



GENERAL AND CIRCULATION
POLICIES OF THE
BELL MEMORIAL PUBLIC LIBRARY

101 W. Main St., Box 368
Mentone, IN 46539

(574) 893-3200 – voice

(574) 353-1307 – fax

www.bell.lib.in.us

Ashley Mojica, Director
amojica@bell.lib.in.us

Revision History

All sections updated – August 2015

Inter-Library Loan – October 2012

Internet Filtering – October 2012

Fine free and Material Loan Limits – February 2020

Non-Resident Fee – January 2026



I. Bell Memorial Public Library service area and patron eligibility requirements.

- A. Bell Memorial Public Library serves the Town of Mentone and Harrison Township and a portion of Franklin Township within the Town of Mentone. Residents, or those paying property taxes in either of these two areas, are eligible for all library services.
- B. Residents: Residents of the town of Mentone and Harrison Township in Kosciusko County 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.
- C. Residents – 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 replacement of lost or damaged materials charged to the student's Library card.
- D. Non-Residents: 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. Non-resident cards are good for one year from the date of purchase. Non-resident fee minimum charges are recommended by the Indiana State Library. The Library Board uses that recommendation in the final formulation of the non-resident fee *as of January 2026 is \$126.00.*
- E. Non-Residents – Students: 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.

This card allows a non-resident Tippecanoe Valley student (only the student-not

family members) to check out (10) items of various types only. These "Valley Cards" are valid for a period of one year and are updated yearly.

- F. Reciprocal: BMPL has a reciprocal borrowing agreement with the Akron Carnegie Public Library and Fulton County Public Library. Resident patrons at either of the previous Libraries may borrow materials from BMPL. Likewise, patrons from BMPL may borrow materials at either of the above Libraries, but is subject to that Library's policies for reciprocal borrowing.

Potential reciprocal borrowers will need to present their Library card from their home Library as well as a photo identification when applying for the BMPL card. The applicant must be in good standing (no fines or fees) at their home Library. Reciprocal and non-resident borrowers are expected to follow all rules, limitations, and restrictions placed upon resident borrowers.¹

- G. 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. The fee currently set (2020) is \$65.00.

- H. 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. The only exception to this rule is cases where other family members already have Library cards.

- I. Patrons wishing to borrow materials need to present their valid Library card.

¹ Added/edited 11/13/19

Material Loan Policies

J. Borrowing periods (physical materials):

Material Type	Loan Period	Renewals	Holds	Overdue Fine
Books, audiobooks, music CDs, magazines	3 weeks	3 times	Held for 3 days for patron requesting	N/A
DVDs (limit 6 per card)	7 days	1 time	Held for 1 day for patron requesting	N/A
Hotspot	7 days	1 time if no pending reserves	Held for 1 day for patron requesting	
Newspapers	7 days	3 renewals	Held for 3 days for patron requesting	
Kits (toys)	7 days	3 renewals	Held for 3 days for patron requesting	N/A
Inter-Library Loan	Depends upon lending Library. TVSC students please use your school Library.			
Hoopla	12 loans per month, but check back since this may be increasing.			

- K. *Resident patrons and patrons paying the yearly membership fee may check out a maximum of 30 items

PLAC/Reciprocal may check out a maximum of 20 items

TVSC students and Homeschooled children maximum of 10 items

Staff will be allowed a maximum of 40 items overall with the same amount of renewal times as Resident Patrons.

- L. Borrowing periods – Hoopla (loan periods are established by the vendor, not BMPL):

Most Movies and TV episodes are available for 7 days from the time you borrow the title.

Most Music albums are available for 7 days from the time you borrow the title.

Most Audiobooks, Comics, and eBooks are available for 21 days from the time

you borrow the title.

For more information on the titles available, please check out <https://www.hoopladigital.com/browse> or sign-in to the Hoopla mobile app.

