



Muncie Public Library Operations Policies 2024

**Approved by the Muncie Public Library
Board of Trustees
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3D Printing Policy

The Muncie Public Library encourages creativity and self-expression through the use of new and emerging technologies, including 3D printers. 3D print requests are a staff-mediated service. Customers will be charged the stated fee for 3D printed items, based on the weight of the item. Customers wishing to have a project printed on the Library's 3D printer must fill out and submit a request form. Library staff will then review the request and upon approval, print the item. Muncie Public Library prohibits printing unsafe objects or objects that could be viewed as threatening or provocative. Additionally, Library equipment may not be used to create materials that are:

- used as weapons
- unsafe, harmful, dangerous, or pose a threat to the well-being of others
- obscene or otherwise inappropriate for the Library environment

The Library is not responsible for failed projects. Muncie Public Library reserves the right to halt, delete, or disallow the creation of items that violate this or other MPL policies.

Acceptable Internet Use and Filtering Policy

The purpose of the Library's Internet access is to facilitate communication in support of research, education, and recreation.

Library customers may not use Library Internet or Library equipment for unlawful purposes or to view illegal content. The Library uses technology protection measures to filter content in accordance with the Children's Internet Protection Act. All public and staff computers will have blocking software. In general, this filters out chat, criminal skills, gambling, obscene/tasteless, pornography, R-rated, or web-based proxy avoidance websites.

The Library will unblock erroneously blocked websites upon request and with picture ID for those 18 or older. The Library is not able to unblock wireless computers.

When using the Library's Internet and/or computers, users agree to:

- Abide by all Indiana laws and the laws of the United States while using the Internet.
- Not to vandalize damage, or disable the property of another individual or organization. This includes "hacking" and other means of unauthorized access.
- Abide by copyright laws which include not downloading Library-owned materials to personal device, except as permitted.
- Follow the Library's conduct policy.

Customers in violation of any of the above will lose Library computer privileges for one day to six months. Any loss of privileges of one week or more must be approved by the Director.

Access to Public Records/Exemptions

The Library Director, or her/his designee, shall be the “Records Access Officer” and shall assume responsibility for public records release decisions.

Requests for access to public records may be made in person during regular business hours or delivered by facsimile, mail, or email. Requests must identify with reasonable particularity, the record for which disclosure is sought and must be made on the form for such requests provided by the Library.

Records may be inspected only at the Library Administration office or location where they are regularly maintained during regular business hours.

Fees for certifying, copying, or transmitting records shall be established by the Board but may not be greater than the actual cost of certifying, copying, or transmitting such records as permitted by law. Fees are payable before any record is certified, copied, or transmitted and shall be paid by cash or by money order payable to Muncie Public Library.

The Records Access Officer shall make his/her determination based upon first, the Indiana Access to Public Records Act as amended; second, any other applicable state and federal law regarding privacy, confidentiality, and disclosure requirement of records; and third, the provisions of this policy.

If the request was delivered in person, the Records Access Officer shall respond in writing on the request form within twenty-four (24) business hours after the request was received. If the request was received by facsimile, mail, or email, the Records Access Officer shall respond in writing on the request form within seven (7) business days after the request was received.

In response to a request, the Records Access Officer shall indicate which of the following statements apply:

1. A statement identifying the public records maintained by the Library that will be provided in response to the request and the estimated date the records will be produced.
2. A statement indicating that the record request is denied; and the record will be withheld because it is confidential or non-disclosable. The statutory authority for the statement that the record is confidential or otherwise non-disclosable will be included.
3. A statement that the Library does not have a record that is responsive to the records request or such a record cannot be located after diligent search.
4. A statement that the Library may have a record that is responsive to the request and is in the process of:
 - a. reviewing the Library's files;
 - b. retrieving stored files; or
 - c. both a and b;

The Library will not create or provide lists of names and addresses unless it is required to publish such lists and disseminate them to the public pursuant to statute. The following lists of

names and addresses shall not be disclosed to commercial entities for commercial purposes:

1. A list of Library employees;
2. A list of persons attending a conference or meeting, or involved in programs or activities conducted or supervised by, a state institution of higher learning;

Records Exempt from Public Disclosure

The following records, and/or items, shall be exempt from public disclosure (unless access to such is specifically required by a state or federal statute or is ordered by a court under the rules of discovery):

- (1) Records declared confidential by state statute.
- (2) Records required to be kept confidential by federal law.
- (3) Records containing trade secrets or confidential financial information.
- (4) Investigatory records of law enforcement agencies.
- (5) The work product of attorneys representing the Library, the Library Board members, or any employee.
- (6) Test questions, scoring keys, and other examination data used in administering a licensing examination, examination for employment, or academic examination before the examination is given or if it is to be given again, either by the Muncie Public Library or any other Library.
- (7) Scores of tests or license examinations if the person is identified by name and has not consented to the release of his/her scores.
- (8) Records that contain intra-agency or interagency advisory or deliberative material which are expressions of opinion or are of a speculative nature, and that are communicated for the purpose of decision making.
- (9) Diaries, journals, or other personal notes serving as the functional equivalent of a diary or journal.
- (10) Personnel files of Library employees and files of applicants for employment except for:
 - (a) the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment or present or former employees of the Library;
 - (b) information relating to the status of any formal written complaint or charge made against the employee; and
 - (c) the factual basis for a disciplinary action in which final action has been taken and that resulted in the employee being suspended, demoted, or discharged.

- (11) Administration or technical information that would jeopardize the Library's record keeping or security system.
- (12) Computer programs, computer codes, computer filing systems, and other software that are owned by the Library or entrusted to it.
- (13) Records specifically prepared for discussion, or developed during discussion in an executive session under IC 5-14-1.5-6.1.
- (14) The identity of a donor of a gift made to the Library if the donor or his family requires nondisclosure of his identity as a condition of making the gift.
- (15) Library records which can be used to identify any Library patron except in instances in which the Library Director or Board deems otherwise.
- (16) A record or part of a record, the public disclosure of which would have a reasonable likelihood of threatening public safety by exposing a vulnerability to terrorist attack.

**MUNCIE PUBLIC LIBRARY
REQUEST FOR DISCLOSURE OF PUBLIC RECORDS**

A. All requests will be submitted to the Director of Communications/Records Access Officer. Please print. Thank you for your cooperation in completely filling out this form.

Date: _____ Time: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Please identify with reasonable particularity the record(s) being requested:

- B.** This is a request to *inspect* the record(s).
 This is a request for a *paper copy* of the record at 15 cents per page.
 Other - please explain.

(I understand that I must pay any applicable fee before the record(s) will be copied)

C. Please state the reason that you want to inspect the records or want a copy provided. This will help us to insure that we provide the correct documents you request.

D. Method of request:
 In person U.S. Mail Electronic mail Facsimile Inter-department

FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

Date & Time Received: _____ **By:** _____

Method Received:
 In person U.S. Mail Electronic mail Facsimile Inter-department

Disposition of Request:

Disposition Date & Time:

Accommodation Policy

No individual will be excluded from participation in or be denied the benefits of the Muncie Public Library's services, programs, or collections because of disability, race, nationality, sexual orientation, gender, or religion.

Customers who wish to request appropriate auxiliary aids or other reasonable accommodations in order to enjoy or participate in Library programs or services should contact the Administration Office at 747-8228.

Information will be treated as confidential and only on a need-to-know basis to ensure appropriate accommodation. Requests should be made one week in advance to ensure the appropriate auxiliary equipment or personnel are available.

Board Meeting Policy

The Muncie Public Library Board of Trustees (hereafter referred to as the Board) meets monthly at a time and place determined by the annual schedule unless otherwise changed by the Board.

