



## **Pickerington Public Library Policy and Procedure Creation and Review**

**Board Policy:**

**DATE REVIEWED: 9/14/2015  
DATE APPROVED: 9/14/2015  
EFFECTIVE DATE: 9/14/2015  
REPLACING POLICY EFFECTIVE: 7/17/2000**

It is the responsibility of the Pickerington Public Library (PPL) Board of Trustees (the Board) to provide leadership, guidance and direction to govern the current and future actions of PPL. The Board shall determine the policies to serve as a basis for the administration of PPL. The formulation, development, adoption and revision of written policies constitute the basic methods by which the Board shall exercise its leadership in the operation of PPL.

The Board authorizes the Director to disseminate, implement and maintain administrative procedures which are consistent with the Board's policies. While the Board may wish to periodically review these procedures, the Director has the authority to make adjustments to these procedures without Board approval, unless otherwise instructed by the Board. The policies of the Board, and the rules and procedures of the Director shall be consistent with the organizational values, mission, vision and strategies of PPL, and shall be readily available to the public and staff.

It shall be the duty of the staff to become familiar with the policies, rules and procedures so that each may clearly recognize his or her duties and relationships within PPL's policies.

### **A. Policy Adoption**

Policies may be adopted and/or revised only upon a majority vote of the members of the Board present at a legally constituted meeting.

The formal adoption or revision of policies will be recorded in the minutes of the Board meeting. Only those written statements so adopted or revised and so recorded will be regarded as official policies of the Board. Policies may become effective immediately upon adoption, or at a specific effective date established by the Board and provided in the motion to adopt.

### **B. Deletion of Policies**

Policies may be deleted and/or suspended only upon a majority vote of the members of the Board present at a legally constituted meeting.

The formal deletion or suspension of policies will be recorded in the minutes of the Board meeting. Only those written statements so adopted or revised and so recorded will be regarded as official policies of the Board. Policies may be deleted or suspended

immediately upon the vote, or at a specific effective date established by the Board and provided in the motion to delete/suspend.

#### C. Administration in Policy Absence

The Director shall have the power to implement action within PPL if a situation should develop for which the Board has provided no policy. The Director will inform the Board of such action at a future meeting and/or regularly scheduled review of Board policies.

#### D. Policy Review

The Director shall be responsible for the administration of the policies adopted by the Board. In an effort to ensure that policies are updated to comply with the most recent federal and state regulations, statutes and court decisions, the Board will review its policies on a periodic basis. The Director is responsible for calling the Board's attention to all policies that are out-of-date or that appear to need revision. At the request of the Board President, a Governance Task Force may be created to review all policies collectively. In general, this is done every 3 to 5 years.

#### Administrative Procedure:

DATE APPROVED: 9/14/2015

EFFECTIVE DATE: 9/14/2015

REPLACING PROCEDURE EFFECTIVE: 7/17/2000

A. PPL's policies are divided into the following categories: Staff Handbook Personnel and Staff Handbook Public.

B. All policies and procedures will be made available to employees via a print copy maintained in the staff lounge and upon request through the Fiscal Officer/HR Manager.

C. The Fiscal Officer/HR Manager shall be responsible for updating the approved policies and procedures in the print copy maintained in the staff lounge within 10 business days after the effective date.

D. New policies and procedures, revisions to existing policies and procedures, and recommendations to delete/suspend policies and procedures are reviewed by the Director, Assistant Director, and Fiscal Officer/HR Manager as deemed necessary.

E. All policy and procedures will conform to the approved template.

F. Department Managers are responsible for creating and updating instructional documents, procedures and service expectations specific to their functional area for the purpose of day to day operations. In addition, they are responsible for communicating newly created or updated policies within 10 days after the effective date.

G. Staff members shall be entitled to submit written suggestions regarding personnel procedures and policies to the Director or the Board at any time.



## Pickerington Public Library

### DISPOSAL OF SURPLUS FURNITURE AND EQUIPMENT

#### Board Policy:

DATE REVIEWED: 9/14/2015  
DATE APPROVED: 9/14/2015  
EFFECTIVE DATE: 9/14/2015  
REPLACING POLICY EFFECTIVE: 8/13/2001

The Pickerington Public Library (PPL) will dispose of obsolete, surplus and furniture, supplies and equipment by sale or otherwise. The Fiscal Officer (FO) or a designee shall be responsible for the sale or disposal in the most effective and efficient manner.

#### Administrative Procedure:

DATE APPROVED: 9/14/2015  
EFFECTIVE DATE: 9/14/2015  
REPLACING PROCEDURE EFFECTIVE: 8/13/2001

Surplus furniture and equipment is defined as property no longer having any use to PPL, including obsolete property that has completed its useful life cycle. This definition does not include recyclable property provided that the property is actually recycled or property being transferred from other library systems.

The Director and Assistant Director shall identify and inventory PPL's obsolete, surplus and unusable furniture, supplies and equipment and shall arrange for storage of these furniture, supplies and equipment until such time as they may be disposed.

Prior to disposal, a list of all obsolete, surplus and unusable furniture, supplies and equipment must be approved by the FO, declaring the property as "surplus." This list must contain information sufficient enough to reference records maintained in PPL's fixed asset and inventory system, if applicable.

The funds PPL receives from the sale of obsolete, surplus and unusable furniture, supplies and equipment shall be deposited in PPL's General Fund.

PPL may dispose of obsolete, surplus and unusable furniture, supplies and equipment in one or more of the following manners:

1. Trade in on replacement furniture, supplies and equipment if the trade in value is advantageous to PPL as determined by the FO or designee.
2. If it is determined that the property is in a saleable condition, the property may be sold to the general public by negotiated private sale, sealed bid, public sale, online auction or at a public auction.
3. Transfer to other public or not-for profit institutions.
4. Discard or scrap if it is not sold at the surplus sale, or if it is deemed to be obsolete or in such poor condition that it is not worth storing until a sale is held.

The chosen method should be one that has the best prospect of yielding the greatest return to PPL after the cost of the sale has been deducted from the revenue derived.

Items may be stored until enough are gathered to have a sale of the surplus furniture and equipment. Surplus property will be stored at the library or in the library's rented storage unit until disposed.

Transfers to other public or not-for-profit institutions should consider those aspects that will enhance PPL's public awareness in the local community and in the interest of providing a needed service to the community.

If disposal is a public sale, notification of the sale will be posted on public bulletin boards in the library, and in community newspapers. The notification will advise potential buyers that items will be sold "as is" and must be removed at the buyer's expense by a specific deadline.

If disposal is by sealed bid, the FO or designee will tabulate and analyze the bids received and, within a reasonable period of time thereafter, award the sale of the property to the highest responsible bidder. The FO may reject any bid for irregularities or failure to meet a pre-determined reserve. The Fiscal Officer or designee can note on specific items if there is a minimum bid price. In a case where the estimated market value of a surplus item to be sold is in excess of \$1,000, a written sealed bid procedure will be followed.

Library staff is eligible to purchase disposed property *except* members of the Board of Trustees, Director, Fiscal Officer, Assistant Director, or any other PPL employee directly responsible for the disposal process. Any close relative, as defined by the Nepotism policy, of the previous are also ineligible to participate.

The Assistant Director and Managers are responsible for reporting to the FO and Director any property no longer functional/useful by completing the "Surplus" form.



## **Pickerington Public Library**

### **Bulletin Board/Information Distribution Policy**

**Board Policy:**

**DATE REVIEWED: 8/11/2016**

**DATE APPROVED: 8/11/2016**

**EFFECTIVE DATE: 8/11/2016**

**REPLACING POLICY EFFECTIVE: 7/09/2007**

The Pickerington Public Library (PPL) provides a designated area available only to non-profit groups serving Fairfield County and the Pickerington Local School District (PLSD) for the posting of information related to specific educational, cultural, civic, governmental, intellectual, or charitable activities and events. The primary purpose of the material must be to inform the public of the organization's programs, services, or events.

PPL provides space for the distribution of the following:

- Events in which PPL is cosponsoring
- PLSD School sponsored events and services
- City of Pickerington information and events
- Violet Township information and events
- Free community newspapers and magazines

Materials fitting the above criteria will not be excluded because of the background or views of their author(s).

The presence of a poster, brochure, flyer, or any other notice in the Library does not necessarily indicate that the Library either advocates or endorses the information or events posted.

**Administrative Procedure:**

**DATE APPROVED: 8/11/2016**

**EFFECTIVE DATE: 8/11/2016**

**REPLACING PROCEDURE EFFECTIVE: 7/09/2007**

- A. The Library has limited space in which to distribute materials and therefore reserve the right to determine the quantity and length of time materials are made available. Preference for space and length of distribution will be given to materials promoting Library related groups (such as the Friends of the Library) and co-sponsored events, and local community information. Materials meeting the criteria for distribution will be distributed for a minimum of one day. All material removed from the distribution area will be discarded. Items that do not meet the criteria will be discarded.
- B. Large posters and announcements may not be accepted due to space limitations. Postings must be no larger than 8 ½" X 14". Only library signs will be posted on the library entrance doors.

- C. Materials periodically will be rotated and/or discarded. Materials will not be posted any sooner than four weeks prior to the event and will be removed and discarded after the event.
- D. Materials promoting business or commercial ventures, doctrinal beliefs, petitions, personal sales or advertisements, or job postings will not be accepted for distribution.
- E. Postings promoting religious services and/or activities may not be posted.
- F. To aid voters in becoming better informed about ballot issues and candidates, the library may display and distribute literature representing all points of view.

1. Voter Education Materials:

- Campaign materials for political candidates will be made available to library patrons in designated areas for no more than four weeks prior to the election. These materials will be removed and discarded the immediate day following the election.
- The Library will accept Campaign literature for display or distribution only after the library press release appears in the news media.
- Campaign material that is not literature (including, but not limited to, bumper stickers, yard signs, and campaign buttons) will not be considered for display or distribution.
- Political materials prepared by non-partisan civic organizations or political associations which contain candidate or issue information will be distributed with the understanding that any opposing points of view will be given the same opportunity.

G. Selected Location Distribution:

1. Items must identify the contact person and/or organization and provide an address and/or phone number from which additional information may be obtained.
2. Events advertised must be timely in nature; generally not more than 1 month in advance of the event.
3. PPL staff is not responsible for monitoring or restocking such materials.
4. All postings must be approved and initialed by the Library Director or her/his designee and must contain contact information for the organization.
  - Materials posted without approval will be removed.

- H. PPL will not remove or shield materials for distribution due to controversial content or images. Individuals questioning material in PPL may ask library staff about such material. The staff person in charge of the location at the time will discuss these concerns and give the patron a copy of this policy. Individuals may formally request reconsideration of distribution of such material by submitting a written request to the Director or Assistant Director.