For more information regarding loan periods and the allowable number of loans available per month please visit: <https://www.hoopladigital.com/help>

- M. Overdrive – pending update (081023sb) August 10, 2023
- N. Patron Requests – Patrons are always encouraged to request titles of interest to them. Materials costing more than \$40.00 are sent to the Director for additional consideration.
- O. Reserves – Patrons can request that materials be reserved for them if the title is unavailable. After the patron has been notified the reserved material is held for no more than three days.
- P. Lost or damaged materials – Materials that are lost or damaged to the point it is not suitable for circulation must be replaced by the borrower at the full retail price.
- Q. Fines – Fines for the return of late materials are no longer collected. The Library wants as many people to borrow what they please, but the materials loaned MUST be returned in a timely manner. Patrons wishing to renew books, magazines and audiobooks may do so up to three times. DVDs may be renewed one time.
- R. Items valued at \$75.00 or more that have not been returned after the patron has been contacted will be sent to a collection agency for further attention as well as a report being filed by the Library to a Credit Bureau. Negative remarks on a Credit Report will have consequences for people wishing to borrow money.
- S. The Library will follow Indiana Code §§ 35-43-4-3.5 as a procedure for final collection of the overdue material/s.

IC 35-43-4-3.5 Failure to return or pay for articles borrowed from library, gallery, museum, collection, or exhibition

Sec. 3.5. (a) If a person:

- (1) borrows any article which belongs to or is in the care of any library, gallery, museum, collection, or exhibition;
- (2) borrows the article under an agreement to return the article within a specified period of time; and
- (3) fails to return the article within that specified period of time;

then the lender shall comply with subsection.

(b) If a person commits those acts specified in subsection (a), the lender shall:

- (1) send written notification of the violation of the agreement to the borrower;
- (2) attach a copy of this section to the notice;
- (3) include in the notice a request for return of the article within fifteen (15) days of receipt of the notice; and
- (4) mail the notice to the last known address of the borrower or deliver it to the borrower in person.

The lender shall send the notice required by this subsection by certified or registered mail, return receipt requested.

(c) If the borrower willfully or knowingly fails to return the article, or reimburse the lender for the value of the article, within thirty (30) days of receipt of the notice required in subsection (b), he commits a Class C infraction.

(d) A person who commits an offense under this section may not be charged with an offense under section 2 or 3 of this chapter for the same act.

As added by Acts 1980, P.L.206, SEC.1.

II. Collection development and purchasing guidelines

A. Selection:

1. 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.
2. *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.*
3. The library shall provide items on subjects of current popularity on the national and local levels, and local levels, but should also enhance the core collection."
4. 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.
5. 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.

6. Purchasing Policy

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

7. General:

- a. 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.
- b. 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.

8. **De-Selection of Materials**

- a. 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.
- b. 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.

9. **Gift Policy**

- a. 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.
- b. 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.
- c. 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.

10. **Supplies, equipment, goods, materials:**

- a. 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 Indiana Code 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.
- b. Purchases under \$25,000 legally require no formal bids or quotes, although comparison shopping is encouraged.
- c. Single purchases in excess **\$500.00** must be approved in advance by the Library Board, except when an emergency exists.
- d. Purchases in excess of \$200 by a delegated staff person must be approved by the Library's Director in advance.

11. **Services:**

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

12. **Purpose**

- a. The purpose of establishing a formal Capital Assets Policy is as follows:
- b. To safeguard the investments of the Library's taxpayers and demonstrate the appropriate stewardship responsibility for public assets.
- c. To provide a basis for formulating capital asset acquisition, maintenance, and retirement policies.
- d. To provide for financial reporting.
- e. Definitions
 - (1) Capital assets include items such as: land, easements, rights of way, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, infrastructure, books and audio-visual materials, works of art, and monuments. Capital assets with an estimated useful life of more than one year and an original cost of \$250.00 or more will be accounted for as capital assets and will be accounted for in a database of the Library's design that follows requirements by the Indiana State Board of Accounts as well as other relevant information. In addition, the aggregate of all books and similar materials with a useful life of more than one year, regardless of their original cost, will be considered capital assets.
- f. Valuation of Capital Assets
 - (1) Capital assets should be recorded at actual cost. Normally the cost recorded is the purchase price or construction cost of the asset, but also included is any other reasonable and necessary cost incurred to place the asset in its intended location and intended use that can be directly related to the asset. Donated or contributed assets should be recorded at their fair market value on the date donated or acquired.

