range of materials for ILL to other library institutions with the following exceptions:

- Books recently published or in high demand by local patrons.
- Rare, unique or valuable materials that would be difficult or impossible to replace.
- Bulky or fragile items that would be difficult to ship.
- Large numbers of items for one person or on a single subject at one time.
- Items restricted to use within the library or with other circulation restrictions.
- Videos and DVDs.

To allow for time needed for delivery, due dates will be approximately 6 weeks from the date of the next weekly pick-up. One renewal will be granted as long as the material is not needed by patrons at the MCPL.

GIFT BOOKS

Gift books are subject to the same circulation policies as books purchased by the MCPL. If gift books are lost or damaged, the person responsible will be assessed the cost of the item and any other associated fines/fees per the current Evergreen Circulation policy.

EQUIPMENT

At the discretion of the director, equipment may be loaned to patrons with a valid MCPL card. Unreturned or damaged equipment will result in the patron's borrowing privileges being barred until the equipment is paid for or returned. A fee for damaged equipment will be determined by the director or designee.

PHOTOCOPYING AND COMPUTER PRINTOUTS

The MCPL Board will review and set photocopying charges and computer printouts costs on an annual basis. Charges will be posted clearly within the library. Staff is available for questions about, or assistance with copying and computer printouts.

Notice: The copyright law of the United State (Title 17 United States Code) governs the copying of copyrighted material. The person selecting materials to be copied is liable for any infringement.

FAXING

The library does not fax for the public.

COMPUTER USE POLICY

To ensure fair access for all patrons, the MCPL uses computer reservation and print management software that requires a library card in good standing. Users may not represent themselves as another person or use another person's library card to access library computer services. Visitors, 18 or over, who live outside of the MCPL district, must have a photo ID to obtain a guest pass. Patron time on an MCPL computer is subject to daily time limits to facilitate equal and open access for all users, including people with disabilities. Time will be extended at the discretion of the staff only when no other patrons are waiting. The MCPL assumes no responsibility for any direct or indirect, incidental or consequential damages arising from the use, operation or inability to use its computer and or electronic resources.

All users of the library computer equipment and electronic resources, including Wi-Fi service, are expected to use them in a lawful, ethical and responsible manner. Patrons agree to:

- Not access sites containing child pornography or display on the computer any images of child pornography.
- Not violate federal, state or local obscenity laws including the viewing or printing of sexually explicit materials.
- Not engage in unlawful conduct, such as fraud, harassment, theft or any criminal activity.
- Not misrepresent themselves online, use demeaning or threatening language, or attempt to seduce or engage in sexually explicit chat or messaging with anyone.
- Pay for all printouts.
- Respect copyright and licensing agreements for the electronic resources used.
- Not to abuse, modify, or harm computer equipment and, or electronic resources.

The Library reserves the right to inspect and or observe the use made of its equipment and resources for the purposes of enforcement of these policies. Unlawful use, misuse or abuse of computer equipment or materials will result in the suspension or termination of user access to these resources.

WiFi access provided by library is unsecured. Anti-virus, security, and privacy protection are the responsibility of the patron.

A Special Note to Parents: The library believes that the Internet should be available to minors under the age of 18. In accordance with the CIPA, filtering software is used however filters are not foolproof. It is the parent's responsibility to provide the necessary supervision to ensure that their child uses the Internet in an appropriate and safe manner.

The MCPL treats information in its user files and transmission logs as confidential. Such information will be released only for an administrative need or legal requirement. Operating systems and software application programs may be limited for security, management and budgetary reasons.

The computer use policy will be reviewed by the Board of Trustees on an annual basis.

This policy is consistent with MCPL policies on material access, collection and use. The Library will be the sole arbiter of what constitutes a violation of this policy.

Staff use of computers is governed by guidelines found in the MCPL Personnel Policy.

MCPL BUILDING AND PROPERTY USE POLICY

The MCPL Board, administration and staff are committed to providing patrons with a setting that is conducive to library activities. It is intended that these will be activities usually associated with public library use and that support MCPL's policies. Therefore, any person whose behavior does not support such a setting may be asked to leave MCPL property, resulting in the loss of access to MCPL services and resources. Decisions concerning acceptable behavior of library patrons will be made by the Director, the Director's designee or the Board.