The Board conducts its meetings in public, but they are not public forums. However, the Board recognizes that public input is important to the democratic process. Therefore, to balance the need to conduct business in an expedient, effective manner and listen to public comment the Board adopts the following procedures:

- The agenda will include a place for public comment and input.
- During the public discussion period the Board President or designee will invite the public to comment after giving his/her name, address, phone number, and the organization they represent, if any.
- Every person will be given three (3) minutes to talk about the issue or concerns they have that relate to the Library unless their issue(s) or concern(s) have been addressed by someone else or involve personnel.
- It is the policy of the Board to listen but not comment on public input. If a response is appropriate, a response will be given in a timely manner.
- The Board President or their designee may ask at any time if there are new facts or information on a particular subject. If there are no new facts or information the President or their designee will close discussion on that issue.
- Monthly business meetings may be filmed by the media with prior arrangements with the Director. Committee meetings may not be filmed.

Capital Asset Policy

Definition

Capital assets are land; infrastructure; buildings; improvements other than buildings; machinery, equipment, and vehicles; construction work in progress; books, and other. Capital assets with an estimated useful life of more than one year and an original cost of \$10,000 or more will be accounted for as capital assets. Art with a value of \$1,000 or more will also be considered a capital asset as well as the aggregate of all books and similar materials with a useful life of more than one year, regardless of the original cost, will be considered capital assets.

Valuation of Capital Assets

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.

Asset Definitions by Category

Accurate records will be maintained by asset category.

Land

This is a record of land owned, location, acquisition date, and cost (purchase price). If this is not available then the appraised or insurance value will be used.

Infrastructure

This is the cost and location of each road, bridge, tunnel, drainage system, water, wastewater or storm water system, dam, or lighting system.

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. A record of the location and cost value (purchase or construction cost) of each building will be maintained. If the cost is not available then the appraised or insurance value will be used.

Improvements Other Than Buildings

An acquisition of value that is a permanent improvement, other than buildings, which have been added to land. Examples include parking areas, drives, fencing, retaining walls, fountains, landscaping, etc. The value is recorded at the purchase or construction cost.

Machinery, Equipment & Vehicles

Equipment includes all other types of physical property within the scope of the Capital Asset Policy.

Construction in Progress

This is construction work that is not completed in the current year.

Books and Other

A valuation is given to all books, CDs, DVDs, etc. based on the cost entered into the Library automation system. Art with a value of \$1,000 or more based on purchase price, appraisal or insurance will be used.

Asset Transfers and Dispositions

Property should not be transferred, turned in for auction, or disposed of without prior approval of the Library Director or their designee. Information concerning the disposal or transfer will be sent to the Administrative Office using inventory@munpl.org. Transfers are defined as any movement of an asset. If an asset is stolen a police report should be promptly filed.

Inventories

An inventory will be maintained of the capital assets and for accountability and safeguarding of walk away assets that have a value of \$500 or more by asset category. This will include furniture, computers, printers, maintenance equipment, and similar items. Items composed of multiple components in which no one item is worth \$500 will be excluded.

Circulation Policy

Access

To accomplish the Muncie Public Library's mission, the buildings, computers, and general resources are open to the public. Materials may be borrowed by any resident or individual who otherwise qualifies to register for a card. A card must be in good standing to borrow materials.

Identification

Applicants must present proof of residence and valid photo identification to obtain a card with borrowing privileges.

Registration for Minors

Anyone under 18 may obtain a Library card with borrowing privileges if their parent or legal guardian is willing to sign the registration. The parent or legal guardian will need a card in their own name that is in good standing, unless their child only qualifies for a Foster Card, Student Card, or received an S-Card through their school. In either case, the parent or legal guardian is responsible for any items lost or damaged on the minor's card. Depending on the type of card, a minor's account may not accrue overdue charges. Specified materials may be restricted from checkout by a minor or on a minor's card. The account's expiration date and item limitations will depend on the type of card the minor obtained. Refer to the card types below for further details.

Library Cards

- New Resident Borrower cards are issued to anyone who is eligible. If the customer is in good standing after 3 months, the card can be converted to another card type with borrowing privileges. Twenty-five (25) items total can be checked out on the card. Five (5) items may be audio visual, 1 of which may be a video game, and 1 tabletop game.
- Resident cards are available to all residents and/or property owners in the taxing district. Customers who own property but do not live in the taxing district must show a property tax receipt or other proof of ownership. Cards are good for 3 years. Seventy (70) items total can be checked out on the card. Twenty-five (25) items may be audio visual, of which 4 may be video games, and 1 tabletop game.
- Nonresident cards are available to anyone outside of the Library taxing district who wishes to make Muncie Public Library their home library. A nonresident card provides full access immediately to all borrowing privileges. It may be obtained by paying an annual fee that is determined yearly. Cards are good for 1 year. Seventy (70) items total can be checked out on the card. Twenty-five (25) items may be audio visual, of which 4 may be video games, and 1 tabletop game.
- Foster cards may be obtained for minors actively in foster care. They are subject to the same registration requirements as any other minor, but their foster parent is not required to have a card in the system. Cards are good for 1 year. The minor will be exempt from overdue charges, but responsible for all lost and damaged fees. Seventy (70) items total can be checked out on the card. Twenty-five (25) items may be audio visual, of which 4 may be video games, and 1 juvenile tabletop game.
- Public Library Access Cards (PLACs) are available to Indiana residents who have a library card with another Indiana public library. A PLAC card provides full access

immediately to all borrowing privileges for physical materials. PLAC fees change yearly and these cards can only be obtained from the Maring-Hunt Library location. Cards are good for 1 year. A PLAC card can be used at all participating Indiana libraries. Seventy (70) items total can be checked out on the card. Twenty-five (25) items may be audio visual, of which 4 may be video games, and 1 tabletop game.

- Reciprocal cards are available due to a reciprocal agreement between Muncie Public Library and Yorktown Mt. Pleasant Township Public Library. A customer in good standing at their home library is eligible for a card at the other library as well. Cards are good for 1 year and may be renewed if the Reciprocal Borrowing Agreement is in effect. Seventy (70) items total can be checked out on the card. Twenty-five (25) items may be audio visual, of which 4 may be video games, and 1 tabletop game.
- Organization cards are available for the owner of a business or the local head of a nonprofit located within the taxing district. To obtain a card, proof should be provided that includes the name of the organization, the address, the owner/head or representative's identification, and a property tax receipt or the tax exemption number. The owner/head can designate a representative to register and use the card, but the representative will need a signed letter of approval from the owner or head. Cards will be issued in the name of the organization and are good for 1 year. All fines and fees are the responsibility of the organization. Seventy (70) items total can be checked out on the card. Twenty-five (25) items may be audio visual, of which 4 may be video games, and 1 tabletop game.
- School cards may be obtained by the principal, librarian, or director of a licensed school, pre-school, Head Start, or day care located in the taxing district. They will provide proof that includes the name of the school, address, and other prescribed information. Cards will be issued in the name of the school. The school will be exempt from overdue charges, but responsible for all lost and damaged fees. Cards are good for 1 year. One hundred and fifty (150) items total can be checked out on the card. Twenty-five (25) items may be audio visual, of which 4 may be video games, and 1 tabletop game.
- S-Cards are issued to students and staff members of partner organizations who participate in the shared catalog project. Cards will be active while the student or staff member remains part of the partner organization. Partner organizations determine borrowing limits for their own materials. While exact borrowing rules vary based on the type of S-Card issued, students with S-Cards can check out 70 items total. The student and faculty will be exempt from overdue charges, but responsible for all lost and damaged fees. Five (5) items can be juvenile DVDs and 2 can be juvenile video games, and 1 juvenile tabletop game. Partner organization staff members have the same borrowing privileges as Teacher cards.
- Student cards may be obtained by anyone attending a licensed school inside the taxing district who does not qualify for an S-Card. Students under 18 are subject to the same registration requirements as any other minor, but their parent or legal guardian is not required to have a card in the system if they do not live in the taxing district. Cards are good for 1 year. The student will be exempt from overdue charges, but responsible for all lost and damaged fees. Seventy (70) items total can be checked out on the card.

Twenty-five (25) items may be audio visual, of which 4 may be video games, and 1 tabletop game.

