

**POLICIES OF THE BELL MEMORIAL PUBLIC LIBRARY**  
**101 W. Main St., Box 368**  
**Mentone, IN 46539**

**(574) 353-7234 – voice**

**(574) 353-1307 – fax**

**[www.bell.lib.in.us](http://www.bell.lib.in.us)**

## **I. OUR PATRONS**

### **Library Cards**

Library cards must reach the patron through the U.S. Mail to verify the address given. The only exception to this rule are cases where other family members already have library cards.

The library's collection is available to the public, despite residence, on an in-house basis.

### **Resident**

Residents of the town of Mentone and Harrison Township in Kosciusko County age 18 and over are eligible for a free Resident card. Property and/or business owners in Mentone or Harrison Township, who live elsewhere, are also eligible for a Resident card by presenting proof of local property and/or business ownership, in addition to any other identification required by the library to obtain a library card.

### **Resident – Children**

The parent or legal guardian of a minor (age 6 - 17) must sign the application in person at the library before a card is given to a minor. In addition to agreeing to adhere to all library policies and procedures, the signature of the parent or guardian designates that they will accept ultimate responsibility for any fines or replacement of lost or damaged materials charged to the student's library card.

### **Non-Resident \*\*fee is set by the Board and needs to be edited annually**

Persons who do not live in any Indiana public library district and do not have a library card may purchase a non-resident library card. ~~The cost of the card is set annually by the Indiana State Library.~~ Non-resident cards are good for one year from the date of purchase.

### **Non-Resident -- Student**

Students and Home-schooled children who live in Tippecanoe Valley School Corporation but do not reside in the BMPL district are eligible for a free Non-Resident Student card. The parent or legal guardian of the student must sign the application personally at the library before it is given to the student. In addition to agreeing to adhere to all library policies and procedures, the signature of the parent or legal guardian designates that they will accept ultimate responsibility for any fines or replacement of lost or damaged materials charged to the student's library card.

### **Reciprocal**

BMPL is reciprocal with Akron Carnegie Public Library and Fulton County Public Library. The applicant's library card from either library system must be presented, along with other applicable identification in order to obtain a Reciprocal card. The applicant must also be in good standing (no fines or fees) at their home library.

### **Public Library Access Card**

The PLAC card allows the holder to borrow materials from any public library in Indiana. It can be issued to any Indiana resident who has a library card from another Indiana public library and is in good standing at that library. This card may be purchased for an annual fee determined by the Indiana State Library. PLAC cards are valid for one year from the date of purchase. Materials borrowed with a PLAC card should be returned to the library from which the materials were borrowed.

## **Reciprocal, PLAC, and other Non-resident Borrowers**

Bell Library has a no-cost reciprocal agreement with Akron Library, by which all patrons of this service area may use the Akron Library; likewise, all resident borrowers from Akron Library may borrow Bell's materials.

Reciprocal and nonresident borrowers are expected to follow all rules, limitations, and restrictions placed upon resident borrowers.

Public Library Access Cards (PLACs) are available from any library in the state. The cards allow access to all public libraries in the state. Those living in a library's service area pay only the PLAC fee, which is set each year by the State Library. Those not living in a service area must first purchase a non-resident card, and then the PLAC. Bell Library requires a completed application from these individuals. ~~A barcoded library card will be mailed to the individual for use at this library and a telephone check made to the "home" library to learn if the patron has excessive overdue charges.~~

## **Inter-Library Loan**

Patrons wanting information not available locally, may request that it be ordered from another source.

BMPL is a part of a statewide network that allows Bell Memorial's patrons to borrow materials from another library, special library, museum, college, or university in Indiana.

Patrons to be in "good standing" with BMPL in order to place ILL requests. Patrons must not have outstanding fines or fees, or lost books on their record.

Patrons aged 18 and over who hold Resident Library cards or Reciprocal Borrowers may borrow materials through ILL.

~~School-aged children and teens may make ILL requests through their school libraries.~~

~~Those children who are homeschooled must have a parent or guardian make the ILL request.~~

*School-aged children (15 and under) are asked to have their parent or guardian assist the child with their request.*

Inter-Library Loan materials are delivered to this library once a week.

There is no cost for postage for items loaned from libraries that are in the statewide Reciprocal Borrowing program.

Patrons receiving items from libraries not in the statewide Reciprocal Borrowing program and from libraries throughout the United States will be charged return postage.