- (2) Land. Land is defined as specified land, lots, parcels or acreage owned by the Bell Memorial Public Library, regardless of the method or date of acquisition.
- (3) Improvements Other than Buildings. Examples include walks, parking areas, drives, fencing, retaining walls, fountains, planters, sprinkler systems, and other similar items. As these are actual fixtures they are recorded as part of the value of the building.
- (4) Buildings. All structures designed and erected to house equipment, services, or functions of the Library are included in this category. This includes systems, services, and fixtures within buildings and attachments such as porches, lighting fixtures, flagpoles, and other such units that serve the building. Plumbing systems, lighting systems, heating and cooling, ventilating and air handling systems, alarm systems, sound systems, surveillance systems, elevators, fixed shelving and other fixed equipment are included with buildings.
- (5) Equipment. Equipment includes all other types of physical property within the scope of the Capital Asset Policy not previously classified. Included within this category are bookshelves, office mechanical equipment, office furniture, appliances, furnishings, machinery items, maintenance equipment, communication equipment, books and similar items, vehicles, data processing equipment, and similar items. All supplies are excluded.
- (6) Library Materials. This will include all books, audio-visual materials, microforms, and other media that are customarily included in the library collection. To be included in the inventory will be items that have been digitized by an outside vendor or by the Library Staff. Digitized items are included in the Library's ILS, but need to be mentioned as an asset.
- (7) Asset Transfers and Dispositions. Property should not be transferred, turned in for auction, or disposed of without prior approval of the Library Director. Deletions for any reason must be reported to the Library Director, prior to deletion. Transfers are defined as any movement of an asset. If an asset is stolen, a police report should be promptly filed.

- (8) Inventories. A physical inventory of capital assets (not including books) will be conducted biannually by the Library Director or by a designated staff member. Library materials will be inventoried every three (3) years by the Library Director or a designated staff member.

Adopted April 2021

13. Credit Card Policy

- a. This policy is following information forwarded by the Development Office of the Indiana State Library. The Development Office sent to Indiana public libraries a flyer stating that an audit exception could be issued by the State Board of Accounts regarding use of credit cards by Indiana libraries. The State Library was aware of no specific statutory authority for use of credit cards by libraries. However, if the library board were to pass a resolution to allow the use of a credit card and a policy is adopted for the use of a credit card, the Indiana State Board of Accounts would not take exception to that use.
- b. It is the intent of the Bell Memorial Public Library to follow accounting rules and procedures promulgated by the Indiana State Board of Accounts and hereby adopt the following policy regarding the use of credit cards by authorized staff members only.
 - (1) The Library Director will search for a business type credit card that will best fit the organizations needs, yet have a competitive annual fee.
 - (2) Only the Library Director and Bookkeeper will be allowed access to the card/s.
 - (3) Statements will be paid in a timely manor to avoid any interest, carrying charges, or penalties due to late payments.
 - (4) Claims filed in connection with the use of the credit card/s must be itemized before being approved and paid.
 - (5) Any interest or penalty that is incurred due to the late filing or furnishing of documentation by an employee will be the responsibility of the employee using the card.

- (6) Any and all charges incurred and charged with the credit must be business related and not personal in nature. A reasonable “tip” or gratuity is allowable where service has been provided. No personal charges will be allowed.
- (7) In the case of the card being lost or stolen the issuing credit card company must be notified immediately. Notes of this loss must also be presented to the Board of Trustees for inclusion in the monthly minutes for audit purposes.

First Reading: April 27, 2015

Second Reading and Adoption: May 26, 2015

III. Access to Public Records

- A. 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.
- B. 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.
- C. 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:
- D. Personnel files of the Library employees and files of applicants for employment except for:
 - 1. 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.
 - 2. Information relating to the status of any formal charges against an employee.
 - 3. Information regarding disciplinary actions in which final action has been taken and which has resulted in the disciplining or discharging of an employee.
 - 4. All personnel information is available to the affected employee or his/her

appointed representative.