- Teacher cards are available to anyone who teaches at a licensed school in the taxing district who does not qualify for an S-Card. Cards are good for 1 year. The teacher will be exempt from overdue charges, but responsible for all lost and damaged fees. One hundred and fifty (150) items total can be checked out on the card. Twenty-five (25) items may be audio visual, of which 4 may be video games, and 1 tabletop game.
- Employee cards are available to anyone who works at Muncie Public Library, has retired from the Library, or currently serves on the Board. Employee cards are exempt from overdue charges but responsible for all lost and damaged fees. Seventy (70) items total can be checked out on the card. Twenty-five (25) items may be audio visual, of which 4 may be video games, and 1 tabletop game.
- Computer Guest cards are non-borrowing cards and may be issued to anyone who does not have a Muncie Public Library card and wishes to use the Library's computers and internet. The card is valid for 1 year.

Check Out & Card Replacements

After registration, the account holder or their representative must have the card in hand or a digital copy to check out materials. If a card is lost, an adult can get a replacement by showing photo identification, while a minor needs to verify the card holder's information. The first replacement is free. Thereafter, each replacement card is \$1. It is the responsibility of the card holder to inform the Muncie Public Library if a card is lost or stolen and is responsible for all material and charges accumulated before notification.

Overdue Charges

If an item is returned overdue in good condition, the Library will not charge a customer more than 50% of the cost of the item in overdue charges. Customers may choose to be notified of overdue materials on their card, and may be contacted by e-mail, text, or mail. A failure to receive notification will not alleviate responsibility for overdue fees.

Lost and Damaged Materials

Customers are responsible for all materials checked out on their Library card. If materials are lost or damaged and no longer fit for circulation, the customer will be charged the cost of the item as stated in the item record. Damaged items will be held for pick-up for 30 days after the initial charge and become the property of the customer upon payment. Exceptions will be made if the item is not safe to house, due to condition or contamination issues. Receipts are given to customers who pay for lost or damaged materials. The Library will not give refunds if items are found and later returned.

Collection Agency

Names of customers whose materials, fees, or other charges exceed \$25 will be sent to a collection agency, and an additional processing fee will be added to their account.

Check Out or Loan Periods

- 4 Hours.....Laptops (In-House Use Only)
- 3 Days.....Blockbuster DVDs
- 7 Days.....CDs, Video Games, Tabletop Games, and Juvenile Holiday Books
- 14 Days.....New Print, Hotspots, Movie & Nonfiction DVDs, Blu-Rays, Other Technology Equipment
- 28 Days.....Regular Print and Books on CD

Returning Materials

Customers are responsible for returning all items by or on their due date.

E-materials

The Library offers a number of e-materials that can be accessed using a card with borrowing privileges. Specific providers, item limitations, and loan periods vary depending on current subscriptions.

Item Renewals

Items may be renewed online, in person, or over the phone if there is no hold on the item. No more than four renewals per item are allowed. Blockbuster DVDs cannot be renewed.

Holds

All circulating Library materials (except Blockbuster DVDs) may be placed on hold. Notification that a hold has arrived and is ready for pick up may be made by e-mail or text. Materials on hold will be held for 7 days.

Collection Development Policy

Mission and Vision of Muncie Public Library

The Muncie Public Library will provide accessible and innovative services responding to the reading, informational, educational, and enrichment needs of the community.

We envision a future where people get excited by ideas and utilize the resources of the Library to explore, discover, imagine, and create. We seek to be recognized for providing access to new technology, print resources, and educational opportunities. We commit ourselves to the community and will strive to provide leadership in solving the problems facing the community through a variety of strategies, including public conversation and town hall meeting events.

Purpose of Policy

The Collection Development Policy guides Muncie Public Library professionals in the selection and maintenance of the library collections and provides transparency of our practices to our customers and stakeholders.

Responsibility for Selection and Collection Maintenance

Ultimate responsibility for collection development lies with the director, who delegates to professionals trained in selection and management of collections.

Selection Philosophy

We follow the ideas espoused in the American Library Association's Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill>, The Freedom to Read Statement <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>, and the beliefs outlined below:

- It is in the public interest for libraries to offer the widest diversity of views and expression.
- It would conflict with the public interest for selectors to establish their own political, moral, or aesthetic views as a standard for determining which books should be circulated. Selection does not constitute endorsement of the ideas or views presented in the materials.
- There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading material deemed suitable, or to inhibit the efforts of writers to pursue artistic expression.
- It is the responsibility of selectors (within the scope of the Library's budget) to provide books that enrich the quality and diversity of thought and expression.
- Parents and guardians have the sole right and responsibility to determine what materials within the library's offerings they would like their children to listen to, view, or read.

Selection Criteria

Selectors use a variety of sources when making choices including reviews, customer requests, demographics, and staff recommendations. Quality, past popularity of authors, and cost are important factors when making selections. Quality encompasses binding, readability, accuracy, and illustrations but is not limited to those criteria.

Since the Library is responsible for serving the whole community, titles and topics may be purchased that do not appeal to one group but will appeal to another. The Library seeks to provide materials on a variety of topics to satisfy a broad range of community interests. Whenever possible, materials will be reviewed in professional or credible publications prior to purchase, and one or more of the following criteria will be applied:

- Selections will include popular authors, titles, and subjects. Customer requests will be strongly considered.
- Limited resources preclude the purchase of costly or specialized items that can be obtained through Interlibrary Loan.
- Materials that focus on Muncie/Delaware County, especially those whose focus is local history or genealogy, will be added whenever possible. See Local History Services and Collections for more information.

Formats

The Muncie Public Library collection comprises print and AV materials, as well as databases and e-resources. The budget will be allocated among the various formats according to usage and costs. All formats will be selected according to the criteria stated above, with possible exceptions when selection is provided by outside vendors or consortia members.

Demand

As funding allows, print collections will include enough copies of high-demand items to fill the requests (based on a 4:1 ratio).

As funding allows, movie collections will include enough copies of high-demand items to fill the requests (based on a 6:1 ratio).

As funding allows, e-books and e-audio books will include enough copies of high-demand items to fill the requests (based on a 5:1 ratio).

Budget Expenditures

The Indiana Administrative Code has defined standards for library budget expenditures for materials (590 IAC 6). These standards are defined as a percentage of the total library operating budgets. Current standards call for 8% of the operating budget to be spent on collection and Muncie Public Library complies with this standard.

Interlibrary Loan

The Library will provide this option to customers seeking materials the Library does not own and cannot or will not purchase. Limitations may be set by the Library. The Library will seek to develop cooperative arrangements whenever feasible.

Gifts

The Library accepts donations of books and AV items, reserving the right to evaluate every item using the same criteria for purchased materials. Donated items not added to the Library collection may be given to the Friends of the Library, recycled, or discarded. All donors may receive a "Donation" form for tax purposes. *See also: Donation Policy*

Deselection

Materials will be withdrawn from the collection according to the following criteria:

- Lack of use
- Duplicate items
- Inaccurate or outdated information
- Poor condition
- Lack of shelf space

Withdrawn materials in acceptable condition will either be given to the Friends of the Library to sell, arranged for recycling, or otherwise dispersed at the discretion of the Library Director.

Reconsideration

The Library recognizes the right of individuals to question materials in the Library collection. Customers residing in the Muncie Public Library taxing district may ask for a “Reconsideration” form and submit it to a Library employee to begin the reconsideration process:

- Completed Reconsideration forms will be given to the Library Director who will convene the Reconsideration Committee chaired by the appropriate personnel.
- The Committee will read and/or view the contested item and develop a written response, which will be sent to the Director.
- The Director will contact the customer with the Library’s decision regarding the material.