At the time of the request, the patron must indicate whether they are willing to pay postage or copying fees connected with the request. If not, the searchers will only seek to fill the order within the state.

~~New patrons may not request any Inter-Library Loans until a probationary period of 30 days from the time of receipt of their library card has been met. Then for the next 30 days only one (1) Inter-Library Loan request will be honored.~~

Patrons in good standing will be allowed to place up to three (3) Inter-Library Loan requests. Patrons are allowed to have a total of three (3) Inter-Library Loan items at any one time.

**Adopted 10-29-2012** [estimated]

## **Access to Public Records**

Access to public records is governed by Indiana Code 5-14-3. The official policy of the State of Indiana is 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.

In accordance with this policy, the records of the Bell Memorial Public Library are open to the public for inspection with the exception of the classes of materials listed specified by law as confidential as set out in this document. For a listing of the types of materials available to be examined see I.C. 5-14-3-3. Any person may inspect and copy the public records of the library during the regular business hours of the library 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. Any cost incurred in copying materials must be paid by the requester at the time the request is made.

Materials declared confidential by state or federal statute as outlined in I.C. 5-14-3-4 are exempt from disclosure. In addition, the following public records are exempt from disclosure and will not be made available for public inspection:

Personnel files of the library employees and files of applicants for employment except for:

The individual's name, compensation, education, description, job title, training background, previous work experience, dates of first and last employment of present or former officers or employees of the library.

Information relating to the status of any formal charges against an employee.

Information regarding disciplinary actions in which final action has been taken and which has resulted in the disciplining or discharging of an employee.

All personnel information is available to the affected employee or his/her appointed representative.

General personnel information on all employees or groups of unnamed employees may be disclosed.

Any administrative or technical information which could jeopardize a recordkeeping or security system.

Computer programs, codes, filing systems, and other software owned by the Library and entrusted to it.

Records prepared specifically for discussion, or created during discussion at any legally called executive session.

The identity of a donor of a gift made to the Library if the donor requires anonymity as a condition of making the gift.

Any Library records which can be used to identify any Library patron or his/her reading selections.

## II. Collection development and purchasing guidelines

### 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 will support and maintain the Library's collection and follow the minimum standards for the State of Indiana for Libraries of this size.*

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.~~  
*Change ~~strikeout~~ to read: "...and local levels, but should also enhance the core collection."*

Selection tools may include, but not be limited to: Book Review Digest, Booklist, Library Journal, The New York Times Book Review, book reviews, publisher's announcements, advertisements, catalogs and patron requests. Support staff may offer suggestions and relay patron requests for library materials, with final approval by the Director.

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: Compact Discs, etc. Popular titles will be collected, but the library will not try to keep a 'comprehensive' popular interest collection. Audiobooks will attempt to provide opportunities for education as well as entertainment. DVD titles will be chosen with emphasis on educational materials over entertainment titles.

### Purchasing Policy

The Library Director shall serve as the purchasing agent for the Library. He/She may delegate authority to another staff member, but bears the ultimate responsibility for purchases made.

In general, merchandise shall have been received before payment is remitted. It shall be the responsibility of the Director to approve situations when prepayment is required by the vendor. At the beginning of each new year, these situations should be identified, if possible, and Board approval received for such prepayment. For example, early payment for a daily newspaper subscriptions may be necessary in order to keep an unbroken run or editions; insurance premiums may be due before the Board next meets.

No expense shall be paid without a pre-existing appropriation.

Nothing in this policy shall be construed as to lessen the requirements as set for in the Indiana Code and as explained in the State Board of Accounts budgeting manual, Accounting and Uniform Compliance Guidelines Manual for Libraries.

### General:

The Director, or the Director's appointee, shall purchase all library materials, printed and audio visual, from sources which offer the best prices for the quality/quantity desired. Likewise, the Director is responsible for the selection and purchase of materials used in programming.

~~The person in charge of purchasing bulk supplies (office and housekeeping) will be the Librarian's Assistant/Treasurer/Bookkeeper.~~

Local arrangements may be made for the emergency purchase of housekeeping supplies by the custodian. Likewise, arrangements may be made for groundsmen to purchase supplies from local vendors. In either case (housekeeping or grounds) purchases must not total more than \$50 in any given month.