- I. When a request is received, the administration will provide a response. Any appeals to this response will be referred to PPL Board, with an administrative recommendation for disposition. The final responsibility for removal of such materials resides with the Board of Trustees.
- J. The presence of a poster, brochure, flyer, or any other notice in the library does not necessarily indicate that the library either advocates or endorses the viewpoints expressed.

Customer Code of Conduct  
Appendix A

	Infraction Type	First Violation	Second Violation	Third Violation
1	Inappropriate dress, to include but not limited to no shirt and no shoes.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.
2	Presenting offensive and pervasive odor or odors, which constitute a nuisance to other customers or staff.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.
3	Distributing or posting unauthorized printed materials.	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
4	Bringing pets into the library, with the exception of service animals	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
5	Sleeping	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
6	Being under the influence of alcohol or drugs to the extent that one is unable to exercise care for one's own safety or the safety of others.	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
7	Abuse or improper use of library facility and equipment, to include but not be limited to public computer usage, bathing, shaving, or washing clothes	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
8	Smoking, using chewing tobacco, or	Warning, and may be asked to leave	7 day eviction	30 day eviction



Customer Code of Conduct  
Appendix A

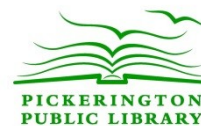
	smoking e-cigarettes on library property	the premises for the remainder of the business day.		
9	Creating any unreasonable noise, including loud talking, singing, running, boisterous activity and the playing of audio or video equipment which disturbs other customers or staff.	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
10	Profane, obscene or abusive language	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
11	Gambling, panhandling, soliciting money or engaging in activity for personal profit on library premises.	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
12	Engaging in any act which clearly disrupts or prevents the normal or intended use of the public library by any other customers or staff.	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
13	Intentionally destroying, vandalizing, or damaging Library Property to include defacing material.	4 month eviction. Eviction period may be extended longer until financial restitution is paid for the damage	1 year eviction. Eviction period may be extended longer until financial restitution is paid for the damage	1 year eviction. Eviction period may be extended longer until financial restitution is paid for the damage
14	Intentionally destroying, vandalizing, or damaging Customer Property while on library	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval

Customer Code of Conduct  
Appendix A

	premises.			
15	Failure to surrender or remove from the premises any items upon request of the staff that are deemed by them to be a weapon, dangerous ordinance, or contraband. Violation of the posted prohibition on carrying concealed weapons in the library.	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval
16	Trespassing, violating an eviction, or entering upon library property when banned.	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval
17	Theft or attempted theft of personal property or library property.	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval
18	Inducing panic or placing false 911 calls to police or fire agencies on premises.	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director
19	Harassment of staff or customers to include but not limited to: threatening language; expressing racial or ethnic epithets to another person; stalking behavior, such as following a person on premises	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director

Customer Code of Conduct  
Appendix A

	without permission, staring or watching persons to the point that it is unreasonable or the party claims the behavior makes them feel uncomfortable. To also include acts of harassing behavior committed via the telephone, email, or written communications directed toward customers or staff while on library premises.			
20	Possession, selling, or distributing illegal drugs or alcoholic beverages on library premises.	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director
21	Engaging in or soliciting any sexual act. Indecent exposure.	1 year minimum eviction with approval by director/assistant director	1 year minimum eviction with approval by director/assistant director	1 year minimum eviction with approval by director/assistant director
22	Engaging in fighting, challenging persons to fight, physically abusing or assulting anyone on the library premises.	1 year minimum eviction with approval by director/assistant director	1 year minimum eviction with approval by director/assistant director	1 year minimum eviction with approval by director/assistant director



## Pickerington Public Library Cardholder Policy

### Board Policy:

<b>Date Reviewed:</b>	<b>12/14/17</b>
<b>Date Approved:</b>	<b>12/14/17</b>
<b>Effective Date:</b>	<b>12/14/17</b>
<b>Replacing Policy Effective:</b>	<b>08/11/16</b>

Any person or organization that resides in Ohio who agrees by written or electronic signature to be responsible for all materials they borrow, will be issued a library card and allowed to use the collections and other services of the Pickerington Public Library. Cardholders will be responsible for all fees charged to their library account as a result of use of library materials. Fees that exceed an established amount and/or long overdue items will result in suspension of cardholder privileges until fees are paid below the established amount and/or long overdue items are returned.

A lost library card shall be reported immediately. The cardholder is responsible for materials checked out up to the time the card is reported lost or stolen.

Parents or legal guardians of Minors, those 17 years of age and younger, must sign or electronically agree to be responsible for all materials borrowed by minors and to monitor the nature of all materials used by Minors, including materials accessed using Full Access library cards. Parents and legal guardians will have Minor library card choices:

1. **Restricted 1:** Minors may borrow print materials only. There is no access to audiovisual materials. Electronic Resources, including databases and downloadable content, are available for in-house and remote use.
2. **Full Access:** Minors may borrow any circulating item, including audiovisual materials. Electronic resources, including databases and downloadable content, are available for in-house and remote use.

The exception to this are Student Cards, which may be issued to Minors as a special limited access library card which does not require the signature of a parent or legal guardian.

The Pickerington Public Library will ensure that its cardholders have the greatest opportunity to utilize its collections, as well as those of its Central Library Consortium partners. Library card guidelines and loan periods are established for this purpose.

**Administrative Procedure:**

**Date Approved:** 2/18/19

**Effective Date:** 2/18/19

**Replacing Procedure Effective:** 12/14/17

## **A. *Issuing Library Cards***

There is no charge to apply for a library card. There is a charge of \$.50 for each replacement library card. Proper identification is required to receive a replacement card. See “Examples of Acceptable ID” below.

Customers must provide a written or electronic signature signifying their acceptance of the Cardholder’s Policy. Library cards will be issued only to those customers or organizations residing in Ohio.

Adults age 18 and older, must present a photo ID and verification of current address. Acceptable photo IDs must include a photograph and printed name. If photo ID does not include the patron’s current address, he or she must present one piece of official documentation for verification of their current address. A customer providing the required identification will immediately receive their library card.

If photo ID presented does not include the customer’s current address and the address cannot be verified using acceptable documentation, the library card will be mailed to the customer. Check out will not be available until the customer receives their card through the U.S. Mail.

Managers and staff should use appropriate judgement to support the library’s mission by issuing library cards under exceptional circumstances.

<b><u>Examples of Acceptable ID:</u></b>	<b><u>Acceptable Documentation for Address</u></b>
<ol style="list-style-type: none"><li>1. Driver’s license</li><li>2. State issued ID</li><li>3. Passport</li><li>4. Military ID</li><li>5. Work ID</li><li>6. School ID</li><li>7. Green Card/Matricula Consular</li><li>8. Credit Card with photo</li></ol>	<b><u>Verification:</u></b> <ol style="list-style-type: none"><li>1. Driver’s license</li><li>2. State ID</li><li>3. Personal checkbook</li><li>4. Current year car registration</li><li>5. U.S mail postmarked within past two weeks</li><li>6. Lease agreement</li><li>7. Property tax receipt</li><li>8. Insurance card</li><li>9. Voter registration card</li><li>10. College enrollment papers</li><li>11. Pay stub</li></ol>

If the customer is staying at a care facility or shelter, a letter dated within two weeks stating that the customer may use the agency as a mailing address and signed by the agency's representative may be used as address verification.

***For Minors (Ages 17 and Under):***

There is no minimum age requirement to receive a PPL library card. Parents or legal guardians of minors must agree by written or electronic signature to accept the cardholder agreement. Therefore, library cards are issued to minors following the verification of the parent or legal guardian's photo ID and address. The parent or guardian's address must be entered as the primary address in the minor's record. The full name of the adult signator will be added to the minor's record at the time the account is created.

**When the Child is Present:** The parent or guardian will provide identification that satisfies the requirements for signing up for a Full Access card, and also sign or electronically accept responsibility for the minor's account.

**When the Child is Not Present:** The parent or guardian will provide identification that satisfies the requirements for signing up for a Full Access along with verification of the child. The child's name must be clearly printed on an acceptable form of identification.

*Examples of Acceptable Forms of Child Verification:*

birth certificate, school ID, social security card, insurance card, juvenile state ID, recent school report card, immunization records, lost child ID, Permanent Resident Green card or Matricula Consular.

**When the Parent or Guardian is Not Present:**

Student Cards may be issued to minors as a special limited access library when a parent or guardian is not available to consent to borrowing privileges. The minor's parent or guardian must follow the above procedure for obtaining a library card for a minor in order to activate full library card privileges.

If the parent or guardian is unable to come to the library, they may complete and sign the print version of the borrower's application and return the application, along with their ID and address verification (if needed) to the library with the child. Staff will confirm that the signature on the application matches the signature on the ID.

## **B. *Types of Library Cards***

**Full Access Cards** There are no restrictions on Full Access cards. Full Access customers are permitted the full number of allowed item check-outs, renewals, and holds, with no restrictions based on Material types. Loan periods follow material types. Full access customers have access to all PPL electronic resources, including databases and downloadable content, generally available for in-house and remote use.

**Newly Registered Cards (Adult and Minor)** New customers are limited to a total of 10 items checked out at any one time during the first 28 days. Customers under age 18 may check out books only during the first 28 days. New customers are permitted the full number of renewals and holds. Loan periods follow material types. New customers have access to all PPL electronic resources, including databases and downloadable content, generally available for in-house and remote use.

**Restricted 1 (Minor) Cards** Minors with Restricted 1 cards may borrow print materials only. There is no access to audiovisual materials. Restricted 1 patrons are permitted the full number of allowed item check-outs, renewals, and holds. Loan periods follow material types. Restricted 1 customers have access to all PPL electronic resources, including databases and downloadable content, generally available for in-house and remote use.

**Student Cards** Minors with Student Cards may only borrow three (3) print items at a time and may only place three (3) holds on print items. Student card holders are permitted the full number of renewals. Loan periods follow material types. Student Cards will not be subject to 3<sup>rd</sup> party collection action. Student Cardholders are responsible for Lost/Damaged fees. Student Cards expire on the customer's eighteenth (18<sup>th</sup>) birthday.

**Teacher Cards** To apply for a Teacher Card, in addition to other required forms of acceptable ID, applicants must show a recent pay stub from the school, preschool, or daycare where employed. In addition to all the privileges of Full Access cards, Teacher Cards allow a nine (9) week loan period for items, but with no renewals. Two (2) lost items per school year will be allotted to the account if necessary. Any item from the print collection is permitted to be checked out using a Teacher Card. All nonfiction adult films as well as Juvenile Audio Visual items, with the exception of entertainment family films, can be checked out on a Teacher Card. Teacher Cards are good for three (3) years.

**Staff Card Privileges.** Staff Cards function the same as Full Access Cards. Staff Cardholders are responsible for all Lost/Damaged fees. Additionally, violation of card privileges will result in corrective counseling, up to and including termination.