5. General personnel information on all employees or groups of unnamed employees may be disclosed.
6. Any administrative or technical information which could jeopardize a recordkeeping or security system.
7. Computer programs, codes, filing systems, and other software owned by the Library and entrusted to it.
8. Records prepared specifically for discussion, or created during discussion at any legally called executive session.
9. The identity of a donor of a gift made to the Library if the donor requires anonymity as a condition of making the gift.
10. Any Library records which can be used to identify any Library patron or his/her reading selections.

IV. PATRON BEHAVIOR GUIDELINES

E. Children

1. 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.
2. The Library staff assumes no responsibility for the welfare of children who are using the Library.
3. 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.
4. 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.

F. Library Behavior – General Rules and Regulations

1. 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.
2. Sleeping is not permitted in the Library. Anyone perceived as being asleep ***will be awoken and requested to remain awake.***

3. Anyone bringing a book bag/tote into the Library needs the approval of the circulation clerk before entering the circulation area.
4. To protect the public's access to information, Bell Memorial Public Library regulates Library user behavior.
5. 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.

IV. Prohibited Behavior

- A. Bicycles, skateboards, skates, rollerblades are prohibited in the Library
- B. Loitering and/or sleeping
- C. Disrespect shown to staff or patrons in the form of backtalk and/or profanity
- D. Repeat offenses such as high noise levels or any other behavior considered disruptive by the staff
- E. Theft and/or destruction of Library materials or belongings of other patrons
- F. Smoking, alcohol, or other drug use within the Library
- G. Food or drink within the Library except that provided by the Library at Library functions
- H. Any action or lack thereof that infringes upon the right of others to work and study without distraction within the Library building
- I. Behavior intended to threaten or intimidate staff or other patrons
- J. Voyeurism, exhibitionism, molestation, or any sex related activity

- K. Running or playing
- L. Use of obscene language
- M. Gambling
- N. Solicitation
- O. All weapons prohibited
- P. 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."
- Q. 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.
- R. Other Rules: The Library and its real property are smoke, drug, and alcohol-free.
- S. Posting: These policies and rules as stated above will be posted in a public area of the Library building.

V. Disruptive Behavior

- A. Loitering
- B. Disrespect shown to staff or patrons in the form of backtalk and/or profanity
- C. Repeat offenses such as high noise levels or any repeated behavior deemed disruptive by the staff.

VI. COMPUTER & INTERNET USAGE

- A. Children who are over 8 years of age may use the Library's computers unattended for periods of up to one hour, provided they are able to run the programs without help from the staff. Children under 8 years old must have an adult beside them at all times.
- B. Sign-up sheets will be posted Saturday mornings for the following week.
- C. 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. Bell Memorial Public Library does abide by the Federal Children's Internet Protection Act (CIPA) which requires filtering of all computers in the Library.

- D. Bell Library has the right to set and enforce rules and regulations concerning the use of the Internet.
- E. 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.
- F. Users need not be registered borrowers of Bell Library, but must have a signed a copy of the policy, as do registered patrons.
- G. Users must respect all copyright laws and licensing agreements pertaining to software, files, or other resources obtained via the Internet.
- H. E-mail will be available to those patrons who have it through search engines or providers such as Yahoo, Hotmail, etc...
- I. Patrons found ignoring the rules or abusing the system may be banned from the use of the Library's computers up to six months.
- J. All computer and Internet users must have read and acknowledged Bell Memorial's policy by signing below.
- K. All patrons are given the opportunity to read this policy and have acknowledged their understanding of these rules & regulations.

VII. Internet Safety Policy

- A. 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:
 - 1. access to "inappropriate matter"
 - 2. safety and security when using e-mail, Facebook, chat rooms and other forms of direct electronic communication
 - 3. unauthorized access, including hacking and other unlawful online activities
 - 4. unauthorized disclosure of personal identification information
 - 5. measures designed to restrict access to harmful materials
 - 6. 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.