#### **De-Selection of Materials\***

*Materials which no longer meet the stated objectives of the Bell Memorial Public Library will be discarded according to accepted professional practices described in the publication, The Crew Manual. Disposition of library materials so weeded will be at the discretion of the Library Director.*

*Discarded materials may be sold to the Friends of the Bell Memorial Public Library for their annual booksale or sold directly to the public, whichever is the most practical at that point in time. If discarded materials are sold to the Friends, the price will be decided by the Board of Trustees of the Bell Memorial Public Library.*

*\*copied intent from a different library.*

#### **Gift Policy**

Circulation materials may be purchased in memory, or in honor, of a person. The request is presented in writing to the Director with the following information: amount to be spent, any specific titles or interest areas to be considered, and the names of the donors. The material may be ordered with the library's next order. Donors will be notified to whom the check should be written, and the amount. Upon arrival, the person honored, or the family of the one being memorialized, will be advised of the gift and invited to view the material before it goes into circulation.

Monetary gifts may also be given to the library in honor of, or to memorialize someone. In such cases, the library will use the full amount as requested for equipment or circulating materials. Again, titles or subjects areas may be specified.

The library accepts gifts of books, pamphlets, periodicals, audiovisual materials, furniture and equipment. However, the library reserves the right to use them or dispose of them as it sees fit. The appraisal of a gift for income tax purposes is the responsibility of the donor. A letter acknowledging the gift will be mailed to the donor to use in conjunction with a previously made appraisal.

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

This section shall pertain to the purchase of supplies, equipment, goods, and materials. It does not pertain to "library material", which are exempt by statute from the restrictions imposed by I.C. 36-1-9, to-wit: books, magazines, video recordings, pamphlets, tape recordings, art reproductions, models, and all other forms of library and audiovisual materials. While staff members responsible for purchasing these items are not encumbered by a quote or bid process, the Library Board expects them to use due diligence in seeking out the economical sources for the items.

Purchases under \$25,000 legally require no formal bids or quotes, although comparison shopping is encouraged.

Single purchases in excess of ~~\$1,000~~ **should read \$500.00** must be approved in advance by the Library Board, except when an emergency exists.

Purchases in excess of \$200 by a delegated staff person must be approved by the Library's Director in advance.

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

The variety of exceptions, preferences, and exemptions stipulated in the Indiana Code and the Accounting and Uniform Compliance Guidelines Manual for Libraries pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category:

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**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:

An invitation to quote shall be issued by the Director, allowing at least seven days before quotes are due at the Library:

The Director shall present responsive quotes to the Board for its review and decision:

If no responsive quotes are received, the Library may select a vendor as though it was a purchase under \$25,000:

Information contained in the Indiana Code and budget manual add further direction to this section:

The variety of exceptions, preferences and exemptions stipulated in the Indiana Code and in the budget manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category:

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**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 budget 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 expenses stipulated in the Indiana Code and the budget manual pertaining to purchases in excess of \$75,000 may be considered when making purchases in this category.

**Real Estate:**

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

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**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.

### III. CIRCULATION OF MATERIALS

#### Print Materials

A non-resident family membership yearly fee may be purchased which is set by the State of Indiana. This nonresident membership is for those families that do not reside in or pay real estate property taxes in the service area.

Current students of the Tippecanoe Valley School Corporation, who do not otherwise qualify for a regular library card, are eligible for a "Valley Card". This card allows a nonresident Tippecanoe Valley student (only the student-not family members) to check out 3 books only. These "Valley Cards" are valid for a period of one year and are updated yearly.

Library cards will be issued to those patrons six years of age and over who have correctly filled out an application form. A parent or legal guardian must sign for anyone under the age of eighteen, unless said person is an emancipated minor. You must have your Library Card with you in order to check out.

Library cards must reach the patron through the U. S. Mail to verify the address given. The only exception to this rule is cases where other family members already have library cards.

Eligibility for library usage may be suspended for the following reasons:

Willful destruction of library property.

Failure to return or replace materials borrowed

Refusal to meet overdue fine obligations.

Loud and/or abusive language or behavior within or on library property.

Anyone using or allowing the use of their card by a nonresident attempting to avoid the payment of a nonresident fee, or by those avoiding payment of overdue fines and charges.

~~New patrons are expected to limit themselves to one book and one multimedia material at a time for the first month. After the trial period, three "L" Long movies (over 60 min.) and three "S" Short movies (under 60 min.) may be borrowed as well as an unlimited number of solid "Blue Dot" (educational) movies.~~

New Books less than ~~3 months old~~ *6 months old* or books placed on reserve/hold may not be renewed. Other titles may be renewed for an additional three weeks. Titles appearing on a reserve list may not be renewed.

