

Policy Section	Staff Proposal	Policy Committee Recommendation
Hours, Closings & Cancellations Policy	<p>Bluffton Main Library Monday – Thursday: 9:00 am - 8:00 pm Friday: 9:00 am - 6:00 pm Saturday: 9:00 am - 5:00 pm (Labor Day – Memorial Day Weekend) 9:00 am - 12:00 noon (Memorial Day Weekend – Labor Day) Special Service Hours (AV Booking, Meeting Room Booking, Notary Service) Monday – Friday: 9:00 am – 5:00 pm Call for availability</p> <p>Ossian Branch Library Monday – Thursday: 9:00 am - 8:00 pm Friday: 9:00 am - 5:00 pm Saturday: 9:00 am - 12:00 noon Special Service Hours (Meeting Room Booking, Notary Service) Call for availability</p>	Accept as proposed
<u>Circulation Policy</u>	<p>The Wells County Public Library will not be held responsible for damage to a patron's audiovisual or computer equipment as a result of the use of library tapes or discs materials.</p> <p>Extended use fees are not charged to Teacher, or Institutional, or Homebound cards</p> <p>There is a \$5 minimum for credit or debit card in library use.</p>	<p>Accept as proposed</p> <p>Accept as proposed</p> <p>When using a credit or debit card in the library the minimum charge is \$5.00. Paid on line there is no minimum, but there is a \$.50 service charge.</p>

<u>Collection Management Policy</u>	<p>The following are representative of the many aids used for selection of materials</p> <ul style="list-style-type: none"> Professional Journals: <i>Billboard</i>, <i>Booklist</i>, <i>Bulletin of the Center for Children's Books</i>, <i>Horn Book</i>, <i>Kirkus</i>, <i>Library Journal</i>, <i>New York Times Review of Books</i>, <i>School Library Journal</i>, <i>Video Librarian</i>, <i>Voice of Youth Advocates</i> 	Accept as proposed
<u>Credit Card Policy</u>	<p>The library director is responsible for the use of the credit card. The account limit is \$6000. \$7000</p>	Accept as proposed
<u>Internet Use Policy</u>	<p>In order to insure patron privacy, it is the responsibility of the cardholders to have their card and PIN in order to log on to the Internet computers.</p> <p>This includes loss of data, non-deliveries, improperly delivered, or service interruptions caused by negligence, error, or omission.</p>	Accept as proposed
<u>Library Patron Policy</u>	<p>When disruptive behavior occurs, incident reports should be completed, signed, and copies made for the director and the incident file (Teen Zone desk) or branch manager.</p>	Accept as proposed
<u>Meeting Room Policy</u>	<p>Information concerning the availability of the room may be obtained by phone or online, but no request for meeting space shall be considered official until a written reservation form request has been received and approved</p>	Accept as proposed

Services Policy

~~The library is a latex free facility.~~
~~Only non latex balloons are~~
~~permitted in the meeting rooms.~~

Accept as proposed

The library loans several pieces of equipment, including but not limited to the following: multi-media projector, video camera, typewriter, opaque projector, overhead projector, slide projector, CD/cassette player, Apollo amplifier sound system, screen.

Accept as proposed

Patrons with a valid adult library card may check out the equipment for a period up to 48 72 hours.

Fill out the Application for Proctoring Service form and return it to the Information Reference Desk at least seven (7) days prior to test date

Accept as proposed

Print materials may be borrowed from other libraries by Wells County Public Library patrons through ILL are subject to limitations outlined by the lending library and the Indiana Resource Sharing Manual.

The 'are' is not needed, replace with a comma.

The equipment for library use in designated areas includes, but is not limited to the following: computers, copiers/scanners/printers, a typewriter, cassette/CD players, magnifying glasses, video players, video projectors, Playaway View, and digital piano.

Accept as proposed

- Fees may apply.
- The library will not be held responsible for damages to a patron's electronic

	<p>information, portable storage devices, disks, or tapes personal equipment as a result of use of library equipment.</p>	
	<p>The public is kept informed of library activities through the library web page, library social websites, the library newsletter, library promotional materials, the library electronic signage, and the area media.</p>	Accept as proposed
<u>Internal Control Policy and Procedures</u>	New Policy	Accept as proposed
<u>Donor Recognition Policy</u>	New Policy	Accept as proposed
<u>Employee Benefits Policy</u>	<p>This section was moved from the end of the section to the beginning. Any policy change that affects a benefit earned on Jan 1st will take effect Jan 1st following the policy change approval. Any policy change that affects a benefit earned during the year (vacation, etc.) is effective immediately upon policy approval. Employees receive the new benefit on their anniversary date following the policy change approval.</p> <p>*Independence Day</p> <p>Part-time employees are granted one 8 hour floating holiday after 15 years of part-time service.</p> <p>*Staff will earn 8 hours of additional vacation for every additional 5 years of service</p> <p>After 20 years of full-time service = 168 hours (21 days)</p>	<p>Accept as proposed</p> <p>Accept as proposed</p> <p>Do not change as proposed</p> <p>Instead:</p> <p>After 30 years of full time service = 200 hours (25 days)</p>

After 25 years of full-time service =
176 hours (22 days)

After 30 years of full-time service =
184 hours (23 days)

After 35 years of full-time service =
192 hours (24 days)

After 40 years of full-time service =
200 hours (25 days)

*Staff will earn 8 hours of
additional vacation for every
additional 5 years of service

After 20 years of part-time
service = 80 hours

After 25 years of part-time
service = 88 hours

After 30 years of part-time
service = 96 hours

After 35 years of part-time
service = 104 hours

After 40 years of part-time
service = 112 hours

*The Director will earn 8 hours of
additional vacation for every
additional 5 years of service as
follows:

After 20 years of service = 168
hours (21 days)

After 25 years of service = 176
hours (22 days)

After 30 years of service = 184
hours (23 days)

After 35 years of service = 192
hours (24 days)

After 40 years of service = 200
hours (25 days)

Do not change as proposed

Instead:

After 30 years of part-time
service = 96 hours

Do not change as proposed

Instead:

After 30 years of full time service
= 200 hours (25 days)

Wages, Work Week, and
Compensation Policy

Workplace Policy

Borrower / User Fee
Schedule

Full Time = 96 hours (cumulative to 480 hours)

104 hours after 15 years of service (cumulative to 480 hours)

Part Time = 32 hours (cumulative to 160 hours)

40 hours after 15 years of service (cumulative to 160 hours)

Part-time employees may take up to 24 hours of regularly scheduled hours with pay for each death of a spouse, child, or parent and up to 8 hours with pay for each death of a sibling,

Personal orders are usually submitted once a month or at the discretion of the Administrative Assistant.

Changed font size of Jury Duty section

Respect for all. We treat all library users and each other as valued, responsible individuals.

Although, not inclusive, the following actions are considered sexual harassment:

Additional letter size prints are 10¢ each (b/w) and 50¢ each (color)

A postage fee of \$3.00 will be charged for material request received from an out-of-state institution.

Don't add the extra hours at 15 years. Leave full time employee sick leave as it is. Change part time to 36 hours (cumulative to 180 hours).

Accept as Proposed

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<u>Meeting Room Fee Schedule</u>	(effective 1/1/2016)	Accept as Proposed
<u>Replacement Costs Schedule</u>	<p>A patron will compensate the library for lost or damaged items at the cost of replacement. All Lost or damaged items are may be charged a \$10.00 processing fee in addition to the replacement cost as listed below.</p> <p>If media material (DVD, Blu-Ray disc, CD, CD-ROM, audio, book w/ CD, or books with included software) is returned...</p>	<p>A patron will compensate the library for lost or damaged items at the cost of replacement. The patron may be charged a \$10,00 processing fee for lost or damaged items in addition to the replacement cost as listed below.</p> <p>Accept as Proposed</p>
<u>Meeting Room Application</u>	Added logo to both Main and Ossian Meeting Room Application	Accept as Proposed
<u>Paid Card</u>	Paid Card \$65.00 \$70.00	Accept as Proposed
Standards of Patron Behavior Manual	<p>Whenever you have a problem situation, fill out an incident report and make a copy copies for the library director and the incident file (Teen Zone desk) or branch manager when applicable. Incident forms are available at all circulation service desks.</p> <p>Following any problem situation, an incident report should be filled out and a copy copies made for the library director, the incident file (Teen Zone desk) or branch manager when applicable following any problem situation. Incident forms are available at all circulation service desks</p> <p>Similar changes in other sections</p>	<p>Accept as Proposed</p>

The entranceway is the first place our patrons see. Appropriate behavior is expected, including:

- One person per seat chair.
- Unless involving children and parent, no one should sit in another's lap.
- Furniture Chairs and tables should not be rearranged.

Accept as proposed