

Library Policy



COLLECTION DEVELOPMENT POLICY

The Collection Development policy upholds the mission of the Peru Public Library by directing staff in the development and maintenance of its collection in various formats to support the educational, informational, and recreational interests of **ALL** in our community.

The library stands by the right of freedom of information for its patrons and adheres to the principles expressed in the American Library Association Bill of Rights(<https://www.ala.org/advocacy/intfreedom/librarybill>). Promoting intellectual freedom and access to information are core values of the library. The goal of the library collection is to offer a diverse array of ideas and information, including that which may be unorthodox or controversial. Materials are acquired in order to provide various and different viewpoints; selection of materials does not mean the library endorses the content or views expressed in those materials.

The library does not act in loco parentis; parent and legal guardians are responsible for monitoring the use of library materials, including internet access, digital media, and other electronic sources, by their children for whom they are legally responsible.

Responsibility for materials chosen by minor children rests with their parent or legal guardian. Selection of materials for the collection will not be restricted by the possibility that items may come into the possession of minors, nor does the library use a system of code, rating, or labeling to identify or segregate materials for purposes of censorship.

RESPONSIBILITY FOR COLLECTION DEVELOPMENT

Ultimate responsibility for materials selection rests solely with the Director who operates within the policies determined by the Board of Trustees. The Director may delegate the responsibilities for specific subject areas and formats regarding the evaluation, retention, and withdrawal of materials.

The Library Director has the authority to make exceptions to this policy. The Library Board of Trustees reserves the right to amend this policy and rule on situations not specifically covered herein.

Criteria for Material Acquisitions

The library strives to develop a viable collection of standard works of permanent value and popular materials of current significance, striking an overall balance between public demand and diversity of materials. The interests and needs of the community, the individual merit of each item, and the library's existing collection, budget, physical space, and services are the main factors in selecting materials.

Materials may be purchased in a variety of formats. The library monitors the development of new formats, and within budgetary and technical limitations, add these to the collection. Choice of formats will be based on patron demand, community trends, product development, product availability, and positive critical review.

Materials are evaluated as complete works and not on the basis of a particular passage. A work will not be excluded from the library's collection solely because the content may be controversial.

Evaluation criteria for acquisitions include:

- Public demand and anticipated demand
- Relevance to the interests and needs of the community
- Contributions to a balanced collection
- Representation of diverse points of view
- Value of the resource in relation to its cost
- Availability of resource
- Community relevance including early literacy, school-age, teen, and adult interests

Additional evaluation criteria, specific to electronic resources include:

- Ease of use and remote access potential
- Hardware, software, networking, and storage requirements
- Licensing requirements
- Comparison of content and cost with other available formats
- Long-term availability and perpetual access rights

AUDIO VISUAL RULES AND REGULATIONS

Audio visual borrowers must be at least 18 years old.

The borrower must have his/her library card with him/her to borrow an audio-visual item.

There is a limit of 10 DVD/videos per adult library card.

AUDIO VISUAL RESTRICTIONS

Audio visual items are restricted for **private home use only**.

Items may not be copied, duplicated, nor electronically distributed or transmitted. Copyright violations may result in appropriate legal action.

The registered borrower is responsible for the item checked out on his/her library card until it is returned.

An audio-visual item is checked out for 14 days without a fee.

The library reserves the right to cancel borrowing privileges of a patron who continually returns audio visual items late or damaged.

Charges for damage to an audio-visual item will be the replacement cost plus the cost of the case. The case cost for an audio item is \$10. The case cost for a DVD is \$5. Subject to change.

MAGAZINE INVENTORY

The serial record file will be reviewed annually.

Any magazines that have not been received shall be reported to the librarian.

COOPERATIVE RELATIONSHIPS

The library encourages the use of interlibrary cooperation to better serve the needs of its patrons by expanding available resources through resource sharing such as Evergreen Indiana (EI), Interlibrary Loan (ILL).

PATRON REQUESTS

Peru Public Library patrons with a valid resident or non-resident card may submit request for purchase of materials. Materials requested for acquisition are subject to the same criteria as other materials selected for purchase. If an item is available through a sharing source partner, the item may be acquired via the sharing source rather than purchased.

DESELECTION OF MATERIALS (WEEDING OF THE COLLECTION)

Deselection of materials from the collection is necessary in order to maintain a current, accurate, and inviting collection. The criteria listed below apply to the de-selection of all materials at the Peru Public Library:

- Poor circulation statistics
- Out of date information
- Poor condition and/or physical appearance
- Extra copies no longer needed
- Space
- Community relevance

Final decision of deselected materials will be made by the director.

GIFTS

The library accepts material donations that may supplement and enhance its collection. All material donations must be offered free and clear without restrictions as to use or future disposition, and all material donations become the unrestricted property of the Peru Public Library. There is a financial cost incurred by the library associated with the processing, care and maintenance of gift materials to ensure that the materials may serve the Library's mission; therefore, gift materials are

evaluated according to materials acquisition criteria. Donated materials not added to the library collection may be given to the Friends of the Peru Public Library to sell, the profits of which directly support the library's many programs. The library reserves the right to dispose of any gifted item.

REQUESTS FOR RECONSIDERATION

If a patron wishes to submit a formal request for reconsideration of materials in the library, the patron must complete a Request for Reconsideration of Library Materials form available to download from the library's web site. The library director will review the request, evaluate the material, and consider the objection in terms of the Collection Development Policy.

The library Director will reply to the request in writing and may include reviews of materials, a copy of the Collection Development Policy, and a copy of the American Library Association Library Bill of Rights (<https://www.ala.org/advocacy/intfreedom/librarybill>) and the Freedom to Read Statement (<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>). If there are any remaining objections, they may be brought, via the Library Director, to the attention of the Library Board of Trustees. The patron filing the Request for Reconsideration will be notified in writing of the final decision on the status of the item.

CIRCULATION POLICY

LIBRARY CARDS

Library cards may be issued to individuals who live within the Peru Public Library taxing district and/or service district. Proper identification, including place of residency, will be required prior to the issuance of an adult library card (See Evergreen Circulation Policy).

Proper identification is required each time the card is renewed.

All fines must be paid before a card can be issued and before a card can be renewed.

No fee will be charged for new library applications or replacing expired cards. A charge of \$2.00 will be levied to replace a lost card. (subject to change as per Evergreen Indiana Policy)

The service district includes those who reside or pay property taxes within the City of Peru, Indiana.

Families are connected (via ID, parent, and address). All family members need to be in good standing for issuance of a library card.

Children's applications must be filled out by a parent or legal guardian with appropriate identification as per Evergreen Indiana Circulation Policy.

A child's application is based on the parent's library status.

New patrons with an out of state driver's license are assigned a three-month probation date. Once the patron has a valid Indiana driver's license or ID, the patron can be given the normal expiration date.

Library service is terminated when you move from the library taxing district or service area. Notice of termination should be given to the library once there is a change in your residency.

Library materials may be borrowed by patrons with a valid Peru Public Library card in good standing. Library cards are individual cards and are not transferable to others. Patrons must use their own card to borrow materials.

Peru Public Library belongs to the Evergreen Indiana Consortium and adheres to most Evergreen Indiana Consortium policy; but the Peru Public Library may enact local policy that precedes Evergreen Indiana policy when the Board of Trustees' deem it appropriate.

The library will not restrict patrons' access to or borrowing of library materials, including internet access, digital materials, and other electronic resources to adult borrowers.

The library does not act in loco parentis; parents and legal guardians are responsible for monitoring the use of library materials, including internet access, digital materials, and other electronic resources, by their children and those for who they are legally responsible.

