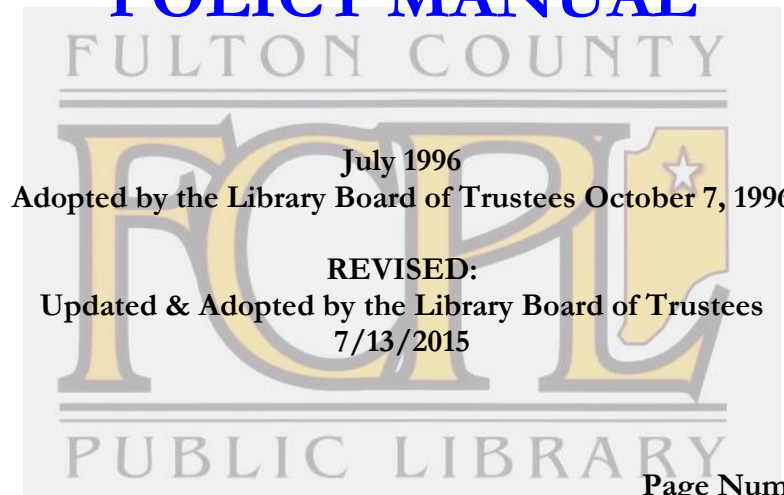


# FULTON COUNTY PUBLIC LIBRARY POLICY MANUAL



July 1996

Adopted by the Library Board of Trustees October 7, 1996

REVISED:

Updated & Adopted by the Library Board of Trustees  
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## Introduction

### Library Code

These policies are intended to serve as a guide for the Board of Trustees, for the Staff, and for the Patrons of the district served by the Fulton County Public Library (FCPL), namely: Aubbeenaubee, Newcastle, Liberty, Richland, Wayne and Rochester townships, the city of Rochester, and the town of Fulton. It is also intended to serve as a statement to the employees and board that they may better understand their duties and responsibilities. These policies have been adopted after due consideration and are believed to be in the best interest of the FCPL, the board, the staff, and the community served by the Library.

### Description of Area Served

Fulton County is situated in north central Indiana, approximately 100 miles north of Indianapolis and 45 miles south of South Bend. Its county seat, Rochester, is centrally located within the county and is served by the state's principal north-south highway, US 31; Indiana Highways 25 and 14 also traverse the county and city, while Indiana Highway 17 extends through the county's western side. Its principal railroad is the Norfolk & Western, a north-south axis.

Immediately east of Rochester is the 800-acre Lake Manitou, which is utilized extensively by county citizens for recreational and residential purposes. Numerous smaller lakes dot the county and the Tippecanoe River passes through its northern area.

The population is predominantly rural, featuring an industrial base that has had a steady but controlled growth over the past 30 years. Rochester, a fifth-class city, is the county's mercantile center. The city and its immediate area contain half the county's population of 18,694. Also located in the county are the towns of Akron, Kewanna, and Fulton, along with the unincorporated villages of Leiters Ford, Talma, Grass Creek, and Athens.

### Historical Background

A library is a living record of man's progress from the Stone Age to the Space Age. Libraries are a stepping stone to the future as well as a bridge to the past. The Library Company of Philadelphia in 1731 established the first public library in the United States. Books were so precious and valuable that they were chained to the tables and could only be used in the library. Our present libraries with free and ease loaning of materials make quite a contrast.

When the Indiana Constitution was adopted in 1816, it provided for establishing public libraries in each county of Indiana.

In the late 1800s, Andrew Carnegie was the great benefactor of libraries in the United States, having provided the funds for some 2,500 public libraries. Carnegie libraries are recognized by their distinct architectural style. The original Fulton County Public Library building in Rochester was financed by Carnegie funds and built in 1906-07.

The Fulton County Public Library owes its origin to the Women's Club of Rochester, through the enthusiastic efforts of Alice Stahl, a member of the Club, taking the initial step to establish a library.

A maximum subscription of \$14 per person was required to become a petitioner to meet the requirements to submit a petition to the town council to levy a tax for library support. This was soon accomplished and the first Library Board meeting was held January 29, 1904.

The use of the Grand Jury room in the Courthouse served to house the collection of 500

volumes, mostly donated. Iva Etta Sullivan cared for the books.

The Library Board was able to obtain funds from the Carnegie Fund, as a \$10,000 grant and later an additional \$3,000, provided the local board could guarantee a sufficient amount to purchase a lot and meet operating expenses. The building became a reality and a formal opening was held on September 4, 1907.

In 1921, library service was extended to five townships in Fulton County outside Rochester, except for Henry and Union townships, which had and still have their own township libraries at Akron and Kewanna. The townships supported library funding by a contract agreement, making a total of 289 square miles of service area.

The first bookmobile for Fulton County was put into service in 1921. There were four bookmobiles altogether. In 1923, bookmobile service began for those residents living in rural areas and to the rural school. The last bookmobile was purchased in 1975. In 1984, the bookmobile service to outlying areas was discontinued, in favor of placing more funding into the branches and the last vehicle was sold in 1985, when it was decided it was not utilized by the public to warrant the expense. A small branch library was opened at Fulton in Liberty Township in September, a single room above the Gilmore Grocery. The branch was open 3 days a week.

After several moves from one location to another, the chance to build a real library in Fulton was given by then current librarian, Mrs. Phyllis J. Meyer and her husband, Charles C. Meyer. In 1967, the Meyers donated a lot on which to build a library. The library was built, was dedicated and opened on March 16, 1967. It was named the Phyllis J. Meyer Branch Library, located at 704 N. Wright Street in Fulton, in honor of Mrs. Meyer's years of service to the library community. At her retirement in 1971, Mrs. Meyer had given nearly 46 years of service to the Fulton community as their librarian.

The Fulton Branch soon outgrew the Phyllis J. Meyer facility and plans were made to provide a newer more accessible building on the corner of Dunn and State Road 25. The town of Fulton gave two crumbling buildings to the library board for a new library. The library purchased the old Laundromat and all three buildings were demolished to make way for the new Fulton Branch Library. The new Fulton Library, located at 514 US 25, Fulton, IN 46931 was dedicated on August 9, 2001. Leo Brown Construction of Logansport was the contractor. The architects were H.L. Mohler & Assoc. of Lafayette. The new building is 3,481 square ft., on one floor, handicap accessible throughout, with additional parking, seating and space for materials. The new building is completely ADA accessible. In 2011, the need for additional room was recognized and work began to break ground on the North side of the building adding 2, 100 sq. ft. to the original building. DT-Construction was the contractor. Scarce-Rudisel Architects helped make the addition a reality. The addition was finished the first of December 2011. The Fulton Library is open six days per week and has grown to include many additional services besides books, such as story hours, personal computers, magazines, and videos.

A second Branch was opened at Leiters Ford in April 1970, and is known as the Aubbee Library. It was originally housed in a room of the local Fire Station. It moved to the closed High School in 1978, but as the school building became more and more inhospitable, the library looked for a new home. In 1989, the Aubbee Library moved to the rear of the TrustCorp Bank. In 1990, TrustCorp Bank became Society Bank. In 1992 Society Bank closed and donated the whole building to the library. In the spring of 1993 a major renovation to the building was undertaken to better make use of the facilities. December of 1993 saw a minor setback, as one of the two furnaces in the building belched out soot over everything. New furnaces were purchased and installed in early 1994, with a conversion from oil burning to natural gas burning furnaces.

In 1994, using Capital Projects Fund monies, the Aubbee facility had changes in the restroom facilities to better accommodate the wheelchair bound.

In the fall of 2006, the Library Board began negotiations with the Leiters Ford trustees to create a new Branch Library for the patrons in that area. Construction was started in June 2008, with the architecture done by Scarce- Rudisel of Warsaw. The library moved into its new facility in August of 2009. The new building was dedicated on November 7, 2009. In 2011, the need for a meeting room became apparent and Haskins Underground, Inc. broke ground for a 24' by 40' addition on the east side of the building. This area is used for Storytime activities and it houses an additional storage room. The addition was finished in December of 2011.

In the early 1980's the Main Library in Rochester was also having some growing pains. As the number of volumes and services increased, the available space in the original Carnegie building shrank and shrank. It was decided that the time to build a new library had come. After much study and planning the new building was built and dedicated in 1984.

The new building is only about two blocks from the original site of the old Carnegie at 804 Jefferson St. In 1984, the bookmobile service to outlying areas was discontinued, in favor of placing more funding into the branches. In 1994, the Rochester Library had electronic door openers installed for easier access to the physically challenged. The Library continues to work to meet the challenge of the Americans with Disabilities Act. In June of 1996, the Rochester Library closed its meeting room and converted it into the Children's area of the library as a move to stave off expanding the building.

In 1993, the Libraries became automated with the Dynix integrated library automation system. Modules including an automated catalog, circulation, dial-up access, community resources, and accessions were added. As of 1996, the Rochester Library had over 60,000 volumes of books, with collections of audio recordings on cassette and compact disc, periodicals, videocassettes, filmstrips, and services including computers with CD-ROMs for public use, typewriters, outreach programs to the jail and hospital, a literacy coalition begun in 1988, children's programs, and services to local nursing homes.

The Rochester Library sits adjacent to a unique feature in the library world; a "Strolling Visual Library" (or Arboretum). This area comprises over half the block, and houses various indigenous trees of Indiana. There are walkways and benches and a gazebo to rest in. This project is owned by the library and was undertaken through the work of a prominent local man, Jim Heyde, who was able to visualize the possibilities of the space, and had the resources to make that dream bear fruit. Mr. Heyde solicited donations from local businesses, industries, and individuals to pay for the project. No tax dollars were used in the creation of this park. Also included are depictions of the State seal, motto, poem, song, flag, and bird. The arboretum was dedicated in May of 1993 by Governor Evan Bayh. The Library is responsible for the upkeep of the property.

In 1990, the library was able to acquire the final section of property on the block. The home sitting in the SW corner of the block was purchased upon the death of the family matriarch, who had lived there. The house became the home of the Fulton County Literacy Coalition and El-Tip-Wa Adult Education programs. It was dubbed the Adult Education Center. This was seen as a temporary home for these agencies. El-Tip-Wa moved into the Centennial Towers after 1995, the Literacy Coalition moved into the Rochester library building, and the house was torn down in preparation of an addition to the library at some future date.

That date became a reality in 2006, when ground was broken on a 12,100 square foot addition. The added space hosts the Children's room, 2 meeting rooms, a teen space, and the Literacy Coalition office and tutoring rooms. Construction is to be completed in June 2007. At the same time, the building will get a facelift with new carpet, roof, paint, and rearranging of interior space. The new addition and renovation was finished in October 2007. The Grand Opening for the new addition was held on March 2, 2008 from 2-4 PM. Three of the former directors attended the event: Dave Ewick, Larry Cunningham, Interim and Linn Landis. All of them worked on the renovation

during different times from the beginning to finish. Director, Becky Williams helped finish areas that needed fixed and finished through July 2013.

In February 2009, the Fulton County Public Library joined Evergreen Indiana which is a growing consortium of 90 public, school and institutional libraries located throughout Indiana that use the Evergreen ILS. Patrons of member libraries can use their Evergreen Indiana library card to view the catalogs and borrow materials from the other member libraries. The Evergreen Indiana catalog holds over 3.5 million bibliographic records and provides access to over 5.5 million items. The catalog may be viewed at: <http://evergreen.lib.in.us/>. As of October 2010, the Indiana State Library and the member libraries are live on Evergreen and serve over 728,000 Indiana residents.

Additional grounds work was done in the fall of 2010, with a fountain, benches and flowers. The berms were redone to reflect a brick finish similar to the siding of the building. Irrigation was added to the berms and grassy areas around three sides of the building.

## Library Policy Rationale

It has been an accepted fact that the establishment of a policy for the operation of a library is the function and responsibility of the library board. Frequently, the library policy consists of unwritten customs or outdated, piecemeal records of the board's actions. Both of these may refer to specific situations that may be no longer relevant to community needs.

Regardless of library size, a written statement of policy is a necessary and useful tool for both the library board and director. A carefully written policy provides the continuity and a point of reference in times of confusion or disagreement. A newly appointed trustee will find the policy a helpful source of information.

## Long Range Planning

Some level of planning is essential to effective library operation. Planning, in most instances, has primarily focused on the immediate concerns of the library or on individual parts of the overall program. Thorough planning constitutes a fresh and hard look at the library that may result in significant change.

Long Range Plans should include the following:

1. An assessment of community needs,
2. An evaluation of current library services and resources,
3. A determination of the role of the library in its community,
4. Setting of goals, objectives, and priorities,
5. The development and evaluation of strategies for change,
6. Implementation of the chosen strategies,
7. Monitoring and evaluation of the progress made toward the chosen goals and objectives.

Each five years the library undertakes to create a Long Rang Plan to guide the development of services and programs. Attached to this document is the Long Range Plan, in Appendix A.

