

Library Policies and Operating Procedures

New Madison Public Library

**142 South Main Street
New Madison, Ohio 45346**

**New Madison Public Library – New Madison, Ohio
Library Policies and Operating Procedures
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ARTICLE I – CIRCULATION OF LIBRARY MATERIALS

1.1 Persons wishing to borrow materials from the Library must first apply for a library card. Proof of a current mailing address must be presented when registering for a card. Children must be five years old or registered for kindergarten in order to obtain a library card. Patrons between the ages of five and eighteen must have a parent or guardian present when registering for a library card. Parent or guardian must sign the application, verifying willingness to accept financial responsibility for fines and fees. An adult owing fines or fees to the library may not sign a library card application for a patron under the age of 18. Borrowers are required to notify the library when they change name, address or phone number. Patrons must present their library card or a photo ID when borrowing materials or requesting services. Borrowers ARE RESPONSIBLE for all materials signed out on their card number. If a card should become lost, the loss should be reported immediately and a new card will be issued.

- (A) A temporary library card may be issued for the first six months.
- (B) A student card with check out limits may be issued.

1.2 Materials are circulated for one-week or three-week periods depending on their type. Most materials can be renewed in person, by phone, through email, or online.

1.3 Overdue materials are subject to fines. Overdue notices will be sent to the patrons at the Library Director's discretion.

1.4 Patrons are responsible for all items that they check out from New Madison Public Library. They must pay for any damaged items, pay in full for any item not returned and pay any overdue fines. If an item previously paid for as lost is returned in good condition, the patron will be given a refund of the assessed fee, minus any overdue fines, provided the item is returned within one year of the original due date. The Library will not refund money for any item returned more than one year after the original due date. A receipt will be required for any refund. Excessive fines and fees will be addressed by the Board of Trustees and the Library Director on an individual basis.

1.5 The Library allows library directors, teachers and other responsible organization representatives to borrow library materials for extended periods as established and approved by the Library Director.

- (A) Full-time working teachers with unencumbered accounts (with fines and fees under \$5), have extended borrowing privileges. They may take as many items as they need, unless the library collection is limited in subject or reading level.
- (B) A collection for the classroom circulates for nine weeks. Special arrangements for a longer loan period will be arranged at the discretion of the Library Director.
- (C) Overdue fines per item will be accrued from the due date. Every item checked out on the teacher's personal account, and the patron will be responsible for any fines or fees for damaged or lost items.
- (D) Library staff will assist teachers with compiling a collection, but staff must be given enough time to complete the task. When a majority of the materials are available, a pick-up time will be arranged with the teacher.

ARTICLE II – PUBLIC RELATIONS AND THE COMMUNITY

2.1 The Library’s staff will inform the public of library objectives and services through the print and electronic media, select social networking sites and/ or the Library’s website.

2.2 The Library will collaborate with the schools and provide supportive services.

2.3 Community notices may be displayed on a community news bulletin board and informational literature may be displayed with permission from the Library Director.

2.4 In the interest of maintaining good community relations, the Library shall purchase goods and services within the local school district when the goods and services are available locally at competitive prices.

ARTICLE III – OBSERVANCE OF HOLIDAYS & OTHER CLOSURES

3.1 New Madison Public Library will observe the following holiday closings: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year’s Eve. In the event that a holiday falls on Sunday, the Library may observe the holiday by closing on the following Monday.

3.2 During the week of The Darke County Fair in late August, the Library will be open 9-6:00 Monday through Friday and 9-1:00 on Saturday.

3.3 At the discretion of the Director and/or Board of Trustees, the Library may close on other days. These closures will be announced in a timely manner on social media outlets, the Library web page, and the Library answering system.

ARTICLE IV –EXPENDITURE OF PUBLIC FUNDS

4.1 The Library Director may use public funds to purchase meals in conjunction with a planned event or activity with Board of Trustees approval.

4.2 Funds for this purpose shall be a part of an established line item in each year’s budget.

4.3 The event or activity must be reasonably associated with library business. No public funds will be used for purely social events.