RESIDENT ADULT CARDS

Adult residents or real property owners within the City of Peru library district may apply in person for a funded library card. An application must be completed and formal identification must be presented. Formal identification is specified in the Evergreen Indiana Circulation Policy.

Adults who have accounts with other Evergreen Indiana library's must be in good standing to obtain a library card from Peru Public Library.

Library cards expire after 2 years of issue and maybe renewed by showing formal identification.

RESIDENT MINOR CARDS

The parent or legal guardian of a minor, or a person of any age who requires the responsibility of a parent or legal guardian, may apply in person for a funded library card for the person for whom they are responsible. A child's application is based on the parent's account being in good standing.

An application must be completed by the parent or legal guardian and formal identification must be presented; and the parent or guardian must agree to be held accountable for all materials borrowed by the person for whom they are responsible. The library cards of the parents or legal guardians are linked with the library cards of those for whom they are responsible. A block for fines or fees on one card will block the borrowing privileges of all linked cards.

Library cards expire after 2 years of issue and maybe renewed by showing formal identification.

NON-RESIDENT CARDS

Those individuals in unserved library districts may purchase a non-resident individual card for a fee. Cost of the card is determined annually by Library Board Resolution.

The non-resident card is to be used only by the individual purchaser and is only valid for the term purchased. Library cards are non-refundable and non-transferable. The Peru Public Library is then considered the individuals “home” library.

NON-RESIDENT MINOR CARDS

Those minor individuals in unserved library districts may purchase a minor non-resident card. Cost of the card is determined annually by Library Board Resolution.

The parent or legal guardian of a minor, or a person of any age who requires the responsibility of a parent or legal guardian, may apply in person for a funded library card for the person for whom they are responsible. A child’s application is based on the parent’s account being in good standing.

An application must be completed by the parent or legal guardian and formal identification must be presented. The parent or guardian must agree to be held accountable for all materials borrowed by the person for whom they are responsible. The library cards of the parents or legal guardians are linked with the library cards of those for whom they are responsible. A block for fines or fees on one card will block the borrowing privileges of all linked cards.

The non-resident minor card is to be used only by the individual who is named on the card and is only valid for the term of purchase. Once purchased library cards are non-refundable and non-transferable.

DUAL PROPERTY OWNERS/PRIVATE HOMEOWNERS

The applicant **MUST OWN** property within the City of Peru library taxing district. The property must be a livable rental unit or occupiable business property. Property **MUST BE** in the applicant’s name (or legal spouses) to be eligible for a funded card.

To apply for a card, the adult must provide proof of ownership of said property within the library district (Treasurer Form TS-1A: State Form 53569), approved identification and proof of current paid tax receipt for said property. (See appendix for example) Staff may also verify payment via the Miami GIS web site: <https://miamiin.elevatremaps.io> All documentation will be photocopied and attached to the library card application.

BUSINESS PROPERTY OWNERS

Business property owners (or legal spouse) **MUST BE** named and listed on the property tax statement to qualify. The applicant must be the owner and taxpayer of the property. The applicant is ineligible for a funded card if he/she is part of group ownership of a property or the representative of the legal owner.

Corporations, holding companies, or other business that do not list individual names on paperwork are ineligible for city funded cards.

To apply for a card, the adult must provide proof of ownership of said property within the library district (Treasurer Form TS-1A: State Form 53569), approved identification and proof of current paid

tax receipt for said property. (See appendix for example) Staff may also verify payment via the Miami GIS web site: <https://miamiin.elevatremaps.io> All documentation will be photocopied and attached to the library card application.

Those issued personal property tax forms with funds paid to the library are ineligible for a funded library card.

Library cards are individual cards and only valid for one year.

Property tax form (Treasurer Form TS-1A:State Form 53569) and current tax receipt MUST BE presented each time a card is renewed.

The library reserves the right to ask for other verifying documentation or to deny applications.

SURROGATE BORROWERS

Proper identification will still be required of the original card owner.

The library will call the card owner and verify that the surrogate borrower has permission to use the card in question.

Verification will be done each time the card is renewed.

An alert may be added to the card account if the card holder requests that a surrogate borrower be allowed to use his/her/card frequently.

PLAC CARD

The library must verify that an individual is in “good standing” at their home library. PLAC card is issued to the purchaser and only the purchaser may use it. Other members of the family must purchase their own card. This card is only good for one year from date of purchase. Appointments can be made with the director via email to obtain a PLAC card – ONLY the library director shall issue a PLAC card.

NON-RESIDENT PLAC CARD

If the individual does not live in a library district, they may obtain a PLAC at any library after they pay the additional fee required of a non-resident library user. This library is then considered the individual’s “home” library. For the Peru Public Library that fee is \$75.00 for a non-resident library card PLUS the \$65.00 PLAC card. Fees subject to change annually.

BORROWING OF MATERIALS

An individual holding a valid library card may check out materials from the collection as determined below:

When checking out, the patron MUST present their card. As per Evergreen Indiana policy, in certain instances, photo identification used to create the account may be accepted to check out materials.

The card must be in the patron’s name or the individual using it must be an authorized surrogate borrower (see page 4).

New card holders are limited to three (3) items when checking out the first time.

10 total items of combined types may be borrowed while adhering to item-type loan limits per day.

Items must be returned on the due-date to a public service desk.

Outstanding fees need to be paid as per Evergreen fee policy.

Items may be placed on Hold with a valid library card in good standing. Once available, holds will be available for **7 days for patron pick-up**.

Materials will circulate as per the Evergreen Circulation Policy.

Equipment will circulate as per Evergreen Circulation Policy.

Patrons may place on hold a maximum of 20 Items.

An item that has been placed on hold by another patron may not be renewed.

FINES

The Peru Public Library is a fine free library. We DO NOT charge overdue fees on materials returned late to the library; however, we do charge for materials not returned. (As per Evergreen Indiana Policy)

An item is considered lost after 28 days. (Evergreen Indiana Circulation Policy)

After 45 days any overdue items will be automatically sent to a collection agency.

Lost items returned will have the material fee forgiven. The collection agency fees will still be charged. (See Collection Agency)

Adults will be held accountable for the borrowing habits of their minor children. The borrowing privileges of the family will be restricted when another member is found to have outstanding fines. Such privileges will not be restored until the account is considered in good standing. Family accounts are linked; in that, individual accounts may be barred if another family member has an outstanding fine.

Interlibrary loan overdue fine are \$1.00 per day per volume. There is no maximum fine for an interlibrary loan.

COLLECTION AGENCY

Persons who owe more than \$25.00 will have their accounts automatically forwarded to a collection agency.

The collection agency is informed internally when the status changes, such as fine are paid. It can take up to 2 weeks for the collection agency account to clear.

If lost items are returned, all fines and fees can be forgiven with exception of the \$10 collection agency fee.

INTERLIBRARY LOAN

Only persons holding valid Peru Public Library card may request books from interlibrary loan.

There will be a limit of three requests per person at one time.

All outstanding fines must be paid before an interlibrary loan item can be released to the patron

Repeated requests for a certain item should be reported to the librarian.

Inform the patron that interlibrary loan materials are not renewable.

RESERVED MATERIALS

Multiple reserves should be reported to the Library Director and a reserve card created to order additional materials.

Once a patron is contacted, the reserved item will be held for 7 days before it is returned to general circulation or sent back to the lending library.

Missing books should be replaced or borrowed as applicable.

Requested materials are only purchased for those who hold a valid local Peru Public Library card (Resident card or a Non-Resident card).