# **I. Purpose**

These policies are a guideline for the Board of Trustees, Director, and staff with which to better serve the communities where the libraries are located. By following guidelines we ensure that each patron is treated with the same set of rules in a fair and equal manner.

*"In order to protect the public's right of access to library facilities, to insure the safety of patrons and staff, and to protect library resources and facilities, the library may impose reasonable restrictions on the time, place, or manner of library use. The library may also impose other sorts of restrictions on access, so long as they are not motivated by a desire to restrict any particular form of expression or access by any particular individual or groups of people based upon origin, age, background, views, or any other inappropriate or unreasonable classification . . . . Valid rules must be enforced evenhandedly, and not in a manner intended to benefit or disfavor any person or group on arbitrary or irrational bases." - Task Force on Preparation of Guidelines Regarding Patron Behavior and Library Usage*

## **A. Mission Statement**

It is the mission of the Fulton County Public Library to provide programs and materials to our community which promote education, culture, information, and entertainment.

## **B. Vision Statement**

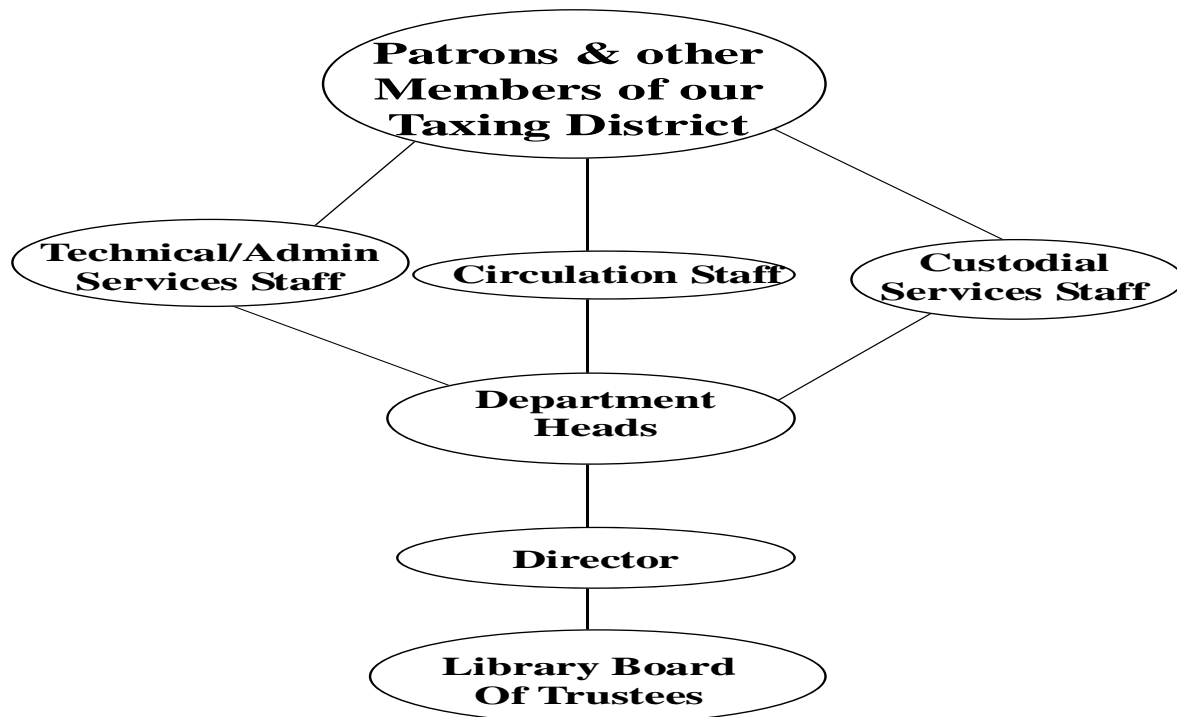
The library serves by building a better community.

## **C. Goals of the Fulton County Public Library**

1. To assemble, organize, preserve, and make easily available significant books and other materials that will provide stimulation, education, and recreation for all citizens of the community and to keep them constantly aware of the library services available to them.
2. To evaluate and anticipate the ever-changing needs and demands of the community, to maintain a fresh and topical supply of material to aid in the continuous education of the people, and to stimulate the flow of ideas among all groups of the community.
3. To provide the community with the best service possible by maintaining adequate staff, physical facilities, and operating procedures.

## **D. Organization Chart**

An organizational chart is designed to show the hierarchical structure of personnel. It should not be construed as an unchanging structure. The true structure of staff relations will always be in flux. This chart will help to show the patterns of supervision and communication only. In a growing organization the organizational chart should be used to foster, not hinder growth.



### E. Financial Support of the Library –

The library receives funding from several sources. For the operating fund these include:

1. State Taxes-
2. CAGIT (County Adjusted Gross Income Tax) -
  - a. Certified Shares
  - b. Property Tax Replacement Credit
3. Intangibles Tax - Bank & Financial Institutions
4. License Excise Taxes
5. Fines and Fees
6. Interest on Investments
7. Gifts and Bequests
8. Sale of Property
9. Various Grants
10. Community Foundation interest
11. Friends of the Library

The Capital Projects Fund uses County Property Taxes for funding of special projects as approved by the County Council and the State Board of Tax Commissioners.

The Library Improvement Reserve Fund (LIRF) acts as the Savings account of the library. Its funds come through transfers from the operating Fund.

The Library also receives funding for specialized events from the Friends of the Library, a volunteer group which raises money for items which the library cannot afford or is not allowed to spend money on (such as refreshments for meetings, etc.)



## II. By-Laws: (Amended 3/2010, approved 4/13/2015)

The Fulton County Public Library shall be operated according to the Indiana Public Library Law of 1947 as amended. *See Appendix A.*

### A. Board of Trustees:

The Indiana Library Trustees Manual will be a guideline for the structure of the Board.

**1. Appointment & Membership:** The Board of Trustees of the Fulton County Public Library shall consist of seven members. The members are appointed for four year staggered terms. Upon resignation or death of a trustee, a replacement shall be appointed by his/her appointing authority to fill the unexpired term.

*Members are appointed by the following authorities:*

Two (2) appointed by the County Commissioners;

Two (2) appointed by the County Council;

Three (3) appointed by the school boards serving Fulton County, including two (2) from the Rochester Community Schools and one (1) by the combined school districts of Caston Community Schools, Tippecanoe Valley School Corporation, and Culver Community Schools.

The Library Director is an ex officio member of the Board of Trustees.

**2. Officers and Committees:** The officers of the Board of Trustees shall be President, Vice President, Secretary, and Treasurer. These officers are to be elected at the December Board meeting and assume office in January of each New Year. Committees are appointed as needed.

#### **3. Duties of the Board of Trustees:**

- a. Nominating Committee: each year a committee must be chosen in the fall to nominate the following year's officers.
- b. Budget Committee: works with the Director to prepare the annual budget.
- c. Determine & secure adequate funds for efficient operation & management of FCPL.
- d. Select (hire/fire), and advise the Library Director.
- e. Set the hours of operation for the library.
- f. Determine salary schedules with suggestions from the Director.
- g. Approve book and material selection policies as proposed by the Director.
- h. Maintain all buildings and furnishings.
- i. Keep accurate records of all proceedings.
- j. Represent the library to the community.
- k. Attend Board meetings as often as possible. If six meetings are missed within a 12 month period, a member will be asked to resign.
- l. Board members shall serve without pay. The Board will be reimbursed by the library for expenses incurred for travel, lodging, meals and registration fees for state, district, and other library oriented meetings.

**4. Meetings:** The Board of Trustees of the FCPL shall meet on the second Monday of every month at 4:00 p.m. April-September and 6:00 p.m. October-March at the Fulton County Public Library. All such meetings shall be posted at least 48 hours prior and will appear in the newspaper. A quorum for the transaction of business shall consist of four members present. Special meetings may be called by the President or upon request of two or more board members.

- a. The order of business shall include:
  - Call to order
  - Ascertain a quorum
  - Approve Minutes of previous month's meeting
  - Approval of claims and financial report
  - Committee Reports
  - Old business
  - New business
  - Director's report
  - Adjournment

## **B. Director**

### ***1. Qualifications:***

The Director of the FCPL shall have an MLS from an ALA accredited library school, with administrative experience and shall possess from the Indiana State Library a Librarian Certificate 2 (LC2) which requires an ALA-MLS+LC2 or higher PLUS 100 LEUs every 5 years. The Director shall be the administrative head of the library operation.

### ***2. Duties and Responsibilities:***

- a. Prepare an agenda for each Board meeting with a copy for each Board Member.
- b. Have the financial secretary prepare monthly financial statements for each Board Member.
- c. Employ all library personnel, within budget limits. Board will be notified of appointments to the staff.
- d. Prepare the annual budget for presentation to the Board with adequate explanation for Board consideration, adoption and approval.
- e. Recommend for Board consideration and possible action: all major expenditures, policy changes, personnel needs, maintenance problems, operational questions, and public relations activities.
- f. Oversee and approve staff time assignment schedules and duties, prepared by Circulation Supervisors, in order that adequate staff personnel are on duty at all times during library hours.
- g. Prepare all policies, rules and regulations governing library services to the community for Board approval.
- h. Maintain a program of public relations.
- i. Give a report of library activities and meetings attended to the Board each meeting.
- j. Know the library laws and support library legislation.
- k. Become active in community affairs.

## **C. Staff**

### ***1. Qualifications***

- a. Have the education and training necessary for the position for which s/he was hired.
- b. Have a wide knowledge of books, authors, periodicals, non-print materials, and automation.
- c. Be open and willing to learn, adapt, and grow with the library.

### ***2. Duties and Responsibilities***

- a. Give prompt, friendly, courteous, and efficient service to patrons at all times.
- b. Arrive at work on time, ready to begin working.

- c. Notify the Library if not able to report to work.
- d. Be well groomed and suitably dressed.
- e. Answer telephone calls promptly and courteously. Record calls for the Director when s/he is not available. Keep personal calls to a minimum.
- f. Personal cell phones are not to be with you, unless you have express written permission from the Director.
- g. Process, circulate, maintain, and shelve all materials.
- h. Keep library environment neat and clean.
- i. Answer all questions to the best of one's ability. Seek help if necessary. Offer to request materials from ILL/REF if they are not available in our collection.
- j. Clean and repair all materials as necessary.
- k. Recognize and respect the authority of the Director.
- l. Accept assignments as given by the Director.
- m. Bring all problems and grievances to the Director in accordance with the grievance procedure as described in the personnel policy manual.

### III. Collection Development Policies

**A. Library Bill of Rights:** FCPL subscribes to the ALA Library Bill of Rights. (*App. A*)

**B. Intellectual Freedom:** FCPL subscribes to the ALA Int. Freedom Statement (*App. A*)

#### **C. Materials Selection Policy:**

The material collections of the Fulton County Public Library are instruments through which the library meets the needs of the community. Materials are provided which aid patrons in the pursuit of information, education and recreation. Therefore, it is the library's primary objective to offer the best quality materials based on the community's general and special character and interests. The rate and direction of growth of the collections shall reflect the continuing requirements of the library's clientele. In so doing, the library shall try not to only satisfy existent demands, but attempt to anticipate potential needs of patrons.

1. ***Selection:*** The basis for selection shall be positive rather than negative -- every item selected shall be an attempt to fulfill anticipated or real community needs or to fill a deficiency in the collection. Book selection emphasis will be focused to adequately represent significant scientific, intellectual, and social issues. To ensure the presentation of truth, materials on all sides of controversial issues will be provided. The library shall strive to represent all responsible opinions, although each side will not have equal representation by quantity. The library shall provide items on subjects of current popularity on the national and local levels; however, the foundation of the collection will be the great literary works of established authors. Selection tools may include, but not be limited to: Book Review Digest, Booklist, and Books in Print, Library Journal, The New York Times Book Review, book reviews, Public Library Catalog, Children's Catalog, Publisher's announcements, advertisements, catalogs, patron requests, and reviews published in specialized subject publications. Selection personnel will hold professional status. Support staff may offer suggestions, but only certified personnel will be responsible or have the authority to order materials, with final approval by the Director. Both non-print and print materials are included in this policy.
2. ***Children's Materials:*** Materials for the children's department are selected to serve the specialized needs of children from birth through high school. School textbooks and workbooks are generally excluded from the collection.
3. ***Branch Collections:*** The Branch Library collections serve as extensions of the Main Library.

Because of space limitations at each station, the branch libraries shall provide primarily current books and materials of popular interest. Not every title will be purchased for the branches, hospital and jail libraries. While not extensive, each branch will maintain reference collections consisting of useful up-to-date information. Requests for unavailable materials or information will be filled from the Main library if possible, and through Evergreen or Inter Library Loan (ILL) if unavailable.