ARTICLE V –KEYS

5.1 The Library Director is responsible for issuing keys to staff as required by their duties and will be retrieved by the Library Director when the staff member leaves employment.

5.2 Keys will not be issued to staff members under the age of 18.

ARTICLE VI – SECURITY SYSTEM

6.1 The Library Director will select a master code for all commands to the security system. Select key holders will be given a code for emergency use.

6.2 A security code will be assigned to staff members for their use only. The staff code will change whenever a staff person leaves employment.

6.3 Custodial staff will receive a separate code when hired.

ARTICLE VII – PATRONS AWAITING RIDE AT CLOSING

7.1 Occasionally a situation may develop where a patron awaits a ride home when the library closes. If no one has arrived by the scheduled closing time, such patrons should be asked to wait outside of the library.

7.2 Library employees are not responsible for patrons waiting outside after the building closes. The employee has the right to contact the authorities for assistance.

ARTICLE VIII –INCIDENT REPORTING

8.1 In the event of an accident or medical emergency involving patrons, staff will contact the Tri-Village Rescue to assess the situation. If the patron refuses treatment, they will be given a release of liability clause to sign and date on the “Incident Report Form” (Appendix E).

8.2 All staff members involved in the incident are to immediately complete an “Incident Report Form” (Appendix E), place the form in a sealed envelope, contact the Director for further directions, and place the envelope on the Director’s desk.

ARTICLE IX – PROBLEM PATRON BEHAVIOR

9.1 Nuisance

- (A) To ensure the safety of all library patrons, acceptable behavior is expected.
- (B) Inappropriate language, extreme noise, or disruptive behavior will not be tolerated.
Unruly, disruptive, and/or aggressive actions by patrons on library grounds will result in the violators being asked to leave immediately. Repeated occurrences of such behavior may result in the loss of library privileges.

9.2 Sexual Misconduct

- 1) Patron will be asked to end the behavior and leave the building.
- 2) If the patron refuses or becomes belligerent, the Library Director or Supervisor in charge should contact the authorities.
- 3) The patron must meet with the Library Director before returning to regular usage of the library. If the patron is a minor, the guardians may be contacted as well.

ARTICLE X – LIBRARY EXHIBITS

10.1 Artistic Standards

(A) Educational and community oriented exhibits are encouraged. Commercial displays are not acceptable.

(B) The library reserves the right to reject any display item if deemed inappropriate or lacking in artistic merit. The library may exercise such right without giving justification.

10.2 Installation and Removal

(A) Each exhibitor is responsible for the installation and removal of their items.

(B) If not removed on schedule, the library reserves the right to store the items at the owner's expense.

(C) For liability purposes, each item must possess an individual identification tag and unique number assigned to the work. If more than one person is exhibiting, his or her name must appear on the back of the item. Prices may not be displayed on the front of the work.

10.3 Insurance It is highly recommended that exhibitors carry their own insurance on their works; the library's insurance does not provide coverage. The library is not responsible for the theft or damage of any items.

10.4 Security The library has a security system for the entire institution; however, there is no security guard on the premises.

ARTICLE XI – FIREARMS ON LIBRARY PREMISES

11.1 The Board of Trustees hereby resolves that no firearms, either concealed or in plain view, are permitted on library property or in the library building, unless the owner is a law enforcement officer. Notice of this policy and the Library's status as exempt from Ohio's Concealed Carry Legislation will be posted as required by Ohio Revised Code.

ARTICLE XII – USE OF LIBRARY COMPUTERS AND THE INTERNET

12.1 Computer Use

(A) Patrons wishing to use library-owned computers must present an unencumbered library card. Patrons with accrued fines or fees of more than \$5.00 will not have access to computers owned by the library. Patrons must use their own library card to sign up for computer time. (Patrons under the age of 18 may use a parent or guardian's card if the child does not have a card of their own.) Patrons do not need a library card in order to use their own equipment on the library's wireless network.