### **C. *Loan Periods***

#### **1. Loan Periods:**

Video-Games	7 days (limit of 5 per card)
DVDs	7 days (limit of 10 per card)
Quick Read Books & DVDs	7 days
Tabletop Games	28 days (limit of 5 per card)
Hotspots	14 days (limit of 1 per card)
Books	28 days
New Books	21 days
Books on CD	28 days (limit of 10 per card)
Music CDs	28 days (limit of 10 per card)
Teacher Kits	28 days (limit of 2 per card)
Vacation Loan	6 weeks (no renewal)

Most Pickerington Public Library (PPL) items will automatically renew three (3) times for the same length of time as the original check-out unless another customer has placed a hold on the item, or it is a Quick Read or Mobile Hotspot. Materials on loan from other Central Library Consortium (CLC) Libraries may automatically renew for different periods of time. Some CLC libraries do not offer automatic renewal; items from those libraries must be renewed manually, through the library website, by presenting them at the circulation desk, or by phone.

A hold may be placed on most items with a limit of 25 holds per card. There are several item types not available for hold or request.

A library customer shall be limited to checking out an aggregate of 50 items per card. However, new customers are limited to a total of 10 items checked out at any one time during the first 28 days. Customers under age 18 may check out books only during the first 28 days (no audio-visual materials.)

The library assumes no responsibility for damage caused to a borrower's audiovisual or computer equipment.



Copyright laws limit Video-Games, Music CDs, Audio Books and DVDs to home viewing and/or listening only and prohibit their duplication.

### **C. *Overdue Items:***

*Overdue Item:* Any item returned after the due date is overdue. There are no daily fines for overdue items. However, the library does charge replacement fees for lost and/or damaged items.

*Overdue Checkout:* Customers are permitted to check out additional items if they have overdue items on their account. Customers are not permitted to check out additional items if they have long overdue items on their account. "Long overdue" is defined as anything overdue by 21 days or more.

### **D. *Fees:***

1. Whenever fees reach \$10.00 or more, borrowing privileges shall be suspended. Borrowing privileges will be reinstated when fees are paid below \$10.00.
2. Any returned check from the patron's bank shall be subject to a \$25.00 returned check fee. The accumulated fees shall be reinstated on the customer's card.
3. Customer accounts with fees will be turned over to a collection agency 28 days after the bill date. For fees of \$25.00 or more, a collection fee of \$10.00 will be charged to a customer's account. For fees below \$25.00, a collection fee of \$5.00 will be charged to a customer's account.
4. Each customer shall be responsible for materials checked out on his/her card, including lost items and items damaged beyond repair. For lost and damaged items, the replacement cost plus a \$5.00 processing fee will be charged. When lost items are returned, replacement fees and processing fees will be waived. The library does not provide refunds for replacement or processing fees. A lost or damaged item may be replaced with an exact, new copy of the item plus the \$5.00 processing fee with the prior approval of the appropriate library manager.



## **Collection Development Policy**

### **MISSION STATEMENT AND PHILOSOPHY**

#### **Mission Statement**

The Pickerington Public Library is a dynamic community resource providing library services to foster an inquisitive mind and the desire to know, understand and enjoy the world.

#### **Philosophy of Collection Development**

In a free society, information on many points of view, in many fields of endeavor, must be readily available. The Pickerington Public Library serves the public as a general center of information and diverse ideas. It has the responsibility of providing materials reflecting a diversity of views and expression. Materials are intended to aid in the pursuit of education, the search for information and the enjoyable use of leisure time.

The library recognizes that it has limited financial resources and has a responsibility to use its public funds to serve the entire community. Consequently, the library's collection reflects the collective needs of the community as opposed to any one individual's interests. The library uses other available avenues – interlibrary loan, appropriate referral, or redirection to serve the individual whose interests go beyond the scope of the library's collection.

The library believes in the right and obligation of parents and guardians to guide the moral development of their children. The decision as to what library material a minor may use is the responsibility of the parent or guardian.

### **SELECTION PROCESS**

#### **Principles of Selection**

Selection is based on the merits of a work in relation to the needs, interests and demands of the community. The library supports and is supported by the American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements which affirm that free and convenient access to ideas, information, and the creative experience is of vital importance to every citizen today. The selection of library materials is predicated on the library patron's right to read and his/her freedom from censorship by others.

#### **Responsibility for Selection**

The responsibility for the selection of materials rests with the Library Director. The Director may include professional and para-professional staff in the selection process,

thus allowing a variety of input based on knowledge and expertise in particular subject areas. Any book and/or library material so selected shall be held to be selected by the Library Board.

### **Criteria for Selection**

Selectors consider some or all of the following criteria when selecting library materials:

- Contemporary significance, demand, and/or permanent value
- Factual accuracy and/or objectiveness of non-fiction materials
- Community needs, standards and/or requests
- Readability and/or literary or artistic merit
- Presentation of various subjects and/or viewpoints
- Reputation and authority of author and/or publisher
- Price and/or availability
- Suitability of physical format for library purposes
- Value in accomplishing library mission
- Inclusion in standard bibliographies or indexes
- Professional journal reviews
- Availability of material in other area libraries
- Relationship to existing collection in the same subject field

A resource will not be excluded from selection solely for the reason of the race, color, religion, gender, sexual preference, national origin, disability, age, ancestry or other characteristic of the author or the source.

The addition of material to the library does not constitute or imply agreement with or approval of its content, but assures that a variety of differing points of view are represented.

### **Donations of Library Materials**

The library welcomes gifts of books and audiovisual materials. Gifts are accepted from the donor with the full understanding that all gifts become the property of the library. Gifts must meet the above selection standards before they can become a permanent part of the collection. The library reserves the right to dispense with gifts in any manner that it deems appropriate. Donations which are not placed in the collection may be given to and then sold by the Friends of the Library for fund-raising purposes to benefit the library.

The library does not appraise gifts materials for tax purposes. A letter of receipt stating the number of items given may be sent, upon request, to the donor.

The library will accept donations of money for the purchase of materials to serve as memorials or to honor individuals. The Library Director will work with the donor to purchase materials which are meaningful to the family and the donor.

### **COLLECTION MAINTENANCE**

Materials no longer deemed useful in the library will be disposed of according to accepted professional practices at the discretion of the Library Director. The weeding of

library materials is a continuing process and one that is essential to maintaining a quality collection.

The process and decision to weed an item takes into account the same criteria used when the item was first selected for inclusion in the collection. In addition, criteria such as obsolete information, insufficient use, excessive wear and tear, space availability and changing user interests are considered. Duplicate copies and items superseded by newer editions are reviewed for possible weeding.

Discarded materials become surplus property and may be given to and then sold by the Friends of the Library for fund-raising purposes to benefit the library.

## **PROCEDURE FOR RECONSIDERATION OF MATERIAL**

### **The Request**

Any person at least eighteen (18) years of age, a registered patron of the library, and a resident of the Pickerington Local School District may question the inclusion of materials in the library collection by submitting a "Request for Reconsideration of Library Materials" form. Materials will remain in circulation during the reconsideration process.

- This form must be completed in full, signed by the person, and forwarded to the Library Director for review.
- The person must have read, viewed, or listened to the material in its entirety.
- It is most helpful if the specific material in question is sent along with the form.

### **The Library Response**

- The Library Director, in consultation with the appropriate staff, will review the written comments.
- If the material meets the criteria for selection, the person and the Board of Trustees will be notified in writing of the Library Director's decision.
- If the Library Director finds the material does not meet the criteria for selection, the Library Director will remove the material and notify the person, and the Board of Trustees.

### **Patron Appeal**

- If the person requesting the reconsideration is not satisfied with the Library Director's decision, such person may, within fourteen (14) days of such decision, file a notice of appeal in writing with the Library Director who shall promptly notify the Reconsideration Committee.
- The Reconsideration Committee will then be called together to review the material in question.

### **The Reconsideration Committee**

The Reconsideration Committee will consist of a professional staff member selected by the Board, a registered patron of the Pickerington Public Library who resides within the library's district, and one member of the Board of Trustees. The patron representative shall be appointed annually by the Board.

The committee, with input from the staff, the person making the appeal, and/or other interested parties, will undertake the following:

- Read, view, or listen to the material in question in its entirety
- Review the selection process and criteria for selection.
- Check reviews and recommended lists to determine recommendations by experts and critics
- Meet to discuss the material in question
- Make a recommendation for retention, removal, or replacement

The Board of Trustees, the Library Director and the person making the appeal, will be notified of the recommendation of the Reconsideration Committee. If the person making the appeal or the Library Director is not satisfied with the Reconsideration Committee's finding, within fourteen (14) days of the decision by the Reconsideration Committee, such party may file, with the Board of Trustees, a written notice of the appeal containing such person's objections, and the copy of the "Request for Reconsideration of Library Materials." The decision of the Board of Trustees will be final.

No book or other library material will be reconsidered until at least five years have elapsed from the final decision of any prior reconsideration.

Revised 5/12/03



## **Pickerington Public Library Computer Use and Internet Access Policy**

### **Board Policy**

**Date Approved:** 4/15/2019  
**Effective Date:** 4/15/2019  
**Replacing Policy Effective:** 11/10/2014

The Pickerington Public Library (PPL) provides Internet connectivity and computer equipment in support of its mission and vision. The Library maintains the network in order to provide immediate access to information for the educational, enjoyment, and professional and personal development purposes and provides free access to all individuals/groups in the community.

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. While it offers access to a wealth of material that is personally, professionally and culturally enriching, the Internet also enables access to some material that may be offensive, disturbing, illegal, obscene, and/or inaccurate.

The Pickerington Public Library does not assume liability for the reliability of the local network, the Internet, or for the accuracy and/or quality of content found therein.

Library customers who access the Internet at the Library are responsible for scrutinizing its contents for reliability. The Pickerington Public Library is not responsible for the content of websites accessed by Library users, nor is it responsible for the materials viewed by users on or from the Internet.

In using the Library's computers, users agree to this policy and its terms.

### **Administrative Procedure**

**Date Approved:** 4/15/2019  
**Effective Date:** 4/15/2019  
**Replacing Administrative Procedure Effective:** New

The following procedures have been developed to accompany and support the Library's Computer Use and Internet Access Policy as outlined above:

#### **1. Access to Computers at the Pickerington Public Library**

Customers must have a valid Pickerington Public Library card in order to use public computers.

Customers who are Ohio residents but who do not have a Pickerington Public Library card may create a new card to access computers and other Library resources, per the Library's Cardholder Policy.

Customers who do not reside in Ohio but who wish to use the Library computers are eligible to receive a temporary guest pass, good for a single one (1) hour session on a library computer. Customers who request a guest pass may be asked to show photo ID that verifies out-of-state addresses.

There is no charge to use Library computers.