- 4. *Audio-Visual Collection:*** Materials shall be selected using standard review materials (see above) and shall attempt to create a collection which emphasizes materials not otherwise available locally. These materials shall include: DVDs, Books on CD, Compact Discs, CD-ROM software, etc. Popular titles will be collected, but the library will not try to keep a 'comprehensive' popular interest collection. Music emphasis will be on classical, historical, & "world" music, to provide a broad overview. Books on CD will attempt to provide opportunities for education as well as entertainment. CD-ROM titles will be chosen with emphasis on educational materials over entertainment titles.

## **D. Investment, Gift and Memorial Materials (Revised & Adopted 9/9/2013)**

It is the policy of the Fulton County Public Library Board to abide by the procedures authorized by the Indiana code and recommended by the State Board of Accounts as set out in the Accounting and Uniform Compliance Guidelines Manual for Libraries, Chapter 9, revised 2006, for the investing and deposit of Library monies.

Gift and memorial items will be accepted and added to the existing collection according to the written selection policy. If such materials are not deemed of value to the collection, they will be discarded or sold. In addition, criteria for gift and memorial materials will follow standard written policies for weeding. Contributors of gift and memorial materials are asked to fill out the corresponding form (Appendix C). A thank you note is sent to the donor as well as the family or person in whose honor the item was given.

The Arboretum or "Strolling Visual Library" represents symbols and trees native to the state of Indiana. Donations of trees in memory of friends or loved ones shall be accepted until September 30, 2013, when the donation of trees will cease due to cost of upkeep. The posts describing and commemorating donors will be removed in lieu of a numbered map to be distributed with the "Strolling Visual Library and Arboretum" pamphlet. The library accepts neither liability nor responsibility for replacing damaged trees, either due to vandalism or acts of God. Trees already growing in the Arboretum will receive yearly upkeep within normal outdoor maintenance constraints, but the FCPL reserves the right to remove trees and/or excavate dead/dying trees without replacement, reimbursement or notice to the donor.

Tax receipts are given to those who request them, listing the number & type of item(s) given; but the library will not make any determination as to worth of donations of materials. Any items that are dirty, mildewed, or in other disrepair are not good candidates for inclusion in the collection and will be withdrawn. Those items, and most items more than 5 years old, will likely be thrown away or placed in the book sale.

## **E. Weeding (Collection Maintenance Policy)**

The FCPL strives to maintain a collection that meets the needs of the community. In doing so, a regular and systematic weeding of the library's materials (including books, periodicals, pamphlets, audio, and visual items) will improve the efficiency and vitality of the library's resources. Weeding

has been shown to increase the quality and use of a library's collections.

Materials listed in Public Library Catalog, when pertinent to the collection and in good condition, will be given preference for shelf space. Materials whose contents are still of value but have worn out or have fallen into disrepair will be repaired or replaced if possible. If new editions have been released, newer editions will supersede older copies. Materials not actively used but occasionally needed shall be weeded. Patrons can use ILL/REF services to obtain them. Items will be searched intra-system before going to ILL.

Materials no longer suitable for the collection will be withdrawn and recycled, discarded, or sold. First edition books at least 50 years old & in reasonably good condition will be considered for the rare books collection.

### **Criteria for weeding:**

- 1. Appearance:** Books of antiquated appearance which might discourage use; badly bound volumes with soft or shoddy bindings; poorly printed works including books with small print, poor illustrations or paper which is translucent; are candidates for weeding. Also, worn out volumes, whose pages are dirty, brittle, yellow or missing; and those with frayed bindings, broken spines, or dingy, torn, or dirty covers will be withdrawn.
- 2. Unnecessary titles:** Examples of titles which are no longer needed include duplicate titles whose popularity has waned; inexpensive reprints; older editions of currently held works; highly specialized works whose information is included in other materials or subjects of little interest.
- 3. Poor Content:** Materials which contain dated or incorrect information; poorly written or performed works; or items which have been superseded by newer, improved edition.
- 4. Age:** Items which have not circulated in ten (10) years, and/or out of date items.
- 5. Specific Classes of Materials:** Items which should not have been purchased in the first place; or historical items containing inaccurate information or unfair interpretations.

## **IV. Policies and Procedures for Library Usage**

### **A. Hours:**

#### 1. Rochester (Main) Branch:

Monday –Thursday	10:00 a.m. - 8:00 p.m.
Friday	10:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.

#### 2. Fulton Branch:

Monday	9:00 a.m. - 6:00 p.m.
Tues., Wed., Fri.	9:00 a.m. - 5:00 p.m.
Thursday	9:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - Noon.

#### 3. Leiters Ford (Aubbee) Branch:

Monday	10:00 a.m. - 7:00 p.m.
Tues.- Fri.	10:00 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 3:00 p.m.

### **B. Closings:**

The Libraries will be closed on the following holidays:

New Year's Eve & Day	President's Day	Memorial Day
Independence Day	Labor Day	Veteran's Day
Thanksgiving	Christmas Eve & Day	

**Emergency Closings:** Adverse weather conditions, fires, power failures, or other emergencies may require the library to be closed. In the event the library system will be closed it will be announced on WROI 92.1 FM radio. The libraries will strive to remain open as often as possible. When the libraries are closed for official reasons, the time off from scheduled work will be paid for full time and regular part time employees. Other employees may make up lost time through arrangements with their supervisors.

Any materials due to be returned on a day on which the libraries are closed will be due on the first day the library is able to reopen. No fines will be charged for days when the libraries are not open to the public.

Upon occasion, the libraries will be closed to the public for staff members to gain training within the building or at a training opportunity elsewhere. The public will be notified in advance of any such closings.

### C. Evergreen Library Card Issuance Requirements

1. **Residents:** Any resident of the FCPL taxing district, with a current library card in good standing, has access to materials offered by the library as long as the rules and policies of the library are respected.
2. **PLAC cards:** These replace the statewide reciprocal cards. They are available to patrons who wish to use this or any other library that is not in their taxing district. Patrons must purchase this card at the amount set annually by the state. Cards are valid for one year.
3. **Unserviced Area Borrowers:** Persons wishing to use the Fulton County Public Library who do not live in a library taxing district must purchase the right to use the library on an annual basis. They may also purchase PLAC cards at the standard rate if they purchase an FCPL card first. The cost of these services is determined by looking at the average cost of library services, through taxes, to Fulton County residents. This amount is determined by the Library Board of Trustees and will be charged to each individual or family desiring to use the library. All members of a single family unit are entitled to a library card for a single higher fee, if they reside together in the same family dwelling. Changes in the fee structure will be determined by a vote of the Board of Trustees, as are the fees themselves.
4. **Transient Residents:** Those who do not have a permanent residence in Fulton County but wish to use the Library's facility may use most of the Library's materials and services within the building. These people will not be granted a Library card, and should not take library materials out of the building. See below for special circumstances.
5. **Institutional Cards:** Those who do not have a permanent residence in Fulton County but wish to use the Library's facility may request to be granted a Library Card in the name of an institution. Institutional cards belong to the institution and will revert back to said institution when the individual leaves Fulton County.
  - Institutional Regulations Any materials checked out are for use at your facility only. Materials checked out are not to be for your home personal use.
  - This is for the use of Fulton County Public Library items only!
  - We have no control over items at other Evergreen libraries. All other Evergreen rules apply.
  - Privilege of having a Fulton County Public Library Institutional card. No fines when your items are late. No fees if your materials are damaged. You do not have to pay for lost items.
  - Institutional cards will have both the institution's name and an individual's name on them.
6. **WHEREAS,** I.C. 36-12-2-25 provides that libraries may issue free or reduced fee library cards

to certain individuals who are not residents of the library district; and

- a. **WHEREAS**, providing free library cards to students, educators, and library employees is consistent with the library's efforts to meet the educational, informational, and recreational needs of the public.
- b. **NOW THEREFORE BE IT RESOLVED**, that effective July 1, 2010, pursuant to the provisions of I.C. 36-12-2-25(f), which will then be in effect, the Library will issue local library cards to Library employees who are not residents of the Library district, without charging a fee for the card; and
- c. **BE IT FURTHER RESOLVED**, that effective July 1, 2010, pursuant to the provisions of I.C. 36-12-2-25(f), which will then be in effect, the Library will issue local library cards to employees of a school corporation or nonpublic school located in the Library district without charging a fee for the card; and
- d. **BE IT FURTHER RESOLVED**, that pursuant to I.C. 36-12-2-25(d) & (e), the Library will issue local library cards to students enrolled in a public school corporation or a non public school that is located at least in part in the library district, without charging a fee for the cards.

## D. Circulation of Materials

Patrons are required to bring in their own library card with them each time they wish to borrow materials, or to have photo identification in lieu of their card. If they do not have their own card or identification they will not be allowed to borrow library materials.

Vertical File pamphlets, maps, compact disc and books on CD follow the same policy as that for books. Each item is fined separately.

Separate Loan Policy Statements for several categories of materials have been identified individually. The following pages contain those specific policies. Materials without specific individual policies will follow the book loan policy.

### 1. Book Loan Policy Adopted: 02/2011

- a. Books may be borrowed for a three week period, and may be renewed for an additional three week period up to six weeks. Upon request, staff members can change the borrowing period to one month. Books with people waiting may not have these options performed for them.
- b. **OverDrive:** The circulation rules set by the consortium and the OverDrive committee requirements for check out are that we can allow (3) three check-outs for 1 or 2 weeks (patron choice) and they can place 3 holds which are held for 3 days when the item becomes available. Patrons will have to go to a link on our website to access the eIndiana materials. They may check out the items using their specific information and password.
- c. **Fines:** The return of library materials is the responsibility of the borrower. The fine for books which are overdue is 25 cents per day per book for each day the library is open. As a courtesy, the library will attempt to call by phone or send a postcard to persons with overdue materials. The amount of a fine can not exceed the retail cost of the materials.
- d. **Fine Amnesty Programs:** The Library may allow people with fines the opportunity to eliminate fines with special programs. Collection will be for fines only and cannot be used toward lost or damaged items, nor does it apply to fines owed to libraries other than the Fulton County Public Library and its branches. Fines forgiven will generally be dollar for dollar, i.e.

donate a \$1, and \$2 will be forgiven in fines. *Food for Fines*: Each February, the return will be one can of food per \$1.00 in fines. Food must not be damaged or out of date. *Fines for FCPL Permanent Fund*: April contains National Library Week, meant to raise awareness for libraries in the community and the world. For every dollar donated toward the FCPL's Permanent Fund at the Fulton County Community Foundation will result in \$2 being forgiven for fines. September is national Literacy Awareness month, so for the month of August, FCPL will run *Fines for the Fulton County Literacy Coalition* to support the Literacy Coalition. October is *Fines for Friends*, in conjunction with National Friends of the Library Week in October. *Volunteer for Fines*: Patrons are allowed throughout the year to volunteer for the library to work off their fines. Terms and conditions will be set upon each instance with a supervisor, branch manager, or the Director/Assistant Director. Inquire within to learn more about fine forgiveness programs.

- e. **Inter-Library Loan:** Titles or subject materials not available in the Fulton County Public Library or through the Evergreen Library System may be requested through Inter-Library Loan (ILL). There is a charge for photocopying which is paid by the patron. Paid non-resident borrowers are eligible for this service. Unpaid non-residents, reciprocal, and PLAC patrons are NOT eligible. Students should use ILL through their school libraries. (PLAC card users are asked to use their home library).
- f. **Reference:** Any material marked with "R" (which stands for "Reference") does not circulate. Also, encyclopedias, those which do loan, are borrowed for one week only and may be renewed for one week. Fines are the same as for books. Some materials contained in the Indiana Room do not circulate. (They may be used only in the library.)
- g. Patrons who are NOT in good standing (those with more than \$10 in unpaid fines or fees charged against their card, unreturned materials, or those who violate Library Policy) may NOT borrow any materials and may be restricted as to Library usage by the Director.
- h. **Reserves:** Patrons may reserve books and some other materials. Patrons may perform this online service for themselves with the automated catalog. Reserves are also taken in person or by phone. The patron will be notified by phone or email, when the material becomes available. The material will be held for 5 working days and then returned to circulation if not picked up.
- i. **Fees:** Lost or Damaged items will result in a charge to repair or replace the book or other materials; plus a department head determined handling/processing fee not exceeding \$5.00 per item when an item must be re-purchased. Repair cost will be assessed and charged as equivalent with the library's cost of the repairs. If a lost book is recovered, the patron is to keep the book, no monies will be returned and they will have been fined a minimum of \$5.00 for each lost item that cannot be forgiven.
- j. Teachers may request that certain titles be placed on Reserve status for a certain time period, which means that those titles will be available for use in the library only for that time period.
- k. **Teacher Collections:** Teachers may borrow classroom collections for up to six weeks at a time. These collections will be the sole responsibility of the teacher. Teachers will be required to sign a waiver that they will use the teacher's card to used exclusively for the classroom and not for their own personal use to avoid fines.
- l. Borrowing without a Library card can be done but requires that the patron have some other identification, or if we have visual ID.
- m. Patrons and staff may have up to three Claim Returned Items. After three months, the status on these items will turn to Lost. At that time, the item needs to be replaced or the cost to replace it paid. If a user claims to have returned materials that Evergreen Indiana still shows as checked out, the material may be marked with a "Claims Returned" date. Overdue fines stop accruing as of the date entered in the "Claims Returned" field. A user may have up to three (3) Claims Returned items on his or her record at any time. The number of Claims Returned items



is calculated at the consortium level. Only the owning library may mark the item as “Claimed Returned.” The owning library is encouraged to periodically revisit items marked “Claims Returned” and resolve the issue with the patron. A hold on an item marked “Claims Returned” should be retargeted.