Patrons may request that materials, ~~(except for movies/DVDs)~~, be reserved for them. When the item is available, the patron will be notified ~~by telephone within the toll-free calling area.~~ ~~Those living outside the toll-free area are encouraged to call in to check availability.~~ The item is kept on the reserve shelf for 3 days. If item is not claimed within that time, the next person on the reserve list is notified. The name of the person missing his/her "turn", then goes to the bottom of the reserve list for that book. ~~Movies and DVDs can not be reserved, \*\* except for teachers/educators needing solid "Blue dot" (educational) movies for class room use.~~ *\* DVD titles less than 6 months old cannot BE RENEWED. (Changed to read same as new books)*

~~Older movies can only be renewed one time.~~

A drop box is provided for patrons to use in returning library material. When using the drop box, please remember, all borrowed material that is placed in the drop box, must be returned before library opens the day after due date. Any material dropped in the drop box after the due date and after library opens will be counted as late.



Any library item lost or damaged to the point that it is not suitable for circulation must be replaced by the borrower at the retail price or actual cost of that particular edition. An in-house processing fee of \$1.00 will be added, in addition to any overdue charges for that item that might apply.

The borrowing period for magazines is ~~one week~~ 3 weeks. The patron must replace any lost or badly damaged magazine. If the patron is unable to find a copy, the replacement fee is \$5.00 per magazine costing less than that amount, or \$10.00 for any magazine costing over \$5.00.

Patrons/households may not borrow library materials if they have overdue/lost material charges totaling \$10.00 or more. Materials may not be borrowed by anyone in a household if a fine is over \$10 for that household.

Once a fine reaches \$10.00, library privileges will not be reinstated until the fine is paid in full. If a fine is under \$10, the patron will be allowed to check out materials if a minimum payment of \$1 is made towards the outstanding fine balance.

A household is defined as a group of individuals living at the same physical address.

**Borrowing Period and Overdue Fines**

Overdue fines may include postage on all reminder notices mailed. ~~Fees for long distance phone calls to remind of overdue movies will also be applied.~~

*No fees will be charged for contacting patrons, regardless the reason.*

**Material Checkout Period and Overdue Fine Amounts**

Item	Time Period	Renewals	Daily Fine Amount
Books	3 weeks	Yes, one time	10 cents
Periodicals (Magazine)	<del>1 week</del> 3 weeks	Yes, one time	10 cents
Movies and DVDs	<del>2 days</del> 1 week	Yes, one time. DVD titles less than 6 months old cannot be renewed.	\$2.00
Music CDs	3 weeks	Yes, one time	10 cents
Audio Books	3 weeks	Yes, one time	\$1.00
Reference Materials	<del>1 week</del> Do not circulate.	n/a	<del>10 cents</del>
Educational films	1 week		<del>\$1.00</del>
DVD-TV Series	1 week		<del>\$1.00</del>

**Circulation of Materials**

Books

Check out for 3 weeks.

Cannot renew books less than 3 months old. Renew one time for 3 more weeks—books older than 3 months. Books on reserve may not be renewed.

DVDs

Check out for ~~3 days~~ 1 week.

If returned in drop box before library opens at 9 am on the morning following due date, no late fines will be charged.  
(Example: check out on Monday—due Thursday, but may return in drop box Friday morning before 9 am)

Audiobooks Check out for 3 weeks.

~~Renew once for an additional 3 weeks. May be reserved.~~

Magazines Check out for 1 week.

~~Renew once for an additional 1 week.~~

### **Multimedia Materials**

~~Multimedia materials may be checked out only by adults, or by children whose parent/guardian has signed a release form allowing the child to have access to appropriate media materials.~~

Multimedia items may be checked out by all patrons using the following guidelines: Rated R – Over 18 only, PG but not including R – 12, G – all.

~~The limit on multimedia material is three longs (60 min. or over) and three shorts per household. Solid blue-dot tapes do not count toward the above limit. This does not include audio CDs.~~

~~Multimedia materials are due before closing for business on the second day.~~

Library Hours are:

Monday - Thursday 9:00 - 7:00

Friday and Saturday 9:00 - 5:00

Sunday 1:00 - 5:00 *During school year*

Lost or broken multimedia materials must be replaced by the patron.

~~Patron must rewind all VHS tapes. There will be a \$0.50 fee for each tape returned not “ready to view”.~~

~~*Multimedia materials may not be reserved.*~~

~~Multimedia materials may be renewed at the Director’s discretion.~~

As with all library materials, multimedia materials are borrowed for use in your own home. You may not lend library materials to other households. Doing so will jeopardize your own borrowing privileges.