#### **2. Filtering**

The Pickerington Public Library has equipped all public Internet-access computers with filtering software. The Library recognizes that filtering software is far from perfect, and that it may allow some inappropriate content to pass through or can block appropriate sites from view.

Customers who believe that an appropriate site has been blocked can ask Library staff members to check that site for review.

### **3. Food and Beverages**

All food and beverages in the vicinity of the Library's computer equipment must be closed, sealed, or otherwise stored. Computer users who do not comply with this policy may have their computer privileges revoked for the day.

### **4. Misuse Use of Library Computers**

Misuse of any Library computer may result in a warning, immediate suspension of computer privileges, or loss of Library privileges. Definitions of misuse include, but are not limited to, the following:

- Using the computer or wireless network for unauthorized, illegal or unethical activities, as defined by all federal, state, and local laws
- Hacking into the Library computer system or any other computer system
- Damaging or attempting to damage computer equipment or software
- Interfering with systems operations, integrity or security
- Gaining unauthorized access to another person's files
- Misrepresenting oneself as another person.
- Creating or sending harassing or malicious messages to other computer users or Library staff
- Online gambling
- Violating copyright laws and software licensing agreements
- Customers may not use the Internet for unauthorized copying of copyright-protected material.
- Duplication of the Library's software, as this would constitute violation of the copyright law
- Altering or attempting to alter the Library computer's settings
- Accessing or displaying obscene and sexually graphic text, graphics, and/or audio, as defined in sections 2907.01 and 2907.31 of the Ohio Revised Code.

Issues not covered here fall under general Library policies and operations.

### **5. Laptops**

Laptops have been made available at all locations of the Pickerington Public Library for customer use. All computer and Internet use guidelines outlined elsewhere in the Computer Use and Internet Use Access Policy apply to laptop use.

Customers must present a Pickerington Public Library card in good standing, defined as a card with fees amounting to fewer than \$10.00, in order to check out laptops. Customers must also relinquish photo ID, such as a driver's license or student ID, or another form of collateral as considered acceptable by library staff, to be held until the laptop and its peripheral equipment are returned.

There is no time limit on laptop use. Laptops are made available on a first-come, first-served basis.

The Library assumes no responsibility for damages that result from the use of laptop computers.

### **6. Limitations of Use**

Customers may not use personally-owned software programs on Library computers or other equipment.

Customers must use their own portable storage devices, and may not save data to the hard drive of Library computers. The Library is not responsible for the loss of personal data when using Library equipment or the Library's wireless network.

Library staff are available to help customers get started on the computers and to assist with minor problems as they pertain to use of Library equipment. Staff cannot provide in-depth, one-on-one or group training, nor can they resolve compatibility problems with customers' personal devices.

## **7. Parental Responsibility**

The parent, legal guardian, or caregiver for minor children at the Library assumes responsibility for supervising access to and use of Internet resources in the Library. The parent, legal guardian, or caregiver is further responsible for setting standards, establishing guidelines, and overseeing the use of electronic resources by minor children. Library staff does not control the websites children and teens may select. Children under the age of twelve (12) must be accompanied by an adult while using the Library's computers, per the Library's Unattended Child Policy.

Internet access computers have been made available in the Youth Services area of the Pickerington Main Library for use by minor children and their parents and caregivers.

The Library also makes available non-Internet enabled computers for children and caregivers that are pre-installed with educational software.

## **8. Printing**

Printing is available on all computer lab computers for a nominal, per-page fee. All fees for printing are posted alongside the computer equipment for customers to review before printing.

Wireless printing is available for Library laptops, as well as for personal mobile devices, at all locations, also for a nominal fee.

## **9. Privacy**

To ensure the privacy of each user's personal accounts, computer users must log off email, banking accounts, social media accounts, and other personal accounts, after using each application.

To ensure further the privacy of each user's personal accounts, computer users must log off each computer session.

The Library assumes no responsibility for any account that remains open and is accessed by another customer.

The Library cautions its users that the Internet is not a secure medium. The Library is not responsible for any damages that may occur as a result of Internet activity.

## **10. Quick Print Terminal**

For computer users who do not wish to engage in a two-hour computer session, the Library makes available at all locations a quick-print terminal. Quick-print terminals are limited to fifteen (15) minute sessions and provide access to the Library's printing equipment.

The Quick Print Terminal is accessible to Library cardholders and guest pass users.

## **11. Session Time Limits**

The Library reserves the right to regulate the use of computer workstations. Unless subject to maintenance, computers are available for the public to use during Library hours.

Users at computer workstations may use computers for two (2) hours at a time. Computer sessions can be extended beyond the initial two-hour period if other customers are not waiting for an available computer, at the discretion of Library staff.

There is no time limitation on laptop use. Laptops are available on a first-come, first-served basis.



## **12. Software**

Computer workstations at the Pickerington Public Library are set up to run only pre-installed software. Additional software downloads are not available on library equipment.

Computer workstation users who attempt to download their own software, or who attempt to change the set-up of library software, will be considered in violation of the Computer Use and Internet Access Policy and will have their computer use privileges revoked and may have their library use privileges revoked.

## **13. Wireless**

The Pickerington Public Library provides free public Wi-Fi access to customers using their own devices within the Library building. The Wi-Fi network is subject to the same filtering as library computers.

The Library assumes no responsibility for damages arising from use of its Wi-Fi network.

## **14. User Security**

The Pickerington Public Library does not assume responsibility for the reliability of the Internet or accuracy of the information found on the Internet. Users should be aware the Internet is not a secure medium and third parties may be able to obtain information regarding users' activities. Pickerington Public Library assumes no responsibility for claimed damages of any kind arising out of the use of the internet computers. Pickerington Public Library is not responsible for the loss of customer's data when using our machines or network.



## Pickerington Public Library

### Concealed Weapons Policy

#### Board Policy:

DATE REVIEWED: 2/9/2017  
DATE APPROVED: 2/9/2017  
EFFECTIVE DATE: 2/9/2017  
REPLACING POLICY EFFECTIVE: 3/8/2004

The Pickerington Public Library is a community gathering place for lifelong learning and has children and adults of various ages in the library building during all service hours. Ohio public libraries are exempt from the state's "Concealed Carry" law as a political subdivision of the State of Ohio:

*Any building that is a government facility of this state or a political subdivision of this state and that is not a building that is used primarily as a shelter, restroom, parking facility for motor vehicles, or rest facility and is not a courthouse or other building or structure in which a courtroom is located.*

Ohio Revised Code, Section 2923.126

Weapons of any kind, concealed or in plain view, are prohibited in any Pickerington Public Library facility.

A deadly weapon is any instrument, device, or thing capable of inflicting death, and designated or specially adapted for use as a weapon, or possessed, carried, or used as a weapon, including knives and explosives, or listed as listed in the Ohio Revised Code, Section 2923.11. A firearm is any deadly weapon capable of expelling or propelling one of more projectiles by the action of an explosion or combustible propellant. A handgun is any firearm designed to be fired by the use of a single hand.

Active duty law enforcement personnel are permitted to carry weapons onto Library property.

The Pickerington Public Library will post the necessary notification of its status as exempt from Ohio's Concealed Carry legislation, as required by the Ohio Revised Code 2923.1212.

#### Administrative Procedure:

DATE REVIEWED: 2/9/2017  
DATE APPROVED: 2/9/2017  
EFFECTIVE DATE: 2/9/2017  
REPLACING POLICY EFFECTIVE: New

- i. Visitors, Students and Vendors aka Customers
  - i. If a handgun (or other weapon) is discovered on a patron, the employee discovering the handgun or weapon should immediately inform Library Security, Management and Administration.
  - ii. The Person in Charge (PIC) shall respond immediately to all such calls. The PIC shall inform the patron of the Library's policy of prohibiting all firearms including handguns on Library premises. If the patron possesses a valid license to carry a handgun, the PIC shall allow the patron to remove the handgun from the building. If a patron does not possess a valid license for the handgun, notify the local law enforcement agency.
  - iii. Ohio law permits a loaded handgun to be transported in the trunk of a motor vehicle or, if unloaded, in a box or other container in the motor vehicle.

B. Employees/Volunteers/Third Party Support

- i. No employee, volunteer or third party support staff member shall be allowed to possess a handgun or other weapon in the Library. Individuals are to notify the Director or his/her designee if another employee, volunteer or third party support member is believed to have a handgun.
- ii. The Director or his/her designee shall handle the situation as appropriate for the circumstances.
- iii. The Director or his/her designee should make the person aware of the Library's policy and ask the individual to remove the handgun from the Library immediately.
- iv. The Director or his/her designee should do what is necessary to assure compliance with this instruction up to and including notifying the local law enforcement agency.
- v. Any employee or volunteer who violates this policy shall be subject to discipline under the Employee Handbook

C. Reporting Obligation

- i. If any employee or volunteer believes that another person (visitor, another employee, physician, other clinical practitioner or any other guest of the Library) possesses a concealed handgun or other deadly weapon on the Library's premise, the employee shall report this belief and the basis for this belief immediately to his or her supervisor and to security (when available) simultaneously.
- ii. Failure to report knowledge of the presence of any firearm on Library premises shall subject the employee to discipline.

D. Safety

- i. Employees, including Contract Security, should be aware that the enforcement of this policy deals with confronting individuals carrying loaded handguns.
- ii. Under no circumstances should any employee take any unnecessary risks or compromise his or her safety in enforcing this policy. Local law enforcement should be contacted immediately if deemed necessary.

#### E. Signage

- i. Compliance signage will be posted in conspicuous places at the entrances of each library facility announcing the Library's policy of prohibiting firearms and other deadly weapons on the premises of the Library.
- ii. Compliance signage will be maintained by Facilities Management staff.
- iii. Signage will have the mandatory phrasing in accordance with ORC 2923.1212.  
"Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."

#### F. Toy and Replica Weapons

- i. Toy guns, replica or imitation weapons or other items that could be reasonably mistaken for a firearm are prohibited from library facilities in accordance with this policy. The only exception where toy, replica or imitation weapons are permitted is during library sanctioned programs or events.



## **Pickerington Public Library Confidentiality of Patron Records Policy**

The Board of Trustees of the Pickerington Public Library recognizes that library records and patron information are confidential. According to Ohio Revised Code 149.432 library records are defined as a record in any form that is maintained by the library and that contains any of the following types of information:

- Information an individual is required to provide in order to be eligible to use library services or borrow materials
- Information that identifies an individual as having requested or obtained specific materials or materials on a specific subject
- Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject

Under Ohio law, a patron's library records or information shall not be made available to any agency of federal, state or local government, or to any spouse or other individual other than the individual who is the subject of the record or information, except as follows:

- For the records or patron information pertaining to minor children when requested by parents, guardians or custodians
- In accordance with a subpoena, search warrant or other court order, or to a law enforcement officer who is investigating a matter involving public safety in exigent circumstances
- Upon request or with the consent of the individual who is the subject of the record or information
- For library administrative purposes as defined by Ohio Revised Code 149.432

Information that does not identify an individual and that is retained for studying or evaluating the use of the library is not considered confidential and is not subject to this policy.