LIBRARY SERVICES

FAX

A domestic FAX is \$1.00 a page outgoing and 20 cents a page for incoming FAX.

No International Faxing will be permitted.

GENEALOGY

Queries must be accompanied by a self-addressed stamped envelope.

There is a \$6.00 nonrefundable fee per individual obituary requests. The query must include the name and date of death of the person whose obituary is requested.

For requests other than an obituary search, you will be billed \$12.00 per hour, minimum, with a bill being sent along with any results found.

GIFT CERTIFICATES

The certificate is good for one year from date of purchase

Gift Certificates have no cash value and can only be good for goods and services.

LAMINATING

We provide a laminating service for the general public. The cost of laminating is \$1.00 per pouch.

MICROFILM PRINTER

Non-qualified persons must be assisted in using the microfilm printer.

There is a \$0.20 charge for each (B&W) print

PHOTOCOPIES

Only authorized employees may operate the photocopier.

Fees charged for photocopies are 20 cents per page for black and white copies and 50 cents per page for color copies.

Fees may be adjusted at the Library Director's discretion.

SCANS

Only authorized employees may operate the photocopier used for scanning.

There is no fee for scanning.

A flash drive (also known as a thumb drive or a USB port) must be provided by the patron.

PUBLIC RECORDS

Public records that are available by Indiana law for inspection will be reproduced upon a written request by a resident of the library service district at a cost of \$1.00 per page.

Please contact the Director for information.

BOARD GOVERNANCE POLICIES

DISPOSITION OF PUBLIC RECORDS

Disposition of financial and other public library records shall be made in accordance with the guidelines of the State Commission on Public Records.

DISASTER RECOVERY PLAN FOR ACCOUNTING INFORMATION

In the event a disaster at the library renders a computer holding essential accounting information inoperable, the following contacts should be made in this order: Library Director, President of the Library Board of Trustees, and Treasurer of the Library Board of Trustees.

A backup copy of the library's accounting records is kept off-site for recovery purposes. AVC Technologies holds a copy of the accounts on a web-based cloud. The accounting software vendor should be contacted to handle the recovery effort.

PURCHASING

The Peru Public Library Board of Trustees is a governmental body authorized to enter into contracts under the Indiana Public Purchasing Law (IC 5-22). The Peru Public Library Board is the "Purchasing Agency."

The "Purchasing Agent" of the Peru Public Library is the Library Director. Other library employees who may be authorized by the Purchasing Agency to make routine purchases are commonly the

Assistant Director and the Children's Librarian. The Library Director also may delegate this authority to other staff members as is necessary.

The Purchasing Agent(s) may purchase supplies costing up to \$5,000. Any supplies costing \$5,000 or more require the approval of the Peru Public Library Board. This provision excludes "library materials, which are items purchased for the use of the library patrons. All purchases under \$50,000 will be made on the open market. All items costing \$50,001 and over will be purchased according to state statute (IC 5-22).

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

CREDIT CARD POLICY

Employee Policy

The Peru Public Library retains a corporate credit card in the director and assistant director's name. All credit card purchases must be completed or previously approved by the director as a credit card purchase, and the receipt must be given for proper recording in accordance with the State Board of Accounts.

Public Acceptance Policy

This applies to all forms of credit card processing on behalf of the Peru Public Library.

Credit card processing includes any payment card transactions initiated in-person and through mobile device including swipe, chip, or tap.

The Library shall have a method for collecting library payments which will include credit card processing.

Processing can only be done via approved Square terminal over a network or wifi connection.

Employee who handle credit card data agree to not disclose or acquire any information concerning a cardholder's account without the cardholder's consent.

Employees will not sell, purchase, provide, disclose, or exchange card account information or any other transaction information.

A minimum charge amount of \$1.00 is required for all in-house charges.

A convenience fee of \$3.00 will be added to each credit card transaction to cover processing fees under \$100. Any fee over \$100, a 3% convenience fee will be added to each credit card transaction.

The Library only accepts credit card transactions face-to-face.

Credit card customer information shall not be maintained.

Access to credit card information and the processing of the credit card payments should be limited to those individuals whose job requires such access.

Receipting information will be recorded in the daily receipt log so that deposits can be recorded into the Library's accounting system.

Receipts will be emailed or texted to the credit card customer only. No receipts will be given to the credit card customer by Library Staff.

The Director will provide daily oversight of all credit card transactions and reconcile credit card transactions.

The Director will maintain all internal infrastructure related issues for PCI (Payment Card Industry) compliance.

In the event of unauthorized access or disclosure (breach) of credit card numbers, the director will notify the individuals of the security breach as soon as possible and without unreasonable delay, provided notification will not impede a law enforcement investigation.

The director will respond to self-assessment PCI compliance surveys from merchant service companies.

Staff that accept payment for services adopt processes that protect credit card data. Staff are responsible for timely communication with the Director of any credit card inquiries or requests for information, such as for surveys and questionnaires regarding credit card processing.

Staff who suspect a breach and/or fraud involving credit cards should contact the Director immediately.

Staff must inspect their point-of-sale devices on a regular basis, and should notify the Director if something appears to be changed, added, or different.

For those patrons with library cards, Evergreen Indiana allows for customers to use their credit card to pay for fines and fees through the "My Account" feature. A small convenience fee may apply. Please note that this vendor is contracted through the Indiana State Library to service the entire Evergreen Consortium.

PUBLIC RELATIONS

The library maintains an active public relations program, headed by the Director, to promote the library and its use by the community. Publicity and public programs shall be initiated and maintained to keep the community informed and aware of library offerings.

The Director shall make every attempt to inform the public, of library objectives and policies, as well as services, materials, and programs.

In-house relations with the public shall be a primary concern of the board and library staff members, who make every effort to ensure excellent relations with the public.

BOARD OF TRUSTEES ELECTRONIC MEETINGS POLICY

In accordance with HEA 1437, an act involving electronic meetings and signatures, the Peru Public Library Board of Trustees will adhere to the following guidelines when it comes to participation for Board, library staff, and members of the public. Library Board members may be counted toward quorum and vote with the following conditions:

The library uses technology that permits simultaneous communication between Board members.

The Board member must be able to be seen and heard in order to participate in any final action (vote).

All votes taken during the meeting must be taken by full roll call.

Also permits the public to simultaneously attend and observe the meeting.

At least four Board members must be physically present at the meeting.

Note: If a Board member or member of the public experiences technology failure during the meeting, it shall not prevent the meeting from continuing and shall not invalidate meeting actions or votes as long as there is a quorum of Trustees still able to participate and as long as the voting requirements of the Library Board Bylaws are met.

Trustees should provide notification 7 days prior to the meeting if they are attending electronically. (This requirement would be excused for meetings called to deal with emergencies.) Board members may not attend more than half of the Library Board meetings during any given year electronically, unless the absence is due to:

Military service

Illness or medical condition

Death of a relative; or

An emergency involving actual or threatened injury to persons or property. Similarly, the Board cannot prohibit a member from attending consecutive meetings by electronic communication. A Board member may attend up to two consecutive meetings by electronic communication and then must attend at least one meeting in person before attending another meeting electronically unless the reason for attending electronically is for any of the examples above. Electronic participation in meetings is not permitted if the Board is attempting to take final action to:

Adopt a budget

Make a reduction in personnel

Initiate a referendum

Establish or increase a fee

Establish or increase a penalty

Use eminent domain authority, and/or

Establish, raise, or renew a tax. Meeting memoranda (Minutes) for a meeting where any Trustee attends electronically must:

State the name of each Board member

Who was present in person

Who attended the meeting by electronic means

Who was absent

Identify the electronic communication mechanism used for the meeting.