Most of the library’s multimedia materials are for home use only, and not to be used for gatherings such as scout meetings, church groups, etc. To do so is to break the law. Those multimedia materials that may be used for such purposes are marked “Public Performance Rights”.

In the same way, multimedia materials are protected by copyright laws and should not be copied; to copy is to steal.

Please be certain your equipment is in good working order before playing a piece of multimedia. Since library VHS tapes are used in many different machines, you may need to adjust the tracking on your machine in order to get a good picture.

Should the VHS tape break, please inform the circulation clerk when you return it. Most breaks can be fixed in our workroom. Please do not attempt to mend the tape yourself. Notify person at circulation desk when you return it.

#### IV. PATRON BEHAVIOR GUIDELINES

##### Children

All children under 5 years of age must be attended by an adult or mature adolescent. Children over 5 and under 8 years of age may spend up to half an hour in the library unattended. Children 8 and up may use the library for extended lengths of time unattended, but they must read, use computers, or actively search for library materials.

The library staff assumes no responsibility for the welfare of children who are using the library.

The library staff is not responsible for materials used or borrowed by a child. These duties lie strictly with the parent. If your child is unable to select materials that meet with your expectations, please accompany them to the library and help them make their choices.

No child is permitted to "play" with the electronic equipment, even if the power is off. Parents are responsible for keeping small children with them or seeing the child is playing safely. No child, still putting objects in his/her mouth, should be left unattended with the toys. All toys should be put away before the child leaves the building.

##### Library Behavior – General Rules and Regulations

~~No guns, knives with blades over 3 inches, or other weapons may be brought onto the library property.~~ Deleted due to Indiana law.

The library is a smoke, drug, and alcohol-free entity. Failure to adhere to this policy will result in suspension of borrowing privileges. The only exception to be made to these rules is in the case of an individual needing to carry one day's medication for a health problem.

Sleeping is not permitted in the library. Anyone perceived as being asleep ~~will be awakened and asked to leave the premises.~~ **will be awoken and requested to remain awake.**

Anyone bringing a book bag/tote into the library needs the approval of the circulation clerk before entering the circulation area.

To protect the public's access to information, Bell Memorial Public Library regulates library user behavior.

The Library Board formulates guidelines for library behavior from:

The American Library Association's Code of Professional Ethics

The Library Bill of Rights

Laws- Local, State & Federal

Constitutional Principles

The Library Board enforces policies and procedures to:

Assure the safety of users and staff

Protect library resources and facilities from damage

Restrict any behavior by a patron which interferes with another patron's right to unhampered use of the library, or which impedes normal staff functions or conflicts with the mission of the library.

The Library Board imposes reasonable restrictions on time, place, and manner of library access. To achieve this end, library staff members have the responsibility to enforce these guidelines.

### **Disruptive Behavior—Defined**

~~Loitering~~

~~Disrespect shown to staff or patrons in the form of backtalk and/or profanity~~

~~Repeat offenses such as high noise levels or any repeated behavior deemed disruptive by the staff.~~

### **Prohibited Behavior**

Bicycles, skateboards, skates, rollerblades are prohibited in the library

Loitering and/or sleeping

Disrespect shown to staff or patrons in the form of backtalk and/or profanity

Repeat offenses such as high noise levels or any other behavior considered disruptive by the staff

Theft and/or destruction of library materials or belongings of other patrons

Smoking, alcohol, or other drug use within the library

Food or drink within the library except that provided by the library at library functions

Any action or lack thereof that infringes upon the right of others to work and study without distraction within the library building

Behavior intended to threaten or intimidate staff or other patrons

Voyeurism, exhibitionism, molestation, or any sex related activity

Running or playing

Use of obscene language

Gambling

Solicitation

~~All weapons prohibited~~

Violators: persons who violate these rules will be asked to leave the library, or, when appropriate, lose all library privileges. Repeat violators and/or those who refuse to leave will be subject to arrest and prosecution under Section 35-43-2-2 of the Indiana Code entitled "Criminal Trespass."

Soliciting: The Board of Trustees has proclaimed that there shall be no soliciting within the Library building or upon Library grounds, other than for the benefit of the Library (Friends of the Library) or during a Library sponsored event. Patrons or employees wishing to buy or sell must make arrangements to do so in another location, or outside of library hours.