## 2. Periodical Loan Policy

Adopted 02/2010

- a. Periodicals are loaned for a two (2) week period and are not renewable.
- b. The current issue of each title does not loan, but all previous issues may be borrowed.
- c. Teachers may request that certain titles be placed on Reserve status for a certain time period, which will mean that those titles will be available for use in the library only for that time period.
- d. There is no set limit as to a number of periodicals any one borrower may have, except during times when classroom reports are due and teacher’s request limits so that all have equal chances for information.
- e. The library keeps the current year and previous year's issues of periodicals (for most titles). Older issues that are requested will require the library to request them through Inter-Library Loan or the patron can find the information on INSPIRE. To get an ILL the patron must know the exact periodical citation (title and volume number, article title, author and page number). There is a photocopying fee for ILL request.
- f. Periodicals not returned on the due date will result in a fine of 25 cents per day per periodical.
- g. Periodicals lost or severely damaged will warrant the item to be withdrawn, if it is a current issue a fee, determined by department head, will be applied to the patron’s card.
- h. FCPL maintains a CD-ROM database which indexes several of the titles owned by the library and includes many additional titles. Some of the titles on the database are abstracted, or the articles may be contained on the disc in full text. These must be used in the library, or printouts of the articles may be made for the cost of photocopying.
- i. Patrons who are NOT in good standing (those with more than \$10 in unpaid fines or fees charged against their card, unreturned materials, or those who violate Library Policy) may NOT borrow any materials and may be restricted as to Library usage by the Director.

## 3. DVD Loan Policy

Adopted 02/2010

- a. Movies may be borrowed from the Library if:
  - a. The borrower is 16 years of age or above, *see item # 11 below for exceptions*;
  - b. The borrower presents his/her own valid resident, non-resident, RB, or PLAC library card;
  - c. The borrower is in good standing with the library; and
  - d. The borrower must use library movies in accordance with all applicable copyright laws.
- b. Movies may be borrowed for one week and may be renewed for 1 week. Late returns will result in a \$.25 per day per title for each day the video is overdue.
- c. Borrowers accept responsibility for any major damage or loss of library movies while checked out on the borrower's library card. Any fees for damages or replacement will be assessed and billed to the patron.
- d. The Fulton County Public Library is **NOT RESPONSIBLE** for any damage caused to a borrower's equipment due to use of Library movies.
- e. Movies may not be reserved or renewed, except for teachers in a classroom setting.
- f. There is a limit of 10 (ten) DVDs and 10 video titles per patron card. Children may borrow 10

(ten) DVDs from those designated Children or Family. *See rule #11 below.*

- g. Only two cases of any given DVD series may be checked out at any one time.
- h. Movies may be returned only inside the library or in the Video Drop box, **NOT** in the Book Drop Box.
- i. Children under 16 with their own library card may use it to borrow ten DVDs at a time. Only those videos designated “Children” or “Family” are available to children.
- j. Patrons who are **NOT** in good standing (those with more than \$10 in unpaid fines or fees charged against their card, unreturned materials, or those who violate Library Policy) may **NOT** borrow any materials and may be restricted as to Library usage by the Director.

#### 4. Equipment Loan Policy

Adopted 02/2011

- a. To borrow any type of equipment from the Fulton County Public Library a Patron must:
  - a. Be **18** years or older (and able to prove it).
  - b. Present his/her **own valid Evergreen FCPL** Library card.
  - c. Be in good standing with **any Evergreen** library.
  - d. Be knowledgeable in the operation of the equipment.
  - e. Reside within the county.
- b. There is a \$10.00 deposit required for all screens and overhead projectors at the time of pick-up. Upon return of the equipment in good working order, the fee will be returned. These items are checked out for one week and can be renewed for an additional week.
- c. If the equipment is returned in a damaged state, the \$10.00 original deposit will be retained until repairs can be assessed, at which time either an additional repair charge will be made to the patron, or some of the original \$10.00 will be returned, depending on repair cost. (Patrons will be billed for all damages to library equipment).
- d. Equipment may be reserved in advance. Reserves may be made on a yearly basis. Reserves are for a 48 hour (2 day) period.
- e. Only business or non profit groups may use each type of equipment no more than once per calendar month.
- f. There is no charge for equipment used in the library, but any such use must conform to any/all applicable state and federal laws, including copyright laws. Any such use is limited in availability due to space and other considerations.
- g. The Library has a Video Projector, which is available to qualified groups, for a cash deposit of \$50. The fee is returned if the projector is in the same condition as it was when checked out. All other rules above apply.
- h. Patrons who are **NOT** in good standing (those with more than \$10 in unpaid fines or fees charged against their card, unreturned materials, or those who violate Library Policy) may **NOT** borrow any materials and may be restricted as to Library usage by the Director.
- i. Borrowing equipment without an Evergreen Library card is not allowed, & requires that the patron have some other valid identification as proof of who they are.

#### E. Photocopying and other Services

Adopted 02/2011

**Photocopying** charges shall be as follows:

FCPL has copiers for public use in all buildings. Copy pricing: Standard size pages (8.5" by 11") cost \$0.10 per page and color copies cost \$0.25 per page; Legal sized copies (8.5" by 11") are \$0.25 per page and Ledger sized pages (11" by 17") are copied for 50 cents per page. Copies made on

both sides of a single standard sheet will cost only 30 cents for the second side, a legal sheet will cost 30 cents for the second side and two sides on a ledger sheet will cost 75 cents.

**Facsimile** sending/receiving charges will be as follows:

FCPL will allow patrons to send and receive FAX transmissions for a fee. Such fee will be equal to or greater than that charged by other local institutions which have the same service. The reason for this is so that the library does not undercut local businesses. We will provide the service but do not want that to become a primary service of the library.

Pricing is \$1 per page. Receiving of faxes for patrons will be done as long as the document is clearly marked as to recipient. The library is not responsible for quality of documents received, and will dispose of any items it cannot determine a recipient. Faxing fees must be paid at the time of the service, and received faxes must be paid for before being given to the recipient. Faxes received will cost \$1.00 per page.

**Printing** using library computer printers costs the same as photocopying for black and white printing. Color printing costs \$0.25 per page, but is only available in standard and legal sizes, not ledger size.

## **F. Information Technologies/Internet Acceptable Use & Safety Policy (Adopted: 5/2014, reviewed and approved 5/15)**

### **Technology/Internet Acceptable Use and Safety Policy**

All electronic traffic originating from the Fulton County Public Library connection shall be in accordance with these Acceptable Use Standards. Failure to abide by these standards may result in the loss of Internet, computer, and Library privileges.

#### **Cooperative Use**

PC users must facilitate the fair use of the library's limited resources by observing time limits on PC use and surrendering use of the terminal when allotted time has elapsed. FCPL reserves the right to terminate a PC session that disrupts library services or that involves user behavior that violates the library's policies.

#### **Acceptable Use**

Use of the Library's computers shall be guided by the following principles:

1. Respect for the privacy of others.
2. Adherence to the legal protection provided by copyright and license to programs and data.
3. Consideration for the security and functioning of computers, computer networks, and systems.
4. Adherence to FCPL policies governing the security and functioning of computers, computer networks, and systems.

#### **Unacceptable Use**

It is not acceptable to use the Fulton County Public Library computers for:

1. Any purposes which violate U.S., state, or local laws.
2. Transmitting threatening, obscene or harassing materials, including the use of profanity or

offensive language.

3. Intentional or unintentional disruption of network users, services or equipment, harm to other computer systems, including excessive bandwidth utilization.
4. Distribution of unsolicited advertising.
5. Tampering with computer or network security.
6. Making unauthorized entry into any systems accessible via Library computers.
7. Representing oneself as another person.
8. Developing and/or propagating programs that harass other users or cause harm to other computer systems. (e.g. computer "viruses" and "worms".)
9. Copying, file sharing, downloading or distributing commercial software or other material (e.g. music) in violation of federal or international copyright laws.
10. Accessing or loading pornographic, obscene, or sexually explicit material.
11. Other uses deemed inappropriate at the discretion of FCPL management.

Illegal acts involving the FCPL's computers may be subject to prosecution by local, state or federal authorities.

### **Internet Safety Policy**

In addition to the useful and educational information available on the Internet, a great deal of content exists that is not appropriate for children. Parents or legal guardians must assume responsibility for deciding which library resources are appropriate for their own children. FCPL enforces a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. FCPL's technology protection measure is a specific system that blocks or filters specific Internet sites. It protects against access by adults and minors to visual depictions that are obscene, child pornography, or harmful to minors. Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that some may find offensive but does not eliminate that possibility. Filters sometimes block access to sites that users would consider both inoffensive and useful. FCPL staff reserves the right to check all workstations of suspicious/inappropriate activity. In accordance with the Children's Internet Protection Act, no one under the age of 18 is permitted to access computer sites, chat rooms or e-mail that contain obscene or sexually explicit material harmful to minors. Per the FCPL policy on unattended minors at the library, children 8 years old and younger should be supervised by an adult while on library computers.

### **Disclaimer**

FCPL provides access to the Internet as a service of convenience to the public. The Internet and its available resources contain a wide variety of material and opinions from varied points of view. Users need to be good information consumers, questioning the validity of the information. Not all sources on the Internet provide accurate, complete or current information. Users may encounter material that could be considered inappropriate.

Parents of minor children assume responsibility for their children's use of the Internet through the Library's connection. Parents and children are encouraged to read Netsmartz (<http://www.netsmartz.org/internetsafety>) Safety Tips and to explore the additional resources at Netsmartz, a resource for parents and children of all ages.

FCPL expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof. Conducting business or personal transactions such as credit card purchases, stock trades, bank transactions, etc. or accessing systems where such personal or business data are stored is not recommended. The Library's computing environment does not maintain sufficient safeguards to protect such activities.

Users of Library computing resources should be aware of the possibility of contamination by computer viruses and Trojans. Viruses may also spread to other computers including the user's own personal or business computers via email, or via media such as floppy, CDROM or USB Flash Drives. Users are therefore warned that it is not possible to provide a 100% virus free environment and that the user accepts such risks while using the Library's computing resources.

See **FORM** in Appendix B.

### **Review of FCPL Policy**

This policy shall be reviewed on an annual basis in accordance with Indiana Code § 36-12-1-12(e). *Approved by the FCPL Board of Trustees, 05/12/2014. Reviewed 05/12/2014*

## **G. Meeting Room Use Policy** **Adopted 10/96 Updated 9/2014**

**Purpose:** In addition to library programs, FCPL strives to provide space for local community groups of civic, cultural, or educational natures that do not have other forums in which to meet. Library space may only be used when the library is open unless special arrangements have been made. All meetings must end and disperse BY closing time. Failure to comply may result in loss of meeting room privileges.

***FCPL Events have priority for space.***

The Fulton County Public Library welcomes the use of public meeting spaces. The Board of Trustees of the Fulton County Public Library invites any group of community citizens whose purpose for meeting is in harmony with the mission of the FCPL to meet in the Library in rooms designated for this use. NO event may be held which interferes with normal operations of the library.

The use of the Library meeting rooms by any citizen or group does not signify or imply any endorsement by the Library of group's opinions or activities. Any publicity related to a non-library meeting should not imply that it is library sponsored. All non-library meeting room publicity will be the responsibility of the meeting may be posted in public bulletin boards. The position of the library is always one of neutrality.

### **TYPES OF MEETINGS**

No general admittance fee may be charged by the host organization for any meeting or program nor may any voluntary offering, solicitation, or collection of funds be made. However, qualified groups may charge participants a fee to cover the costs for the program. Petitions and/or remonstrance are never permitted anywhere in the library or on library property.

All civic, community, or educational organizations whose purpose is non-commercial, non-partisan, and /or non-profit may use the meeting rooms with no fee. Political groups may use the meeting rooms for non-partisan or bi-partisan programs of an educational nature. FCPL allows personal parties only if the space is available.

The number of people attending must be reported for statistical purposes.

Meeting Rooms A and B have a capacity of 72 people each, or may be combined for a total capacity of 144.

Light refreshments may be served in all of the meeting spaces. Any equipment or food brought in should be promptly removed after the meeting. Any equipment provided by the library may be used

with permission but must be left clean. Open flames (candles, matches, etc.) are never permitted in the library.

Alcoholic beverages are not permitted at any time and smoking is prohibited in all areas of the public library.

### **Unattended Minors**

Per FCPL Policy, children are not to be left unattended.