(B) After reading the "Laptop Lending Policy" and signing the "Laptop Use Agreement," patrons may check out a library-owned laptop computer. {See Appendix A & B}

(C) Guest passes are available for patrons who need computer access of a temporary nature (i.e. out-of-town visitors who wish to check e-mail).

(D) Patrons may elect to use a library computer for a 30-minute session on a first-come, first-served basis. Additional time may be available if no one is waiting. Time limits will be enforced during periods of heavy use. Patrons may be limited to one computer session per day during periods of heavy demand.

(E) Documents or files cannot be saved on the hard drive of a public computer. Patrons are encouraged to save files to their own storage device.

(F) New Madison Public Library assumes no responsibility for damage to a patron's storage device or personal computer equipment being used with library-owned computers or the library's wireless network.

(G) Failure to comply with the provisions of this policy may result in loss of access. Illegal acts may be subject to prosecution by local, state and federal authorities.

12.2 Acceptable Use of the Internet

(A) New Madison Public Library affirms that the safety of children using the Internet is the responsibility of the parent or guardian and not the responsibility of the Library. Because the Library uses **NO INTERNET FILTERS**, parents or guardians are responsible for safeguarding their children while using the Internet. Patrons wishing to control Internet access may set a "No Internet" block on a minor patron's card.

(B) Internet access through New Madison Public Library may be used to access resources, engage in communication or conduct online activity with the following exceptions and prohibitions:

- Patrons may not send, receive or display text or graphics that may reasonably be construed as "obscene" (See Ohio Revised Code 2907.01).
- Patrons may not use online resources to conduct illegal activity of any nature.
- Patrons may not disrupt others or invade another patron's privacy.
- Patrons may not modify or gain access to files, passwords or data belonging to others; nor seek unauthorized access to any computer system, network, host server or database.
- Patrons must adhere to legal protection provided by copyright and licenses for programs and data (Appendix F).

(C) The Internet and its available resources contain a wide variety of material and options from varied points of view. In offering Internet access, library staff cannot control access points that often change rapidly and unpredictably. Users are hereby notified that they are responsible for the access points they reach.

(D) Users may not represent themselves as another person

(E) Library staff cannot provide in-depth training concerning computer use or accessing the Internet on patron-owned equipment. Wireless users are responsible for configuring their equipment to access the library's network.

(F) Patrons using library computers may print both black and white and/or color materials at the established cost per page. Printing is limited to within the patron's allotted computer time. Patrons using personal devices do not have access to library printers.

(G) The Library does not offer e-mail accounts. Patrons must register with an Internet service provider or email service at their own discretion.

(H) All users agree by using a library computer or by using the library's wireless network to hold New Madison Public Library harmless from all claims, losses, damages, obligations, or liabilities directly or indirectly related to the use of the Ohio Public Library Information Network and the Internet.

(I) The Library is not responsible for any liability that may arise as a result of the disclosure of financial or other personal information while accessing the Internet via a library connection.

(J) Failure to comply with the provisions in this policy may result in loss of access. Illegal acts may be subject to prosecution by local, state or federal authorities.

ARTICLE XIII – RECORD RETENTION

13.1 A Records Commission of the New Madison Public Library shall be composed of the Fiscal Officer, Director and one Trustee. A file maintained by the Fiscal Officer will serve as the official record of all disposals of records and contain all disposal lists and approvals. The file shall be an official record of the Library Board of Trustees.

13.2 Records shall fall into two categories: Permanent and Non-Permanent.

ARTICLE XIV – CONFIDENTIALITY OF PATRON RECORDS

14.1 It is the policy of New Madison Public Library that all patron records, as well as any records linking names of library users with specific materials and/ or Internet transactions, are to be considered confidential in nature. No such records shall be made readily available to any agency of the state, federal or local government, or to any individual unless a court order requiring disclosure has been entered by a court of competent jurisdiction. All requests for disclosure of confidential records should be referred to the Library Director. Records of children under the age of 18 may be provided to their parents, guardians or custodians. {See Ohio Revised Code 149.432}

ARTICLE XV - PUBLIC RECORDS REQUESTS

15.1 The library strictly adheres to the state’s Public Records Act. Exemptions from disclosure established by federal or state law, including without limitation, Ohio Revised Code Section 149.432, must be applied, particularly where the laws are intended to protect the rights of third parties.