Other Rules: The Library and its real property are smoke, drug, and alcohol-free.

Posting: These policies and rules as stated above will be posted in a public area of the library building.

#### **V. COMPUTER, INTERNET AND WIRELESS INTERNET ACCESS**

**NEED TO HAVE A CIPA RESOLUTION, NOT JUST A MENTION OF IT IN THE POLICIES.**

Library computers are available on a first come first served basis. If all stations are in use both in the main library as well as the media department, staff can offer the use of the Library's laptops\* if they are available.

Bell Memorial Public Library has the right to set and enforce rules and regulations concerning the use of the Library's computers.

Users need not be registered borrowers of Bell Library, but must have signed a copy of the policy, as do registered patrons.

Users must respect all copyright laws and licensing agreements pertaining to software, files, or other resources obtained via the Internet.

Patrons found ignoring the rules or abusing the system may be banned from the use of the library's computers up to six months.

It is the responsibility of parents and guardians to determine whether to place restrictions on their own children, 8 years and under, in the use of the Internet. Children aged 8 and older may use the Library's computers unattended for periods of time, provided they are able to run the programs without help from the staff. Children under 8 years of age must have an adult beside them at all times while using a computer.

Patrons are required to agree to and sign the Library's Internet and computer acceptable use form prior to using the computers.

Users must register for computer use at the circulation counter prior to using the machines.

Bell Library cannot control the information resources on the Internet, as it is not a static entity. It changes each minute as new computers connect and existing computers add or delete information. Therefore, it is technically impossible to prevent access to resources that may be inaccurate, defamatory, illegal, or potentially objectionable to some people.

The Bell Memorial Public enforces an Internet Safety policy that supports the Children's Internet Protection Act (CIPA) which addresses issues pertaining to any person younger than 18 years of age access to "inappropriate matter" safety and security and requires a safety policy specific to young persons. Part of this Act deals with:

Access by minors to inappropriate matter on the Internet;

The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications;

Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;

Unauthorized disclosure, use, and dissemination of personal information regarding minors; and  
Measures restricting minors' access to materials harmful to them.

The Act is available at: <https://www.fcc.gov/guides/childrens-internet-protection-act>

Through one-on-one conversations and printed materials placed strategically near the public computer stations, the library offers education to minors about appropriate online behavior, including cyber-bullying awareness and response, and interacting with other individuals on social networking sites.

## **Filtering**

While Bell Memorial Public Library attempts through filtering software to prevent direct access to materials that would not be generally acceptable in a public library, it is technically impossible to prevent access to all objectionable resources. Filtering software also occasionally blocks acceptable sites; therefore, a library staff member will disable the filtering software upon request by an adult user for the purpose of bona fide research or other lawful purposes. However, library rules and restrictions as listed below apply at all times.

The filtering software will not be disabled for users who are minors. It is the responsibility of parents and guardians to monitor and guide their children in the use of library computers and the Internet. Those who do not want their children to access library computers and the Internet may designate such on the child's registration card.

Filtering software will not be disabled for patrons using personal computers or devices while connected to the library's public wireless network because library staff are unable to monitor Internet usage on patrons' personal devices.

All registered and non-registered patrons will be given the opportunity to read this policy and acknowledge their understanding of these rules and regulation by signing the Library's Computer and Internet usage form.

The Bell Memorial Public Library computers and Internet connections are available to the public as a privilege. Misuse of library hardware or software may result in loss of library privileges, legal action, or both.

## **Guidelines:**

Users may not conduct unlawful activities using the Internet on library computers or on personal devices.

Users may not attempt unauthorized access (including hacking) to any computer system or network, whether local or remote.

Library hard drives are for storage of library software and information only. All information saved by users will be deleted daily.

Virus warnings must be reported to staff immediately.

Patrons are responsible for any damage occurring to library hardware or software due to inappropriate actions while using the computers. Fees will be assessed and charged to the patron for required repairs or replacement.

The Library is not responsible for damage to patron data when using library computers.

Users shall not create, transmit, access, upload, download, print or otherwise distribute or receive materials that are threatening, obscene, racist, or contain sexually explicit language and/or images.

Users shall not use the Library's connection to the Internet to violate any local, state, or federal statutes.

Users shall not vandalize, damage, or disable the property of another computer user, Library patron, or organization.

Users shall not access another individual or organization's private files, material or information without permission.

Users shall not extort, threaten, harass, or otherwise disturb others in the library. Such action may result in forfeiture of computer usage, prosecution, or both.