### **NO SHOWS & ROOMS LEFT MESSY**

If a group does not show up for a meeting and has failed to cancel it, or if they have not fulfilled the responsibility to clean and restore the room to the original set-up, the following action may occur:

1<sup>st</sup> Offense:

The party that booked the room will receive a written notice.

2<sup>nd</sup> & Subsequent Offenses:

1. In an effort to be fair to all groups, future scheduled meetings will be cancelled.
2. The person responsible for the room will receive notice that this action was taken.

If the group desires to reschedule meetings after they have been cancelled due to offenses, the group will be required to submit new reservations and may be denied at the discretion of FCPL Staff.

### **RESPONSIBILITIES OF USERS**

Each group is responsible for setting up the room to its specifications. Each group is also responsible for restoring the room to its original setup when the meeting is over. Current custodial fees may be charged if the rooms are not cleaned up and restored to the original setup for the next group.

The FCPL Board of Trustees, or their designee (the Library Director, or appointed staff member) reserves the right to terminate any meeting that is noisy, disruptive, or potentially destructive to the library's property or is determined to not be in the public's best interest. Any inquiries concerning meetings in question, as well as inquiries by the public, may be referred to the person signing the application.

### **ALL STATE FIRE AND HEALTH LAWS SHALL BE OBSERVED.**

Applications for space use must be made on the library forms provided, submitted in advance of the meeting date by an adult (age 18 or older) who shall be personally responsible for the conduct of the meeting, adherence to these regulations, the payment of any fees, and for any damages.

### **FEES**

Fees must be paid at least one week prior to the meeting date or the library reserves the right to make the room available for other meetings. Cancellations must take place with one week's notice prior to the event or the reservation fees are forfeited.

For-profit groups/persons may use the library for a fee. The fee per room is \$10/per hour/per room. Use of the kitchenette is \$5/hour. (i.e. 3 hours of use in one room, would be \$30, if the group is using both rooms the cost would be \$60. If you use the kitchenette, the cost would be \$45 for one room and \$90 for both rooms.)

Fees are non-refundable unless the group provides ample notice or should the library be closed due to circumstances beyond our control.

*Meeting Room **FORM** in Appendix B*

## **H. Access to Public Records**

**Adopted 1/90, revised 10/03**

Access to public records is governed by Indiana Code 5-14-3 which states that “all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees” subject to certain limitations.

Any person may inspect and copy the public records of the library during the regular business hours of the library administrative office. Requests for materials on weekends or at night will be deferred until the following business day. Requests for information must be made in writing and provide the name and telephone number of the requesting individual as well as the general nature of the information being sought. The agency, group or individual requesting the information must pay any cost incurred in copying materials at the time the request is made.

All FCPL records are open to the public for inspection with the exception of those materials specified by law as confidential. Such materials are exempt from disclosure and will not be made available for public inspection. In addition, the following records are exempt from disclosure:

1. *Personnel files* of the library employees and files of applicants for employment, except;
  - a. The individual's name, compensation, education & training background, job title, previous work experience, and dates of first and last employment of present or former officers or employees of the library.
  - b. Information relating to the status of any formal charges against an employee.
  - c. Information regarding disciplinary actions in which final action has been taken and which resulted in the disciplining or discharging of an employee.
  - d. All personnel information is available to the affected employee or his/her representative. General personnel information on all employees or groups of employees (without names) may be disclosed.
2. *Any administrative or technical information* that could jeopardize a record-keeping or security system.
3. *Computer programs, codes, filing systems, and other software* owned by the library or entrusted to it.
4. *Records prepared specifically for discussion*, or created during discussion at any legally called executive session under IC 5-14-1.5-6.
5. *The identity of a donor* of a gift made to the library if the donor requires anonymity as a condition of making the gift.
6. *Library records* which can be used to identify any library patron.

A patron's address may be given to law enforcement officials when:

1. Staff have good reason to believe that said patron is a serious threat to himself or others, and
2. There is no other way to easily identify the patron.

### **Miscellaneous**

Parents/legal guardians who inquire about the materials currently on loan by their minor children under age 16 will be given the information.

Library records shall not be made available to any agency, group or individual except pursuant to due process in accordance with IC 5-14-3. At such time, the library will consult with legal counsel to determine if the documents are in proper form and show good cause. If these conditions are not met, the library will insist that any defects be cured before compliance.

All records listed in the Indiana Code as being "exempt from disclosure" will be considered confidential by this Public Library.

When in doubt about the access to records of the Library, legal counsel and Indiana's Public Access Counselor may be contacted.

"The Open Door Law and the Access to Public Records Act", distributed by the Indiana Attorney General may be consulted for more detail.

## I. Appropriate Behavior on Library Premises Adopted 10/96, Rev. 4/14/2014

It is the goal of the Trustees of the FCPL to allow all patrons of the library to use its facilities, for the purposes for which the library was established, to the maximum extent possible during regularly scheduled hours.

Any patron not abiding by the rules and regulations of the FCPL may be asked to leave library premises. Further, any patron who violates the rules and regulations of the library may be denied the privilege of access to the library by the Library Board of Trustees, on recommendation of the Director.

It is intended that patrons shall be engaged in normal activities associated with the use of a public library when in the building or on the premises of the library. Due regard shall be given by all patrons using the facilities of the Library to the rights of other patrons engaged in normal activities in or upon library premises.

The Fulton County Public Library does not serve as in loco parentis for minors (younger than 18). For the safety and comfort of children, a responsible adult or caregiver should accompany children while they are using the Library. Children up to the age of 8 should be in the immediate vicinity and in visual contact of a parent/guardian or caregiver while on the premises of the FCPL. Parents are responsible for the behavior of their children in the library, whether or not the parent is present.

**Therefore** the Board of Trustees of the Fulton County Public Library reserves the right to cause to be ejected from the library premises and to refuse further admission to any individuals, and/or groups, who violate the rules and regulations of the FCPL, who infringe upon the rights of any of the library staff or patrons in their proper use of library facilities, or who create disorder on the premises of the library in any situation so as to interfere with the functions which the Library was designed to fulfill, which situations include, but are not limited to:

- Any situation in which the actions of a person present an imminent danger to the life or safety of others on library premises.
- Any situation in which a person is observed in an attempt to steal or to maliciously destroy library property or that of another library patron.
- Any situation in which a person's behavior is inappropriate to the use of the library building for the purposes for which it is legally constituted.
- Any situation in which a person willfully and purposely disturbs the staff or other library patrons or whose behavior is any way disruptive to the legitimate use of library facilities by others.

Inappropriate Behavior: includes, but is not limited to:

Loitering	Sleeping	Exhibitionism	Gambling
Molestation	Voyeurism	Smoking	Solicitation
Public Intoxication	Running/Playing	Unauthorized Animals	Obscene Language

**Violators:** persons who violate these rules will be asked to leave the library, or, when appropriate, will be subject to arrest.

Repeated 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".

**Posting:** These policies and rules as stated above will be posted in a public area of all library buildings.



## **J. Patron Grievance Policy**

Adopted: 10/96

1. *Reconsideration of Library Materials:* The Fulton County Public Library provides the public with the opportunity to request reconsideration of any library material through use of the Request for Reconsideration of Library Materials form as found in Appendix D. Any such request will be forwarded to the Director for consideration along with the work in question. If a suitable dispensation of the material in question is not made, the Director will meet with the Board to discuss the library's position on the item and what the library's next step will be. The Board may decide to uphold the Director's position or can appoint a committee composed of staff, Board and the Director, to formulate a statement about the work with a recommendation for the Board to keep or withdraw the material. This judgment is binding.
2. *Staff Complaint:* Patrons who find the behavior of any employee of the library to be unacceptable are requested to ask the individual his/her name and ask to speak to the Director or person in charge of the library at that time. The patron should then relate the incident to the Director or supervisor. The patron may be asked to fill out an incident report form as found in Appendix E, to explain the problem. The Director will then talk to the staff member to hear the other side of the problem. After weighing the issue, s/he will determine what action to take. The patron will be informed as to what action was taken about the incident.

## **K. Drug Free Workplace Statement:**

The Library complies with all Federal and State regulations regarding drug use while on the job. The act of taking or being under the influence of non-prescribed drugs, including alcohol, while on the job, is grounds for immediate dismissal. Over the counter medications, when taken as directed, are permissible. Library patrons also, are expected to be drug and alcohol free when on library property. (*See Appropriate Behavior Policy on page 30*)

## **L. ADA Compliance Statement:**

The Library will make every economically feasible effort to comply with the Americans with Disabilities Act; both in the area of employee and patron concerns. As concerns are discovered, the Library Board will address each issue; attempting to find a way to accommodate the physically challenged without overtaxing the library's resources.

## **M. Equal Opportunity Employer Statement:**

In order to provide equal employment and advancement opportunities, employment decisions at FCPL will be based on merit, qualifications, and abilities. FCPL does not discriminate on the basis of sex, race, color, religion, national origin, age, disability, or any other characteristic protected by law. Any employee found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination. This policy governs all aspects of employment, including: selection, job assignment, compensation, discipline, termination, and access to benefits and training.

## **N. Accident/Emergency Policy:**

In the event of any type of accident or emergency occurring on Library property, the *proper procedure is to first administer what aid we can and alert the proper authorities as soon as possible*. An Accident Form (See Appendix F) should be filled out when the situation is stable. Whether the situation includes staff, patrons, or both, the form should be filled out. This enables the library to keep a

record of what happened in case of future need. Staff members should not attempt to administer any first aid unless they are qualified to do so.

Various emergencies are possible in a public building when patrons and/or staff may be present. Below are some guidelines as to what to do in case of some specific emergencies. Not all cases can be anticipated, so in the event of an unforeseen emergency situation, the staff is instructed to use their best judgment as to the proper action.

Under no circumstances should a staff member attempt to force a patron to comply with a safety precaution. If a patron has been warned of the danger and declines to act accordingly, then the staff member has done his/her duty. (Children may require more persuasion than adults.)

**Tornado:** In the event a tornado touchdown is imminent, staff should alert all patrons to move to safety areas. These areas include: The public restrooms under the sinks; the kitchenette off the Grand Hallway; in the bathrooms and in the back section of the hallway by the Literacy rooms. Any time the weather indicates such an event may be a possibility, the staff is instructed to turn on the radio to a local station, prepare the first aid kit to take it to a safety area, to get the emergency flashlight, and (if a staff member judges it necessary) to alert the patrons of the possibility that they may be requested to move to safety.

**Thunderstorms:** Normal thunderstorms should not preclude any major precautions *other than* turning computers off and unplugging as many electrical appliances as possible. In the event that power goes off, staff should use flashlights to help patrons find the exits and close the building (wait 15 minutes before closing to see if the power comes back on).

**Fire:** In the event of a fire, the first priority is to get everyone out of the building. One staff member should go to Reference, Indiana Room, and Nonfiction, one to the Children's Room, one to the Administrative area, and one to AV/Fiction. Each is to make a quick walk through to check for people (as long as it seems safe) and herd them to the exits. This should be done quickly and the staff member should get out quickly, without putting themselves into danger.

If no fire is visible, patrons and staff should be alerted as to the danger before searching for the fire. The fire alarm should automatically notify the Fire Dept. If the alarms do not go off, then the Fire Dept. should be called from a safe place. All persons should be instructed to wait across the streets from the building for safety. The staff member in charge is to try to determine who was working at that time and account for all staff members if possible. S/He is not to try a rescue, but to inform the Firefighters if someone is not accounted for. NO ONE should enter the building if it is on fire, other than the firefighters.

**Earthquake:** In the event of an earthquake, staff and patrons should move out of the building or into a doorway for safety. Everyone should leave the building ASAP and move to the parking lot. No one should enter the building until it is deemed safe by the proper authority.

**Bomb Threat:** In this event, all patrons and staff should leave the building immediately and move across the street. The police should be notified and no one should re-enter until the all clear is signaled. Bomb threats should be taken seriously.

**Armed Attacker:** If a person threatens anyone in the library with a weapon, the first priority is to get as many people to safety as possible. Staff should notify the police as soon as possible. If the motive is robbery, cooperation is the key. Give the attacker what s/he wants quickly and quietly. Comply with demands in order to save injury and lives.

The desire in all cases is to protect lives first and library property second. Common sense must be used. Contact the proper authorities ASAP. Give what first aid and comfort one can. Evacuation routes for all libraries are on the maps below.

## **O. Purchasing Policy**

**Adopted 9/98 Updated 12/2010**

In order to provide guidelines for fiscal responsibility, the following policy shall govern all financial purchasing functions of the Fulton County Public Library. This policy shall not include any purchases of the Friends of the Library, or in-kind gifts from patrons. This policy shall be in effect for gift funds as well as tax dollars and investment interest.

All requests for purchase are to be accompanied by a properly itemized Purchase Order. All purchases must be within the annual budget allocation assigned, or have board approval. All purchases must be approved by the Director. Such approval is granted by signing the Purchase Order for the purchase. The Director is authorized to purchase items in any category, but must still follow policy.