**Muncie Public Library
Customer Request for Reconsideration of Material**

CUSTOMER NAME: _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

HOME PH: _____ **WORK PH:** _____ **EMAIL ADDRESS:** _____

Are you representing yourself? _____ Organization _____
(Name of Organization)

Type of Material: Book _____ Other (specify) _____

Title _____

Author (if applicable) _____

Publisher _____

1. What do you specifically object to in the material? _____

2. Did you read, listen to, or watch the entire work? _____ If not, what parts?

3. What is the theme of the work? _____

4. Was the objectionable part consistent with or necessary to the theme of the work? _____

5. What do you think is good about the work? _____

6. Are you aware of the judgment of this work by professional critics? _____

7. In light of the Library Bill of Rights (see below), what would you like the Library to do about this work?

- _____ Re-evaluate the material
- _____ Withdraw from the collection and replace with work of equal quality

Library Bill Of Rights Of The American Library Association adopted by the Muncie Public Library Board 1980:

1. *Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves.*
2. *Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.*

Date

Received By

Complaints Made by Parents/Caregivers Policy

In general, complaints whether made about employees, customers, or the Library in regard to the treatment of children will follow the same steps as general complaints.

1. Employees and/or Supervisor(s) will listen to the complaint, asking open-ended questions to gather as much information as possible.
2. Call the police if such action is required. If not, assure the parent/caregiver the Library will investigate and get back to them. Employees making the report should include name and work phone number of person filing the complaint.
3. An incident report will be written by everyone involved with the incident as well as people in the area who could have witnessed something (sometimes people in the area who said they didn't see or hear anything are important witnesses and their statements should be included in an incident report).
4. Be sure there is follow up—give the report(s) to Supervisors and Director.

Child Abuse Complaint Procedure

1. The Supervisor, Director, or staff on the scene should notify Child Protective Services as soon as possible by calling 1-800-800-5556 (always 1st choice). If unable to get through to the 800 number call (765) 751-9565.
2. If the Director or Supervisor is not on the scene, notify them immediately and give them as much information as possible.
3. Ask everyone involved and in the area to write an incident report.
4. Notify other parties as required and/or necessary.

As a general rule, employees should not contact families of the alleged victim. The Director will act as the spokesperson for the Library. Employees should never speak with the family alone.

Conduct Policy

Our community expects Library facilities to be safe, clean, and conducive for selecting materials, reading, researching, studying, writing, and attending Library or public programs and meetings. To this end, the Library is responsible for establishing rules of conduct to protect the rights and safety of Library customers, volunteers, and employees for preserving and protecting the Library's materials, equipment, facilities, and grounds.

These rules apply inside Library facilities as well as on Library grounds; including walkways, steps, ramps, parking lots, garden areas, and green spaces.

Muncie Public Library Code of Conduct

1. Library users are expected to be engaged in the productive use of the library's resources.
2. Library users should be considerate of others at all times.
3. Library users should comply with all federal, state, local, or other applicable law, or Library policy.
4. Library users should comply with the requests of Library personnel.

Enforcement of Library Conduct Rules will be handled in a fair and reasonable manner. Library personnel will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, regulations, and policies could result in removal from the premises. Violations could also result in the restriction and/or termination of Library privileges for one day to one year or more.

All presence on Library property signifies agreement with these rules and regulations.

Examples of Unacceptable Conduct

The actions and behaviors described in this policy are not permitted inside the library building or on library grounds, including parking lots, extended parking areas, and gardens and green spaces:

- Being under the influence of alcohol/illegal drugs or selling, using, or possessing alcohol or illegal drugs.
- Verbal or physical bullying, threatening, or harassing other customers, volunteers, or staff, including stalking, staring, lurking, offensive touching, and acts such as sex acts and indecent exposure.
- Stealing, damaging, altering, or abusing Library property.
- Soliciting or distributing, posting, or conducting surveys not authorized by the Library.
- Trespassing in nonpublic areas.
- Using the restrooms for inappropriate activities such as smoking, drug use, laundry, bathing, sexual activities, etc.
- Overnight sleeping or camping on Library grounds.
- Fighting or challenging to fight, running, pushing, shoving, or throwing objects.
- Creating disruptive noises such as loud talking, swearing, screaming, or using audible devices set at a volume that disrupts others.

- The use of tobacco products, and tobacco-like products, including but not limited to e-cigarettes, vaporizers, snuff, and chew.
- Entering the Library barefooted, without a shirt, or having offensive body odor or personal hygiene that is disruptive to Library customers or programs.
- Consuming food in unauthorized public areas of the Library.
- Leaving bags, packages, backpacks, luggage, or other personal items unattended. All personal items should be of a size to fit comfortably under the user's chair or table. Larger bags of any type, bedrolls, and luggage are prohibited. All bags and other articles are subject to inspection by Library personnel.
- Skateboarding, roller-skating, bicycling, scooters, or other devices or actions that are disruptive, obstruct Library entrances, or damage Library property.
- Lying down or sleeping.
- Failing to provide proper supervision of children. See: Unattended Child Policy
- Bringing pets or animals, other than service animals necessary for accommodation, into the Library.

Library personnel will deploy the Police Department when necessary.

Expulsion

Any expulsion from the library applies to all locations of Muncie Public Library. The Director will determine expulsion for more than one week. Expulsions of one year or more may be appealed in writing to the Library Board.

Appeals may be addressed to President of the Board, Muncie Public Library, 2005 S. High Street, Muncie, IN 47302. Appeals should state the customer's name, address, and reason(s) for expulsion along with information that would support a request for reinstatement.

See also: Illegal or Threatening Behavior Policy; Tobacco Free Policy, Unattended Child Policy

Contractors, Merchants, and Vendors at the Library

Any company or individual performing work on Library property must provide the Library with a Certificate of Insurance and W-9 before commencing work.

The Administrative Office will be responsible for obtaining and maintaining these documents.

Certificates will include:

“Muncie Public Library, 2005 S. High Street, Muncie, Indiana 47302” as the certificate holder.

- General Liability: \$1,000,000 per accident.
- \$2,000,000 aggregate.
- Workers Compensation: \$100,000 per accident.
- \$100,000 per disease.
- \$100,000 per policy limit.
- \$500,000 per policy limit.

The Library will be listed as an additional insured entity.

Certificates must be valid unless a 30 day written notice of cancellation is submitted to Muncie Public Library at the above address.

See also: Purchasing Policy.

Copyright Policy

The Copyright Act of 1976 provides protection to “original” works of authorship. Protection is extended to the holders of copyright for literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, motion pictures, and other audio works, sound recordings, and architectural works. This protection applies equally to published and unpublished works. The holders of the copyright possess the exclusive right to authorize reproduction, distribution, public performance, public display, and preparation of derivative works based on the copyrighted work. It is illegal to violate the rights of copyright holders or to direct others to do so. The penalties for violation can be severe. It is best to assume that anything published after 1920 is protected by copyright.

As an institution committed to providing convenient and equal access to information and creating environments which foster life-long learning, personal enrichment and a literate society, the Library is committed to complying with all applicable laws regarding intellectual property. That commitment includes the full exercise of the rights accorded to users of copyrighted works under the “Fair-Use” provision of federal copyright law.

It is therefore the policy of the Library to facilitate the Fair Use rights for librarians and staff in their teaching, research, and public activities and to that end, the Library shall:

1. Avoid whenever possible adopting or supporting policies and agreements that would restrict Fair Use rights.
2. Inform and educate staff about their rights and responsibilities regarding copyright law including their Fair Use rights and the four factors of determining those rights set forth in 17 U.S.C. section 107.
3. Exercise our full rights available under the TEACH act and rights set forth in 17 U.S.C. section 10.

Credit Card Policy

The Library utilizes credit cards for the following purposes:

- Online ordering.
- When vendors will not invoice the Library.
- To secure rooms and other conference related expenses.
- Emergency purchases.

Purchase Orders (POs) will be obtained prior to using the credit card. It is the responsibility of the Assistant Director and the Payroll & Accounts Payable Specialist to ensure the PO process has been completed prior to issuing a credit card.

Credit cards will be kept in the Administration Office. The person ordering items using the credit card cannot be the person receiving the merchandise. All credit card bills must be checked for accuracy and items checked for delivery prior to approval.

An audit of items purchased using the credit card will be conducted on a regular basis by the Treasurer.