VIII. Filtering

- A. While BMPL 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.

- B. 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.
- C. 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.

Adopted 10-29-2012

IX. Disaster Recovery Policy for Computers

- A. 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.
- B. 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.

X. MEETING ROOMS

- A. 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.
 - 1. 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.
 - 2. 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.

3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

B. GUIDELINES FOR USE OF THE MEETING ROOMS:

1. Groups are encouraged to reserve rooms at least two weeks in advance. Applications for space use must be made on the Library forms provided.
2. The official representative who signs the agreement must be 18 years of age or over.
3. 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.
4. If a meeting is canceled, the Library shall be notified at the earliest possible date.
5. 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.
6. 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.

7. Music and noise must be kept to a reasonable level as determined by Library personnel.
8. 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.
9. The Library believes that serving light refreshments, such as coffee, punch, carbonated beverage and food should meet the needs of the applicant. Grape juice, red or orange beverages are prohibited.
10. 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.
11. The Library does not have staff available for loading, unloading, or carrying of group's materials. This is the sole responsibility of each group.
12. 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 .
13. ALL STATE FIRE AND HEALTH LAWS SHALL BE OBSERVED.
14. Animals, except for guide dogs, will not be allowed in the room unless permission is secured in advance.
15. The Library is handicap accessible.
16. Any unusual expenses incurred by the Library due to the meeting of a group will be charged to that group.
17. The Library assumes no liability for any loss or damage of property or injury to people arising from the use of the rooms by the applicant, its members and guests.
18. 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.
19. Failure to comply with meeting room policies and regulations may result in cancellation of future meetings.
20. The Library Board is the sole arbiter of any questions as to which groups may meet on its property.
21. Your cooperation in helping us protect your Library will insure our ability to serve you and your organization for years to come.

- a. *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.

22. Room Charges

- a. Not-for-profit – no charge
- b. \$35.00 charge + \$35.00 deposit. User will receive back a check from BMPL for \$35.00 Local Private.
- c. \$50.00 charge + \$50.00 deposit. User will receive back a check from BMPL for \$50.00 Out of area private.
- d. All policy elements will be available as a form for user acceptance and signature.

XI. **POLICIES FOR OUTDOOR LED MESSAGE SIGN**

- 1. Library events and services take priority.
- 2. This is the order of priority: Non-profit organizations; schools; governmental units
- 3. Requests for advertising items for sale will not be accepted.
- 4. Requests must be in written format. May be mailed, e-mailed, or returned to the Circ. Desk.
- 5. Requests must be delivered to the Library at least 2 weeks before date that message is to be displayed.
- 6. Please note that this is NOT 2 weeks before the event.
- 7. Requests submitted less than 2 weeks before date wanted will not be accepted.
- 8. All messages will be displayed as submitted.
- 9. The Library is not responsible for misspelling words, incorrect dates, wrong times, or any other errors.
- 10. The Library reserves the right to not accept any and all submissions.
- 11. The Library reserves the right to program messages using colors, fonts, backgrounds and styles as deemed appropriate.
- 12. Suggested colors, backgrounds, fonts and styles will be accommodated, if possible.
- 13. The Library cannot accommodate the insertion of Logos and other specialized artwork and animated graphics at this time.
- 14. Any requests or submissions deemed by Library personnel to be inappropriate will not be accepted.