The Library assumes no liability for inappropriate acts conducted on the Internet by any user.

Technology Usage Policy and any addenda adopted by the Board of Trustees of Bell Memorial Public Library.

Adopted 10-29-2012 [estimate]

All elements of the policy will be available as a form to users for their acceptance and signature.

\* Laptops should be available for patron use in June 2015.

### **Disaster Recovery Policy for Computers**

Upon entering the building following a disaster, make sure that all electrical power has been turned off and that is safe to enter the premises. If there are any loose, damaged, or exposed electrical wires on the building grounds, NIPSCO should be contacted and under no circumstances should anyone try to enter the building until it is safe. Once it is safe to enter the building, the Director, Supervisor, or Board Member will enter the building, check the circuit breaker box in the utility room, and then call the Library's contracted Information Services provider to report the disaster.

While waiting for the Information Services personnel to arrive, an inventory will be taken in order to determine both the type of damage and what equipment has been damaged. If the damage that the Library has sustained is severe enough, the Library Board will meet to determine if closing the Library is warranted. If the Library can function without computers, then the Library will remain open and all materials will be manually checked in and out. This will continue until the computers are up and running or until new computers can be purchased and be made operational.

## VI. MEETING ROOMS

Either retype forms here or include as additional pages when "printed" in .pdf format

The Bell Memorial Public Library Board welcomes the use of the meeting rooms by responsible groups and organizations. A major goal of the Library is to provide for the informational, recreational, cultural and educational needs of the community, and it is expected that the room will be used to accomplish this goal.

However, the fact that a group is permitted to meet at the Library does not, in any way, constitute an endorsement of the group's policies and beliefs.

~~Use of the meeting rooms are normally limited to groups within the Library service area, which includes Harrison Township, the town of Mentone and those citizens who hold active Library card status for Bell Memorial Public Library.~~

Only the Library or Library related groups may sponsor fund-raising or purely social programs in the Library.

The meeting rooms are open to non-profit and noncommercial groups free of charge with the meetings required to be open and free to the public. Non-profit organizations are required to present proof of their non-profit status. There is no charge for the meeting rooms for non-profit meetings open and free to the public for residents of Harrison Township and those who have valid Bell Memorial Public Library cards but donations are always welcome.

There is a charge for meetings that "may be closed" to the public or "restricted" (See Room Charges). Groups paying a fee to use the meeting room may collect fees from participants only to reimburse a speaker, room rental, or to defray the cost of materials and or equipment.

No general admission may be charged to anyone attending a meeting in the meeting rooms. Groups may, however, restrict meetings to their own members and make normal collection of the dues/fees from their own members. No buying or selling of products or services is permitted on Library property, except in support of the Library.

Any publicity prepared by an organization about its meeting, i.e. brochures, fliers, radio and TV announcements, must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor. In any publicity, the Library name must be given as, "Bell Memorial Public Library", 101 W Main Street, Mentone, IN. The Library telephone number may not be given for information access to the group.

No activity shall be permitted on the Library premises, which shall in any manner be potentially or directly disruptive to the function of the Library.

Library sponsored and related groups have preference over all other requests for their meetings and programs. The Library reserves the right to revoke reservations for the meeting rooms at any time for Library functions; notice of such revocation will be given no less than two weeks prior to the date of reservation.

~~Only Library sponsored and related groups may have unlimited access to the Bell X-I Room:~~

~~Only Library sponsored and related groups may regularly schedule the Bell X-I Room for more that 4 events within a 12 month period. (Example: February to January or September to August).~~

### GUIDELINES FOR USE OF THE MEETING ROOMS:



Groups are encouraged to reserve rooms at least two weeks in advance. Applications for space use must be made on the Library forms provided.

The official representative who signs the agreement must be 18 years of age or over.

The meeting rooms are available only during the Library's business hours for entities not associated with the Library. Group meetings must adjourn fifteen minutes before the Library's closing time for that day.

If a meeting is canceled, the Library shall be notified at the earliest possible date.

Emergency closing of the Library will be announced on WRSW 107.3 FM and WRSW 1480 AM. The Library will make an attempt, but does not promise to reach the contact person for the group.

Children and young adults must be supervised at all times by at least one adult. One adult per ten children or young adults is preferred.

Music and noise must be kept to a reasonable level as determined by Library personnel.

Groups are responsible for setting up and putting away tables and chairs; for leaving the room, restrooms, and accessible areas in a neat and orderly condition; removing trash and debris from the building; vacuuming the carpet; and turning out the lights prior to leaving the building. The room should be returned to the standard set-up. Guidelines are posted for cleanup.