15.2 In accordance with the Ohio Revised Code and applicable judicial decisions, records are defined as any item that (i) contains information stored on a fixed medium (such as paper, electronic – including but not limited to email – and other formats); (ii) is created or received by, or sent under the jurisdiction of a public office and (iii) documents the organization, functions, policies, decisions, procedures, operations or other activities of the office. All records of the library meeting this definition are public unless they, or parts of them, are specifically exempt from disclosure under the Ohio law or federal law. Inquiries regarding pending litigation, matters involving a significant exposure to litigation, and certain personnel-related information are also exceptions.

15.3 As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying upon request. Record retention schedules shall be made readily available to the public. Records will be available for inspection and copying during regular business hours.

15.4 The Fiscal Officer, or the Library Director if the Fiscal Officer is unavailable, is the designated public records manager to whom requests for public records should be directed.

15.5 Records Requests

(A) Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the library to identify, retrieve, and review the records. If it is not clear what records are being sought, the Fiscal Officer, or the Library Director if the Fiscal Officer is unavailable, will contact the requester for clarification, and will assist the requester in revising the request by informing the requester of the manner in which the office keeps its records. When there are questions about whether the information requested can be released, the Library Director will consult with the County Prosecutor's Office.

(B) The requester does not have to make a request in writing, and does not have to provide his or her identity or the intended use of the record. This information will only be requested if the written request or disclosure of identity of the requester or the intended use of the record would benefit the requester by enhancing the ability of the library to identify, locate or deliver the requested public record. The requester will be informed that the written request or disclosure of identity of the requester or intended use of the records is not mandatory.

(C) Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the stored records; and the need for legal review of the records requested.

(D) Each request will be evaluated for an estimated length of time required to gather the records. Any denial of public records requested must include an explanation, including legal authority. If the request is in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released.

(E) Those seeking public records will be charged the established cost of photocopies or any costs related to other formats of reproduction.

(F) Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies, in addition to any copying charges. The library requires that the requester pay fees and postage in advance.

15.6 Public Records Exceptions

Exemptions under this Policy include, but are not limited to, the following:

(A) O.R.C. 149.432 exempts library records or patron information, unless 1) an appropriate subpoena, search warrant or court order is received; 2) the request is from a law enforcement officer who is acting in the scope of the officer's law enforcement duties and who is investigating a matter involving public safety in exigent circumstances, or 3) the individual who is the subject of the record or information consents.

(B) As exempted, with exceptions, under O.R.C. 149.43 and federal or state law:

- Attorney-client privileged information;
- Confidential employee information including medical records, Social Security numbers, etc.;
- Records that have been sealed pursuant to a statutorily authorized court order.

ARTICLE XVI – PUBLIC PARTICIPATION AT MEETINGS

16.1 Meetings of the Library Board of Trustees are public meetings which may be observed by the public. In some instances, members of the public may wish to address the Board. While the Library Board welcomes comments from the public (including library staff members) at board meetings, order must be maintained at all meetings. So that Board Meetings may run efficiently, the Board has established the following guidelines related to public comments.

16.2 All visitors must complete sign in on the Visitor Log (Appendix C) at the beginning of the meeting and indicate if they wish to address the board or simply observe the meeting. Those wishing to address the board should list a topic.

16.3 Individuals wishing to address the Board will be given one opportunity to speak during the period designated on the agenda.

16.4 Individuals shall only speak after being recognized by the presiding officer.

16.5 Comments may be limited to no more than three (3) minutes per individual.

16.6 In order to maintain an accurate record of the proceedings, comments should be prefaced with the speaker's name.

16.7 The Board reserves the right to respond to public comments immediately or at a later date.

16.8 Unsolicited comments, interruptions, disturbances and remarks of a personal or threatening nature will not be tolerated, and the offenders will be asked to leave.