The library director shall serve as the 'purchasing agent' for the library. S/He may delegate authority to other staff members but bears the ultimate responsibility for purchases made. Those others so authorized include the Business Manager, Administrative Asst., Custodian, and Maintenance persons.

In general, merchandise shall have been received prior to remittance of payment. 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.

Nothing in this policy shall be construed as to lessen the requirements as set forth in Indiana Code ("The Code") and explained in the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries ("The Manual").

### **Supplies, equipment, goods, materials**

This section shall pertain to the purchase of supplies, equipment, goods, and materials. It does not pertain to "library materials", those items purchased for the use of the library clientele of the library, which are exempt by statute from the restrictions imposed by IC 36-1-9. While staff members responsible for purchasing these items are not encumbered by a quote or bid process, the Board expects them to use diligence in seeking out the most economical sources for the items. Any purchase over \$400 shall receive an FCPL asset tag and be logged.

### **Purchases under \$25,000**

Purchases under this amount require no formal bids or quotes, although comparison shopping is encouraged.

Single purchases in excess of \$3,000 must be approved in advance by the Board, except when an emergency exists.

The variety of exceptions, preferences, and exemptions stipulated in The Code and The Manual pertaining to purchases under \$25,000 may be considered when making purchases in this category.

### **Purchases between \$25,000 and \$75,000**

Purchases of this amount generally require that quotes be solicited from at least three persons/businesses known to deal in the goods sought to be purchased.

- 1) An invitation to quote shall be issued by the director, allowing at least seven days before quotes are due to the library.

- 2) The director shall present responsive quotes to the Board for its review and decision.
- 3) If no responsive quotes are received, the library may select a vendor as though it were a purchase under \$25,000.
- 4) Information contained in The Code and The Manual adds further direction to this section.
- 5) The variety of exceptions, preferences, and exemptions stipulated in The Code and The Manual pertaining to purchases between \$25,000 and \$75,000 may be considered when making purchases in this category.

### **Purchases \$75,000 and over**

Purchases of this value must be purchased following competitive bidding procedures, unless exempting circumstances apply. Indiana Code 5-22 and the guidelines contained in The Manual will be the source of authority in this procedure.

### **Services**

Annual maintenance contracts as well as unexpected individual service or repair expenses in excess of \$1,000 shall be approved by the Board.

The variety of exceptions, preferences, and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category.

### **Real Estate**

All purchase of real estate, improved or unimproved, shall be made only with the prior consent of the Board and shall follow all applicable state laws.

### **Construction**

All construction, alteration, or renovation on library owned or leased property with a value in excess of \$25,000 shall be governed by the 'public works law' at Indiana Code 36-1-12.

### **Materials Purchases**

**Adult Book Collections:** Only the Adult Services Librarian, or a designee, may purchase books for the Adult and Reference collections. In the event that a book purchased for the Children's collections arrives and is better suited to the Adult collections, the Adult Services Librarian or Director must approve its inclusion.

**Children's Book Collections:** Only the Children's Services Librarian, or a designee, may purchase books for the Children's collections. In the event that a book purchased for the Adult collections arrives and is better suited to the Children's collections, the Children's Services Librarian or Director must approve its inclusion.

**Audio-Visual Collections:** Only the Audio-Visual Services Librarian or a designee may purchase items for the AV collections. These collections include: Movies, Books on CD, CD-ROM, Compact Discs, etc.

**Periodical Collection:** Only the Business Manager, or a designee, may purchase periodicals. All purchase order lists for public collections must be checked against current holdings to avoid unnecessary duplication.

## P. Credit Card Purchasing Policy

Approved: 9/00 Updated 02/2011

In order to provide guidelines for fiscal responsibility, the following policy shall govern all purchasing done with any credit account held by the Fulton County Public Library. This policy shall not include any purchases of the Friends of the Library, or in-kind gifts from patrons.

All such purchases are to be accompanied by an itemized Purchase Order. All purchases must be within the annual budget allocation assigned, or have board approval. All purchases must be approved by the Director. Such approval is granted by signing the Purchase Order for the purchase.

The library director shall serve as the 'purchasing agent' for the library. S/He may delegate authority to other staff members but bears the ultimate responsibility for purchases made. The only other person authorized to make credit card purchases shall be the Business Manager.

The actual Credit Cards themselves shall be kept: one by the Director and one by the Business Manager. No other cards are to be issued.

Types of items approved for credit card purchase: Travel, lodging, meals, registration fees; library collection materials; and other library related expenses.

To request use of the library credit card, a staff member must bring the request to the director or business manager for approval before placing the order. All claims filed in connection with use of the credit card must be itemized as provided in IC 5-11-10 before being approved and paid. Use of a purchase order or travel voucher is required.

The credit limit on general commercial credit cards such as VISA or Master Card shall be no more than \$5,000 per month. No more than one credit account of a general nature is to be open simultaneously without previous written permission from the Library Board.

All purchases are to be paid monthly. There should be no interest, carrying charges, or penalties incurred due to late payments. The purchase order and receipt are to be turned in to the director within one business day upon return from a trip, or one business day after the purchase is made.

Costs which may occur due to interest, carrying charges, or penalties are the responsibility of whomever made the purchase, or whoever is responsible for the fee being incurred, not the business manager. All costs incurred and charged with Library credit cards must be business related, and there should not be any transactions that are personal in nature.

In the event of a Library credit card being lost or stolen, the issuing credit card company must be notified immediately. Notes of the loss must also be presented to the Board of Trustees for inclusion in the monthly minutes for audit purposes.

Nothing in this policy shall be construed as to lessen the requirements as set forth in Indiana Code ("The Code") and explained in the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries ("The Manual").

Policy governed by the general authority provided by Home Rule statutes IC 36-1-3.

## Q. Display/Exhibit Guidelines at the Library Adopted 6/03 updated 02/2011

1. The Library provides display and exhibit spaces at no charge on a reserved basis to governmental agencies, not-for-profit organizations, local businesses, schools and universities, and to groups and individuals engaged in educational, civic, cultural, intellectual, and charitable activities.
2. The Library reserves the right to limit the content, size, number of items, schedules of any display, and the frequency with which the individual, group, or organization shall sponsor a display.
3. Exhibits and displays are scheduled through the Library Director.
4. It is the responsibility of the exhibitor to set-up and remove the display or exhibit unless prior arrangements have been made.
5. All displays and exhibits must conform to the size of the assigned display or exhibit area. No displays or exhibits may be mounted outside of the display area or to walls or ceilings.
6. Displays must be safe, and may be denied or removed on grounds of patron safety.
7. Individuals or groups using the Library's display and exhibit spaces may not install the display prior to the date on which their space reservation begins. Exhibitors may not move any existing exhibit or library materials during the installation of the display or exhibit.
8. The Library reserves the right to cancel any exhibit should conditions or situations warrant such action.
9. The Library assumes no responsibility for loss of or damage to display and exhibit materials and all items are displayed at the Library at the owner's risk.
10. A statement of sponsorship of the display shall be included in all displays.
11. The Library will not provide storage for the property of individuals or groups displaying items in the Library.
12. Permitting the use of library display and exhibit areas does not constitute an endorsement by the Library of policies or beliefs presented in the display or exhibit.
13. In general, materials or services may not be offered for sale, however, information concerning local businesses and service providers may be provided by a display or exhibit.
14. The director or a designee coordinates all display scheduling at Rochester. Displays at the branch facilities are coordinated and scheduled by each branch librarian.
15. Reservations for display and exhibit areas may be made up to a year in advance. Library sponsored displays and exhibits receive priority scheduling. All displays and exhibit areas are to be pre-approved at least 2 weeks in advance of use.
16. The Library may use the display or exhibit provider's name, name of the exhibiting group, and other posted information for press releases, marketing campaigns, the Library's newsletter, and other Library related publicity.
17. All displays and exhibits are available for viewing by the public during all open library hours.

## Appendix A: American Library Association Statements

### 1. The ALA Library Bill of Rights:

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age background, or views.
6. Libraries which make exhibit spaces and meeting rooms available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961; June 27, 1967; and January 23, 1980,  
by the ALA Council

### 2. The ALA Freedom to Read Statement *Adopted by ALA in May of 1953*

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently arise from a view that our national tradition of free expression is not valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We as citizens devoted to the use of books, and as librarians and publishers responsible for disseminating them wish to assert the public interest in the preservation of the freedom to read.

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

**We therefore affirm these propositions:**

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility bookmen can demonstrate that the answer to a bad idea is a good one.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possess enormous variety and usefulness, worthy of cherishing and keeping free. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

### **3. The ALA Freedom to View Statement**

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

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials that represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker, or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

**Originally endorsed by the ALA on June 28, 1979.**



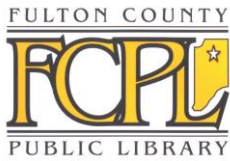
#### 4. The ALA Code of Ethics

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

*From the AMERICAN LIBRARY ASSOCIATION*

# Appendix B: Forms

## 1. Gift/Memorial Form



### MEMORIAL AND GIFT REQUEST FORM

Date: \_\_\_\_\_ Amount of Gift: \_\_\_\_\_

ITEM REQUESTED: Book ( ) Other ( )

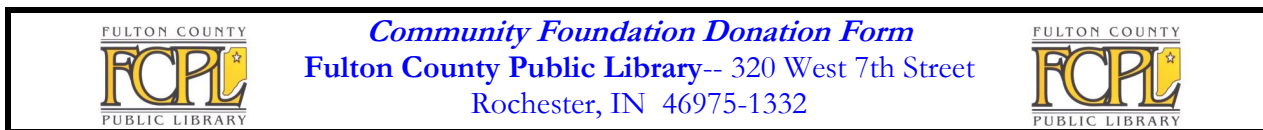
Author: \_\_\_\_\_  
Title: \_\_\_\_\_  
Subject: \_\_\_\_\_

MEMORIAL FOR: \_\_\_\_\_  
SEND NOTICE CARD TO: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

GIFT GIVEN BY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE: Work \_\_\_\_\_ Home \_\_\_\_\_

Received by: \_\_\_\_\_

## 2. Community Foundation Donation Form



Amount Donated: \_\_\_\_\_ Date: \_\_\_\_\_  
Donor Name: \_\_\_\_\_  
Donor Address: \_\_\_\_\_

\_\_\_\_\_ *please place an "x" on the blank if you'd like your donation to remain anonymous.*

In honor, celebration, or memory of: \_\_\_\_\_  
(Please circle the word above which best describes your gift)

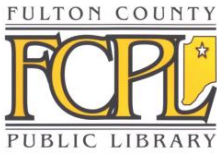
Notification card should be sent to: \_\_\_\_\_  
Address: \_\_\_\_\_

Other important information: \_\_\_\_\_

Received by: \_\_\_\_\_

### 3. Internet/Computer Use - Patron Agreement

Adopted: 2/96 Rev: 5/14



Barcode # \_\_\_\_\_ Date: \_\_\_\_\_ **MINOR**  **DOB:** \_\_\_\_\_  
Print Full Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

I have read the policies above, and agree to abide by them. I agree to follow the guidelines of the library. I understand that if I do not do so, I am subject to fines, loss of computer/Internet privileges and loss of library privileges.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STAFF: Initials \_\_\_\_\_ Date: \_\_\_\_\_ Note to patron record: \_\_\_\_\_

I agree to accept responsibility for the minor named above, and hereby authorize the library to allow said minor access to the Internet.

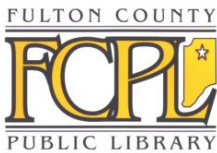
PRINT NAME of Legal Guardian \_\_\_\_\_ DATE \_\_\_\_\_

Signature of Legal Guardian \_\_\_\_\_

STAFF: Initials \_\_\_\_\_ Date: \_\_\_\_\_ Note to patron record: \_\_\_\_\_

---

### 4. Meeting Room Agreement Form – To reserve a room call 574-223-1007.



The undersigned assumes all and exclusive responsibility for the preservation of order and the sole and exclusive liability for any injury of persons, and damage to, or loss of property that may result from this use; and for the due observance of all regulations of the Board of Trustees of the Fulton County Public Library, and acknowledges receipt of the rules and regulations regarding the use of the meeting room. Facilities and Equipment must be left clean and in order after each meeting.

**There is a \$10 per room/per hour non-refundable fee for agencies other than not-for-profit agencies or library programs unless cancelled one week prior to rental date, which would allow time to rent the room.**

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Meeting Details (such as: Is the event public or private? What is the event name? Is the public invited?)

---

I have read the rules and regulations concerning the use of the Fulton County Public Library's Meeting Room Policies and agree to abide by the FCPL's use agreement.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

----- Do not write below this line -----

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

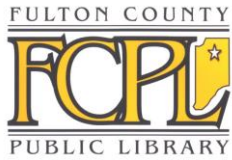
Notes (Special Accommodations- i.e. equipment needed, etc.):

---

Approved/Denied: \_\_\_\_\_ Date: \_\_\_\_\_

- Meetings may only be booked for three months or three meetings at a time, unless the Library Director grants prior permission.
- Ask FCPL Staff members for information or special considerations, failure to comply may result in loss of library privileges.