Criminal History Check Policy

Employees

Muncie Public Library requires a criminal history check for all positions as part of extending an offer of employment. An employee's first day of work must not be prior to the satisfactory completion of the criminal history check. Criminal history checks will be performed by Administrative Office personnel and paid for by the Library using the Professional and Contractual Services appropriation.

The applicant for the position must authorize a criminal history check electronically during the application process. At a minimum the criminal history check will include:

- SSN Validation/Trace.
- Sex Offender Search.
- Global Watchlist.
- National Criminal Database Search.
- County Criminal Search (Single County).

The Library may order additional history reports as necessary and permitted by applicable laws.

Factors to be considered when reviewing the criminal history check report in determining whether to hire the applicant:

- The nature and gravity of the offense or conduct.
- The time that has passed since the offense or conduct and/or completion of the sentence.
- The nature of the job sought.

Those with a criminal history will be provided an opportunity to respond. Based on the information received from all sources, an individualized assessment and decision will be made. If an applicant is found to have falsified any information regarding conviction history, the applicant will not be considered for employment.

History check information will be maintained in a file separate from employees' personnel files.

Record Retention

Reports will be retained until three years after termination and permission to destroy is received from the Indiana Commission on Public Records

Volunteers

Volunteers are welcomed at Muncie Public Library whether for one day or for ongoing service. Those 18 years and older who are volunteering for more than one day must submit a release form for a Limited Criminal History Search prior to volunteering at the Library.

An Indiana State Police - Limited Criminal History Search will be conducted. The search will be performed by Administrative Office personnel or the Great Achievers Program Director and paid for by the Library using the Professional and Contractual Services appropriation or other appropriate appropriation.

Reports will be maintained in a file separate from the volunteer's other files.

Record Retention

Reports will be retained until three years after volunteer has ended volunteer service and permission to destroy is received from the Indiana Commission on Public Records.

Donations Policy

The Library Director is authorized to accept donations of materials, art, and objects without restrictions. The Library Director will determine which items are to be added to collections, displayed, or sold/given away.

Donors must sign the appropriate agreement form based on their donation:

- Donation of Art, Artifact, or Object.
- Donation of Books, Print, or AV Materials.

Monetary donations may have restrictions, but the Board reserves the right to reject such a donation if the restriction is beyond the scope or mission of the Library.



**Muncie Public Library
Donor Agreement for Art, Artifact, or Object**

Donations are accepted without restriction. The Library Director or her/his designee will determine whether the art, artifact, or object will be displayed, added to a collection, sold, or given to a nonprofit organization.

I have donated the following items to the Muncie Public Library without restriction. I understand that the Library cannot place a value on this donation. Note: Muncie Public Library is a 501(c)(3) nonprofit organization.

Name

Date

email/phone number

Address - City - State - Zip

Description of Item(s)

The section below is to be completed by Library Staff:

Name of employee accepting donation: _____

Library location: CA CC KB M-H

Number of items donated: _____

Format: _____

Condition: _____

We appreciate your donation!

Employee: Complete this form, then make copy. Donor receives copy. Send original form to Library Director.

Updated 8/2014



Muncie Public Library Donor Agreement for Books, Print, & AV Materials

Donations are accepted without restriction. The Library Director or her/his designee will determine whether the books and/or print and audio visual (AV) materials will added to a collection, sold, given to The Friends or other nonprofit organization, or sold for the benefit of the Library. I understand that the Library cannot place a value on this donation. Note: Muncie Public Library is a 501(c)(3) nonprofit organization.

I have donated _____ (number of books and/or print and AV materials) to Muncie Public Library.

Name of Donor

Date

Received by: (Library Staff Name)

Date

We appreciate your donation!



Muncie Public Library Donor Agreement for Books, Print, & AV Materials

Donations are accepted without restriction. The Library Director or her/his designee will determine whether the books and/or print and audio visual (AV) materials will added to a collection, sold, given to The Friends or other nonprofit organization, or sold for the benefit of the Library. I understand that the Library cannot place a value on this donation. Note: Muncie Public Library is a 501(c)(3) nonprofit organization.

I have donated _____ (number of books and/or print and AV materials) to Muncie Public Library.

Name of Donor

Date

Received by: (Library Staff Name)

Date

We appreciate your donation!

Exhibit and Promotional Material Policy

Purpose

The Library devotes space in its libraries for the purpose of featuring library materials and programs, providing information about community groups, and exhibiting works of individual artists, craftspeople, and collectors. Exhibit space is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Content

The Library is a repository of all types of knowledge and information, almost any material can potentially be the subject of a Library exhibit as long as it is appropriate for all age ranges.

Displays which espouse a controversial viewpoint will not be allowed unless the exhibitor can arrange for the opposition to provide a display that will illustrate the opposing viewpoint at the same time.

Treatment of the exhibit materials will be a determining factor in their suitability for display.

The Library itself is a primary source of exhibits featuring materials, programs, local and current history, etc.

Agreement with Exhibitors

Exhibitors must sign an agreement to comply in good faith with the following conditions:

1. Hold the Library blameless for loss or damage.
2. Assume responsibility for assisting with the installing, hanging, and labeling of the exhibit on the agreed upon date.
3. Remove the exhibit promptly on the agreed upon date.
4. Identify the exhibitor by name within the display.
5. Refrain from commercial advertisement. Exhibit materials sold during the display period may not be removed before the end of the exhibition.
6. Submit a complete exhibit inventory to the coordinator no later than the time of installation.
7. All exhibitors must use the phrase, "This exhibit is not sponsored or endorsed by the Muncie Public Library" on all advertising and promotion. The Library name may be used as a location.
8. Supply the Library with biographical materials and descriptions of the display for use in Library publications when space permits.

All display cases will be the responsibility of the Building Supervisor or his/her designee.

Public Notices

As a public service, the Library posts public information. Posters and announcements may be submitted to the Public Relations Supervisor or to the Library Director to approve and distribute for display on the Community Information board/table at each Library. Subject to limitation of space, announcements will be posted according to the following regulations:

1. The Library posts notices and information, including ticket information, for events of cultural, informational, and civic interest. When space is limited, preference is given first to Library materials/events, then to regional events and to state events.
2. Notices of a purely commercial nature are not posted unless held at the Library.
3. Undated materials such as hotline posters and social service announcements will be displayed as space permits.
4. Items to be posted must be neat and clearly readable.

Fines and Fees Policy

In order to encourage a timely return of materials, the Library will charge a fine for late returns.

Exceptions include:

- Card holders who are limited to only print materials.
- Teachers and educational institutions within the service area.
- Materials on loan to other libraries.
- Students using an S-Type card.

Fees

Additional fees may be assessed under other policies, but in general, the following fines and fees are effective throughout the system.

Extended (Overdue) Fees

Activity kits and games	\$1.00 per day per item
Indiana State Museum & Eiteljorg Museum pass	\$1.00 per day per item
Hotspots	\$3.00 per day per item
All other materials	\$0.10 per day per item
ILL	\$0.25 per day per item
Internal checkout of electronic equipment	\$1.00 per hour per item

Other Fees

AV packaging	\$2.00
Collection agency charge	\$10.00 per person, per incident
Printed B/W copies	\$0.15 per sheet
Printed color copies	\$0.30 per sheet
Banners	\$ at cost to Library
Posters	\$ at cost to Library
3-D copies	cost based on weight
Lamination	\$0.40 per sheet 8 ½"x11", \$0.80 per sheet 11"x17"
Damaged page, jacket, barcode, bags, RFID tags, or excessive cleaning	\$1.00
CD's/DVD's	\$1.00 each
Genealogy research	\$15 an hour, minimum of \$8 exclusive of copies/mailling
ILL lost material	(as determined by lending library)
ILL not picked up	\$2.00 per item
ILL photocopies	\$5.00 minimum
Item replacement	\$ cost of item as stated in the item record (no refunds will be made for items paid for and later found)
Nonresident card	(changes yearly)
Photo print	\$0.50 per sheet 4"x6", \$2.00 per sheet 8.5"x11", \$5.00 per sheet 13"x19"
Replacement cards	first replacement card is free, thereafter \$1.00
Returned check	\$20.00 per incident
Equipment	cost to repair or replace
Offsite training	negotiable
PLAC	(changes yearly)
Proctoring fee	\$10.00