16.9 The Board must be notified in advance for their approval to record any meeting.

ARTICLE XVII – PHYLLIS COLE DUBBS COMMUNITY ROOM USE

17.1 The Library believes that the Phyllis Cole Dubbs Community Room should be available for use by Tri-Village community organizations, active patrons, or local groups of individuals formed for charitable, civic, social, religious, recreational, and educational purposes, provided that such use does not infringe on library use of the room or interfere with library activities. The Community Room may not be reserved by any sponsoring group or individual seeking to make a profit; by any sponsoring group or individual representing partisan political views; for any private social event that is not affiliated with a recognized community group; and/ or for any purpose that is prohibited by law.

17.2 No group or individual is permitted to charge registration or admission fees for events held in the Community Room. Fees for recovering the cost for educational materials, supplies or refreshments may be charged, however.

17.3 The Library does not advocate or endorse the viewpoints of any group or individual using the Community Room. Meetings to be held in the Community Room shall not be advertised in a manner that implies sponsorship by the Library.

17.4 The Library is not liable for injuries to people, loss of property, or damage to property, individuals or organizations using the Community Room.

17.5 Any organization wishing to reserve the Community Room must first read and complete a “Community Room Contract and Reservation Form” (Appendix C) and agree to abide by the Guidelines for Use listed on said form. The Library Director will approve all reservations and notify the group or individual wishing to use the Community Room once the reservation has been approved.

ARTICLE XVIII – RIGHT TO READ STATEMENTS

18.1 The Library Board supports the “Students Right to Read” statement as prepared by the National Council of Teachers of English. All patrons of the Library have a legal right to information of their choice and it is the obligation of the library to furnish it without prior censorship. The Library will be responsive to the expressed wishes of concerned patrons who supervise the reading of their children. For further information, please see...
<http://www.ncte.org/positions/statements/righttoreadguideline>

18.2 The Library Board supports the principles of the American Library Association’s (ALA) “Library Bill of Rights” and asks that any requests for restricting the availability of materials be submitted to the Library Director. Any such request must be presented in writing, be signed and should cite reviews (passages and page numbers) from the material in order to justify why access to the item(s) should be limited. The Library Board shall consider the written proposal at its next board meeting. For further information, please see...
<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>.

18.3 The Library Board supports the principles of the ALA” Freedom to Read” statement. For further information, please see...
<http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement> .

ARTICLE XIX – MATERIAL SELECTION

19.1 The Library serves as a storehouse of reading matter, multimedia, digital media, and other materials for use by the public. The Library Director’s selection of materials purchased with public funds is based on seven factors:

- Is it likely to be demanded or used by our community and library patrons?
- Is it suitable for the intended audience?
- Is it favorably reviewed or referenced in reliable, unbiased selection tools?
- Is it available at a reasonable cost?
- Will the subject matter or format withstand the test of time?
- Does it add significance and value to the collection?

- Does the material meet the library’s standard of establishing a balanced collection of resources representing diverse interests and viewpoints for the use and recreation of the community?

19.2 Periodicals on multiple viewpoints and diverse interests will be accessible.

19.3 Local, regional, and national newspapers will be accessible.

19.4 Multimedia materials will be accessible.

19.5 Computers and digital equipment will be accessible.

ARTICLE XX – MATERIAL CHALLENGES

20.1 The Library adheres to the ALA “Library Bill of Rights,” (Article 15.2) and affirms that libraries should provide resources for the interest, information, and enlightenment of all people in the community we serve. The Library further believes that materials from various points of view should be accessible. The Library respects intellectual freedom and supports it by providing access to materials that meet the widest range of needs and interests.

20.2 The Library does provide an option for members of the community and the patrons we serve to request an item to be reconsidered. The process involves the following steps.