The following list, that is by no means complete, includes examples of behaviors for which any patron may be asked to leave the MCPL or MCPL properties or have MCPL services access revoked:

1. Damage, defacement or destruction of MCPL materials, equipment, facilities or properties.
2. Any attempt to steal MCPL property, or that of another patron or employee, or to maliciously destroy the property of an MCPL patron or staff member.
3. Creation of any public disturbance including the use of obscene language; disruptive cell phone conversations, , cell phone camera use, deviant, threatening or abusive behavior, whether in general or directed at any specific person or persons; offensive smells or sounds that constitute a nuisance.
4. Any prolonged use of the facilities without demonstrated engagement in acceptable MCPL activity.
5. Eating or drinking outside of the designated areas.
6. Disorderly conduct on the elevator.
7. Smoking, use of tobacco products, or electronic smoking devices are strictly prohibited both inside and outside of the MCPL buildings, including MCPL parking lots and entrances.
8. Inappropriate activities and behavior including, but not limited to:
 - a. possession of alcohol or illegal drugs; public intoxication or illegal drug use.
 - b. possession of weapons including firearms and knives unless otherwise authorized by law;
 - c. possession of objects inappropriate for MCPL use such as shopping carts, suitcases or bags of laundry;
 - d. possession of unauthorized animals;
 - e. gambling, solicitation or sleeping.
9. MCPL property is not to be used for unauthorized recreational activities such as skateboarding, rollerblading or racing.

PATRON ATTIRE

Patrons must wear shoes and shirts in the library.

Members of the MCPL staff will enforce this policy. When deemed necessary by the staff member(s), the appropriate authorities will be contacted. Repeat violators and/or those who refuse to leave will be subject to arrest and prosecution under Section 35-43-2-2 of the Indiana Code entitled "Criminal Trespass".

CHILD SAFETY POLICY

The following child safety policy is intended to ensure an environment that is safe and comfortable for all patrons, and affirm parents' responsibility for their children's safety. Parents and caregivers must be advised that libraries are public places. In libraries, as in all public places, "stranger danger" is a real concern. Library staff cannot prevent children from interacting with or leaving the library with persons who are not appropriate caregivers.

1. Children age 6 and under must be continuously supervised (within sight) by a parent/responsible caregiver age 16 or over, unless the child is participating in a supervised MCPL activity.
2. Children ages 7 through 10 years of age must have a parent/responsible caregiver over age 16 in the in the building.

3. Children who are over the age of 11 years of age and older may use the library independently, subject to building use policies. Parents/caregivers remain responsible for their children even when they are not present in the building.
4. Children with suspected communicable diseases will be asked to leave the MCPL premises/property.
5. Police and/or Child Protective Services will be contacted immediately when unattended minors who are unable to get home by themselves are left on the MCPL premises/property at closing. Under no circumstances will a staff member give a child a ride home.
6. The library believes that the Internet should be available to children. Filtering software is used however, filters are not foolproof. It is the parent's responsibility to provide the necessary supervision to ensure that their child uses the Internet in an appropriate and safe manner.

DISTRIBUTING MATERIAL, CANVASSING, PERFORMING OR SPEAKING ON LIBRARY PROPERTY

The Mitchell Community Public Library (MCPL) recognizes and supports the public's rights to free speech that includes presenting speeches, distributing petitions or other information, and advocating views or positions. However, the Mitchell Community Public Library also has an obligation to provide library services to the public in an environment where access and privacy are maintained and where safe and unobstructed ingress and egress to Mitchell Community Public Library property is provided. Therefore, the Mitchell Community Public Library prohibits non MCPL groups speaking, canvassing, performing, or distributing information on Mitchell Community Public Library grounds.

Note: This policy pertains to the use of the Mitchell Community Public Library grounds and not the inside of the Mitchell Community Public Library buildings. Persons wishing to reserve a designated meeting space on Mitchell Community Public Library property should refer to the Meeting Room policy

SOLICITATION

Solicitation is not permitted on MCPL property. Library vendors such as book publishers are not considered solicitors.

CELL PHONES

Patrons are asked to mute or silence their cell phones in the library. Should a cell phone conversation be necessary inside the MCPL, it should be made quietly and with consideration of other patrons. Cell phone use that is disruptive to other patrons will be considered a violation of the Building Use Policy. Cell phone cameras may not be used on MCPL property and will be considered a violation of the audiovisual recording policy.