ELECTRONIC SIGNATURES

If a statute requires a manual signature for attesting or authenticating an obligation issued by the library (bond, note, warrant, or other obligation), an electronic signature will have the same force and effect as a manual signature. During Disaster Emergencies declared by the Governor or Local Government Officials the entire library board may meet electronically until the disaster or emergency is terminated. During such disaster emergency, the board may meet using any form of electronic communication as long as the meeting meets the following criteria:

At least a quorum of the board participates in the meeting electronically.

The public is able to simultaneously attend and observe the meeting (unless it is an executive session); and

Votes are taken by roll call vote. Meeting memorandum for an electronic meeting during a disaster emergency must:

State the name of each board member who attended electronically, who was absent; and

Identify the electronic communication mechanism used for the meeting.

PUBLIC COMMENT POLICY

The Indiana Open Door Law (IC 5-14-1.5) permits the public to attend and observe meetings of public agencies, including public libraries. Although an individual has the right to attend and observe all public proceedings, no specific statutory authority allows an individual to appear before and address a governing body.

A governing body may choose to provide an opportunity for comments or discussion at any time or may allow a limited number of comments or limited amount of time for comments on matters under consideration.

While the law does not guarantee the right to speak at public meetings, the Peru Public Library recognizes the importance of receiving input from the public. The Peru Public Library Board of Trustees chooses to provide a time for public comment during all public meetings and sets the following limits.

Comments should be relevant to Library matters and the meeting agenda, excluding personnel issues. Individual speakers are asked to limit remarks to no more than three minutes. The President or presiding officer shall be allowed to limit the time for individual speakers and to limit the total time for public comment.

The board retains the right to maintain order including stopping comments that are disruptive or not related to library business.

Public comment time is provided for the public to express their opinions or concerns about matters over which the Board of Trustees has authority or responsibility.

Comments are intended to be statements from speakers; speakers may not engage the board in a question and answer exchange during public comments.

Questions relating to Library or administrative procedures should be addressed outside of a Library board meeting and should be referred to the appropriate Library staff at other times.

The board may refer any item raised during public comment to the library director for further review or action. All comments made become part of the meeting record and board minutes will reflect the name of any speakers and the substance of any comments.

It is encouraged that notification of intention to speak be given in advance of the monthly board meeting

OTHER LIBRARY ADMINISTRATION

ANIMALS IN THE LIBRARY

Pets are not allowed in the library.

While the library occasionally presents educational programs that feature animals, members of the public may only enter the library with an animal, if it is a service animal that requires accommodation under the Americans with Disabilities Act (ADA).

Under the ADA, a service animal is a dog that has been individually trained to do work or perform tasks for an individual with a disability. The dog must be trained to take a specific action to assist the person with a disability, and the task(s) performed must be directly related to the disability.

Emotional support, therapy, comfort, or companion animals, which have not been trained to perform a specific job or task, do not qualify as service animals under the ADA.

If it is not obvious that a dog brought into the library is a service animal, a staff member may ask the following questions:

Is the dog a service animal required because of a disability?

What specific work or task has the dog been trained to perform.

A staff member attempting to ascertain whether a dog is a service animal will never ask about the nature of a person's disability.

Service animals must be under the immediate control of their handlers at all times.

Service animals which are not housebroken, bark excessively, are uncontrolled, or are otherwise disruptive will be required to leave the premises.

Animals may never be left unattended on library grounds.

Service animals are not allowed on library furniture or fixtures, or in library baskets or carts, and must remain on the floor or be carried (as appropriate) by their handlers at all times.

Misrepresenting a dog as a service animal is a violation of the library's Patron Code of Conduct, and may result in suspension of library privileges.

Observing the above helps make the library a safe, clean, and friendly place for the entire community. Your cooperation is greatly appreciated.

Bed Bugs

If bed bugs are found, the director will temporarily bar the entire household until the household brings in proof (receipt, bill, notice) of successful treatment of the bed bug issue from a certified professional who has experience successfully treating bedbugs. **Only the director will bar people.**

An official letter from the library will be sent to the household stating that bed bugs have been found in returned material, what evidence was found, and that a certificate of extermination (as listed above) must be presented before the accounts of all those in the household will be unbarred.

DONATIONS

BOOK AND MATERIAL DONATIONS

All donations will be accepted graciously according to the judgement of staff. Materials should be in good condition. Materials in poor condition such as mildewed, falling apart, or bug infested WILL NOT be accepted.

All donations become the property of the library to dispose of as it sees fit.

The library will not assign values to donated books for tax purposes. The library will, upon request, provide a Receipt of Charitable Donation for materials contributed. (See form in Appendix)

MONETARY DONATIONS AND BEQUEATHS

All monetary donations and bequeaths are graciously accepted, please see the director for more information.

HOLIDAYS

New Year's Day – January 1

MLK Birthday – 3rd Monday in January

President's Day – 3rd Monday in February

Good Friday – Friday before Easter

Memorial Day – Last Monday in May

Juneteenth

July 4

Labor Day – 1st Monday in September

Columbus Day – 2nd Monday in October

Veterans Day – November 11

Thanksgiving Day – Last Thursday in November

Christmas Eve – December 24

Christmas Day – December 25

New Year's Eve Day – December 31

The library will also be closed on the Saturday of the Circus Parade.

NO TRESPASS ORDER

A no trespass order may be requested from the Peru Police Department against an individual who, on Peru Public Library property violates state or federal law, infringes on the rights of other patrons to use the facilities peacefully and with enjoyment, or disseminates or posts notices or materials other than in the designated areas.

PATRON AND EMPLOYEE RECORDS

Patron and employee records shall not be available for public inspection.

SNOW REMOVAL AND WINTER SIDEWALK MAINTENANCE

The employees will attempt to see that the sidewalks and steps are reasonably clear.

PATRON BEHAVIORS

PATRON CODE OF CONDUCT

The Peru Public Library has the authority to establish reasonable rules pertaining to library usage (hereafter "Library"), as well as the right to exclude any person who willfully violates them. The purpose of this policy is to express the roles and responsibilities patrons have to ensure the library's physical and virtual spaces are welcoming, safe and secure. Public Library spaces are precious community assets that rely on the stewardship, mutual support, and goodwill of all. In order to allow all patrons to make maximum use of the Library during regularly scheduled hours and to provide a safe, suitable environment for the specific purposes of reading, studying, attending programs and using Library materials and resources, all patrons are required to comply with the following Code of Conduct. Patrons are participants in a shared, public use environment and must conduct themselves accordingly. It is important to be considerate and understanding, and respect other Library patrons and staff.

The Code of Conduct shall apply to the building, interior and exterior, and all grounds controlled and operated by the Peru Public Library Board of Trustees (hereafter "premises") and to all persons entering in and on the premises.

The Code of Conduct has a threefold purpose:

1. To protect the rights and safety of Library patrons,
2. To protect the rights and safety of Library staff members and volunteers, and
3. To preserve and protect the Library's materials, facilities and property.

To ensure that all patrons and visitors are able to use the Library's resources and services effectively, the library requires all visitors to comply with all applicable federal, state, and local laws as well as the following rules and regulations.

Behavior that interferes with library services and activities (including the ability of library staff to perform their work and the ability of other patrons to effectively use and enjoy the library facilities is prohibited throughout the library premises.