- 1) Complete the “Request for Reconsideration of Library Item” (Appendix D).
- 2) Request is presented to the Review Committee, which consists of the Library Director, one or more Trustees, and a community member. An appeal can be lodged with the entire Board of Trustees.

ARTICLE XXI – COLLECTION WEEDING & DISPOSAL OF MATERIALS

21.1 Weeding and discarding materials is an on-going process. Weeding becomes necessary when additional space is needed in a particular area of the library, when materials become out-dated and/ or when poor condition or limited circulation of the item warrants it be discarded.

21.2 The Library Director completes or assigns weeding as needed. Items may be discarded after consideration of the following:

- Has the item circulated in the past 5 years?
- Is the item considered a classic or has it been awarded?
- Is the item available through the consortium or interlibrary loan?

21.3 Disposal of library materials weeded in this manner will be at the discretion of the Library Director, subject to review by the Trustees and/or applicable Statutes of the State of Ohio.

21.4 Discarded library materials may be given to the Friends of the Library to be used at their discretion for the support of the Library’s initiatives.

ARTICLE XXII– DONATIONS

21.1 Acceptance of donations of money, books and other library materials will be determined by the Library Director on the basis of their suitability to the Library’s purposes and needs in accordance with the Library’s “Material Selection” policy (Article XVI). Accepted gift items will become property of the Library and the use or disposal of the item will be determined by the Library Director.

21.2 The Library may accept and house historic community records, pictures, mementos, artifacts, etc. and assemble them for safe keeping for present and future generations to preserve the local history of our communities. The Board of Trustees reserves the right to share any and all donations with a more appropriate historical organization.

21.3 Donations will be acknowledged by the Library Director and/or the Fiscal Officer.

Laptop Lending Policies

Borrower Requirements:

- Must have a NMPL library card with less than \$5. in fines at time of checkout.
- Must be 12 years or older. If under 18, a parent/guardian must sign the agreement.
- Must use computer only within the NMPL facility.
- Must read and sign the NMPL “Laptop Use Agreement”

Procedures:

- Borrowers of the laptops are subject to the terms of NMPL’s “Use of Library Computers and the Internet.”
- Laptops are checked out for 30 minutes. Time can be extended if not needed for another patron.
- Laptops cannot be reserved.
- Return laptop in same condition as when checked out
- All personal information / documents must be saved to a USB device. All files and downloads will be deleted at the end of the day.
- Laptops are for in-library use only.
- Replacement cost is \$500. and will be charged to your library card if the laptop is not returned by closing time.*
- No food or drink is permitted near laptops.

Software Available:

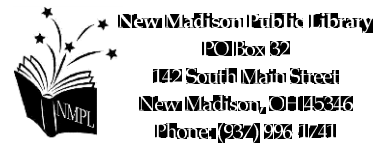
- Microsoft Windows 8
- Microsoft Office 2010
- Adobe XI
- Internet Explorer

Printing:

- Laptops are set to print to the library copier
- Printing costs: \$.20 per page for black & white, \$.50 for color

**** Removal of the laptop from the library will be considered theft, and NMPL reserves the right to prosecute to the fullest extent of the law.***

08.2014



Laptop Use Agreement

Patron: _____ **Phone** _____

Address: _____

By my signature below, I acknowledge that I have read and agreed to ALL of the following...

- I am at least 12 years old and my NMPL account has less than \$5. in fines.
- I agree to accept full responsibility and financial liability for the laptop while it is checked out to me.
- I understand that the laptop will be inspected before and after I check it out.
- I agree to pay all costs associated with damage, loss, or theft of the laptop.
- I will not loan the laptop to another individual for use.
- I will not tamper with the laptop hardware or software or attempt to load software.
- I will attach only authorized hardware to the laptop like flash drives or headphones.
- I will stay in the NMPL building with the laptop.*
- I understand that I must keep all food and drink away from the laptop.
- I understand that ALL documents saved on the laptop will be erased after use.
- I will check after 30 minutes to determine if I may use the laptop longer.
- I will return the laptop no later than 15 minutes before closing.*
- I agree that failure to comply with any of these policies and procedures can result in the loss of laptop borrowing privileges.