Fines Waiver & Expired Card Account and Fines Purge Policy

Fines are eligible for a request to be waived when any of the following occur:

- Upon return of an item, fines can be waived down to 50% of the cost of the item as stated in the item record.
- When a patron applies for an adult card, previous fines accrued as a juvenile card holder can be waived.
- Patrons admitted to a hospital/rehabilitation center had fines begin to accrue after admission.
- Fines accrued when there was a death in the family, including death of the patron.
- Proof of bankruptcy after fines were accrued. This allows waiving of overdue & collection fees only. Unreturned materials on cards of patrons who have filled bankruptcy are not waived unless purging conditions below are met or materials are returned.
- Other fines can be waived at the discretion of a Circulation Assistant II, Circulation Supervisor, or Circulation Manager.
- Fines that qualify under this policy but are paid without a waiver request from the patron beforehand are non-refundable.
- Library card accounts are eligible to have fines waived and be purged from the Library's electronic records when they meet either one of the following conditions:
 - Cards were last active 3 years prior and owing less than \$15.
 - Cards expired for 6 years or more and owing more than \$15.

Fundraising Policy

The Library will conduct fundraising campaigns. Proceeds from the fundraising campaigns will be deposited into a fund other than the Operating Fund. Monies will be allocated based upon the project or need specified in the fundraising campaign or to a project designated by the Director.

Fundraising activities must support the mission and services of the Library and be in accord with Library values and policies.

Health and Safety Policy Regarding Pest Infestation

Summary

It is the responsibility of the Muncie Public Library to maintain a healthy and clean environment for all Library users and to protect the public's investment in the Library's collections, equipment, and property. To meet this obligation, Library staff systematically inspects all materials entering the building.

Returned materials with evidence of pests (dead or alive) are bagged, sealed, and treated with heat or chemicals to eliminate any danger of infestation. Immediate efforts are made to identify the borrower who may be unwittingly bringing contaminated materials onto Library property.

Any incidents of Library materials returned contaminated with pests are documented **in the borrower's record**. Repeated offenses may result in the suspension of borrowing privileges and/or access to Library facilities.

Suspension of Borrower Privileges

The Library may restrict a user's ability to borrow materials and/or visit Library facilities when staff-collected evidence verifies an unsafe situation that requires intervention.

If it becomes necessary to suspend Library borrowing or access privileges, the Circulation Supervisor will do so in consultation with the Library Director.

Access to Library facilities and borrowing privileges may be restored when the suspended customer demonstrates that the situation that caused the loss of privileges has been remediated.

Holiday Policy

The following are days which the Library is closed:

New Year's Day	January 1 (or Observance Date)
Martin Luther King, Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 (or Observance Date)
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve Day	December 24 (or Observance Date)
Christmas Day	December 25 (or Observance Date)

In addition to the days set forth above, the Library recognizes the following additional days and times which the Library is closed:

New Year's Eve Day	All locations are closed by 5 p.m.
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Illegal or Threatening Behavior Policy

The police will be called immediately when illegal behavior occurs or if there is reason to believe that it will occur. *See also: Conduct Policy*

ASSAULT	Intentional or reckless conduct that causes injury to another person.
CRIMINAL MISCHIEF	Intentionally damages the property of another person or of the Library (includes vandalism and mutilating Library material).
PUBLIC INTOXICATION	Appears under the influence of alcohol, narcotics, or other drug to the degree they endanger themselves or another person or property, or through boisterous and offensive conduct which annoys another person in the vicinity.
HARASSMENT	Threatens or annoys another person by physical contact, abusive or obscene language, or follows a person in or around the Library.
LEWDNESS	Intentionally exposes or fondles private or intimate parts of the body.
WEAPONS	Illegally carrying or using a weapon in an intimidating or threatening manner.

Interviewing and Moving Expense Reimbursement Policy

Muncie Public Library may reimburse interview expenses and moving expenses under certain circumstances.

The Library will offset traveling expenses for certain positions when a candidate is interviewing for an open position under the following conditions.

1. Candidates traveling to the Library from outside a 30 mile radius of Muncie will be reimbursed mileage at the current approved mileage rate.
2. Candidates traveling to the Library beyond one day's travel will be reimbursed for travel expenses associated with using public transportation. Most commonly this is airfare. The Library reimburses for the most economical method of airfare. The Library will not reimburse for first class travel accommodations unless necessitated by a medical condition or disability. The maximum reimbursement for this provision is \$1,000.00
3. Final candidates scheduled for a full-day of interview will be reimbursed for up to one day of meals according to the current Library rates.
4. Candidates scheduled for a final interview, who travel to the Library from outside of a 120 mile radius of Muncie, will be reimbursed for one night of hotel accommodations according to the current Library rates.

Candidates who accept full-time positions of Library Director, Branch Manager, or MLS Librarian and who move at least 50 miles to work at the Library will be reimbursed for reasonable moving expenses up to the allowable limits. The Library will follow the IRS' definition of allowable moving expenses for purposes of reimbursement.

Employees must adequately document moving expenses and claim reimbursement within a reasonable period of time. The Library Director and Branch Manager positions are eligible to receive a maximum of \$4,000.00. MLS Librarian positions are eligible to receive a maximum of \$1,500.00 for documented allowable moving expenses.

Library Program Policy

The mission of the Muncie Public Library is to provide accessible and innovative services responding to the reading, informational, educational, and enrichment needs of the community. Library programming is a component of this mission, as it:

- Expands the Library's role as a community resource
- Introduces patrons and non-patrons to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the Library

All Library programs are open to the public. They may be held at any Library location or offsite. A fee may be charged for certain types of Library programs. The Library encourages the free expression of ideas essential to an informed citizenry. Library programs do not constitute an endorsement of the content or the views expressed by participants, program content, speakers, and resources distributed or presented. The Library will not exclude program content because of possible controversy.

Library Spokesperson

When the press, media, or other outside agency ask staff questions about Library operations or questions of an official/legal nature, staff will transfer/refer them to the Director or if he/she is not in the building to the Public Relations Supervisor.

1. Library Director
2. Public Relations Supervisor

Local History Services and Collections

Statement of Philosophy

The Library will provide convenient access to information documenting the history, people, and culture of Muncie and Delaware County.

Scope of Collections

Local History & Genealogy materials are defined as items that document the history of Delaware County, its towns, and cities. The Library will actively collect both primary and secondary resources. Migration patterns may influence and/or require that collections covering areas that extend beyond the borders of Muncie/Delaware County be purchased or acquired. Some effort will be made to preserve and purchase books that were part of the original collection up to 1910.

Donations will be accepted without restrictions. The Library will decide whether to retain items in its collections, how those items will be cataloged, displayed, and stored.

Discarding

Whenever the Library discards or decides not to retain an item, Ball State University Archives and Special Collections will be notified for first refusal.

Commitment

The Library commits to transferring local information to new formats in order to preserve information and access for future generations.

Meeting Room Policy

Muncie Public Library encourages the free expression of ideas essential to an informed citizenry. Providing meeting room space is one of the many ways the Library encourages access to ideas representing various points of view.

Who May Use the Room(s)

The Library's meeting room space is available to profit and non-profit groups and businesses. The Library meeting room space is not available for use/rental for personal private parties or by those who are younger than 18 years of age.

Charges

Meeting space is available for businesses and organizations. Non-profits may use the space for free cultural, civic, or government events for up to two hours per week at no charge. If additional time is needed, the charge will be \$30.00 per hour (or portions thereof). Organizations using the meeting room for profit-making purposes and businesses will be charged \$30.00 per hour.

Fee waivers may be granted by the Library Director or designee.

The following is a list of room usage for which a \$30.00 an hour fee will be charged:

- Meetings and events of for-profit organizations
- Fundraising events
- Meetings which require payment of tuition or other fees
- Any group using meeting room space for more than 2 hours in any week

Additionally, a minimum fee of \$25.00 may be charged to the Authorized Representative for any damages and/or cleaning. Replacement value may be used by Muncie Public Library to determine damage cost charged.