This includes, but is not limited to the following:

1. Leave any child unattended. (See Child Safety Policy.)
2. Request staff to protect or monitor personal belongings. The Library is not responsible for personal property. Personal items left by patrons who are not present on Library premises are subject to disposal. For security purposes, do not leave bags unattended.
3. Film, photograph, or interview patrons within the Library, unless approved by the Library Director. Approved filming or photography should not interfere with Library operations or patrons' rights to privacy.
4. Smoke, carry, or possess any lighted tobacco, or use any tobacco product or electronic smoking device in the Library.
5. Possess, sell, distribute, consume, or be under the influence of alcoholic beverages or controlled substances in the Library.
6. Bring animals into the Library building except those in Library programming, service animals (as defined by ADA law), or animals used by law enforcement agencies.
7. Fail to wear appropriate attire, including shoes and shirt.
8. Carrying firearms and weapons of any type. (except by law enforcement officials)

TO PRESERVE A PEACEFUL AND PLEASANT ENVIRONMENT, PLEASE DO NOT:

1. Harass and/or act abusively, in any manner, towards other Library patrons and staff or engage in disruptive conduct. This also includes the use of loud, offensively coarse and/or abusive language.
2. Engage in sexual activity, contact, or assault or any act of lewdness or exposure, including, but not limited to, the physical manipulation or touching of a person, or the person's intimate parts through a person's clothing, and other physical contact or sexual activity which is inappropriate in a public space.

3. Use computers and/or the internet to display sexually explicit and/or lewd materials, including, but not limited to materials that which are obscene, pornographic and/or inappropriate or harmful to minors.
4. Steal, attempt to steal, or maliciously destroy library or patron property.
5. Panhandle or solicit. Solicitation of contributions or signatures and the conducting of surveys except those directly relating to the Library are prohibited unless approved by the Director.
6. Petition, canvas, or sell merchandise anywhere on Library premises unless approved by the Director.
7. Pose a health risk due to personal hygiene or conduct.
8. Use electronic devices in a manner that disrupts others. Cell phones must be set to silent or vibrate mode. The use of cell phones is permitted, provided such use does not disturb others. Headphones must be used when listening to sound on a library computer or personal device.
9. Enter non-public areas without permission.
10. Remain inside the Library before or after posted hours of operation.
11. Violate the Library's Computer and Internet Use Policy.
12. Fail to adhere to proper Library procedures for reserving the meeting room. (See Meeting Room Policy)

ENFORCEMENT

Library personnel will enforce the above rules.

Library patrons violating any of these rules may be asked to leave by the staff member in charge and may be subject to immediate loss of library privileges and/or legal proceedings, which may include police intervention and arrest. Refusal to leave when properly directed may result in arrest and prosecution for trespassing. Library personnel shall maintain written documentation of all violations of the Code of Conduct detailing the person cited for the violation and the time, date and nature of the violation. Suspension of library privileges shall be determined by the Library Director through written notice, to be delivered in person within the Library and/or sent by certified mail to the patron's last known address. A violation of the law may result in arrest and prosecution. Patrons who wish to appeal their loss of privileges may submit a written letter of appeal to the Library Director within ten (10) days of the Director's notice. Written appeals shall then be promptly forwarded to the Library Board of Trustees, who will make a determination within thirty (30) days. The decision of the Board of Trustees is final.

CHILDREN CODE OF CONDUCT

The Peru Public Library is committed to providing a safe and welcoming environment for library patrons of all ages. Children are welcome in our library, and we are concerned about their safety and welfare. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of their children while the children are in the library. For the protection of our younger patrons, the following policies have been adopted:

1. Library staff are not responsible for the supervision or care of minors on library property.
2. Library staff will never take a child out of the building or provide transportation for a child.
3. A responsible parent or caregiver must accompany children while in the library.

Library staff will attempt to locate or contact a parent or caregiver in the following scenarios:

1. A child is found unattended.
2. A child is ill, frightened, or is limited in abilities.
3. A child is vulnerable due to weather conditions, meal arrangements, or inability to contact a caregiver.
4. A child whose disruptive behavior has not subsided despite verbal warnings from library staff.

If staff is unable to locate or contact a caregiver in one of the above situations or the child is left here after closing the following procedure may be followed:

1. Two staff members will remain with the child in a public area for 15 minutes. After the designated time, an employee should contact the Peru Police Department.

MEETING ROOMS

The Peru Public Library provides meeting rooms for nonprofit groups and organizations whose aims are cultural, educational, intellectual, community, and charitable events.

The Library has two small meeting rooms, the East and West rooms. These rooms will hold 4 persons. There is a room in the Adult area which will hold 10-12 individuals. The large auditorium will hold 50-74+ people. Chairs and tables are available in these rooms.

Rules of Use

Groups using the meeting room must comply with the Peru Public Library Patron Code of Conduct.

The use of the meeting room will not be granted to those promoting or operating a commercial enterprise.

Solicitation for business purposes while using a library meeting room is prohibited. All advertising and all sale of merchandise or other materials is forbidden on the premises unless specific approval from the Library Director is obtained in writing prior to the meeting.

Groups requesting the use of library meeting rooms may be asked to produce verification of nonprofit status.

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 or beliefs by the library. A statement to this effect must appear on promotional materials and handouts.

The library does not assume any liability for groups or individuals attending meetings in the library nor does the library assume responsibilities for any loss, damage, costs, and/or expense that may arise during use of library facilities.

Groups are responsible for keeping attendance in compliance with levels established by the fire inspector. Room set-ups must not block access to fire extinguishers or impede emergency exits.

Copyright laws specify that feature films and documentaries shown by outside organizations in library meeting rooms are legally permitted only if they are covered under a Public Performance License.

The staff will fill out an attendance form at the circulation desk. Please inform staff of the attendance figures and nature of room use.

Group leaders are responsible for notifying individuals of the need to keep conversations at a low level when exiting the meeting room.

No organization may conduct urine or blood testing or other bodily fluids in meeting rooms or library restroom facilities.

Meeting room users are responsible for returning the room to the condition it was in prior, and must clean tables (and anything else that needs it, including floors and chairs) after use.

Failure to follow this policy, the library rules, or the terms described in this agreement will result in the cancellation of future room booking privileges.

Meeting rooms are in high demand. In order to continue to provide this valuable free service, we need the help and cooperation of all groups who use our facilities. Please let us know if you have suggestions that would help us to improve this service.

Requests for Meeting Rooms

1. Patrons with a Peru Public Library card or who live in the Peru city limits have priority when scheduling a meeting room.

2. Library sponsored functions take precedence. Groups may be denied use of meeting rooms or asked to reschedule a previous room reservation if a conflict arises with a library sponsored function.
3. Meetings are scheduled on a first-come, first served basis.
4. An authorized member of the group requesting the use of the meeting room will be required to provide information regarding the program.
5. Requests must include specific dates, times, room requested and the contact person's name, telephone number and email. It is the organization's responsibility to confirm room reservations.
6. Rooms may be reserved up to 12 times within 365 days, unless special permission has been granted from the director.
7. Reservations are taken no more than 3 months in advance.
8. If space remains available, additional dates may be granted at the discretion of the Director.

Conditions of Use

General/Non-Library Party Use

1. Personal, company, or family parties, require special permission from the director or assistant director.
2. Meetings must be held during regular library hours, Monday through Saturday.
3. The meeting room must be vacated at least 30 minutes before building closing time.
4. Meetings should end on time so that the room can be cleared and/or prepared for other meetings.
5. Room should be returned to original state, prior to meeting.
6. **No tape** should be used on the walls and **no glitter** is allowed in the rooms.
7. All tables and chairs used should be cleaned.
8. If food or beverages are served, the group is responsible for cleaning up of room and disposal of trash in trash cans in the fire escape.
9. The library has the right to request a refundable deposit of \$50 for the large auditorium and \$25 for the smaller meeting rooms
10. General courtesy and safety are required. Individuals responsible for the meeting should be sure all attendees know where fire exits are located.

Set up and equipment

1. The library cannot provide operators for equipment. If instruction is required for equipment operation, it is suggested that a representative of the group request instruction ahead of time.
2. The Library may require proof that any public audiovisual presentation is not in conflict with copyright laws.
3. All groups are responsible for arranging chairs and/or tables for their meeting and returning the room to the arrangement prescribed by the library. Library staff is not available for room setup
- 4 The group using the room shall leave it in a neat, clean, orderly condition.

Rooms may NOT be used for:

1. Any purpose which may interfere with the regular operation of the library.
2. Any urine or blood testing.
3. Programs involving the sale, advertising, solicitation, or promotion of memberships, classes or other services.
4. No alcoholic beverages may be served.
5. No smoking, candles or open flames.

Signs

1. Any press releases, posters or other publicity may note that events are being held in the library, but may not state or imply library sponsorship or endorsement without express permission.
2. No signs, working papers or posters may be attached to the walls of the meeting room.

NO TRESPASS ORDER

A no trespass order may be requested from the Peru Police Department against an individual who, on Peru Public Library property violates state or federal law, infringes on the rights of other patrons to use the facilities peacefully and with enjoyment, or disseminates or posts notices or materials other than in the designated areas.

PATRON AND EMPLOYEE RECORDS

Patron and employee records shall not be available for public inspection.

SNOW REMOVAL AND WINTER SIDEWALK MAINTENANCE

The employees will attempt to see that the sidewalks and steps are reasonably clear.

SAFETY AND DISASTER PREPAREDNESS

In the case of any type of disaster, whether it be a fire, tornado, or a power outage, DO NOT use the elevator. There are exits on each floor to use instead.

If there is any doubt about the safety of patrons or staff in a situation (agitated and violent patron, non-responsive patron in the restroom, or any other similar situation), staff should call 911 immediately.

TORNADO WARNING

In the case of a tornado warning, a siren should be heard. Staff should immediately move all library patrons to the lower-level hallway accessed from the lobby and lock the front door. Patrons can leave if desired, but staff should inform them of the option to stay and shelter. Staff should take a count of everyone they are evacuating from their floor, and ensure that all members, except those who decide to leave, are accounted for once in the shelter area.

Once everyone is safe, the library's director should be called and informed of the situation if he/she is not present.

If someone knocks on the front door while the warning and siren are still in-effect, it is at the discretion of the staff whether or not to open the door for them. If the staff do not feel safe doing so, they are not required to.

FIRE

In the case of a fire, the staff's first responsibility is to evacuate everyone through the nearest, safe exit. Staff should be aware of where all exits are, for this purpose. Staff should take a count and ensure that all patrons are accounted for when exiting.

Once everyone is safely outside, the staff should call 911 immediately.

After the fire department has been contacted, the library's director should also be called and informed, if he/she is not present.

POWER OUTAGES

If a power outage occurs during business hours, staff should first contact Peru Utilities and get an estimate of how long it will be until the power is restored.

It is at the discretion of the manager or employee in charge whether or not to close down the library. The library has about an hour of no power before even the sinks and toilets won't work.

Contact (call or text) the library's director and inform him/her of the situation, if he/she is not present.

ELEVATOR OUTAGE (WITH SOMEONE STUCK)

The elevator will stop working during any electrical outages. If someone is stuck in the elevator, call 911 and inform them of the fact. The fire department will come to get them out.

The key for the elevator is in the director's office, in the lock box on the wall beside the main door, in a bag marked appropriately. However, the fire department also has a key to use for this.

Contact (call or text) the library's director and inform he/she of the situation, if he/she is not present.

If no one is stuck on the elevator, the normal procedure of informing the maintenance company occurs as usual, instead of following the aforementioned steps first.

Local, State, National, or International Health Crisis

The World Health Organization (WHO), the Center for Disease Control and Prevention (CDC), the Indiana Department of Health, State of Indiana Governor's Office, Indiana State Library, the Miami County Department of Health, and the City of Peru Mayor's Office monitors conditions that could lead to pandemic disease defined as world-wide outbreak for which there is no immunity. When outbreaks occur, the Peru Public Library will follow all city, county, state, and federal directives to limit or close non-essential services to help protect staff and library patrons

The director will consult with the library board president on closure and/safety decisions. The President of the board and director may make emergency decisions on the operation of the library until the next monthly board of trustee meeting. If the President and the director do not agree, an emergency board meeting will be called. Practices will be discussed at monthly board meetings until the pandemic has passed.

Procedure to reopen must be put into place and be posted publicly. Changes in service and library hours necessitated by a pandemic will be publicized in print, on the web site, and on social media outlets.

The library staff and board of trustees will abide by all safety measures put into place by the director. Staffing needs will be evaluated by the director on a monthly basis. Public meeting space, programs, and public use of library meeting rooms will be limited during the crisis. The director reserves the right to limit or reject service to any person violating any of the safety measures.

INTERNET USAGE POLICY AND DISCLAIMER

The purpose of Internet access in the Library is to make available the vast array of information and research resources to the community. To accomplish this in a fair and equitable manner, the following policies have been adopted.

RESPONSIBILITIES OF USERS

EXTERNAL NETWORKS

Users of networks or facilities not owned by the Library will adhere to the policies and procedures established by the administrators of those networks and facilities. These policies

and procedures can be obtained from the network information center of the network in question.

LEGAL USE

Network resources may only be used for legal purposes. Examples of illegal purposes include, but are not limited to, the following:

- Harassment of other users

- Libeling or slandering other users

- Destruction of or damage to equipment, software, or data belonging to the Library or other users

- Disruption or unauthorized monitoring of electronic communications

- Unauthorized copying of copyright-protected materials

ETHICAL USE

Network resources must be used in accordance with the accepted guidelines and policies of the Library. Examples of unacceptable use include, but are not limited to, the following:

- Violation of computer system security

- Unauthorized use of computer accounts, access codes, or network identification numbers

- Violation of software license agreements

- Violation of network usage policies and regulations

- Interfering with system operations

- Degrading system performance in any way

COOPERATIVE USE

Patrons who are studying or taking tests have priority over other computer users.

SANCTIONS

Peru Public Library's Information Technologies are available to the public, but with certain restrictions. Use of these technologies, as with all library services and materials, is a privilege, not a right. Misuse of library hardware or software may result in loss of library privileges, legal action, or both.

Unlawful use, misuse, or abuse of computer equipment or materials will result in suspension or termination of user access to these resources. The Library director or assignee will determine the appropriate action whether suspension or termination of privileges is imposed.

***Reinstatement of use may be obtained through the petitioning of the Peru Public Library Board of Trustees.

DISCLAIMER

Since the Internet is a global electronic network, there is no state/federal or international control of its users or content. The Internet and its available resources may contain material of a controversial nature. The Library cannot control access to material nor protect users from offensive data. Parents of minor children must assume responsibility of their children's use of the Internet through the Library connection.

Library staff cannot control availability of information links that often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information they receive.

The Peru Public Library assumes no responsibility for any damages, direct, or indirect, arising from the use of its Internet connection.

COMPLIANCE

In accordance with Federal Law, concerning the Children's Internet Protection Act (CIPA), the Peru Public Library provides internet filtering on all library computers including both staff and public terminals.

SPECIFIC RESTRICTIONS FOR INTERNET USE

1. No user of Peru Public Library materials or equipment shall disrupt any of the Internet networks as a whole, or any equipment or system forming part of the connection to, or part of, the Internet system, or any services provided over the connection.
2. No user shall transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation, or would likely be highly offensive to the recipient or recipients thereof.
3. No user shall use the Peru Public Library materials or equipment to mass distribute (or otherwise intrusively "broadcast") any messages over the Internet, including but not limited to advertising.
4. Users shall respect and abide by all copyright laws as applicable.
5. Users shall not access, upload, download, or otherwise distribute or knowingly receive materials which are pornographic, obscene, or sexually explicit language.
6. Users shall not transmit obscene, abusive, or sexually explicit language.
7. Users shall not use the Peru Public Library connection to the Internet to violate any local, state, or federal statute.
8. Users shall not vandalize, damage, or disable the property of another individual or organization.

9. Users shall not access another individual or organization's private files, materials, or information without permission.
10. Peru Public Library reserves the right to deny Internet access to any person found to be in violation of this General Internet Usage Policy, and any addendums adopted by the Board of Trustees of the Peru Public Library, or their designers.

INTERNET USE BY MINORS

While the mission of the Peru Public Library is to provide open and equal access to ideas and information to all members of the community, it is important to specifically differentiate Internet use by minors, as there are inherent dangers therein. Peru Public Library supports parents and guardians in their efforts to guide their own children's access to print, non-print, and online information.

1. Parents are responsible for their children's use of the Internet in the Library. Children under 18 years old and under must have adult help.
2. Minors **MUST** be accompanied by a parent or guardian and must sit **NEXT** to the parent or guardian when they are on the internet.
3. Use of the Internet through the Peru Public Library connection is a privilege, and access is voluntary.
4. Peru Public Library believes that the benefits of access to information resources provided through the Internet outweigh the potential disadvantages of such access.
5. Peru Public Library cannot control the resources on the Internet. The Internet is not a static entity. It changes each minute as new information is added and old information deleted.
 - a) Some Internet sites may contain information that is inaccurate, defamatory, illegal obscene, or potentially offensive to some.
 - b) Peru Public Library attempts to prevent direct access to materials that are not generally acceptable in a public library, but it is technically impossible to prevent access to all resources.
6. It is the responsibility of the parent/guardian to determine whether to place restrictions on their own children with regard to use of the Internet.
7. Parents/guardians are responsible for their own children's behavior while using the library's Internet connection. Peru Public Library assumes no liability for inappropriate conduct or acts conducted on the Internet by minors.
8. The Internet is made available to library patrons for information and research purposes. Games are not to be accessed on these terminals. Web-based email is permitted for adult patrons. Minors must have a parent or guardian present to access any email.
9. The unauthorized disclosure, use, and dissemination of personal identification information regarding a minor are strictly prohibited.

10. Peru Public Library computers are not to be used to create, transmit, print, or otherwise distribute pornographic, obscene, racist, sexist, or sexually explicit materials; hacking or any other unlawful activities by both adult and minor patrons online are prohibited.

WARNING: Although library computer workstations are filtered, some images, written text, and/or other information may be viewable from other computer terminals. Parents are advised that this could pose a risk to their children when viewing information on other computer terminals within the computer lab.

INTERNET GUIDELINES

1. Everyone using the Internet must sign in at the Reference desk to use the terminal.
2. The Internet computer terminals may be reserved for 1 hour intervals. If no one is waiting when your hour expires, you may continue using the Internet. However, if someone is waiting to use the Internet, you will have 5 minutes to finish your search before the next person starts using it.
3. No more than two people at a time are permitted on an Internet terminal.
4. In order to not disturb other users, open speakers are prohibited. Individuals must use and supply their own earphones.
5. At the present time, anything published on the Internet is considered copyrighted. Documents or files may be downloaded or copied for personal or educational use, unless the document or file has a specific copyright statement that would prevent copying or downloading. It may also state the conditions under which it may be copied or downloaded. **You must honor copyright restrictions when using the Internet.**
6. Information off the internet may be printed. The cost for black and white prints is 20 cents per page and color prints 50 cents per page. Page lengths can be difficult to determine, the user is responsible for all pages printed including tail pages.
7. **Warning:** What you are doing on the Internet may be seen by others, including children. Accessing sites that contain pornography, obscenity, and/or other illicit materials **is not permitted.**
8. **Remember:** The Library has no control over the information contained on the Internet. The Library is not responsible for the accuracy or quality of information obtained through the Internet.
9. Patrons who are studying or taking test have priority.
10. At times you may not be able access the Internet site you wish. There are many reasons: among them being:

- a. There are too many Internet visitors, the host computer has closed, or has limited access from the “outside world”
 - b. The database or resource is licensed to a particular institution, in which case you would need to be affiliated with the institution in order to obtain access;
 - c. The host computer has changed its address or has closed down;
 - d. The library’s Internet connection may periodically be inoperable due to technical difficulties.
11. Misuse of the computer or Internet access will result in loss of your computer privileges.

COMPUTER USAGE GUIDELINES

- 1. Sign in on the provided sheet before using the Library’s Computers. Certain times may be blocked out for Library usage, maintenance, etc.
- 2. Printing cost is \$.20 for black and white copies per page and \$0.50 for color copies per page.
- 3. During open time periods, if someone is waiting to use a computer, the current user must complete his/her work within one hour (including printing time).
- 4. No open speakers. User must use and supply their own earphones.
- 5. Computer lab will close 30 minutes before the library closes.
- 6. **The computers’ hard disk drives are for the storage of library software and information. Please do not save your files there.** Use your own flash drives. Any unknown files will be purged periodically by library staff.
- 7. Anyone found to be abusing library computers in any way will forfeit further library computer use. This includes erasing any Library stored data or programming on the hard disks, or illegally copying copyrighted software from library computers. Use of profanity will result in the same forfeiture.
- 8. You are responsible for any damages occurring to library software due to inappropriate actions or inaction while using the computers. Fees will be assessed and charged to the library patron for required repairs or replacements.
- 9. Peru Public Library computers are not to be used to create, transmit, print, or otherwise distribute pornographic, obscene, or sexually explicit materials; or racist, sexist, or any illegal act.
- 10. The library is not responsible for damage to your software, data, or hardware due to library use.

The Peru Public Library will endeavor to maintain current operating systems. However, the Peru Public Library cannot and will not be responsible for inaccurate information obtained through the

technology or for damage to software or hardware caused by anything downloaded from any and all Peru Public Library systems.

Children's Room Computers

1. Children's room computers are **NOT** connected to the Internet. The games are preloaded by the vendor.
2. Parents are responsible for their children's use of the children's room computers.
3. Parents are encouraged to accompany minors when playing on the children's room computers. Use of the children's room computers through the Peru Public Library is a privilege and staff has final say over who may use the computers
4. It is the responsibility of the parent/guardian to determine whether to place restrictions on their own children with regard to use of the children's room computers.
5. Parents/guardians are responsible for their own children's behavior while using the library's computers. Peru Public Library assumes no liability for inappropriate conduct or acts conducted by minors.

Children's Room Game Tables

1. Children's game table is **NOT** connected to the Internet. The games are preloaded by the vendor.
2. Parents are responsible for their children's use of the children's game table.
3. Parents are encouraged to accompany minors when playing on the children's room game table. Use of the children's room game table through the Peru Public Library is a privilege and staff has final say over who may use the computers
4. It is the responsibility of the parent/guardian to determine whether to place restrictions on their own children with regard to use of the children's room game table
5. Parents/guardians are responsible for their own children's behavior while using the library's game table. Peru Public Library assumes no liability for inappropriate conduct or acts conducted by minors.

SOCIAL MEDIA POLICY

The Peru Public Library has established social media sites primarily to inform library users about library programs, resources, and events including those co-sponsored with other organizations. Library social media sites encourage dialogue and exchange of information between users and library staff.

Library social media sites include any online forum/site, web application, or account created and/or maintained by the Peru Public Library or its agents, which permit users to communicate with other users through postings. They include but are not limited to Facebook, Twitter, Google+, Pinterest, Instagram, blogs, WIKI, YouTube, and TikTok.

The Peru Public Library Social Media Policy applies to all patrons, whether registered with the Peru Public Library or not. The Peru Public Library is committed to ensuring employee use of social media does not violate federal, state, privacy, copyright, defamation or discrimination laws.

Peru Public Library is also committed to protecting our relationships with other organizations, our confidential and proprietary information, and reflecting our professional status favorably as public employees and administrators. This policy is not intended to restrict your legal rights. It is intended to guide you in making responsible decisions about your use of social media. This policy will not be applied or construed in any way that might limit or improperly interfere with any applicable legal rights of employees.

LIABILITY

The library shall not be held liable for any damages resulting from a user's use of the library's social media accounts.

POLICY FOR LIBRARY EMPLOYEES AND VOLUNTEERS USE OF LIBRARY ACCOUNTS

Only library personnel designated by the library administrator are authorized to post on library social media accounts. Library personnel who use the library's social media accounts are bound to observe the following guidelines:

Library personnel who use the library's social media accounts must follow the Peru Public Library Policies and all other applicable policies.

Library personnel cannot use the library's social media account to advocate for or against any issue, position, or cause, especially but not limited to those of a political or religious nature.

POSTING ON SOCIAL MEDIA (PATRONS/USERS)

Peru Public Library permits patrons to comment on library posts, and share opinions about library-related subjects, resources, and programs. Postings by patrons/users do not indicate library endorsement of the ideas, issues, or opinions expressed in posts on library social media sites.

Peru Public Library reserves the right to restrict or remove any content that is deemed to be in violation of this policy, or any applicable law. Content and comments on the library's social media accounts containing any of the following forms of content and postings shall not be allowed.

OBSCENITY OR PORNOGRAPHY

Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, religion, national origin, physical or mental disability, sexual orientation, ancestry, or other protected category

Slanderous, libelous, threatening or defamatory statements.

Copyrighted or trademarked materials.

Spam.

Content not related to library business, programs, events, resources, and materials.

Advertising or sale of merchandise or services.

Charitable solicitations or political campaigning.

STAFF & EMPLOYEES PERSONAL USE OF SOCIAL MEDIA ACCOUNTS

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner. Your personal online activity is your business. The following principles apply to professional use of social media on behalf of Peru Public Library, as well as personal use of social media when referencing Peru Public Library.

Staff need to know and adhere to the Peru Public Policies when using social media in reference to the library or library users.

Staff must protect personal information entrusted to the library from distribution into the public domain.

Social media use shouldn't interfere with employee's responsibilities at Peru Public Library.

PERU PUBLIC LIBRARY WIFI HOTSPOT LENDING POLICY

The Peru Public Library lends portable WiFi Hotspots to Peru Public Library card holders ages 18 or older who have a current Peru Public Library card in good standing (i.e. library card is not blocked due to unpaid fines or lost materials).

Hotspot checkout is limited to one per household. The lending and Internet access period is 7 days, and the hotspots cannot be renewed for 24 hours after returning. Hotspots are available on a first come, first serve basis. The library reserves the right to refuse service to patrons who abuse equipment or who have a history of returning items late. The library is not responsible for any liability, damages, or expense resulting from use or misuse of the device.

- A patron must present their library card and a government issued photo identification to the PPL Reference Desk at the time of checkout.
- Once a hotspot is checked out to a patron, it becomes the responsibility of that patron.
- Patrons are responsible for monitoring any and all websites accessed via the hotspots.
- Any changes in condition or content while in the patron’s care will be the patron’s responsibility. The patron is responsible for damage, loss, or theft.
- Patrons should have a basic working knowledge of the device on checkout. If any technical difficulties are encountered, patrons should return the device immediately to the PPL Reference Desk.
- The WiFi Hotspot devices’ access to the Internet will expire at the end of each loan period (7 days).
- Devices must be returned directly to the PPL Reference Desk. Please **DO NOT RETURN to other floors**. Device should never be returned to another Evergreen Indiana Library.
- The hotspot will be examined to ensure it has not been tampered with. If damage to the device is discovered by library staff, these costs will be added to the patron’s account.
- A returned hotspot must remain available in the library for 24 hours before the same patron, or another patron living in the same household, may check it out again.
- An overdue charge of \$2.00 per day up to the full replacement cost of \$200 will be charged for a hotspot that is not returned. This overdue fee will be charged to the patrons account. This fee is excluded from our fine free program.
- Patrons are responsible for full replacement cost if the device or any parts are lost, stolen, damaged, or otherwise not returned.
- If the borrower fails to pay the replacement cost for the lost device, their library account will be billed and their account barred. The account will then be sent to collections. If devices are not returned in a timely manner, civil and criminal action will be taken. Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

Date Checked Out:

Staff Initials:

Date Returned:

I was given a copy and have read the entirety of this hotspot policy and lending agreement, and my signature below indicates my agreement with the above statements.

Patron’s Name _____ Card No. 33069000 _____

Signature _____

Hotspot Checklist

Hotspot # _____

<u>ITEMS PRESENT</u>	<u>PATRON</u>	<u>ITEMS PRESENT</u>	<u>STAFF INITIALS</u>
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<u>AT CHECKOUT</u>	<u>INITIALS</u>	<u>AT CHECK-IN</u>	
Case		Case	
Hotspot		Hotspot	
Battery		Battery	
Sim Card		Sim Card	
Micro USB Cable		Micro USB Cable	
Power Adapter		Power Adapter	
Log Info Card		Log Info Card	

Note: If hotspot turns on and shows signal bars, then both the battery and sim card are present.

Missing Items at Check-In? _____

Request for Reconsideration of Peru Public Library Materials

Title: _____

Author: _____

Item Barcode: _____

ISBN: _____

Request Initiated

by _____

Address: _____

Phone number: _____

Email address: _____

Library Card Number: 23069000 _____

Did you read/view/listen to the entire material?

What type of material is it? _____

What did you object to in the material? Give specifics and list the location(s) in the material (page number and chapter, or the time the objectionable content begins in the movie/audiobook).

The library director will review this form and make the final decision on the reconsideration of the material in question.

Complainant Signature: _____ Date: _____

Staff Signature: _____ Date: _____

INCIDENT REPORT FORM

Use this form to report accidents, injuries, medical situations, criminal activities, traffic incidents, or student behavior incidents. If possible, a report should be completed within 24 hours of the event.

Date of Report:

PERSON INVOLVED

Full Name:

Address:

Identification: Driver's License No. [#] Passport No. [#] Other: [OTHER]

Phone:

E-Mail:

THE INCIDENT

Date of Incident:

Time:

AM PM

Location

Describe the Incident:

INJURIES

Was anyone injured? Yes No

If yes, describe the injuries:

WITNESSES

Were there witnesses to the incident? Yes No

If yes, enter the witnesses' names and contact info:

POLICE / MEDICAL SERVICES

Police Notified? Yes No If yes, was a report filed? Yes No

Was medical treatment provided? Yes No Refused

If yes, where was medical treatment provided? On site Hospital Other:

PERSON FILING REPORT

Signature: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

Report received by:
Date:

Follow-up action taken:

Action Taken:

Please contact the Library Director for any questions, comments or concerns.