# Appendix C: CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL



*(Please fill this form out as completely as possible and deliver to the Director when finished.)*  
Date Received by Director \_\_\_\_\_

Today's Date: \_\_\_\_\_  
Request initiated by: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Citizen represents: \_\_\_\_\_ himself/herself  
\_\_\_\_\_ Organization (Name) \_\_\_\_\_  
\_\_\_\_\_ Other group (Identify) \_\_\_\_\_

What is the Item you would like us to Reconsider? \_\_\_ Book \_\_\_ Movie  
Other (specify) \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher (if known): \_\_\_\_\_

Please add additional sheets if you need to in order to respond to the following:

1. To what in the material do you object? *(Please be specific; cite pages, chapters, etc.)*
2. What do you feel might be the result of reading/viewing this material?
3. For what age group would you recommend this material?
4. Is there anything good about the material?
5. Did you read/view the entire material? \_\_\_\_\_ if not, what parts?
6. What do you believe is the theme of this material?
7. Are you aware of the reviews by critics regarding this title?
8. What do you suggest the Library do about this material?
9. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?

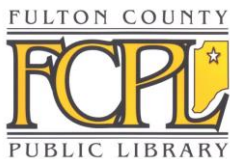
Date \_\_\_\_\_

\_\_\_\_\_  
*Signature of Patron*

Date \_\_\_\_\_

\_\_\_\_\_  
*Received by Staff member*

# Appendix D: Incident Form *(Please send to the Director when completed)*



Date Received by Director: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Description of Incident:

\_\_\_\_\_

Description of Person(s) involved:

\_\_\_\_\_

\_\_\_\_\_

Name/Address of Patron(s) involved:

\_\_\_\_\_

\_\_\_\_\_

Witnesses:

\_\_\_\_\_

Action Taken: \_\_\_ Police Called \_\_\_ Supervisor notified \_\_\_ Person ejected from building \_\_\_

Other (Please explain): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of responding officer: \_\_\_\_\_ Case # \_\_\_\_\_

*Staff member making report - Signature:* \_\_\_\_\_

Additional Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read the statement written above and while I may not agree with it, I understand that I am barred from the library between the dates of: \_\_\_\_\_ and \_\_\_\_\_ for the reason(s) listed:

---

---

---

Signed by:

\_\_\_\_\_ date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ date \_\_\_\_\_

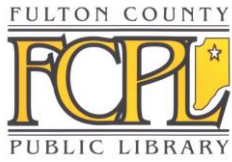
Witness: \_\_\_\_\_ date \_\_\_\_\_

*(Use additional sheets if necessary)*

**Appendix E: Accident Form** *(Please give copy to injured party & send to Director'*

when completed.)

Rec'd. By Director \_\_\_\_\_



Location: \_\_\_\_\_ Date of Injury \_\_\_\_\_ Time \_\_\_\_\_

Description of Accident (where/how, etc)

---



---

Name/Address/Phone # of Person(s) involved:

---



---

Extent of Injury (exact nature & location of injury):

---



---

Witnesses: \_\_\_\_\_

Was supervisor notified? \_\_\_\_\_ Time and date? \_\_\_\_\_

Please list any medical attention given:

---



---

Name of person giving medical attention: \_\_\_\_\_

*Staff member making report – Signature* \_\_\_\_\_

*Injured party – Signature* \_\_\_\_\_

Additional Information (Use reverse side of this sheet if necessary):

---



---

# Appendix F: Long Range Plan

Long Range Plan 2011-2015

September 2010

This plan is an outline of the desired outcomes divided into 6 broad areas of concern. The library will use it to develop action steps to reach milestones in each area. The overall goal is to keep Fulton County Public Library a leader in the local community and the library community.

## The roles of the library are:

1. The library is a community information center.
  - a. Acts as a clearinghouse for current information on local organizations, issues, & services.
  - b. Collection/distribution point for civic/government information of interest to a large portion of the community (tax forms, voting records, ways to contact government officials, etc.)
2. The library is a community activities center that provides a central location for civic, cultural, and recreational activities.
  - a. The library sponsors programs & activities for all ages.
  - b. The library will bring authors & other cultural programs to the community.
  - c. The library shares resources with local civic & service organizations.
3. The library is an education support center.
  - a. The library provides Literacy programs for adults, including ESL programs.
  - b. The library supports and provides other adult educational opportunities.
  - c. The library gathers college information, financial aid information, etc.
  - d. The library includes materials in its collections that will support general education programs including public and private schools, and home school students.
4. The library provides popular entertainment and informational materials of current, high interest in a variety of titles for all ages for reading, listening, and viewing.
5. The library is a reference and research center with basic information in the areas of business, government, science, the arts and humanities.
  - a. The library provides Inter-Library Loan services to support this function.
  - b. The library provides authoritative links to internet resources.
  - c. The library is active in state & regional programs/organizations to make best use of any programs/services offered in this area.

The library strives to stay current in its collections, facilities and services to provide information in the most useful formats.
6. The library gathers/provides information on local history and genealogy, and add it to an online data base.

## The major goals for the Fulton County Public Library lie in the following areas:

- I. Funding – The library program will become less dependent on tax revenues.
  - A. The library will develop and implement a plan to increase the Community Foundation endowment fund at least 100%.
  - B. The library will continue to seek grants.
  - C. The library will create a policy on corporate sponsorships.



D. The library will seek to develop reciprocal relationship with local business/industry

## II. Facilities

A. The library will develop, test, and implement a disaster recovery plan for each library building.

B. The library will design and follow preventative maintenance plans.

The library will annually review the needs for expansion and improvements at each library building.

The library will provide a meeting room at each branch.

## III. Programs

A. The library will create and produce more programs for patrons of various age groups at differing times of day to meet perceived community needs.

## IV. Technology

A. The library will develop and present a variety of classes including classes on beginning computing, using the Internet, and various software programs.

B. The library will provide Internet access to its online catalog.

C. The library will maintain relative current levels of technology.

## V. Outreach

A. The library will explore community interest in placing library services in additional areas of the county.

B. The library will develop and implement a volunteer program to better serve those who cannot come to the library.

## VI. Staff Development

A. The library will encourage, promote & present staff training programs.

B. The library will annually review and evaluate staff employment/ benefits packages.

C. The library will develop and implement a staff recognition program.

# Appendix G: Long Range Technology Plan



FCPL Technology Plan 2014 – 2017

Report prepared by:

Jonathan Gaskill, Library Director  
&  
April Gross, Systems Administrator

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Fax: (574) 223-5102

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## Introduction

Technology continues to prove itself an integral part of the Fulton County Public Library (library) services and operations. Library patrons expect new and expanded tech based services and materials.

The first written comprehensive planning for technology at Fulton County Public Library began in 1995 with adoption of our Long Range Plan for the years 1995 – 2000. That plan specified that we would “provide new technological programs and services when economically possible” and “maintain the library’s current automation system at comparable or increased levels.” That plan also established a technology area and a connection to the Internet for patrons. These two goals were achieved at all three library sites, including 24/7 access to FCPL WiFi.

Technological growth for the library is envisioned to continually expand in the foreseeable future. Our library has taken a leadership role in the community in the area of information technology sources, especially computers and software.

Our community has embraced the library's role as a leader in the information technology. This plan is designed to ensure that the library maintains that leadership role through continued investment in technologies that benefit the library's patrons, all the while keeping in line with the FCPL Mission Statement (see below, [http://www.fulco.lib.in.us/About Us/mission.htm](http://www.fulco.lib.in.us/About_Us/mission.htm)).

All products and services specified within this Information Technology Plan will:

- Be relevant to the Library's Mission Statement, its goals and plans.
- Comply with state and federal standards and plans.
- Remain within financial constraints.
- Be of the highest quality that is economically feasible.

This plan will focus on technologies which are compatible, promote cooperation, resource sharing, and delivery of library information services. Public services and products will be made available to all sectors of the population.

## Fulton County Public Library Mission Statement

“It is the mission of the Fulton County Public Library to provide programs and materials to our community that promote education, culture, information, and entertainment.”

(Adopted by Fulton County Public Library Board, October 1, 2010. Revision reviewed by the Fulton County Public Library Board, October 10, 2011.)

**I. Strategic Goals:** Several Goals have been identified as methods to maintain the library's role of technological leader in the community. Below are listed several items, some of which build upon others, some of which stand alone, which contribute to this end.

Goal 1: Provide technology to meet the needs of the public in the area of electronic information.

1. Provide access to commonly used software, for use in the libraries by the public. (*i.e. word processing, desktop publishing, spreadsheets, presentations, etc.*)
  - a. As new computer software becomes available, we will review the information using a checklist of desired features, and if it is more efficient, affordable and easy for patrons to understand, we shall update our computers.
  - b. A focus on freeware will continue to be an option, both for public access and instruction.
2. Expand Internet connections available to staff & public; provide training in their use. (*i.e. wireless hotspots for patron mobile connectivity*)
  - a. Continue to purchase additional laptops that for patron use, and for use in computer programs/classes, webinars and training sessions for programming used at the library. Assign a staff member to monitor usage statistics.
  - b. Expanding upon the Tablet lending program, both for in house use and check-out by library users.
3. Maintain a secure LAN (Local Area Network) with current relevant software.
4. Provide information, and/or portals thereto (local, state, national and international), on the library's web site.
  - a. Assign a staff member to review on a bi-yearly basis each web site to make sure the website is still available, viable and accurate source of information.
  - b. Schedule maintenance to the website on an as-needed basis, as well as quarterly review of the whole FCPL website.
5. Provide information about the library, its policies, mission, and goals on the library's web site. In addition, there will be a current up-to-date calendar of current events at the library which includes programs in the meeting rooms put on by other organizations.

Goal 2: Provide training to staff and the public in the use of library software and hardware.

1. Train library staff on software the library and its patrons use in order to help troubleshoot problems that arise. There is a very big focus at FCPL to train staff on available technology within this three-year time span.
2. Hold public demonstrations and workshops on the software and digital services available to the public.
3. Maintain and expand Internet connections at all three library sites for staff/patrons and provide training in their use.
4. Provide ongoing training in the automated system as changes occur, or as needed.
5. Keep staff informed of technology workshops offered by Midwest Collaborative for Library Services, Web Junction, ISL; Professional Development and other similar agencies.

Goal 3: Provide the infrastructure necessary to maintain a minimum level of technological expertise.

1. Maintain current level of connectivity or better at three libraries. (10 MB Fiber connection through ENA)
2. Upgrade staff work areas to accommodate information technologies.
3. All future construction/renovation projects will include steps to determine and plan for technological infrastructure according to need through Library Capital Fund monies.

4. Install all future network equipment & cabling to support a minimum of 100 Mbps data transfer rates.
5. Provide trained staff to help patrons on an in-depth level when needed.

Goal 4: Provide continuing funding to maintain a minimum level of technological expertise.

1. Seek outside sources of funding to implement information technology. *(We will continue to apply for the Universal Service Fund discounts annually, and will apply for other grants as they become available.)*
2. Provide funding for maintenance of all systems, equipment, programs, and services until such time as they are removed from the library. *(Built into operating budget.)*
3. Provide funding for adequate staff training in the maintenance of hardware and the use of software. *(Built into operating budget.)*
4. Provide funding for professional consultants that can provide advanced troubleshooting & knowledge on LAN/WAN security. *(Built into operating budget.)*
5. Provide adequate compensation for technology staff to ensure competent personnel are employed. *(Built into operating budget.)*

Goal 5: Identify and monitor trends useful to the public, selecting when to institute new programs or services in a timely manner.

1. The library will attempt to add important new services, resources and programs responsively.
2. Survey the users to collect data to discover what patrons want to see developed at the library and its branches.

Goal 6: Seek avenues for collaboration and cooperation both within the library community and with the local community, for services, funding, and programs.

1. Participate in community events; promoting the library's services, offering to assist in information needs, and requesting assistance when possible.
2. Share information about new services, programs and equipment with other librarians to assist them with their goals.
3. Seek ways to better present technological library services to the community.
4. Invite participation from various community groups and institutions in library services and programs.
5. Maintain connections with area schools to share technology information.
6. Update children's area computers as new technological advances are made and provide for Early Childhood Learning stations.
7. Reach out to other libraries and community groups to offer embedded services on location.