Refunds for cancellations may be granted if the Library or the city of Muncie is declared closed due to weather or other emergency.

Non-Endorsement Statement

Use of the meeting space in no way constitutes an endorsement by the Library. All bookings will include the phrase, "This program is not sponsored or endorsed by the Muncie Public Library".

Prohibited Activities

All room reservations must be preapproved to ensure they meet Library guidelines. Use of the premises may be prohibited or terminated if at any time:

- The conduct of the group interferes with the mission of the Library or use of the Library by others
- Activities/meetings are disruptive, abusive, or dangerous to the building, property, or individuals
- Activities of minors are not supervised by responsible adults

Prohibited activities include but are not limited to:

- Drugs, alcohol, and use of tobacco or e-cigarette use (*see Tobacco Free Policy*)
- Disruptive or illegal activities and/or behavior

- Activities that impede the function of the Library or result in losses or liability to the Library

General Room Information

- All rooms are equipped with tables and chairs
- All rooms are technology-ready with projection/computer equipment, etc.
- Groups may configure the room to their satisfaction
- All tables and chairs should be re-configured to original room set up
- All trash should be placed in the trash containers
- All food must be removed and kitchen facilities, if used, must be left in clean condition
- Meeting rooms are not available for use on days the Library is closed

Location Name	Seating Capacity	Reservations Available
Carnegie	45	Carnegie Business hours only
Connection Corner	30	Contact CC directly at (765) 747-8216 to reserve
Kennedy	66	Monday-Friday 8am-9pm Saturday 1-5pm
Maring-Hunt	100	Monday-Friday 8am-9pm Saturday 1-5pm

Reserving Rooms

Reservations may be made at any time within two six-month periods each year using the online system on the “Room Reservation” page on the Library’s website at www.munciepubliclibrary.org.

On December 1 of each year, reservations may be made through June 30 of the next calendar year. On June 1 of each year, reservations may be made through December 31 of the current calendar year.

All requests must be reviewed for approval and once approved; payment (if applicable) must be received for the reservation to be complete.

Groups needing to cancel a reservation must contact the Library at least two business days before their scheduled time. Cancellations may also be done through the online system. Failure to cancel within the prescribed period may adversely affect future reservations.

Petitions and Solicitation

Organizations engaging either in the solicitation of goods or group membership or in obtaining signatures for a petition must confine activities to the reserved meeting room. Organization members may not block the right-of-way, interfere with the entrances or business of the Library, or create litter problems, and must follow the rules outlined in the Rules for Conduct for the Library.

Indemnification

Organizations or individuals using meeting rooms shall indemnify and hold harmless Muncie Public Library and its officers, Director, agents and other employees from and against all losses, damages, claims, costs, and expenses arising from injury or death of any person(s) or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs, and expenses arise in connection with or relate to the organizations’ or individuals’ use of the facility.

Damages

Organizations or individuals using Library meeting rooms shall be liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organizations' or individual's use of the facility and all tangible property. Replacement value may be used by Muncie Public Library to determine damage cost charged.

Liability

The Library assumes no responsibility for lost or stolen items or damage to vehicles and other personal property in the parking lot.

Revocation and Refusal of Authorization for Room Use

Use of the Library meeting rooms may be prohibited or terminated at any time if the activity or conduct planned or occurring in the room is deemed to be disruptive, interferes with Library customers' use of the Library, or interferes with Library employees. The following is a list of activities that may impact normal Library operations:

- Size of the gathering presents personal safety or building security issues
- Activities that are unreasonably loud or disruptive
- Activities that cause damage/neglect
- Failure to comply with the non-endorsement statement
- Failure to pay fees
- Failure to abide by Library policies

Priorities

Priority of meeting room space will be given to Library sponsored events; to City of Muncie sponsored events; and groups that are based in the Library service area. The Library reserves the right to preempt any event for an emergency or for Library sponsored events. The Library will make every effort to provide ample notice and help in securing other options. Fees will be refunded should this occur.

Photograph/Image Policy

Attendees at Library-sponsored events and activities permit the taking of photos, digital images, and videos of themselves and their children for use in Library promotional efforts including publications, website, and appropriate social media platforms used by the Library.

If customers do not want photos or videos of themselves or their children to be taken, they must indicate this preference on event registration forms or at the beginning of the program.

Photographs and images will be used for Library promotional purposes only.

Purchasing Policy

The Director or his/her designee shall serve as the “purchasing agent” for the Library.

In general, merchandise shall have been received before payment is remitted. It shall be the responsibility of the Director to approve situations when the vendor requires prepayment. No expense shall be paid without a pre-existing appropriation and a properly executed purchase order or accounts payable voucher.

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

Library Materials

Library materials are exempt from statutory purchasing restrictions. They include books, magazines, pamphlets, films, microfilms, transparencies, slides, discs, tapes, models, art, reproductions, and all other forms of Library and audiovisual materials. The Board expect staff members to use due diligence in seeking out the most economical sources for the items.

Purchases under \$50,000

Whenever purchases are to be made, where the total is expected to be under \$50,000, Library staff is expected to use the following guidelines:

1. Purchase Orders (PO's) are to be used to the greatest extent possible in advance of actual purchase;
2. Competitive quotes are to be taken on an informal basis, whenever possible;
3. Local providers are to be used unless there is an advantage in price, service, or quality to the Library district.
4. Single purchases in excess of \$15,000 must be approved by the Board, except when an emergency exists.

Purchases between \$50,000 and \$150,000

When purchases are to be made, where the total is expected to be over \$50,000, but less than \$150,000, Library staff is expected to use the following guidelines:

1. Approval must be received by the Board in advance of making the purchase.
2. Formal invitations for quotes must be mailed to at least three (3) persons known to deal in the lines or classes of supplies to be purchased at least seven (7) days before the time fixed for receiving quotes.
3. If the purchasing agent receives a satisfactory quote, the purchasing agent shall issue a purchase order to the lowest responsible and responsive offeror for each line or class of supplies required.
4. The purchasing agent may reject all quotes.
5. The purchasing agent may use a special purchasing method provided in I.C. 5

Special Purchasing Methods

The Director or his/her designee is authorized to make special procurements under the following instances:

- An emergency that poses a threat to health, welfare, or safety.
- A unique opportunity to obtain supplies or services at a substantial savings to the Library.
- The compatibility of equipment, accessories, or replacement parts is a substantial consideration in the procurement and only one source meets the Library's requirements.

- Procurement of the required supplies under another section of IC 36-1-9 would seriously impair the functioning of the Library.
- An auction.
- A gift of goods.
- Purchase from a small business.
- Data processing hardware, supplies and services, for the sake of continuity and compatibility.
- No responsive offer.
- When only a single source for the item can be found.

Services

Insurance coverage is not included within the definitions contained in the Public Purchasing Law IC 36-1-0 or Public Works Law IC 36-1-2. Therefore, there is no requirement for advertising or soliciting bids for such service. The Director will determine insurance coverage.

Real Estate

All purchases of real estate shall be made only with the prior consent of the Board and shall follow all applicable state laws.

Construction

All construction, alteration, or renovation on Library owned or leased property with a value in excess of \$50,000 shall be governed by the “public works law” (I.C. 36-1-12) or the “design build law” (I.C. 5-30).

1. The Library may require a “bid” or “performance” bond. A prescribed, preprinted form for bids on equipment, supplies, etc., is not required: the Library shall prescribe the information to be provided by prospective vendors.
2. The Library may allow increased compensation for early performance or penalties for late performance.
3. Contracts may be renewed, but not for a period longer than the term of the original contract. If the original contract contained provisions for escalation of price it may not be renewed.

Serious Illness or Injury on Library Property Policy

In case of serious illness or injury on Library property, to a member of the public or an employee, staff is instructed to call 911, and immediately report it to the Director.