Borrower's Signature: _____ **Date** _____

Parent/Guardian Signature: _____

(If borrower is under the age of 18)

**** Removal of the laptop from the library will be considered theft, and NMPL reserves the right to prosecute to the fullest extent of the law.***

Community Room Contract and Reservation Form

The Phyllis Cole Dubbs Community Room is available for use by Tri-Village community organizations, active patrons, or groups of individuals formed for charitable, civic, social, religious, recreational, and educational purposes, provided that such use does not infringe on library use of the room or interfere with library activities. The Community Room may not be reserved by any sponsoring group or individual seeking to make a profit; by any sponsoring group or individual representing partisan political views; for any private social event that is not affiliated with a recognized community group; and/ or for any purpose that is prohibited by law.

Guidelines for Community Room Use

1. No group or individual is permitted to charge registration or admission fees for events held in the Community Room. Fees for recovering the cost for educational materials, supplies or refreshments may be charged, however.
2. Light refreshments may be served. Alcoholic beverages are prohibited. Meeting room must be left free of crumbs and waste. The Library does not provide equipment or services related to serving refreshments.
3. Library staff will set up the room in one of the configurations designated on the reservation form. Those using the room are responsible for returning the room to the chosen configuration at the end of the event if any tables and chairs are moved during the event.
4. The Community Room is only available during regularly scheduled library hours so all events must begin and end during library hours, including any required set-up or clean-up.
5. No storage space is available in the Community Room. Any materials, supplies or personal items left behind at the end of an event will be discarded.
6. The Library is not liable for injuries to people or damage to property, individuals or organizations using the Community Room.
7. Maximum occupancy for the Community Room is 21.
8. An application to use the Community Room must be made in person, signed by a group representative and filed with the Library.
9. Requests to use the Community Room may be made at the Circulation Desk at least two weeks before a scheduled event but no more than six months before a scheduled event.
10. Requests will be honored on a first come, first served basis. Library events always take priority over other events.
11. The Library reserves the right to cancel scheduled events in the event of an emergency, such as a weather-related closing or unsafe building conditions.
12. The use of the Community Room by a non-library group shall not be publicized in any way that implies library sponsorship or endorsement of a group's activities.

Community Room Reservation Request and Contract

Group Name: _____ Date _____

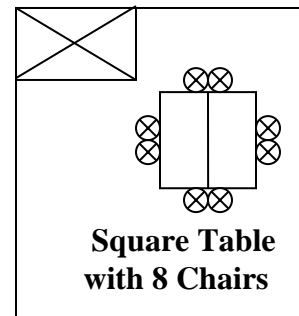
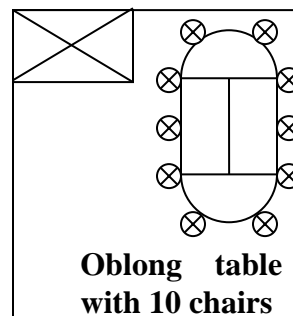
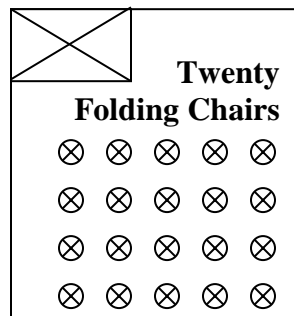
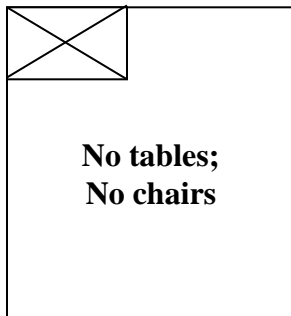
Representative Name: _____

Address: _____ Phone _____

Event Date: _____ **Event Times:** _____

Briefly describe the event to be held. Include approximate attendance, if refreshments will be served, and how the event will be publicized:

The following seating arrangements are possible in the Community Room. Please circle the option best suited to meet your needs. We will set up the room in your chosen configuration prior to your meeting or event.



As a representative of the above-listed group, I agree to abide by the “Guidelines for Community Room Use” as listed earlier in this application. I understand that the Library Director will review this request and notify me of the status of this request.

Group representative signature: _____

Approved *Not Approved* *Director’s signature:* _____



New Madison Public Library
 1201 Box 62
 122 South White Street
 New Madison, OH 43055
 Phone (614) 226-1121

APPENDIX D

Patron Request for Reconsideration of Material

Patron Name: _____

Address: _____

Phone _____

Item for Reconsideration

Title _____

Author/Editor _____ Publisher _____

Publication Date _____ Additional Bibliographical Information _____

PLEASE MARK ONE DESCRIPTION BELOW...

____ I have read the item. ____ I have partially read the item. ____ I have not read the item.

Describe specifically areas of concern with this item, using page numbers whenever possible.

What course of action are you requesting...

____ Relocation of the item ____ Removal from display ____ Removal from the collection

Patron Signature _____ Date _____

For library use only:

Director's Notes _____

Dear Patron:

I understand that you have asked that some action be taken with an item that you checked out from our collection. First, let me assure you that the Trustees have put in place policies and procedures to address this issue. Article XVIII in our “Library Policies and Operating Procedures” is as follows...

18.1 The Library adheres to the ALA “Library Bill of Rights,” (Article 15.2) and affirms that libraries should provide resources for the interest, information, and enlightenment of all people in the community we serve. The Library further believes that materials from various points of view should be accessible. The Library respects intellectual freedom and supports it by providing access to materials that meet the widest range of needs and interests.

18.2 The Library does provide an option for members of the community and the patrons we serve to request an item to be reconsidered. The process involves the following steps.

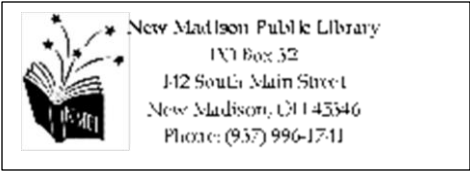
- 1) Complete the “Request for Reconsideration of Library Item”
- 2) Request is presented to the Review Committee, which consists of the Library Director, one or more Trustees, and a community member. An appeal can be lodged with the entire Board of Trustees.

While I realize that everyone has different tastes, interests, and beliefs, it is the goal of the Library to provide materials that meet the widest range of needs and interests. If you believe that an item should be moved to another section of the library or removed entirely, please complete the attached form and return it to me. I will review your request, determine the next necessary step, and contact you in a timely manner.

Thank you for your commitment to New Madison Public Library, its patrons, and the communities that we serve.

Brenda K. Miller
Director
New Madison Public Library
142 South Main, PO Box 32
New Madison, OH 45346
937 996-1741 – phone
937 996-1473 – fax
<http://www.newmadisonpubliclibrary.org>

APPENDIX E



Incident Report Form

Date of Incident: _____ Time: _____ AM / PM Location of Incident _____

Name of affected person(s): _____

Address: _____ City: _____ Zip: _____

Phone Number(s): _____ (H) _____ (C) _____ (Other)

Details of Incident: _____

Witnesses/Employees Who Assisted: _____

Reported by:

Signature _____ Date _____ Time _____

If the affected party refuses medical attention, please have them sign the following release.

I have refused medical attention. I do not hold New Madison Public Library liable for any injury or damage resulting from this incident. I release New Madison Public Library, its employees, and trustees from all legal liability connected to this incident.

Signature _____ Date _____ Time _____

Witness _____ Date _____ Time _____

NMPL WiFi is provided for community use, but it is **ILLEGAL** to use this public WiFi for illegal downloading of music, movies, books, or other **copyrighted items**.

If you are using the following websites or apps, You are **illegally downloading** music, movies, books, or other **copyrighted items**.

Pirate Bay

UTorrent

BitTorrent

qBittorrent

Limewire

ShowBox

MovieBox

PopcornTime

Frostwire

Movie123