15. Application for message must be completed.

XII. **Closings Inclement Weather Procedures Adopted February 3, 2014, updated January 26, 2015.**

- A. Guidelines to follow in the event of severe weather and/or building utility issues.
- B. Library closing or opening late or not opening at all will be considered in the event of heavy weather conditions such as: blowing & drifting snow, blizzard conditions, heavy ice and/or sleet, heavy fog, wind chill warnings, travel advisories or warnings by county officials, and any other conditions as determined by the Library Administration. *Please note that the Library does not follow closing or late opening procedures as the school corporation.*
- C. As deemed necessary, the Director will consult with the Library Board President or the next person in line if the President is unavailable, to determine whether or not the Library will be closed due to weather or other issue. This action does not necessarily need to originate with the Library Director. If necessary, the Library Board President may confer with the Director to determine the best course of action with respect to the closure. Action may also begin with another Trustee, but the decision needs to be finalized by the President or the next officer in line.
- D. In the event of a life threatening emergency, the Director or designated alternate is to see that the Library is evacuated and that all staff and patrons are accounted for. The Library Board President or the next officer in line will then be contacted and be given an update. Example: gas leak.
- E. CLOSED ALL DAY
 - 1. Staff members who are scheduled to work will be paid for their regularly scheduled number of hours that they would have worked that day.
- F. PARTIAL DAY CLOSINGS

1. Staff who are present at the time the decision is announced to close the Library for the balance of the day will be paid for the hours for which they were scheduled to work. Example: All regular Tuesday morning staff arrived on time. Snow is accumulating so that travel is becoming dangerous, travel warnings have been posted. It is determined to close the Library at noon. Staff who are present and scheduled to work past the announced closing time will be paid their regularly scheduled hours.
2. Staff who are scheduled to work later in the day (such as from 5:00-7:00) will not be paid, though they are welcome to work additional hours at a later time so as to not be shorted their regular pay. It needs to be stated that the personal safety of the Library's staff is always important. If for whatever reason a staff member feels that conditions (notably winter conditions) are such that their personal safety would be in jeopardy traveling to work, they are able to use whatever earned leave is available so as to not lose any wages.

G. CLOSURES LASTING MORE THAN 48 HOURS.

1. This section is intended to provide for the full/partial closure of the Library due to health emergencies or disasters as declared by local, national or federal orders which recommend that opening the Library could/would be detrimental to the health of the Library staff or public.
 - a. If elements of this section do not provide adequate direction, then common sense must prevail and this policy should be used as a template for the issue at hand.
2. The Library will comply with all local, state, federal laws as well as any acts or orders that effect Library personnel and could influence some of the following sections. The purpose of any level of closure is to:
 - a. Ensure safety and security of the Library staff, patrons

and facility through a closure.

- b. Maintain a continuity of Library's mission including communication to staff, trustees and the public.
- c. Provide guidance for staff compensation.
- d. Ensure basic building and asset maintenance at all times except in the event of a full quarantine.

3. Level of closure and staff duties during closure:

- a. Full closure – (note: in the event of a quarantine no staff are allowed in the building)

- (1) Department heads are expected to telework or take home materials etc. to continue planning for future programs, material selection, participate in online meetings and webinars, attend online courses to satisfy Library Education Units (LEUs) approved by the Indiana State Library or other online course as approved by the Director. Staff member will provide the Director with a certificate of completion as proof of course completion or other documentation showing participation. Time spent on planning or material selection should be noted as if the staff member were performing such duties at the Library.

- (2) Staff members who do not have access to the Internet or equipment to perform telework or whose duties cannot be performed remotely will need to consult with the Director on an alternative method of performing their duties or other services that could count toward their duties.

- (3) The above supports the maintenance of the Library's mission and staff are paid accordingly as long as there is supporting documentation on

time spent on Library duties. Staff not turning in documentation or request to take earned will receive no pay for that pay period.

b. Partial closure – Library closed to the general public but staff are allowed in the building.

(1) Staff could be performing their normal duties or other duties as requested by the Director

(2) Staff schedules could be modified as needed or required by events such as maintaining a physical distance from another staff member. Should physical distancing be required, the Director or a delegate will create a staff schedule that allows for only a certain number of staff in the building at any one time.

(3) If a staff member's scheduled hours do not equal that of their generally scheduled hours they are to consult section 3.a.(1) and 3.1.(2) above to fill-in the balance of their scheduled hours.

c. Library partially open providing services via non-standard means (i.e. curbside delivery of materials) or open with limited services and limited number of people in the building.

(1) If a staff member's scheduled hours do not equal that of their generally scheduled hours they are to consult section 3.a.(1) and 3.1.(2) above to fill-in the balance of their scheduled hours

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.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process.

Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the

patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support. We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

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