Solicitation Policy

Individuals not employed by the Library are prohibited from all activities of solicitation and distribution of any written or printed material of any kind for any purpose on Library property without the permission of the Director.

United Way and the Friends of the Library are Library-approved external organizations which are exempt from this policy.

Employees are prohibited from engaging in any and all activities of solicitation or distribution during working time for any purpose. Working time means the working time of both the employee doing the soliciting or distributing and the employee to whom the soliciting or distributing is directed. Distribution and solicitation is not permitted at any time in work areas. Work areas do not include parking areas or break rooms.

Surplus Furniture and Equipment Policy

It is the policy of the Library to dispose of Library materials, furniture, and equipment that are no longer functional or useful. Library Administration and the Facilities Manager are responsible for the sale or disposal of all Library furniture and equipment in accordance with Indiana Law.

Furniture and equipment will be removed from inventory when appropriate by Library Administration and the Facilities Manager.

Furniture or equipment valued at less than \$300.00 may be donated to a non-profit, charitable organization with the Director's approval.

Books and other materials will be removed from the collection and donated to the Friends of Muncie Public Library or other not-for-profit, or sold via the internet by the Library.

Items not covered above may be sold at auction or a publicly advertised sale with any proceeds from such sale being deposited into the General Fund. Prior to the sale or auction the Administration Office will make a list of items to be included in the sale for the approval of the Board.

If any items are determined to have marginal or no resale value, or do not sell through the auction or publicly advertised sale, they may be sold or discarded in the best interest of the Library.

Tobacco-Free Policy

All facilities and grounds of Muncie Public Library are tobacco-free. The use of tobacco, tobacco products, and smoking-related products* is strictly prohibited in Library buildings and vehicles, and on Library property. *Prohibited products include, but are not limited to, cigarettes, electronic cigarettes (e-cigs), vaporizers, cigars and cigarillos, hookah-smoked products, pipes, and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and other tobacco (e.g. snus). Any product intended to mimic tobacco products or the smoking of any other substance is prohibited.

Unattended Child Policy

Providing a welcoming environment requires cooperation between staff and customers of all ages. Following the Code of Conduct posted at each Library and on the website is an important step in ensuring the Library remains a welcoming place for everyone.

The Library welcomes children! We also recognize that for the sake of safety, all children seven (7) and under should always be accompanied by a responsible caregiver. The responsibility for the safety and behavior of children while they are in the Library rests with the parent/caregiver and not with Library personnel.

The following guidelines will be adhered to:

- Children 7 and under must have a parent/caregiver in the immediate vicinity of and in visual contact with the child. An exception will be made for children attending a Library program without a parent or caregiver in the room.
- If a child 7 and under is found unattended, Library staff will attempt to locate the parent/caregiver in the Library and inform him/her of the rules. If the parent/caregiver cannot be found, or if the child is found unattended again, the police will be called.
- If a child 17 or under is expelled from the Library for one week or more, Library staff will try to contact the parent/caregiver to establish a behavior plan and discuss Library conduct rules.

Use of Library Property for Non-Library Purposes Policy

In general, Library furniture and equipment may not be used for non-library purposes. In some instances, Library furniture or vehicles may be used by other governmental or nonprofit agencies for use by that agency in pursuit of its mission. Permission of the Director is required.

Vending Machine Policy

Proceeds from Library-owned vending machines will be collected and tracked by Circulation Supervisors. Funds will be deposited in the Vending Line Item to be used for staff room purchases.

Video Surveillance Policy

Muncie Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected Library premises are under continuous camera surveillance and recording. Cameras will not be installed in areas where staff and patrons have a reasonable expectation of privacy.

Video image recordings and still shots may be used to identify the person or persons responsible for Library policy violations, criminal activity, or activity considered disruptive to normal Library operations.

Video recordings and still shots may be used to assist law enforcement agencies in accordance with applicable state and federal laws. All requests for camera footage or still shots will be referred to the Library Director or Assistant Director. In the event of a search warrant, which is executable immediately, Library staff will comply with the warrant and notify the Director at the earliest opportunity.

Recordings may be shared with authorized Library employees when appropriate or upon approval by the Director, or other Library staff to identify person(s) suspended from Library property, and to maintain a safe, secure, and policy-compliant environment.

Images may be shared with Library staff to identify person(s) suspended from Library property and to maintain a safe and secure environment.

Video records may be retained as long as considered necessary by the Library Director. Confidentiality/privacy issues prohibit the general public from viewing security camera footage.

Recordings shall not be used or disclosed other than as specifically authorized by this policy.

Volunteer Policy

Definitions

A volunteer shall be considered as any individual, 14 years or older, who assists with a variety of tasks at Muncie Public Library, without remuneration. Exceptions to the age requirement may be made by the Library Director.

Selection

Volunteers are selected and retained based on their qualifications in relation to the needs of the Library and based on their ability to commit to the required schedule.

Benefits

Volunteers do not receive any benefits from the Library nor are they eligible to receive worker's compensation benefits for injuries sustained while functioning as a volunteer.

Registration

Volunteers are required to submit a Volunteer Registration form to be reviewed by the Branch Manager at the Library location where the individual wishes to be assigned. The Branch Manager or their designee will conduct volunteer placement, scheduling, and a review of the Volunteer Handbook with the new volunteer. A release form for a Criminal Background check and a satisfactory report are required for all volunteers 18 years of age and older.

Nametags

Volunteers are asked to wear nametags that identify them as a volunteer while they are assisting at the Library. Volunteers are expected to refer all requests for information to the Library staff with the exception of purely directional questions (i.e. where is the bathroom, where is the children's room, etc.)

Recording Volunteer Hours

Volunteers are asked to keep an accurate record of their volunteer hours each week/month using a Volunteer Sign-In Sheet. This sheet should be maintained by the employee directly supervising the volunteer.

Recruitment and Supervision of Student Interns

Student interns will be sought through contacts in area schools, colleges, and other educational institutions. A task list or volunteer activities list will be tailored for each program. A representative of the school or college will usually be involved in developing the outline of the project and task list in conjunction with the Supervisor.

The professional staff member who shapes an individual project will be responsible for training and supervision of the intern. Because of the time involved in planning and supervising, the Library Director must approve the plan before the internship is established. If a contract is involved, the Director must review and approve it prior to accepting the intern.

Scheduling and evaluation are the responsibilities of the Department Supervisor under whom the intern works.

Volunteers from other Organizations

Muncie Public Library works with community organizations to place their volunteers at Libraries and Library programs. Prospective volunteers are asked to complete the Volunteer Registration form and submit it to the Library or Library program where they wish to volunteer. Registration forms may also be filled out and submitted at volunteer recruiting events and fairs. Volunteers

must also submit a release form for a Criminal Background check and a satisfactory report is required.

Community Corrections Service

Community Corrections Service or court-ordered volunteers are not accepted as volunteers by Muncie Public Library.

Criminal History Background Checks

Criminal Background checks are required for all volunteers, 18 and older.

Ending Volunteer Service

Volunteer service is at-will and can be terminated by either party (MPL or the volunteer) at any time.

Website Privacy Policy

When you visit the Muncie Public Library's website we collect and store information. This information is used to measure the number of visitors to different pages of our site to assist us in making our site more useful to you. This information includes:

- The address (IP) of your computer or Internet provider
- The date and time you accessed our site
- The Internet address of the website that referred you to our site

Other information may be collected in the process of providing online collections and services (example: a Library barcode number is required to access research databases; name and phone number, etc. may be collected when registering or filling out a Request Form).

The Library's website uses "cookies" to allow you access to certain functions (such as the catalog and research databases, etc.) within our site. These cookie files do not capture any personal information. These temporary cookie files are automatically deleted when you close your browser, and your session cache (the pages you visited) are only stored for four hours and then automatically deleted.

As a service to its users, the Muncie Public Library provides links from its website to other sites. The Library is not responsible for the content of these external sites, and the inclusion of a link to any site does not constitute endorsement of that site by the Library or its staff. When using these external sites, the Library cannot be responsible for your privacy when you disclose information outside of the Library's website.