Adopted:  
May 9, 2011



## **Pickerington Public Library Customer Code of Conduct**

Board Policy:

DATE REVIEWED: 4/15/2019

DATE APPROVED: 4/15/2019

EFFECTIVE DATE: 4/15/2019

REPLACING POLICY EFFECTIVE: 5/11/2017

In order to provide a comfortable environment for use of the Pickerington Public Library and on the Library's websites, the rules for customer behavior are listed below. The term customer addresses anyone on or utilizing Library property. Any individual who repeatedly violates the Library rules and regulations shall be denied the privilege of access to the Library by the Board of Trustees. Specific violations with lengths of eviction are outlined in Appendix A. Any individual whose privileges have been denied may have the decision reviewed by the board.

The board authorizes the Library Director to bring to the attention of law enforcement authorities the identity of and circumstances involving those individuals who violate these rules. Individuals who have been evicted may be required to discuss the violation with a manager, the Director, or assistant Director before being readmitted. Juveniles may be required to bring a parent or guardian for such a conference.

Any individual evicted from the Library has the right to appeal that eviction by following the steps outlined in the Eviction Procedure.

The Library administration has the responsibility for maintaining order in the Library and enforcing the established rules. The administration will maintain a Code of Conduct and ensure that the Customer Code of Conduct is posted prominently and communicated to Library customers in electronic and print formats. Library employees are authorized to bring to an individual's attention any act or omission which violates these rules and detracts from the decorum of the Library. Such an individual will be asked to change the problem behavior to conform to the rules. If such change is not evident or forthcoming, that individual will be asked to leave the Library property in accordance to Appendix A of the Customer Code of Conduct. Failure to leave, if asked, will result in the police being summoned. A violation of section 2911.21 of the Ohio Revised Code (Criminal Trespass) will be considered if the individual does not leave of his/her own accord.

Any misconduct that hinders the use of Library materials or services, that disturbs the use of the Library by other customers or Library staff, or endangers the safety of the customer in question or other customers or Library staff, is prohibited. The rules of conduct include but are not limited to:

1. Appropriate attire, including a fastened/closed shirt that is free of profanity must be worn.

2. Children under the age of twelve must be accompanied by an adult. Responsibility for all children using the Library rests with the parent/guardian or assigned chaperone, *not* with the Library personnel.
3. Customers must abide by the Library's Computer & Internet Usage Policy.
4. Customers shall promptly leave the building at closing time or in an emergency.
5. Personal items are the sole responsibility of the owner. They should not be left unattended.
6. Behavior that interferes with Library services and activities is prohibited. This includes, but is not limited to:
  - Unreasonable noise (including radios and ringing/musical tones played by cell phones) or loud talking which interferes with the rights of others
  - Physical or verbal abuse of Library customers or staff
  - Profanity or other abusive language toward other Library customers or toward employees
  - Harassing others, either verbally or through actions. Deliberate repeated behavior that is intimidating, hostile, offensive, or adversely impacts staff work performance
  - Fighting on Library property
  - Roughhousing or running in the building
  - Misuse of Library furnishings, restroom facilities, materials, or equipment
  - Unauthorized removal or attempted removal of materials (liable to prosecution —see Ohio Revised Code 2935.041)
  - Animals in the building, except service animals or those used in programs authorized by Library staff
  - Any illegal activity
  - Gambling, panhandling, soliciting money, any activity for personal profit
  - Trespassing, such as entering or remaining on premises after closing, or failing to leave property for violating the code of conduct
  - Engaging in or soliciting a sexual act
  - Consuming food or beverages while using Library technology
  - Offensive odors including but not limited to body odor
  - Bathing, shaving, or washing clothes on Library premises
  - Smoking, chewing tobacco, or using electronic cigarettes
  - Other acts disruptive to customers or staff

The Library does not permit weapons of any kind, either concealed or in plain view, in its facilities pursuant Ohio Revised Code, Section 2923.126, unless the owner of the weapon is a law enforcement officer.

The Library reserves the right to inform law enforcement if any customer appears to be under the influence of any controlled substance.

The Library reserves the right to limit the number of individuals who may gather together where ingress and egress are blocked.

The above rules are based on powers granted to a public Library Board of Trustees under the Ohio Revised Code, Section 3375.40(H). They will be posted prominently in the Library building.

With everyone's cooperation with the above policy, the Library will continue to be a pleasant environment for our customers and visitors.

The Board of Trustees of the Pickerington Public Library reserves the right to change this policy without notice.

**Administrative Procedure:**

**DATE APPROVED: 4/15/2019**

**EFFECTIVE DATE: 4/15/2019**

**REPLACING PROCEDURE EFFECTIVE: 2/09/2017**

Customers and visitors who fail to abide by the Library's policies are subject to having their Library privileges suspended and/or being evicted from all premises of the Pickerington Public Library. Eviction or suspension of Library privileges will be based upon the following administrative procedural guidelines.

Under normal circumstances, evictions and suspensions should be decided upon and imposed by the Director, Assistant Director, or department managers. However, in the absence or unavailability of any of the foregoing and if circumstances require prompt action, all staff are authorized to evict a customer from the premises for the day of a code of conduct violation.

In the event a staff member issues an eviction under the prior sentence, the staff member is required to review the eviction with his or her supervisor or the Director to determine whether the eviction should be extended beyond one day in accordance to Appendix A as outlined in the Code of Conduct policy.

Library staff members are to address behavior by individuals that violates Customer Regulations, Code of Conduct, or related Library policies and procedures in the following manner:

**A. Warnings and Evictions:**

1. All staff members are required to inform customers immediately when improper conduct is observed or reported. Customers should be given a chance to respond to the allegation before any action is taken against the customer. If, after giving the customer a chance to respond, the staff member still believes that the customer has engaged in improper conduct, the staff member should warn the customer so the customer has the opportunity to correct their behavior.

Under certain circumstances, a customer determined to have engaged in improper conduct will not be given the opportunity to correct their behavior and will be asked to leave immediately. These situations include conduct which poses a threat to the safety of the staff and other customers and/or involves criminal activity. See Appendix A of the Code of Conduct.



2. A customer who has been warned of improper behavior may also be asked to leave immediately after a warning and asked not to return until the improper conduct is corrected.
3. Customers being accused of conduct that would normally result in eviction of a day or less will be verbally informed of the allegations against them and be given an opportunity to respond verbally.
4. Customers being accused of conduct that would normally result in eviction for more than a day will be given written notice of the allegations against them and the opportunity to respond in writing to the allegation.
5. If the customer being accused is a minor, his/her parents/guardians should be informed of the allegation and be given the opportunity to respond, if possible.
6. At the discretion of the Director or Assistant Director, a minor child can be informed not to return to the Library until the child's parent or guardian contacts a manager, the Director, or the Assistant Director.
7. Managers may issue evictions for up to 30 days. The Director or Assistant Director is required to approve evictions for greater than 30 days.
8. The department manager or his/her designee may mail the eviction notice to the adult evictee, or if a minor child to their parent or guardian.
9. Customers being accused of conduct that poses a risk to the safety of other customers or staff may not be permitted on the premises while an initial determination of their case is made. In such cases, the Library will act as quickly as possible in ruling on the customer's case.
10. Customer's accused of other conduct may be asked to leave the premises for the remainder of the day but will be allowed back on the premises while an initial determination of their case is made.
11. For allegations that could result in evictions longer than one day, the Director or Assistant Director will mail the customer a written notice of the decision within one business day of making the decision, if the customer's address is known. If the customer's address is unknown the Director or Assistant Director will call to notify the customer of the decision, if the customer's phone number is known. The failure to mail or notify by phone the decision within one day will not make the eviction invalid.
12. Staff members should attempt to identify the customer being warned and evicted by name. If additional information can be obtained, such as address, telephone number, and borrower card number, staff members should record this as well. At the discretion of the Director or assistant Director, if a customer being evicted fails to provide their name, they can be informed not to return to the Library until they are willing to provide that information.

13. The customer's information as well as details about the warning and eviction, including date, time, and location of the situation, will be recorded on the incident report.

#### B. Rights of Redress:

Any customer evicted from Library premises has the right to appeal that eviction.

The customer is not permitted on the Library premises during any appeal, unless the original term of the eviction has expired.

If the individual disagrees with the eviction, the following procedure for redress will be utilized:

1. The customer should contact the Director or Assistant Director within 48 hours of receiving his/her eviction to initiate an appeal. The customer may do so via telephone, mail, or email. The customer should explain the reasons for the appeal and include any additional information that he/she wants considered during review.
2. Upon receiving notice from the customer that he/she would like to appeal the eviction, the Director/Assistant Director shall consider the appeal and whatever additional information is submitted and advise the customer of his/her decision on the eviction terms within seven business days or a reasonable amount of time dependent on the situation and the amount of research needed. Notice of the decision may be made via telephone, mail, or email.
3. Upon receipt of the decision by the Director/Assistant Director, the customer has the right to further appeal the eviction to Board of Trustees. The customer should notify the Director within 48 hours of receiving his/her notice of decision regarding his/her eviction to initiate a board appeal. The customer may do so via telephone, mail, or email. The customer's appeal will be added as an agenda item on the next scheduled Board of Trustees Meetings. The Customer has the right to attend the meeting to personally explain the reasons for the appeal and to include any additional information that he/she wants considered during review.
4. The Board's decision will be considered final. The Library's failure to meet any of the deadlines set forth above shall not invalidate an eviction.
5. The Director/Assistant Director will update the incident report involving the Customer's eviction being appealed by adding a supplement stating the appeal decision.

#### C. Safety

It is the expectation of Library administration that all staff manage code of conduct violations in a safe manner.

The seriousness of the action and repeated misbehavior of a customer may indicate that a longer eviction than that which is indicated in Appendix A of the Customer Code of Conduct is appropriate. The Director/Assistant Director is authorized to recommend

an extended an eviction to the Board for consideration. The Board will make the final decision on any eviction outside of the approved policy.



## Pickerington Public Library Deposit of Public Funds Policy

### Board Policy

**Date Approved:** 6/18/18  
**Effective Date:** 6/18/18  
**Replacing Policy Effective:** 6/9/08

In compliance the Uniform Depository Act of the Ohio Revised Code, the Board of Trustees will approve, by board resolution the depository agreements with eligible institutions per ORC for the deposit of public funds. A depository agreement is not required for the State Treasurer's Investment pool per Ohio Revised Code.

The Pickerington Public Library (PPL) follows Ohio Revised Code regarding the Deposit of Public funds. The Board of Trustees also approves public funds totaling under \$1,000 be deposited in designated depository or PPL's Fiscal Officer within three business days following the day of receipt. The Fiscal Officer and/or their designee are responsible for safeguarding the public funds until they are deposited.

### Administrative Procedure:

**Date Approved:** 6/18/18  
**Effective Date:** 6/18/18  
**Replacing Administrative Procedure:**

New

#### A. Depository Agreements

1. The Pickerington Public Library must have an approved Depository Agreement with a financial institution prior to depositing any funds.
2. The Fiscal Officer and/or their designee is responsible for monitoring the depository agreements to be updated and approved by the Board of Trustees.
3. Approved depository agreements are to be maintained in the Fiscal Officer's fire safe according to the records retention schedule.
4. A depository agreement is not required for State Treasury Asset Reserve of Ohio accounts.

#### B. Securing of Monies

1. The Patron Services Manager at main and the Sycamore Plaza Library Branch Manager have the final responsibility for the accuracy of all deposits and safekeeping of the monies until such time the monies have been transferred to the Fiscal Officer or deposited.
2. Any money held overnight and not secured in Smart Money Manager machine must be placed in a locked safe.
3. Any thefts or disappearance of money must be reported to the Fiscal Officer immediately.
4. The Fiscal Officer and/or their designee will receive and deposit all library funds in an authorized depository.

#### C. Reporting of Receipts and Deposits

1. Monies collected at all public service locations must be balanced against the point of sale system summaries.
2. Deposit tickets will be prepared and included with the deposit.
3. Monies collected from the various self-service machines will be opened and counted by two employees at the time of collection.
4. Collections from machines will be taken at least one time per week.
5. Records of all deposits and point of sales summaries will be maintained by the Fiscal Officer for audit purposes according to the records retention schedule.

#### D. Receipt of Checks

1. Each check received will be stamped with the Pickerington Public Library's deposit stamp in the endorsement area.
2. Staff will not accept starter checks, out-of-state checks or two-party checks for payments
3. When accepting a check, the following information must be shown on the front of each check:
  - a. Name
  - b. Home Address
  - c. Contact Phone
  - d. Driver License or State ID Number
4. If the printed information on the check is not current, staff must have the customer write the current information on the check.
5. Checks will not be cashed for the public or staff.

#### E. Checks Returned Due to Non-Sufficient Funds (NSF)

1. Once the bank has notified the Fiscal Officer of the NSF check, the Fiscal Officer will notify the Patron Services Manager with the patron information and amount of the check.
2. The Patron Services Manager will block borrowing privileges of the patron and add the amount of the check, plus a \$25 NSF processing charge.
3. The Patron Services Manager will make notes on the account that the charges have to be paid in full with cash or credit card.



## Pickerington Public Library Emergency Plan

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## Regarding Emergency Closings

Please refer to “Unexpected Closing of the Library” in the Employee Handbook regarding reporting, pay, and scheduling.

The Director or his/her authorized representative shall have authority to close the library because of an emergency situation such as inclement weather, hazardous road conditions, power failure, bomb threat, etc.. Closings will be announced on the website, through social media, and on local radio stations.

Staff will be notified by phone by their manager whenever necessary.

## Emergency Procedures

The following are provided as general guidelines to be applied to all emergency situations. These initial procedures should be followed by further actions as provided in the appropriate sections for the emergency.

1. In all emergency situations the first and foremost consideration must be for the safety of library patrons and fellow staff members.
2. Staff should not allow anyone but emergency personnel into a disaster area. Staff members should proceed into such areas with caution and only when absolutely necessary.
3. Except where otherwise instructed below, when an emergency situation is discovered by or reported to a staff member, that staff member is responsible for immediately calling 911 to report the situation.
4. After calling 911, the **ranking Person in Charge**, or **PIC**, will be immediately notified. The ranking PIC will then notify the Director or Assistant Director, either in person or by phone.



5. Specific emergency procedures throughout the Emergency Plan often refer to “ranking PIC” regarding notification.

The **Ranking Person in Charge (PIC)** order is as follows:

<b>Director</b>	<b>Tony Howard, ext. 222</b>	<b>cell: 614-425-5718</b>
<b>Assistant Director</b>	<b>Kent Daniels, ext. 226</b>	<b>cell: 740-973-2813</b>
<b>Adult Services Manager</b>	<b>Donna Matturri, ext. 241</b>	<b>cell: 862-485-7994</b>
<b>Patron Services Manager</b>	<b>Lisa Howe, ext. 240</b>	<b>cell: 614-769-5311</b>
<b>Youth Services Manager</b>	<b>Cathy Burden, ext. 230</b>	<b>cell:</b>
<b>Facilities Manager</b>	<b>Bryon Swearingen, ext. 234</b>	<b>cell: 740-243-7319</b>
<b>IT Specialist</b>	<b>Cyril Gojer, ext. 229</b>	<b>cell: 614-592-8191</b>

6. If the library is evacuated, either as a result of outlined procedures defined in this plan, or by order of emergency personnel, the Director or Assistant Director should be notified **once evacuation is complete**.

**7. If the library is evacuated, refer to Fire Procedures section for staff Assembly Points.**

8. When the Director or Assistant Director is reached they should be told the nature of the emergency and what actions have been taken.

9. When emergency personnel arrive, staff should allow them to take control of the situation and give them all the information and cooperation they request.

10. If the situation warrants, or if specific instructions to do so are given by emergency personnel, the Library Director, Assistant Director, or ranking PIC, the library should be evacuated.

11. If an evacuation has been ordered, no Library staff should re-enter the building until the “All Clear” is given by emergency personnel.

# **Utility Failure Procedures**

## **Power Outage**

**Type I – Emergency Lights stay on**

**Type II – Total darkness, nothing lights up in the building**

{Decision to evacuate the library is made by the Library Director, or his/her authorized representative, based on information from South Central Power.}

### **Type I:**

1. Staff will locate and distribute flashlights. Flashlights are located at all public service desks and at many individual staff member desks.
2. Move all patrons to lit areas, and move all stools, carts, and other obstructions from possible paths of exit.
3. Ranking PIC will contact South Central Power to report outage at 1-877-688-2437
4. Staff will check all public restrooms, and meeting rooms, and staff break room.
5. All staff should meet at Patron Services Desk for instructions

### **Type II:**

1. Follow steps for Type I outage.
2. Contact South Central Power for updates.
3. If closing, ensure library notifies patrons with meeting room reservations, and facilitate pickup for minors

### **Type I outage lasting more than 10 minutes:**

Using an available cell phone (if necessary), the ranking PIC will contact the Library Director and/or Assistant Director and let them know of the situation.

Patrons who wish to check out may do so but staff will have to write down the patron's library card barcode and item barcode by hand to be entered in once power is restored.

The Library Director or his/her authorized representative will decide when or if the facility should be closed and staff should go home. Staff should stay and as busy as possible during this time.

### **Type II outage lasting more than 5 minutes:**

Using an available cell phone (if necessary), the ranking PIC will contact the Library Director and/or Assistant Director and let them know of the situation.

Staff should ask all patrons to leave the facility. Checking out items by writing down patron and item barcode may or not be possible depending on available light. When the building is clear staff should lock the doors and hang a temporarily closed sign on the door. **All Signs will be kept at the patron services desk in a marked folder.**

The Library Director or his/her authorized representative will decide when or if the facility should be closed and staff should go home. First and foremost, staff should remain safe during this time.

## **Possible Natural Gas Leak Procedures** **What To Do When You Smell Gas**

**Odor of Gas.** Natural gas has a rotten egg or petroleum odor that can alert you to a leak in or around the building. If you smell an odor of gas:

- Determine if source of odor is coming from outside or inside the building.
- Ask a fellow employee to confirm the odor.
- If confirmed to be coming from inside the building, evacuate immediately. Once outside, everybody should stay at least 200 feet from the building. A staff member should stand near the parking lot entrance to flag down approaching vehicles to keep them from approaching the building.
- If confirmed to be coming from outside the building, call 911 and ask for instructions. **Evacuating the building may not be the safest option.**

From a safe location away from the building call **911**.

As you evacuate the building, **don't:**

- light a match or candle, or operate anything that could cause a spark, including cell phones, lights, appliances, or flashlights.

- open the windows and doors in an attempt to ventilate.
- try to find the leak yourself or operate pipe valves.

The ranking PIC should assist emergency personnel once they arrive.

Do not re-enter the building until given the “**All Clear**” by emergency personnel.

### **Other Utility Failure**

The Library Director or his/her authorized representative should be notified of any other utility failure (water etc.) and will make the decision about opening and/or closing.

## **UTILITY COMPANY CONTACTS**

**ELECTRIC:** South Central Power, 1-800-282-5064  
To report an outage: 1-877-688-2437

**WATER:** City of Pickerington, 614-833-2292  
For water emergencies after business hours, call  
Pickerington Police at 614-575-6911

**NATURAL GAS:** Columbia Gas, 1-800-344-4077

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**TELEPHONE:** Earthlink, 1-800-962-2488\_

# **FIRE Procedures**

**#1. Activate one of the manual fire alarm pull stations. The fire department will be dispatched.** For confirmed false alarms, refer to **False Alarm** section below.

**#2.** Exit from the Library should be made by way of the closest **escape route** shown on the fire escape maps posted throughout the building. If the closest exit is blocked, use the next closest and safest escape route. All **Emergency Exits** are indicated on **Page 10**.

**#3.** Staff members should quickly and calmly sweep the building to make certain patrons leave through emergency exits. **Special emphasis should be placed on assisting the handicapped.**

**#4.** Responsibility for ensuring that the Library has been completely evacuated will rest with the following individuals. **If a security officer is present, they should help evacuate the building.**

► **Patron Services Desk** - meeting rooms A and B, public restrooms, AV area, magazine area, and public café

► **Adult Services** - fiction and nonfiction areas, public computing area, conference rooms, and Homework Help Center

► **Youth Services** - juvenile av, fiction, and nonfiction areas, family restroom, and Violet Learning Center

► **Administrative Services** - administrative offices, technical services, and staff breakroom

**#5.** After exiting the building, staff will proceed to **Assembly Point 1** and remain there until all staff members present in the building are accounted for. If for any reason Assembly Point 1 is unavailable, use **Assembly Point 2**.

Designated Assembly Points are important not only from the standpoint of insuring the safety of staff members, but also to prevent emergency personnel from unnecessarily risking their lives to locate unaccounted for persons.



The ranking PIC will meet emergency personal when they arrive and let them know if there is anyone still in the building and their approximate location if known.

7. Responsibility for insuring that the Library is evacuated will be as indicated above, **see step #4**. As part of these responsibilities, the designated staff members will also ensure the evacuation of any handicapped or mobility impaired persons in the Library, and will assist at the exits in directing patrons from of the building.

8. Staff members assigned to assist in the evacuation of the Library should announce that there is an emergency and that everyone is to leave the Library, and should attempt to keep the evacuation as orderly and calm as possible.
9. When the evacuation is complete, all staff members assigned to assist in the evacuation should proceed to the Assembly Point, where the ranking PIC will ensure all staff members are accounted for.
10. Follow the orders of the emergency personnel and remain clear of the building until the ***“All Clear”*** is given by emergency authorities.

### Emergency Exits





# False Alarm Response

## Shutting Down the Fire Alarm System

Make certain it is a false alarm before proceeding. All alarms should be treated as the real thing unless employees are certain it is false.

Adult and Juvenile Services staff should begin to clear the building.

Steps when certain of FALSE ALARM:

- **Have someone call 911 and report false alarm**

- Take KEY from the cabinet next to the Patron Services Desk and go to Alarm Panel in front lobby.

**NOTE: If display reads "Air Handler", this should not be treated as a false alarm. The fire department will need to come and check the HVAC system for potential fire.** In this case, proceed with Evacuation Procedures in **Evacuation** section.

- Open panel with key and Silence ALARM. Do this first thing because it will be loud.
  - Press "SILENCE"

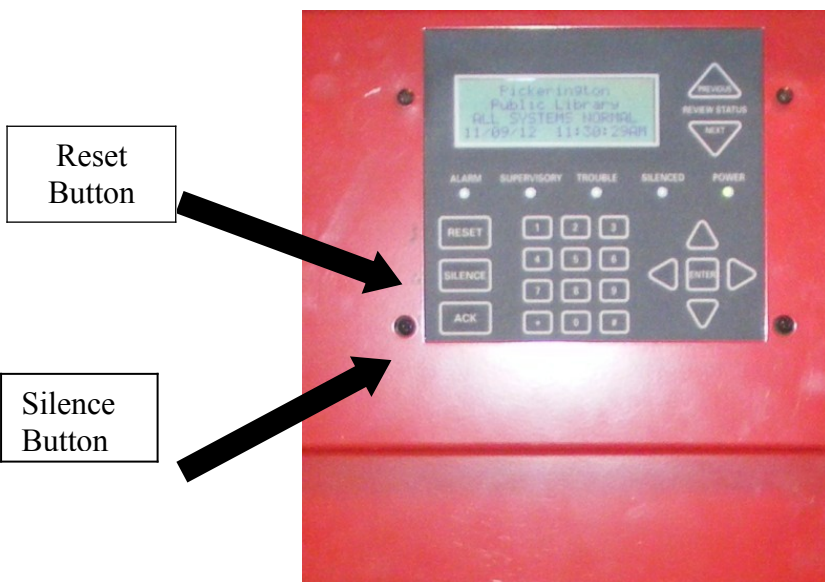




- Reset pull station that has been activated.
  - Use KEY from cabinet next to Patron Services Desk.
  - Push pull station handle up and turn key.
  - Reattach box (if not reattached correctly there will be a buzzing).



- Now go back to the panel and Reset Alarm
  - Press “RESET”



## **Tornado Procedures**

A **Tornado Watch** means that weather conditions will support the formation of a tornado and a tornado may occur in your area.

A **Tornado Warning** means that a tornado has actually been sighted or has been indicated by radar and may strike your vicinity.

**NOAA Emergency Weather Radio:** The emergency weather radio is located in the circulation workroom. When a staff member hears **any** severe weather announcement, they should immediately notify a PIC.

## **Tornado Warning Procedures**

1. When a staff member becomes aware that a Tornado Warning is in effect for Fairfield County, they should immediately make the following announcement:

### **Tornado Warning-P.A. Announcement**

“May I have your attention please, a Tornado Warning for Fairfield County has been announced. For the safety of staff and patrons we are evacuating to designated tornado safety areas and waiting for the warning to pass. Please follow staff instructions as they direct you to our safe areas.

No items will be checked out until the warning has expired. We are sorry for any inconvenience.”

**<<Repeat>>**

## 2. Staff will direct patrons to Designated Safe Areas.

Patrons must follow staff to a Designated Safe Area. Staff cannot force patrons to stay in the building unless they are under 18 years of age.

**The choice to leave the building is ultimately up to the patron. However, staff should not present leaving the building as an option for patrons.**

If a security officer is present, they should assist staff with directing patrons to Safe Areas.

**Sample statements for staff:** *“A Tornado Warning” is in effect. Please follow us to one of the library’s safe areas.”*

Staff will monitor the weather with the NOAA Emergency Weather radio in the Patron Services workroom and may resume normal operations once the **“All Clear”** is given.

Staff should turn off all lights as areas are emptied, including offices. Staff that do not have a specific duty should proceed to Designated Safe Areas and assist.

When a Designated Safe Area is full, staff should start moving patrons to the next available Designated Safe Area.

At least 1 staff member must be present in a safe area where there are patrons.

Staff must stay until their scheduled work time is over, at which time they may leave if they desire.

## **AREAS OF RESPONSIBILITY:**

### **Patron Services staff-**

a. Patron Services staff will place a **“Tornado Warning in Effect”** sign on the front doors. The signs will be kept at the Patron Services Desk in a marked folder.

b. Patron Services Desk staff will then make sure the following areas are clear: *meeting rooms A and B, public restrooms, AV area, magazine area, and public café.*

c. Turn off lights in the café and meeting rooms as you exit.

## **Adult Services staff –**

a. Adult Services staff will make sure the following areas are clear: teen and adult stacks, conference rooms, and Homework Help Center.

**b. After notifying patrons in public computer lab, end all PC sessions from the Envisionware console.**

## **Youth Services staff-**

a. Youth Services staff will make sure the following areas are clear: *juvenile stacks, family restroom, and Violet's Learning Center.*

b. After clearing areas, assist Patron Services Staff with their areas.

## **6. Technical Services and Administrative Staff-**

**a.** Technical Services and Administrative staff will make sure the following areas are clear: *technical services, receiving, administrative offices, and staff breakroom.*

**b.** After clearing areas, assist Patron Services Staff with their areas.

## **7. Safe Areas- in order of preference**

Area 1 – Womens' Public Restroom

Area 2 – Patron Services Workroom

Area 3 – Family Restroom

Area 4 – Staff Breakroom Restrooms

Area 5 – Men's Public Restroom

Area 6 – Administrative Conference Area

## 8. All Clear

When the “**All Clear**” is sounded staff members should resume their normal duties.

## **Bomb Threat Procedures**

All bomb threats directed towards any Pickerington Public Library staff member, building, facility or event, whether received in by mail, email, or by phone, by any department, will be immediately reported to 911. **The responsibility for investigating all bomb threats rests with the Police Department.**

Most Bomb Threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist below.

**Copies of Telephone Bomb Checklist should be kept near every phone.**

**If a bomb threat is received by phone:**

**Remain calm. Keep the caller on the line for as long as possible.  
DO NOT HANG UP, even if the caller does.**

1. Listen carefully. Be polite and show interest
2. Try to keep the caller talking to learn more information.
3. **If possible, write a note to a colleague to call 911 or, as soon as the caller hangs up, immediately call 911.**
4. Copy the phone number indicated on the phone window display.
5. Complete the Telephone Bomb Threat Checklist immediately.
6. When the call terminates, do not hang up the phone.

**If a bomb threat is received by handwritten note:**

1. Handle the note as little as possible.
2. Immediately notify a PIC who will then call 911.
3. The PIC will notify the Director or Assistant Director.

**If a bomb threat is received by email:**

1. Do not delete the email.
2. Immediately notify a PIC who will then call 911.
3. The PIC will notify the Director or Assistant Director.

## **Bomb Threat Evacuation Procedures:**

After calling 911, make the following P.A. Announcement:

**“Code White. Code White.”**

When staff hear this announcement they should proceed with a calm and orderly evacuation of the building.

It is important to not announce that the evacuation is due to a bomb threat. Every precaution should be taken to avoid panic, which could bring injury to staff and patrons.

**Sample statements for staff with patrons:** *“Due to an emergency in the building, we are evacuating everyone for their safety.”*

Responsibility for ensuring that the Library has been completely evacuated will rest with the following individuals.

► **Patron Services Desk** - meeting rooms A and B, public restrooms, AV area, magazine area, and public café

► **Adult Services** - fiction and nonfiction areas, public computing area, conference rooms, and Homework Help Center

► **Youth Services** - juvenile av, fiction, and nonfiction areas, family restroom, and Violet Learning Center

► **Administrative Services** - administrative offices, technical services, and staff breakroom

**5.** After exiting the building, staff will proceed to **Assembly Point 1** and remain there until all staff members present in the building are accounted for. If for any reason Assembly Point 1 is unavailable, use **Assembly Point 2**.

## Telephone Bomb Threat Checklist

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: Call received \_\_\_\_\_am/pm      Terminated \_\_\_\_\_am/pm

Exact Wording of the Threat:

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Gender of Caller: \_\_\_\_\_ Age: \_\_\_\_\_

Length of Call: \_\_\_\_\_

Number and Extension at which call is received: \_\_\_\_\_

Questions you should ask:

- A. When is the bomb going to explode? \_\_\_\_\_
- B. Where is the bomb right now? \_\_\_\_\_
- C. What does it look like? \_\_\_\_\_
- D. What kind of bomb is it? \_\_\_\_\_
- E. What will cause it to explode? \_\_\_\_\_

F. Did you place the bomb? \_\_\_\_\_

G. Why? \_\_\_\_\_

H. What is your address? \_\_\_\_\_

I. What is your name? \_\_\_\_\_

#### Voice Description:

___ Calm	___ Nasal
___ Angry	___ Stutter
___ Excited	___ Lisp
___ Slow	___ Raspy
___ Rapid	___ Deep
___ Soft	___ Ragged
___ Loud	___ Clearing Throat
___ Laughter	___ Deep Breathing
___ Crying	___ Cracking Voice
___ Normal	___ Disguised
___ Distinct	___ Accent
___ Slurred	___ Familiar
___ Whispere	

d

Recognize Voice? If so, who do you think it was? \_\_\_\_\_

#### Background sounds:

___ Street noises	___ Factory Machinery
___ Television	___ Animal noises
___ Voices	___ Clear
___ PA System	___ Static
___ Music	___ Local
___ House noises	___ Long Distance
___ Motor	___ Booth
___ Office machinery	___ Other _____

#### Threat Language:

___ Well	___ Incoherent
spoken	
___ Foul	___ Taped
___ Irrational	___ Message read by threat maker



Name: \_\_\_\_\_

Position: \_\_\_\_\_

## **Suspicious Package and Substance Procedures**

**If a substance is not deemed a threat, notify Maintenance or ranking PIC of the incident for clean-up.**

**If a package is not deemed a threat, notify a PIC.** These are often items left unattended by patrons, book bags, briefcases, laptop bags, etc.

If staff can identify the owner, ask them to claim their item and remind them to not leave items unattended in the library. Otherwise, page and ask the owner of the item to claim their unattended item.