The Library believes that serving light refreshments, such as coffee, punch, carbonated beverage and finger food should adequately meet the needs of the applicant. Grape juice, red or orange beverages are prohibited.

Audio-Visual equipment owned by the library is available at no charge for use and may be reserved. Any other special equipment or supplies must be cleared when reservation is made. No provision will be made for storage of equipment and supplies.

The Library does not have staff available for loading, unloading, or carrying of group's materials. This is the sole responsibility of each group.

Bell Memorial Public Library is a non-smoking facility. No alcoholic beverages, or abusive substances of any kind are permitted on Library property. Open flames are prohibited ~~unless pre-approved by the Library Director or designee.~~

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

Animals, except for guide dogs, will not be allowed in the room unless permission is secured in advance.

The Library is handicap accessible.

Any unusual expenses incurred by the Library due to the meeting of a group will be charged to that group.

The Library assumes no liability for any loss or damage of property or injury to people arising from the use of the Bell X-I Room by the applicant, its members and guests.

Maximum capacity of the Bell X-I Room is 144 theater style and 70 classroom style. Maximum capacity of the large conference room is 20 theater style and 10 classroom style.

Failure to comply with meeting room policies and regulations may result in cancellation of future meetings.

The Library Board is the sole arbiter of any questions as to which groups may meet on its property.

Your cooperation in helping us protect your Library will insure our ability to serve you and your organization for years to come.

\*In accordance to the terms of the grant, for the building of Bell Memorial Public Library, the Mentone Senior Citizens and Mentone Daycare, which have facilities within the Library building, are identified as Library related groups.

**~~BELL XI ROOM CHARGES:~~**

~~Open to Public~~

~~Non-Profit in Harrison Township no fee~~

~~Non-Profit BMPL\* Card holders no fee~~

~~Restricted Public Attendance~~

~~Non-Profit in Harrison Township~~

~~Non-Profit BMPL Card holders~~

~~\$5.00 per hour (2 hour minimum) Full day rate: \$35.00~~

~~Non-Profit in Franklin or Seward Township~~

~~\$7.50 per hour (2 hour minimum) Full day rate: \$50.00~~

~~Non-Profit out of Harrison, Franklin or Seward Township~~

~~\$10.00 per hour (2 hour minimum) Full day rate: \$70.00~~

~~Profit in Harrison Township~~

~~Profit BMPL Card holders~~

~~\$20.00 per hour (2 hour minimum) Full day rate: \$140.00~~

~~Profit in Franklin or Seward Township~~

~~\$30.00 per hour (2 hour minimum) Full day rate: \$200.00~~

~~Profit out of Harrison, Franklin or Seward Township~~

~~\$40.00 per hour (2 hour minimum) Full day rate: \$280.00~~

**Room Charges**

Not-for-profit – no charge

~~For profit – \$25.00 partial day, \$50 full day. Kind donations are always encouraged.~~

\$35.00 charge + \$35.00 deposit. User will receive back a check from BMPL for \$35.00 Local Private.

\$50.00 charge + \$50.00 deposit. User will receive back a check from BMPL for \$50.00 Out of area private.

All policy elements will be available as a form for user acceptance and signature.



## **POLICIES FOR OUTDOOR LED MESSAGE SIGN**

Library events and services take priority.

This is the order of priority: Non-profit organizations; schools; governmental units

Requests for advertising items for sale will not be accepted.

Requests must be in written format. May be mailed, e-mailed, or returned to the Circ. Desk.

Requests must be delivered to the Library at least 2 weeks before date that message is to be displayed.

Please note that this is NOT 2 weeks before the event.

Requests submitted less than 2 weeks before date wanted will not be accepted.

All messages will be displayed as submitted.

The Library is not responsible for misspelling words, incorrect dates, wrong times, or any other errors.

The Library reserves the right to not accept any and all submissions.

The Library reserves the right to program messages using colors, fonts, backgrounds and styles as deemed appropriate.

Suggested colors, backgrounds, fonts and styles will be accommodated, if possible.

The library cannot accommodate the insertion of Logos and other specialized artwork and animated graphics at this time.

Any requests or submissions deemed by Library personnel to be inappropriate will not be accepted.

Application for message must be completed.

### The 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 will 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

## **The Freedom to Read Statement**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression

The Association of American University Presses, Inc.

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression