

# 2021 Policy Updates for 2022 Policies

\*Additions will be highlighted. Deletions will be ~~red letters with line through~~.

\*Page numbering, Revised dates and Tables of Contents will be addressed throughout the handbook once the policy is finished.

\*All Reference, Technical Services, and AV titles were changes to Adult Services, Materials Services and Media Services, respectively.

## **LIBRARY POLICY**

### **HOURS, CLOSINGS, AND CANCELLATIONS**

#### **Additional Closings**

The library will close for a ~~half-day~~ full-day on a Friday in the spring, with the date to be determined by the director.

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## **CIRCULATION POLICY**

### **Damage**

The Wells County Public Library will not be held responsible for damage to patron's equipment as a result of the use of library materials.

Patrons who lose or damage library materials ~~will~~ may be charged the replacement cost of the item and processing fee as determined by the Library Board.

### **Extended Use Fees**

Library patrons ~~are charged~~ may accrue charges for some overdue materials. The extended use fee schedule is set by the Library Board. There is no grace period. However, in the event of an extended library closure, the library may determine it is necessary to implement a grace period. This will be determined by the Director or Library Board.

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## **COLLECTION MANAGEMENT POLICY**

### **Responsibility**

The Library Board delegates to the library director the authority and responsibility for

selection and management of all print, non-print, and electronic materials within the framework of this policy. Actual selection and management activities are shared among trained library staff who shall ~~enforce this obligation~~ **conduct this process** consistent with this policy and established procedures.

## Selection of Materials

### Selection Aids

The following are representative of the aids used for selection of materials

- Professional Journals: *Baker & Taylor Forecast*, *Booklist*, *Horn Book*, *Kirkus*, *Library Journal*, *New York Times Review of Books*, *School Library Journal*, *Video Librarian*, ~~and Voice of Youth Advocates~~.
- Other: In addition, the following works may be consulted: ~~Best Books for Children~~, ~~Best Books for Young Adults~~, *Children's Core Collection*, general periodicals, *Public Library Core Collection Nonfiction*, *Recommended Reference Books for Small and Medium-sized Libraries and Media Centers*, trade journals, other authoritative subject bibliographies.

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## CREDIT CARD POLICY

### Nationwide Business Credit Card

#### Policy

The library director is responsible for all cards and must authorize each use.

Delegated users must pick up and return card(s) to the library director.

Any and all charges incurred and charged with the credit card must be business related and not personal in nature. A reasonable "tip" or gratuity is allowable where service has been provided. No personal charges are allowed.

All receipts for purchases made with the card(s) must be dated, itemized, signed, and turned in to the ~~bookkeeper~~ **accountant** at the first available opportunity following the use of the card.

If an employee incurs any interest or penalty due to the late filing of documentation, the employee will be held responsible for the interest or penalty charged.

The ~~bookkeeper~~ **accountant** is responsible for balancing the receipts with the monthly statement and reporting any discrepancies to the library director or Library Board.

Any lost or stolen cards will be reported to the issuing company immediately.

## Local Business Charge Accounts

### Policy

The library director is responsible for all cards and must give prior authorization for all charges.

Delegated users must pick up and return card(s), if needed, to the library director/branch manager.

All receipts for purchases made on the library account must be dated, itemized, signed, and turned in to the ~~bookkeeper~~ accountant at the first available opportunity.

If an employee incurs any interest or penalty due to the late filing of documentation, the employee will be held responsible for the interest or penalty charged.

The ~~bookkeeper~~ accountant is responsible for balancing the receipts with the monthly statement and reporting any discrepancies to the director or board.

Any lost or stolen cards will be reported to the issuing business immediately.

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## DONOR RECOGNITION POLICY

### Donor Recognition

- The library maintains a physical donor recognition with established levels at each facility. Presently the main library has a donor wall and the branch has a donor plaque with the following levels indicated: patrons (\$~~100~~250-\$499), donors (\$500-\$999), major donors (\$1000-\$4999), and benefactors (\$5000 up). These definitions may change as giving standards change.

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## HOTSPOT POLICY

Devices will be checked out for seven days. ~~They must be checked out and returned to the WCPL circulation desk during operating hours. If a device is returned in the outside drop box, a \$10 fee will be added to the patron's account.~~ Patrons may place holds on hotspots or reserve them. Hotspots will be held for 3 days after the pick-up date. If hotspots are not picked up by the end of the 3-day period, holds and reservations will be cancelled and the devices will move to the next patron in line.

## Overdue Devices

Overdue devices will have Internet access deactivated within 24 48 hours after their due dates. The overdue fine will be \$5 per day with maximum \$10 fine. Items 48 hours overdue will be declared lost, and full replacement costs will be charged.

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# INTERNAL CONTROL POLICY AND PROCEDURES

## INTRODUCTION

The Wells County Public Library ~~services~~ serves its citizens and funds these services through taxation, fees, fines, donations, and grants. WCPL aims to make the most effective and efficient use of these resources in rendering its services. A sound internal control system provides reasonable assurance that the library will accomplish its mission and objectives with accountability and transparency. WCPL strives to ensure that the five components of internal control are present, functioning, and operating throughout our system.

WCPL maintains accountability and ethical behavior through the following measures:

## COMPONENT ONE: CONTROL ENVIRONMENT

- Board members are carefully selected and introduced to their roles and responsibilities as listed in the *IN the Public Trust* Trustee Manual.

## COMPONENT THREE: CONTROL ACTIVITIES

### D. Receipting Activities

- E. The Director or the Accountant receipts any funds that may come in for grants, donations, and other miscellaneous reasons. These are then turned over for the ~~daily~~ deposit.
- F. The Director, Accountant and Branch Manager are responsible for the ~~daily~~ deposits.
- G. The desk receipts and deposit slips are posted daily by the Accountant. Receipts indicate the type of payment received, and this is reconciled to the ~~daily~~ weekly bank deposit, unless the accumulated receipts and deposit slips are \$500 or more.

## COMPONENT FOUR: INFORMATION AND COMMUNICATION

WCPL communicates with its employees through monthly ~~staff and~~ department head

meetings, ~~and through use of~~ staff information emails and Intranet postings. Internal communication allows supervisors to convey responsibilities and issues to their staff. Effective communication encourages employee involvement.

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## INTERNET USE POLICY

The Wells County Public Library serves our community as an information agency and independent learning center. It is within this context that we offer access to the Internet.

The following guidelines offer the Library's definition of acceptable Internet use. Failure to abide by this agreement will result in suspension or revocation of Internet use privileges.

Access to the Internet via the Library's resources (using the Library's computers or the Library's wireless Internet access) implies agreement with this policy.

### Internet Use is Available to the Following

- ~~Adult~~ Library cardholders (ages 12 and older) ~~who have read and acknowledged the Internet policy.~~
- ~~Young Adult cardholders (ages 12-17) who have a signed parental permission witnessed by a staff member.~~
- Children (under age 12) under constant supervision of a parent or legal guardian who has Internet privileges.
- Out-of-county patrons (ages 12 and older) ~~who have identification proving they are 18 or over and have proof of address~~ will be issued a guest pass and PIN for that session.

### Rules for Internet Use

**The Internet computers are filtered.**

In compliance with the Children's Internet Protection Act (CIPA), the library's Internet connection is filtered to screen or block particular sites generally considered inappropriate in a family-friendly setting. Since filter software is not perfect and may not be capable of blocking everything that is inappropriate for public view, it is still the patron's responsibility to make appropriate choices when accessing sites. As with other library materials, it is up to the parents, not the library, to provide guidance and supervision when it comes to their children's use of the Internet. The library staff will authorize a filter override for adults, age 18 and older, wishing to access acceptable blocked sites.

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- **INVESTMENT POLICY**

- Tax Pass-Through Funds**

- ~~The Sales Tax and Property Tax Pass-Through Funds were established in 2011 for the purpose of depositing and disbursing sales tax collected from meeting room rentals.~~

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## **LIBRARY PATRON POLICY**

### **Library Cards**

Adult patrons and the parents or guardians of card holders under the age of 18 attest to the following disclaimer on all library card applications concerning adherence to library policy and copyright law:

“I understand I am responsible for this card and all materials checked out on this card until this card is reported lost or missing. I am further responsible for any charges that may result from late return, loss, or damage of materials borrowed. This privilege allows me to use the Public Internet computers and I agree to abide by the Internet Use Policy.”

#### **Resident Card**

Library cards are issued free of charge and are valid for 3 years to residents of Wells County who do not live within the city limits of Markle. All adults are required to show proof of address. Teen cards are issued to children ages 12 through 17. Kids' cards are issued to children ages 4 through 11. Teen and Kids' cards require a parent's signature and parent/guardian's proof of address. These cards have limited borrowing privileges as set by the library director. Cards in good standing are eligible for renewal. Any card not barred or blocked by the library's system is considered in "good standing." All cards are renewable at no charge.

#### **Property Owners**

Non-residents who pay property or personal property tax in Wells County are issued a library card valid for three years. Non-residents need to show tax receipts yearly at time of card renewal.

#### **Non-Resident Card**

Non-residents ~~who do not have a Public Library Access Card (PLAC card)~~ may have the privilege of borrowing print and non-print materials by purchasing a Wells County

Public Library Card. These fees are non-refundable and cards are valid for one (1) year.

## Patron Policy for Young Children, Parents, Dependent Adults & Caregivers

- The library staff does not take the place of the parent, act as caregiver, nor assume responsibility for the unattended children or dependent adults.
  - Parents and caregivers are encouraged to talk to the children's librarian if they have questions or want additional information regarding these policies.
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## SERVICES POLICY

- **Exam Proctoring**

The ~~Wells County Public~~ Library will not be responsible for any delayed tests, nor for any completed tests once they leave the library's possession and have been mailed or emailed back to the educational institution.

Responsibilities of the test taker include:

- Read the Exam Proctoring Policy.
  - Fill out the Application for Proctoring Service form and return it to the ~~Reference~~ Adult Services Desk at least seven (7) days prior to test date.
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## EMPLOYEE HANDBOOK INTRODUCTION

Welcome to the Wells County Public Library (WCPL). This Employee Handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between WCPL and its employees. The policies stated in this handbook are subject to change at any time at the sole discretion of the WCPL Board of Trustees. You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the employee handbook.

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# EMPLOYMENT POLICIES

## 2.3 Categories of Employees

### Part-time Employees

Part-time employees are those employees working ~~less than 30 hours per week or~~ less than 130 hours per month year-round.

## 2.11 Employee Dress Code

Clerk and Librarian attire is “casual professional.” Staff should be identifiable as an employee with neat, comfortable, and professional attire. Attire should adhere to the following guidelines:

- No t-shirts or sweatshirts with imprints unless it is a library shirt. Literary-themed shirts may be worn on Fridays with library logo attire (i.e. cardigan/jacket) and on Saturdays with your name tag.
- No revealing attire (too short, low-cut or see-through).
- No shorts. Pant lengths need to be at least below the knee. Skirts and dresses need to be no more than two inches above the knee.
- No flip-flops.

Clean, neat jeans without tears, holes or distressing may be worn on Fridays and Saturdays, but must be worn with a “casual professional” library logo shirt or reading program logo shirt during the reading program timeframe. Jeans may also be worn on special days approved by the Director. **Fixed Paragraph placement.**

Shelver and Custodial Staff attire is more casual. Clean, neat jeans without tears, holes or distressing may be worn. Casual professional shorts or capris pants may be worn if they hit at the top of the knee or below. However, with the exception of jeans, shorts and capris pants, attire should also adhere to the above guidelines.

The Director reserves the right to determine whether particular attire is not casual professional or inappropriate for work and ask that attire be changed.

All staff working in public service should wear the library name badge.

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# EMPLOYEE BENEFITS

## 5.5 Bereavement Leave

Part Time (Regularly scheduled under 24 hours/week)



Part-time employees may take up to 5 days of regularly scheduled hours without pay for each death of an immediate family member and up to 3 days without pay for each death of an extended family member.

#### **Fixed Paragraph placement.**

The library director may approve additional time off to be used as sick leave, vacation, personal, or time off without pay.

### **5.16 Library Services for Staff**

#### **Printing and Faxing**

Due to the already reduced cost for printing and faxing, staff are expected to pay the full cost for their personal print jobs and faxes. Staff are still entitled to \$.50 a day free copies/print jobs.

#### **Lamination**

It is preferred that staff do not use the cold laminator for personal use. The thermal roll laminator may be used for preapproved personal use, through the Children's Room Manager. Each building has a public use thermal and cold pouch laminator. Staff may laminate with the public thermal and cold pouch laminator for half the cost to patrons.

#### **Meeting Rooms**

Staff may use the library meeting rooms free of charge and during non-operating library hours, as long as the staff member will be present during the event. Permission to use the meeting room during non-operating library hours must go through the administrative assistant and director.

#### **Notary**

Staff are charged half the cost to patrons for notary services.

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## **Appendix A - Schedules BORROWER / USER FEE SCHEDULE**

### **Movies**

- ~~• The fee is 50¢ per entertainment movie.~~
- ~~• All movies shelved in the non-fiction and children's collections are exempt from this fee.~~
- ~~• Teacher/Institutional card users will not be charged a user fee for movies.~~
- ~~• The fees collected from the borrowing of movies are used to purchase~~

~~entertainment movies for the collection.~~

## **Movie Extension Request Policy**

- ~~• Patrons may extend the movie loan for three (3) days for an additional user fee. (A patron may pay a \$1.00 user fee and have a movie for 10 library business days).~~
- ~~• Both the fee and the extension must be paid in advance at the patron's request.~~
- ~~• No fines are waived after the fact or refunds given if brought back early.~~
- ~~• Late fees for movies will be charged after the extended date.~~

## **Photocopies**

- ~~• Letter size copies (8 ½ x 11) are 10¢ (black/white) and 50¢ (color). Ledger size copies (11x17) are 20¢ (black/white) and \$1.00 (color).~~
- Photocopies made in the library are \$.10 per (8 ½ x 11) page.
  - Letter size copies (8 ½ x 11) are \$.10 per side
  - Ledger size copies (11x17) are \$.20 per side
- Patrons are entitled to \$.50 worth of free copies ~~from non-lending reference material~~ per day.

## **Computer Printouts**

- ~~• Regular residents and paid cardholders using library computers~~ Patrons are entitled to \$.50 worth of free prints per day.
- Additional ~~letter size~~ prints are \$.10 per (8 ½ x 11) page. ~~(b/w) and 50¢ each (color).~~
  - Letter size prints (8 ½ x 11) are \$.10 per side
  - Ledger size prints (11x17) are \$.20 per side
- ~~• Guest users are not entitled to free prints.~~

## **Genealogy**

- A \$2.50 fee is charged for every 15 minutes of Genealogy information researched by library staff.
- Patrons are charged \$.10 per copy.
- Patrons are responsible for paying their own postage.

## **Interlibrary Loan (ILL)**

- ILL is a free service **but subject to late fees and fines**. A postage fee of \$3.00 will be charged for material received from an out-of-state institution.

## **Self-Service Fax Services**

- The fee for faxing at all library locations is \$.10 per page. ~~\$1.00 for the first page~~

~~and \$0.50 for each additional page.~~

## Returned Check Fee

- All returned checks will be subject to a ~~\$25.00~~ \$35.00 fee.

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## EXTENDED USE FEE SCHEDULE

### Extended Use Fees

- ~~• Most overdue library materials are charged 25¢ per item per day to a maximum of \$5.00 per item. The exceptions are entertainment movies, cake pans, equipment, hotspots, Playaway Launchpads & Playaway Views.~~
- Select overdue library materials are charged extended use fees or fines, including:
  - Passes - \$1.00/day, maximum \$10
  - Hotspots - \$5.00/day, maximum \$10
  - Inter Librarian Loans (ILL) - \$.25/day, maximum \$5
- ~~• Overdue entertainment movies, cake pans, equipment, Playaway Launchpads and Playaway Views are charged \$1.00 per item per day to a maximum of \$20.00 per item.~~
- ~~• Overdue hotspots are charged \$5.00 per item per day to a maximum of \$10.00 per item.~~

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## PAID CARD FEE

**Non-Resident or Paid Card** **\$75.00**

Non-residents may have the privilege of borrowing print and non-print materials by purchasing a Wells County Public Library Card. These fees are non-refundable and cards are valid for one (1) year.

**PLAC** **\$65.00**

(This fee is set by the State Library)

Valid PLAC cardholders may borrow print and non-print materials. Proper patron codes will be issued to these patrons with an expiration date matching that of a PLAC card. PLAC cardholders do not have access to electronic materials.

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## REPLACEMENT COSTS SCHEDULE

A patron will compensate the library for lost or damaged items at the cost of replacement. The patron may be charged a ~~\$10.00~~ \$5.00 processing fee for lost or damaged items in addition to the replacement cost as listed below. **Changed everywhere it is listed \$10.00 to \$5.00.**

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## Appendix B – Forms

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### ~~Communicable Disease and Release of Liability and Assumption of Risk Agreement~~

Release form has been removed. Businesses are no longer held liable for COVID

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### Hotspot Agreement

Wi-Fi hotspots circulate for a period of **7 days**. The overdue fine will be **\$5 per day**. Items 48 hours overdue will be declared lost, and full replacement costs will be charged. **Services will be shut off 48 hours after due date.**

- The devices may be renewed **1** time. They cannot be renewed if another person is waiting for the item.
- ~~Hotspots must be checked out and returned to the WCPL Circulation Desk during operating hours. If a device is returned in the outside drop box, a \$10 fee will be added to the patron's account.~~
- All components must be returned in the same condition they were received, including the hotspot device, its instruction manual, USB cable, AC adapter and case. We will not accept substitutions of case, adapter or cable.
- Patrons are responsible for costs associated with damage, loss, or theft of hotspots and their accessories. Patrons should make all reasonable efforts to maintain the security of the hotspot to avoid theft or damage.
- Patrons will be charged a ~~\$90~~ **\$70 replacement fee** if a hotspot device is lost or damaged. If any other items are missing or replaced, the patron will be subject to current replacement costs. These costs will be:

Case	\$2.50
USB Cable	\$10
AC Adapter	\$15

Total replacement cost \$~~107.50~~ 122.5 (with \$~~10~~5 processing fee)

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## **Internet Policy Agreement**

**Removed, no longer sign this form.**

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