ELEVATOR

Inappropriate use of the elevator will be considered a violation of the Building Use Policy.

AUDIOVISUAL RECORDING

Persons or organizations desiring to photograph, record or film any part of the building, library patrons and/or library staff, and materials owned or exhibited by the Mitchell Community Public Library must complete the Request to Photograph/Film Form, and be approved by the Library Director. This applies to personal, private and commercial use.

The terms "photograph" or "photography" means any method including photography, filming, videotaping, audio recording, or any other process of still image or audiovisual capturing method used now or in the future that is defined by the United States Copyright Act. (17 USC 101 et. Seq.). Photography, videotaping, or use of other recording devices may not interfere with the provision of library services. Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety, privacy or security. Audio note-taking devices may be used for personal research purposes.

LIBRARY STAFF PHOTOGRAPHY/AUDIOVISUAL RECORDING

The library reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs, videotape, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and video may be copied, displayed, published (including on the library's website), and telecast for such purposes as promotion, publicity, and news to inform the public about the library. All such photography/videotaping will be in accordance with library procedures.

This policy extends to photographs and filming by library staff at Friends of the Library events and at library booths and programs at public events in the community.

PROGRAMS AT THE LIBRARY

LIBRARY SPONSORED PROGRAMS

1. Must be open to the public.
2. A stipend may be offered to the presenter.
3. Modest fees may be charged for program supplies.

NON-LIBRARY SPONSORED PROGRAMS

1. Presenter must fill out a meeting room registration form and abide by the meeting room policy.
2. May not charge a fee.

COMMUNITY MEETING ROOM POLICY

The community meeting room is available for use by non-profit community groups and/or organizations. The room is not available for social events such as reunions and receptions. Library sponsored activities are given first priority in relation to scheduling the room. Library staff will coordinate scheduling based on completed meeting room reservation forms.

Groups using the facility must abide by the following rules:

1. The meeting room is available only during the hours the library is open. All groups must vacate the meeting room ten minutes prior to the library closing.
2. Reservations may be made up to two months in advance. The person reserving the room must fill out a meeting room reservation form at the library. A current MCPL library card must be held by the contact person.
3. No group may meet more than three times per month.
4. If more than one group wants the same meeting time on a fairly regular basis, the library will try to offer fair access by letting each have it on an equitable basis.
5. Set-up and clean-up is the responsibility of the group and must be done during the reserved time. The room must be returned to its original set-up unless prior permission is given by the Director. The contact person is responsible for any damage incurred by members of the group.
6. Sale of goods and services for profit is prohibited.
7. Light refreshments and non-alcoholic beverages may be served. A coffeepot is available to provide hot water.
8. MCPL Building Use Policies must be followed by groups using the meeting room.
9. An adult must oversee any group under age 18.

These policies must be followed unless special permission is granted by the Board. The library reserves the right to refuse future use of the room if the above conditions are not met.

DISPLAY CASE POLICY

The library's display cases are available to organizations engaged in educational, cultural, intellectual or charitable activities and to individuals with hobbies and collections to share with the community. Library sponsored activities and displays are given first priority in relation to display cases. A display case reservation form must be completed.

Guidelines for use:

1. Organizations and individuals may book a display case once a year for a one calendar month. A current MCPL library card must be held by the contact person.
2. Reservations for displays may be made up to six months ahead.
3. Displays may not be used for retail or for profit purposes, although a person's name, address and phone number may be included in the exhibit.
4. All displays must be neat and clean. Subject matter must conform to guidelines set forth in the MCPL's collection development policy.
5. The library does not provide insurance coverage for display items and is not responsible for theft or damage.
6. The exhibitor is responsible for the installation and dismantling of the display.
7. The MCPL does not endorse or advocate the viewpoints of exhibits or exhibitors.

These policies must be followed unless special permission is granted by the Board. The library reserves the right to refuse future use of the display cases if the above conditions are not met.

SIGNAGE ON LIBRARY PROPERTY: Signs from community groups or businesses are not allowed on library property. Any exception must be approved by the Board.

MCPL COLLECTION DEVELOPMENT POLICY

Purpose - The Collection Development Policy of MCPL provides for the allocation of resources and decisions regarding the acquisition and withdrawal of Library materials, as well as planning for the Library's collection needs to be in agreement with the Library's mission statement.

Primary Role: Lifelong Learning Center: (To provide materials, programs and services for people of all ages.)

Secondary Role: Reference Library (To promote timely, accurate and useful information.)

The MCPL's Board of Trustees has adopted the following goals for Collection Development:

1. To provide full and impartial access to library services and materials for all residents of the library service area regardless of need, age, gender, ethnic origin, religion or political beliefs.
2. To assemble, preserve, and administer a varied collection of books and other related materials
3. To seek to identify and respond to community needs for library materials and services
4. To encourage continuing education by promoting the use of all available library resources
5. To ensure continued cooperation with other libraries
6. To support the "Library Bill of Rights", the "Freedom to Read" and the "Freedom to View" statements as adopted by the American Library Association Council.

Selection of library materials is vested in the Director of the MCPL, who may authorize qualified staff to assist. The MCPL's collection development policy provides guidelines and direction to the Director and staff as they select materials. The Director has full authority to exercise judgment in interpreting this collection development policy. Basic to the MCPL's collection development policy is the citizen's right to intellectual freedom, and free and equal access to information and library materials without restriction. The Board has adopted the ALA "Library Bill of Rights" with its official "interpretations" and the "Freedom to Read Statement", and affirms the support of the MCPL for these basic policies.

Scope - The scope of the MCPL collection refers to the formats offered, and the treatment and level of difficulty of the materials in the collection. Materials selected for the MCPL collection are intended to meet the predominant educational, informational, recreational, and cultural needs of the residents of the MCPL's service area. The scope of the collection is intended to offer a choice of format, treatment and level of difficulty so that most needs can be met. Service given to individuals of all ages, within current budget limitations are also taken into consideration. The emphasis will be on acquiring materials of wide-ranging interest to the general public. In September 2009, the MCPL became the initial member of Evergreen Indiana, a statewide library consortium. Member libraries share a combined online catalog, allowing their customers access to hundreds of thousands of library materials owned by other member libraries. Most of these items may be placed on hold and borrowed via an intra-library courier service. In order to better serve the needs of its residents, the MCPL staff will encourage the use of Interlibrary Loan for those items that are not available from another Evergreen Indiana member library and are infrequently requested. The collection is under review and revision continuously by MCPL staff to meet current predominant resident needs.

Criteria for Selection - The library staff relies upon several sources for assistance in selecting library materials, including book reviews, publishers' catalogs and flyers, professional journals, printed bibliographies, recommendations of other professionals and library patrons, and personal knowledge and expertise. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, and the advice of competent people in specific subject areas may also be used.

Evergreen Indiana (EI) - Being a member of the Evergreen Indiana Library Consortium in no way removes the MCPL's responsibility to purchase library materials for its service area's taxpayers. The MCPL will continue to make purchases suitable for its local users based on the aforementioned factors. Each title is judged as a whole; isolated passages in and of themselves are not used as selection/deselection criteria. As far as possible, the MCPL will provide materials providing various viewpoints about controversial issues that illustrate careful study, give evidence of a sincere desire to be factual, and are written in a fair manner.

EI member libraries have different guidelines in the selection of materials, especially in the area of movies. If a parent of a MCPL minor card holder wishes to allow his/her minor child [under the age of 18] to have access to R-rated movies that may be available at some EI libraries, they may authorize this access in writing during the library card registration process.

Demand - Requests and recommendations from patrons are a significant part of the selection process because they indicate public interest, community relevance and timeliness of topic.

Value - Each type of material must be considered in terms of its own excellence, as no single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community. Materials acquired should meet high standards of quality in content, expression, creativity, imagination, and format. Emphasis is placed on authoritative, factual accuracy, effective expression and significance of subject. Other factors influencing the value of materials selected are the current or historical significance of author or subject; current collection objectives and existing subject coverage.

Balance –

1. Audience for Material: Libraries should acquire materials to service the diverse needs of the community, including children, the elderly and the physically challenged.
2. Diversity of Viewpoint: Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the MCPL's ability to serve the people of southern Lawrence County.

Regional interest - Materials specifically related to Lawrence County, Indiana, and the Midwest are especially important to the collection.

Alternate Access - The library avoids the purchase of materials that will have limited use or are very expensive or out-of-print (unless important local history). These items will be requested through resource sharing networks.

Textbooks - Textbooks will not be added.

Cost – MCPL staff will strive to purchase materials at the best possible price, considering shipping and handling costs.

Timeliness – MCPL staff will strive to have in-demand materials on the shelf promptly.

GENERAL POLICIES AND CONSIDERATIONS

Formats

1. Within the facilities available to the library, budget constraints and other provisions of this policy, materials will not be excluded on the basis of format.
2. In support of our mission, the MCPL provides on-line computing, networking and information resources to patrons and staff. The MCPL provides its users with access to sources of information in an atmosphere that encourages information sharing and access to a rich collection of services. Selection policies which serve to govern the library's purchase of materials are not applicable to material accessed on the Internet. (See Computer Use Policy)

Collection Maintenance

A practical, useful collection will be maintained through a continual process of adding and deleting. Materials are withdrawn based upon their being outdated, no longer in demand, unnecessary duplicates or multiple copies, worn or mutilated. Deleting should be done with the same care, thought, criteria and judgment as selection. The CREW

(Continuous Review, Evaluation, and Weeding) method has proven to be a useful weeding guide. The collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out-of-print titles.

Duplication and Multiple Copies

The library will acquire multiple copies of materials when additional copies are necessary to meet demand.

Gifts of Materials

The MCPL is grateful for unconditional gifts. In accepting a gift, the library makes the following stipulations:

1. The MCPL reserves the right to decide whether a gift should be added to its collection. The following types of gift materials will not be added to the collection:
 - a. Publications excluded by the collection development policy
 - b. Out-of-date materials not of historical value
 - c. A duplicate of an item already in the library (unless deemed necessary by the librarian.)
 - d. Material in poor physical condition
2. The MCPL reserves the right to sell, give to other libraries or otherwise dispose of gift materials that are not added to the library collection.
3. When materials are added to the collection, no restrictions on the MCPL's use of gift materials may be made by the donor. The gift materials will become an integral part of the library collection. Gift items may not be reclaimed.
4. Memorial gifts of money are very welcome. If a gift of money is given to the library, the staff will purchase an appropriate book(s). Memorial bookplates are attached to each book. Gifts of memorial books are subject to the same policy as above.
5. Receipts for materials donated to the library will be provided upon request, but placing a value on the material is the responsibility of the donor.
6. Exceptions to this gift policy must be approved by the Director.

Collection Review Procedure

The Board believes that censorship is a purely individual matter and declares that while anyone is free to reject for himself books and/or library materials of which he/she does not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to read, view or hear.

Parents have the responsibility to guide and direct the reading/viewing/listening of their own minor children. The library does not stand in loco parentis (in place of a parent; charged with a parent's right, duties and responsibilities).

However, the Board recognizes the right of individuals to question materials in the MCPL collection. Material being questioned will remain available to patrons until a decision is made. Patrons are encouraged to talk with the Director (or staff person in charge), if they have a complaint. To formally question a book or other item in the MCPL collection, a patron must fill out the "Request for Reconsideration of Library Material" form. This form should be given to the Director. The Director and one other professional member of the staff will then review the matter and send a letter to the patron telling them the matter is under review. The Board will be informed of any such reconsideration requests. The Director will bring the "Request" to the next board meeting for discussion and/or further action. The patron will be notified of the Board action. Persons still wishing to express concerns to the Board about materials in the collection may be heard during a regular meeting at a time designated by the Board for public expression.

Policy Evaluation and Revision

The Collection Development Policy of the MCPL will be reviewed not less frequently than every two years by a staff committee composed of the Director and selected staff members. Revisions will be referred to the Board for final approval.

MCPL PURCHASING POLICY

The MCPL Board is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law (Indiana Code 36-1-9). The MCPL Board is the “Purchasing Agency.”

The “Purchasing Agent” of the MCPL is the Director. The Director may delegate authority to other staff members but bears the ultimate responsibility for purchases made. In general, merchandise shall have been received before payment is remitted. It shall be the responsibility of the Director to approve situations when prepayment is required by the vendor. No expense shall be paid without a pre-existing appropriation.

The Purchasing Agent(s) may purchase supplies costing up to \$5,000. Any supplies/equipment costing more than this amount shall require the approval of the Board. This provision excludes “library materials,” those items purchased for the use of library patrons. Library materials include books, videos, cassettes and supplies (such as items needed to process books, library cards, bar codes, bookkeeping supplies, etc.) needed to run the library on an ongoing basis.

All purchases will be made in accordance with the guidelines of the Indiana Public Purchasing Code IC5-22.

Specific exemptions are allowed for the following purchases:

- Library materials (books, videos, cassettes, etc.)
- Upgrades to currently operating computer system (hardware or software)
- Emergency purchases

The Board or the Purchasing Agent(s) will purchase services on the basis of provisions of the contract, cost, experience of the offer or any other factor deemed appropriate to the services being purchased.

FINANCE AND INVESTMENT POLICY

Board of Finance

The duly appointed members of the Mitchell Community Public Library (MCPL) Board are the fiscal body of the library and thus constitute “The Board of Finance”. The members serve without compensation. (IC 5-13-7-5, IC 36-1-2-6)

Annual meeting

The MCPL Board of Finance shall meet annually after the first Monday and on or before the last day of January to elect a President and Secretary, review the written report of the investments made by the Library during the previous calendar year and review the investment policy of the Library. (IC 5-13-7-6)

Treasurer

The MCPL Board of Finance shall annually elect a Treasurer. The Treasurer may be either a member of the Board of Finance or an employee of the MCPL. However, the Library Director may not also be Treasurer.

The Board may fix the rate of compensation for the services of the Treasurer. (IC 36-12-2-21)

1. The Treasurer:
 - 1) is the official custodian of all library funds;
 - 2) is responsible for the proper safeguarding and accounting of all library funds;
 - 3) shall issue warrants approved by the library board in payment of expenses lawfully incurred in behalf of the public library; and
 - 4) shall make financial reports of library funds and present the reports to the library board every month.

The Board may prescribe the powers and duties of the Treasurer consistent with this chapter. The Treasurer may be removed by the Board at any regular or special meeting by a majority vote of the entire membership of the Board.

The Board may elect a successor Treasurer if a vacancy occurs in the office.

The Treasurer shall give a surety bond for the faithful performance of the Treasurer's duty and for the accurate accounting of all money coming into the Treasurer's custody. The bond must be:

- 1) written by an insurance company licensed to do business in Indiana;
- 2) for the term of office of the Treasurer;
- 3) in an amount determined by the library board;
- 4) paid for with the money from the library fund;
- 5) payable to the State of Indiana;
- 6) approved by the Board; and
- 7) deposited in the office of the recorder of the county in which the library district is located. (IC 36-12-2-22)

Deposits

All funds received by the MCPL shall be deposited in one or more designated depositories not later than the business day following receipt and shall be deposited in the same form in which they were received.

Depositories

All public funds of the MCPL shall be deposited in the designated depositories located in the territorial limits of the library district. (IC 5-13-8-9)

Investments

The Treasurer is authorized to invest library funds as approved by the Board in the following (IC 5-13-9):

- 1) Securities backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by
 - a) The United States Treasury;
 - b) A federal agency;
 - c) A federal instrumentality;
 - d) A federal government sponsored enterprise. (IC 5-13-9-2(A)(1))
- 2) Securities fully guaranteed and issued by the following:
 - a) A federal agency;
 - b) A federal instrumentality;
 - c) A federal government sponsored enterprise (IC 5-13-9-2(a)(2))
- 3) Repurchase Agreements
Such vehicles may be used as outlined in IC 5-13-9-3.
- 4) Money Market Mutual Funds
Such vehicles may be used as outlined in IC 5-13-9-2-5.
- 5) Deposit Accounts

Prohibited Investments

The MCPL may not purchase securities on margin or open a securities margin account for the investment of MCPL funds. (IC5-13-9-9)

In addition, The MCPL may only place its funds in investment vehicles that are in accordance with Indiana Code. (IC 5-13-9)

Interest Earnings

All interest derived from an investment shall be receipted to the funds of which they are a part. (IC 5-13-9-6)

Electronic Transfer of Library Funds

Pursuant to the provisions of IC 5-13-5-5, the Library Director and Treasurer are authorized to institute electronic fund transfer for the transaction of Library financial affairs, including the payment of wages to Library employees via electronic fund transfer, including direct deposit.

The Treasurer will maintain appropriate documentation of the transactions so these may be audited as required by statute. The Treasurer's signature will be on the letter of authorization for transfers which will be forwarded to the financial institution. (IC 5-13-5-5)