- II. Training:** All staff members are encouraged to participate in relevant training workshops, seminars, conferences, and other continuing education in order to become more skilled and knowledgeable in the uses and benefits of technology, digital resources, and information delivery systems.
1. Encourage staff to use electronic equipment in order to become familiar and comfortable in its use and applications. Creation of a required technology training schedule will be implemented as part of the staff evaluation process.
  2. Enlist the aid of consultants when necessary, sharing costs with other libraries or community groups when feasible and useful.
  3. Investigate and communicate state & regional opportunities for continuing education training to staff.
  4. Annually review and update all training programs and materials used for both staff and public.
  5. Provide library staff with opportunities to develop the knowledge, skills, and abilities they need to effectively use and manage the library's technological resources. *(Built into operating budget.)*
    - a. Continually train staff to have a working knowledge of software, either in-house through hands-on use and instruction or through formal training.
    - b. Provide staff training via the Internet.
    - c. Evaluate the tasks involved in overseeing the LAN/WAN, PCs, automated system, and accompanying technology as it relates to the time and skills required of the job, revise job descriptions accordingly, and provide for necessary training.
    - d. Allow and encourage staff to visit other libraries in order to gain an awareness of how information technology is being used elsewhere. Foster a positive learning environment for ongoing technological change by maintaining open lines of communication, and sharing information and technical skills.
  6. Provide sufficient financial resources for adequate staffing levels for technological areas. *(Built into operating budget.)*
    - a. Hire people with skills, experience, service attitude, and education to train staff and patrons.
    - b. Keep wages & benefits high enough to attract and retain staff. Encourage & provide opportunities to train the trainers through continuing education workshops, seminars, etc.
    - c. Encourage staff participation by offering compensation for classes (reimbursement), seminars, etc. Fees, time spent and travel expenses are reimbursed relevant to library needs.
  7. Provide continuing in-house training sessions for staff. *(Built into operating budget.)*
    - a. Reference skills for the Internet, especially regarding digital services in which the library invests. *(INSPIRE, OverDrive, Freegal, Mango Languages, Ancestry Library Edition, etc.)*
    - b. Useful web search techniques & Website Instruction.
    - c. Answering questions about library computers.
    - d. How to use software provided by the library for patrons.
    - e. Use of the library's Evergreen ILS.
    - f. Basic computer skills.
    - g. Promotion of the continual growth and change inherent in technology and its importance in libraries.
  8. Provide training sessions for patrons.
    - a. Internet & e-Mail Basics, Computer Basics, MS Office.
    - b. Internet use from home & library computers.
    - c. Finding and using information on the Internet.
    - d. Using software installed on library computers.
  9. Provide ILS training sessions for all staff, with a focus on efficient ongoing training the new staff.

- a. Evergreen Workshops.
- b. Provide In-Service classes for new Evergreen policies and procedures.
- c. How to find useful information on Evergreen.

**III. Technology needs assessment**

**Current Inventory:** An inventory of all library hardware and software may be found in appendix B & C.

**Future Technology Needs:** The library has noted a need for the following software, hardware and supporting materials:

- Increase Internet Speed and Strengthen Wireless Infrastructure (*to maintain hotspots for the public*)
- Scan/Print Stations (*for public use*)
- Self-Checkout Kiosks
- Increasing digital resources, particularly eBooks, Digital Media (music & movies) and emerging technologies as they relate to the staff and library users.

**Budget**

1. Maintain adequate increases in personnel, services, equipment, and materials lines of the operating budget to maintain necessary updates connections, hardware, and software necessary to adhere to the technology plan.
2. Financing for the technology plan is built into the operating budget. Occasionally, Library Improvement Reserve funds and Capital Projects Funds are used. Alternately, the library continues to seek out grants and uses the Universal Service Fund and eRate to offset the cost of internet connectivity.
3. Technology budget
  - a. Provide at least 7.5% of the operating budget to technology.
  - b. Apply for technology grants.
  - c. Apply for Universal Service Fund and eRate discounts annually.

<b>Technology Personnel</b>		<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
FT System Administrator	37.5 hr/wk	\$ 16.00	\$ 16.50	\$ 17.00	\$ 17.50
Computer Tech. Asst.	28 hr/wk	\$ 9.25	\$ 9.50	\$ 9.75	\$ 10.00
Benefits		estimated at	25%	of current	salary
<b>Totals</b>		<b>\$44,668</b>	<b>\$46,007</b>	<b>\$47,346</b>	<b>\$48,685</b>
<b>Technology Services</b>					
Meetings & Travel		\$ 3,000	\$3,000	\$3,000	\$3,000
Database Subscriptions & eBooks		\$ 18,000	\$ 22,500	\$ 28,125	\$ 33,156

PC Telecommunications		\$ 14,000	\$14,500	\$15,000	\$15,500
Equipment Maintenance		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Monthly Scheduled Maintenance		\$ 8,000	\$ 8,250	\$ 8,500	\$ 9,000
Broadband Increase		\$ 3,000	\$ 3,500	\$ 4,000	\$ 4,500
<b>Totals</b>		<b>\$ 51,000</b>	<b>\$ 56,750</b>	<b>\$ 63,625</b>	<b>\$ 70,156</b>
<b>Technology Supplies</b>					
		\$ 6,000	\$ 6,500	\$ 7,000	\$ 7,500
<b>Totals</b>		<b>\$ 6,000</b>	<b>\$ 6,500</b>	<b>\$ 7,000</b>	<b>\$7,500</b>
<b>Capital Outlays</b>					
Furniture & Equipment		\$ 7,500	\$ 8,000	\$ 8,500	\$ 9,000
Software		\$15,000	\$15,000	\$15,500	\$16,000
<b>Totals</b>		<b>\$ 22,500</b>	<b>\$ 23,000</b>	<b>\$ 24,000</b>	<b>\$ 25,000</b>



## Evaluation

1. Evaluation process
  - a. The director and the technology department will annually review the technology and long range plans, and progress made in implementation.
  - b. Use of computers, Internet, software, automated system, and other technologies will be monitored.
  - c. Requests for new software, hardware, and technology is monitored and implemented when possible.
2. The technology department will bring concerns about the plan, and changes needed, to the library director and/or library board when needed, but at least annually after the review of the plan has taken place.
3. The technology plan will be used to help determine the budget needs for the coming year.
4. A new plan will be written at a minimum of every three years, but resubmitted yearly to receive E-rate discount.
5. The current electronic/technology services available at the library will be evaluated annually.
6. Using such criteria as user satisfaction, demand for services, cost-effectiveness, available space, budget constraints, and emerging technologies, needs for improvements or other changes in services or materials will be considered.
7. Possibilities for upgrades and other improvements will be investigated as they become available or deemed necessary by the technology department.
8. Ongoing review and evaluation of programs, materials, resources and services will keep them relevant and cost effective.
  - a. Software & hardware will be reviewed for relevance, functionality, and continued usefulness.
  - b. Programs & services will be evaluated through evaluation forms given to participants to maintain their relevance.
  - c. Surveys of patrons will be conducted to determine what programs, activities, and services are most desired and needed by the community.
9. Ongoing evaluation of new available technology.
  - a. The technology department will be responsible for evaluating new technologies as they are reviewed and evaluated in the technological press.
  - b. The technology department will give library technology recommendations to the director annually as the budget is written in May and June.
  - c. The technology department will attend technology related conferences as well as technology consortia (i.e. NICCL) and disseminate information to appropriate staff and committees.
  - d. Staff will be kept up to date on these recommendations through staff meetings, email, and newsletter articles.
10. Evaluate the impact of electronic information services and technology within the community to keep the library's programs, services, materials, resources and activities relevant and cost effective.
  - a. Staff and board will invite public comments and suggestions for new technologies.
  - b. Staff and board will continually evaluate and investigate present and future needs.
  - c. Data will be gathered in terms of patron visits, computer use, resources used, new patrons served, and the satisfaction of patrons during such use.
11. Success of the plan will be judged on the ability of the library to meet the objectives set forth. At the annual evaluation of the plan, modification of objectives, replacement of completed objectives, and removal of unnecessary objectives will take place.
12. Surveys, paper and online suggestions, and verbal interviews will all be used to gain public opinions of the technology services and materials in the library. The opinions of patrons and the public will be a major component in determining the success of the technology program and direction for the future.

## Technology Inventory - Hardware

[MDML]= Mobile Digital Media Lab (LSTA 2012)

### Server Rooms

#### Leased:

2801 Cisco System Router w/CSU/DSU

#### Owned:

Telco Racks

Computer Rack

LAN Workstation Console

Belkin 8 port KVM Switch

Cisco ASA 5505 Firewall

Dell PowerEdge 2900 Servers

HP ProLiant DL360 G7

HP ProLiant ML100 G6

HP ProCurve 48-Port Switches

HP V1810-8G

BlueSocket Wireless Controller

BlueSocket Wireless Access Points

Liebert UPStation UPS GXT

APC Smart UPS 2200

APC Smart UPS 750

APC BE5505G UPS

Aleratec 1:1 Hard Drive Duplicator

Western Digital External Hard Drive

USB Floppy Drive

By Branch with System Total				Replacement Schedule				
Rochester	Fulton	Aubbee	Total	2014	2015	2016	2017	2018
2	1	1	4	Vendor managed				
2		1	3	As needed				
2	1	1	4	As needed				
1			1	As needed				
1			1	As needed				
1			1	As needed				
2			2	As needed				
2			2			x		
	1	1	2			x		
4	1	1	6	As needed				
1			1	As needed				
1	1	1	3	As needed				
2	1	1	4	As needed				
4			4	As needed				
2			2	As needed				
	1	2	3	As needed				
1	1	1	3	As needed				
1				As needed				
1				As needed				
1			1	As needed				

[MDML]= Mobile Digital Media Lab (LSTA 2012)

**Computers/Laptops/Tablets**

- HP 6200 MT PC
- HP 6000 MT PC
- HP Pro All-in-One 6000
- HP Pro 3130 MT
- HPCompaq dc5800
- HP6730B Notebook
- HP4530S Notebook
- Apple MD322L [MDML]
- Apple M1595
- Gateway E-26I0D
- Gateway E-4610D
- Gateway 2000
- Gateway E-265M Notebook
- Gateway M465-E Notebook
- Gateway DS 450E Notebook
- AWE Early Learning Stations
- Dell Optiplex 360
- Dell Axim PDAs
- Nook Color
- Kindle Keyboard
- Kindle Touch
- Kindle Fire

By Branch with System Total				Replacement Schedule				
R	F	A	Tot.	'14	'15	'16	'17	2018
28	4	4					x	
	6	6	12		x			
1	1	1	3			x		
1			1			x		
22			22	x				
1			1	x				
13		1	14			x		
2			2			x		
1			1	As Needed				
11			11					x
3			3					x
	1	2	3					x
6			6					x
1			1					x
1			1					x
2	1	1	4			x		
1			1	x				
3			3	As Needed				
1			1	As Needed				
1			1	As Needed				
1			1	As Needed				
1			1	As Needed				

Apple iPads  
Nexus 7 Tablets

3	1	1	5	As Needed
5	5	5	15	As Needed

***Copiers***

Canon Color ImageRunner C3220  
Canon ImageRunner 3300  
Canon ImageRunner c1022i  
Xerox ColorQube 8570DN  
Ricoh Aficio MP C2551  
HP LaserJet P3015  
HP LaserJet 4000  
HP LaserJet 4100  
HP DeskJet 1220C  
Dymo LabelWriter 400  
TSC TTP-247 Label Printers  
Century Falcon Label Printers  
Epson TM-U200PD - M119D  
Epson TM-U220PD - M188D

	1		1	As Needed
1			1	As Needed
		1	1	As Needed
1			1	As Needed
2				As Needed
2	1	1	4	As Needed
1			1	As Needed
2			2	As Needed
	1		1	As Needed
1			1	As Needed
3			3	As Needed
1			1	As Needed
1			1	As Needed
10	3	3	16	As Needed

***Scanners***

HP ScanJet 4570c Flatbed Scanner  
Intermec ScanPlus 1800 ST  
Datalogic Gryphon D130  
Datalogic Gryphon GD4130  
Percon Snapshot Decoders  
PSC QS6000 Plus Barcode Scanner

	1	1	2	As Needed
	1	1	2	As Needed
2			2	As Needed
10			10	As Needed
2	1	2	5	As Needed
3	1		4	As Needed

***Miscellaneous***

LaCie Rugged External Hard Drive (1TB) [MDML]  
Blue Yeti USB Microphone [MDML]  
Avid Mbox Pro w/ProTools [MDML]  
Canopus ADVC-55 [MDML]  
Canon T4i DSLR [MDML]

1				As Needed
1				As Needed
1				As Needed
1				As Needed
1				As Needed

Tascam DR-40 Digital Recorder [MDML]  
Logitech Bluetooth Keyboard K810 [MDML]  
Sharp Notevision PG-F261x  
Sharp Notevision XGA2600  
Viewsonic PJD 6220

1				As Needed
1				As Needed
2				As Needed
		1		As Needed
	1			As Needed
2			2	As Needed

This Technology Plan was reviewed and approved by the Fulton County Public Library Board of Trustees at their meeting on the 18<sup>th</sup> of November, 2013.

\_\_\_\_\_  
 Sandy Sawyer, Board President

Date: November 18, 2013

\_\_\_\_\_  
 Jonathan Gaskill, Director

Date: November 18, 2013