### **Remember:**

Never handle unattended items or open them to establish ownership.

### **Remember:**

Any suspicious package or substance accompanied by a clear “threat”, written or otherwise, must be taken seriously.

In these instances, immediately initiate Bomb Threat Evacuation Procedures.

# Identifying Suspicious Packages or Substances

## What are some of the characteristics of a suspicious package?

- Marked "Personal" or "Private," especially when delivered to a work address
- Misspelled words or inaccurate addressee's name or title
- Addressed to a person's title only
- Distorted handwriting, homemade labels, or cut-and-paste lettering
- Protruding wires, aluminum foil, oil stains, or peculiar odor
- Fictitious or unfamiliar return address
- Cancellation or postmark showing a different location from the return address
- Excessive postage
- Excessive weight
- Rigid, irregular shape, soft spots, bulges
- Lopsided or uneven envelope
- Unprofessional wrapping with several kinds of tape or string
- Warnings such as "Fragile," "Handle with care," or "Rush"
- Sloshing sound
- Ticking sound

## What are some of the characteristics of a suspicious substance?

- A quantity of powder or liquid that is completely out of place, presenting no logical explanation regarding its presence.

## **Follow these Steps for Isolated Suspicious Packages and Substances:**

1. Individuals who discover suspicious packages, powders or liquids should...

- **Isolate the area.**
- **Alert others in the area about the suspicious package or substance.**
- **Leave the area, close any doors, and take actions to prevent others from entering the area.**
- **Notify the ranking PIC immediately.**

### **Things to Do...**

- Isolate, **in a safe area away from the package or substance**, individuals who may have been exposed until they are cleared to leave by law enforcement, public health, or emergency personnel.
- If exposed, wash hands, face, and any exposed skin with soap and water to prevent spreading potentially infectious material.
- If exposed, remove heavily contaminated clothing as soon as possible and place it in a plastic bag or container that can be sealed.
- Create a list of persons who may have been exposed to the suspicious package or substance.

### **Things Not to Do...**

- Shake or empty the contents of a suspicious package or envelope.
- Move a suspicious package or envelope.
- Sniff, touch, taste, or look closely at the package or suspicious substance.

2. The ranking PIC will call 911. With the help of emergency personnel, the ranking PIC will make the decision whether or not to initiate evacuation procedures.

If evacuation is initiated, follow Bomb Threat Evacuation Procedures.

## **Suspicious Packages found on the outside of the building.**

### **Follow these Steps:**

1. The ranking PIC will call 911. With the help of emergency personnel, the ranking PIC will then make the decision whether or not to initiate evacuation procedures.

If evacuation is initiated, follow Bomb Threat Evacuation Procedures.

If possible, maintain a distance of at least 300 feet from the item and do not permit others to approach it.

If the item is near the front entry to the building, ask staff to calmly guide patrons to emergency exits and/or the Receiving Area door.

The key is to keep staff and patrons as far away from the item as possible.

A staff member should be instructed to station themselves in the parking lot to keep people from entering the building.

## **Violence Response Procedures**

The Library does not tolerate Acts of Violence against patrons or staff. A violent incident or the threat of a violent incident is an unforeseen emergency that calls for immediate action.

According the Pickerington Public Library Emergency Plan, an “Act of Violence” is defined to include Acts of Physical Violence, Threats of Physical Violence, Harassment, or Intimidation.

### **ACTS OF PHYSICAL VIOLENCE:**

These Acts can include physical attacks, **with or without a weapon**, silent or otherwise

**{For attacks with firearms, see Active Shooter Procedures}**

*“Silent Weapons” include, but are not limited to, knives, clubs, batons, or electronic defense weapons. Silent Weapons can also be everyday items used in a violent manner to inflict bodily injury.*

When a staff member witnesses an Act of Physical Violence involving imminent danger or personal injury, follow these steps:

1. Make sure you and anyone nearby are safe.
2. Page “**Support Services**” followed by the location in the building where the violence is occurring from the nearest phone. For example: “**Support Services – Adult Services**”.

3. Get description of suspect(s).
4. Call 911. If at a public service desk, **utilize Panic Button, then call 911.**
5. Notify Security Officer if one is on duty, and then notify the nearest PIC.
6. **Evacuate staff and patrons to a designated SAFE AREA.** The goal is to remove people from the immediate danger area. Stay out of sight of the suspect(s). Explain to patrons that there may be an emergency situation but don't put yourself at risk if they refuse to evacuate.
7. **DO NOT attempt to confront suspect(s).**

**The PIC should:**

- Identify number and location of staff members.
- Notify Director or Assistant Director.
- Meet and work with emergency personnel when they arrive.

**For Physical Confrontations between Patrons, follow these steps:**

1. Isolate the situation from other patrons if possible.
2. Get a description of suspects.
3. Assess the situation and summon assistance from other staff.
4. Call 911. From public service desks, utilize panic button if possible.
5. Notify Security Officer if one is on duty, and then notify the nearest PIC.
6. Instruct suspects to "break it up" and leave the library. Inform them that the police are on their way.

**7. DO NOT physically intervene.**

**The PIC should:**

- Notify Director or Assistant Director.

For Acts of Violence involving Threats of Physical Violence, follow these steps:

1. Get a description of suspect(s), if possible.
2. Call 911.
3. Notify Security Officer if one is on duty, and then notify the nearest PIC.

**The PIC should:**

- Notify Director or Assistant Director.

**Remember:**

Refer to Patron Code of Conduct regarding incidents of Harassment and Intimidation.

## **Active Shooter Procedures**

An **active shooter** is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is usually no pattern or method to their selection of victims.

The intent of most active shooters is to kill as many people as quickly as possible. Traditional law enforcement response will include the concept of “surround and contain” in order to minimize the number of victims. In order to save lives, the Pickerington Police Department will initiate an immediate response.

In order to preserve life and address the reality of an active shooter event, these procedures have been established to guide our response in order to maximize survivability.

**Most importantly, quickly determine the most reasonable way to protect your own life.**

## **RESPONSE**

### **Run – Hide – Fight**

**Run** - If there is an accessible escape path, attempt to evacuate the premises immediately.

For Active Shooter events, you may need to disregard the Evacuation procedures outlined in the Evacuation section.

If emergency exits and the front doors are not an option, the best route for escape is through **Technical Services** and out through the Receiving Area doors.



If possible, the first staff member exiting through Technical Services, should attempt to prop the door open. **If the door is closed, there is no way for patrons to utilize this route.**

**Be sure to:**

- Have an escape route in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Always keep your hands visible as you exit the building.
- Follow instructions from any police officers without hesitation.
- Do not attempt to move wounded people.
- **Call 911 when you are safe.**
- **If possible, make an announcement over the P.A. indicating an “Active Shooter” situation and, if known, their location**

**If Evacuation is not possible...**

**Hide** - Find a secure place to hide where the active shooter is less likely to be.

- If possible, direct staff members and patrons to a secure room. Close and lock the door, and attempt to barricade the door.
- **Once the room is secured, stay quiet and still.**
- **Stay as low to the floor as possible.**

### **Your hiding place should...**

- be out of the active shooter's view.
- provide protection if shots are fired in your direction.
- not trap you or restrict your options for movement.

### **To prevent an active shooter from entering your hiding place...**

- Make sure the door is locked.
- Blockade the door with heavy furniture.

### **If the active shooter is nearby...**

- Silence your cell phone.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

### **If Evacuation and Hiding are not possible...**

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

**Fight** - As a last resort, when the active shooter is at close range, and only when your life is in imminent danger, attempt to:

disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the active shooter.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

**The phone call to 911** should provide the following information:

- Description of suspect and possible location.
- Number of shooters, if more than one.
- Number and types of weapons.
- Suspect's direction of travel.
- Location and condition of any victims

The ranking PIC will meet and guide law enforcement officers if possible and as appropriate. The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent additional deaths or injuries.

**How to react when law enforcement arrives:**

- Remain calm, and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

An "All Clear" will be announced when the situation has been addressed and the scene is declared safe by law enforcement officials.

# CODE ADAM ALERT

To help protect children in the library we've instituted the "Code Adam" program. Below are the steps to follow when an alert is announced:

## Step 1: Obtain a detailed description of the child

If a patron approaches you and says that a child is missing, quickly get a detailed description including:

- Name, age, hair color, eye color
- Approximate weight and height
- What the child is wearing, like color and type of clothing and, more importantly, **shoe color and style** (although the clothes may be changed, an abductor does not usually remove or change shoes.)

## Step 2: Go to the nearest in-house phone and page "*Code Adam in Progress*", then provide the description you have been given.

~~Escort the parent or guardian to the outside front doors in the lobby to assist in identifying the lost child.~~

- Ask parent if there is a family member's house close by where the child could have walked.
- One staff member from the Patron Services Desk should go to the outside front doors in the lobby and immediately begin monitoring. **If security officer is on duty, they should assist staff at front doors.** Ask patrons with children who resemble the description to wait until the parent or guardian arrives, then ask the child his/her name and if the adult is their parent.
- After hearing "Code Adam" **ALL Library Staff** should begin looking for the child.
- Adult Services staff member will check computer lab, study rooms, Homework Help Center, teen area, and adult and teen stacks. Free staff members will monitor emergency exits in adult area.
- Circulation staff will check public restrooms, public café, Meeting Rooms A and B, the AV stacks, and the Magazine area.
- Youth Services Staff will check family restroom, story time areas, and juvenile stacks. Free staff members will monitor emergency exits in juvenile area.
- Administrative staff will check administrative areas and staff break room
- All free staff should be checking stack areas and helping to monitor exits.
- The staff member in charge should also go to the front doors. The order is as follows:

**Director**

**Assistant Director**

**Adult Services Manager**

**Patron Services Manager**

**Youth Services Manager**



**Step 3: Call 911 if the child is not found within 10 minutes.**

*Cancel the Code Adam page after the child is found or when law enforcement arrives.*

## **Child Separated from Caregivers**

A child separated from their caregiver is often in distress, searching frantically. They may not approach staff directly. Staff members should approach the child in a calm and reassuring way, asking them if they are lost and/or looking for somebody.

Staff should never touch a child, even to guide them by the hand.

Staff members should first search the immediate area with the child in an attempt to locate the caregiver.

If a security officer is on duty, they should assist staff with the search process.

If efforts are unsuccessful, a staff member should accompany the child to the Patron Services desk and ask Patron Services staff to make the following announce over the P.A.:

**"A lost child has been found in the building. Would the caregiver please report to the Patron Services desk."**

**Do not provide the child's name or a description of the child.**

When an adult comes to collect the child, make sure you are satisfied that they are who they say they are.

You must ask for identification if you are not sure that the person is who they say they are, or if the child's behavior or attitude gives you any reason to doubt this.

If an adult caregiver does not come to the Patron Services desk, one or more members should go outside and ask anyone present if they are searching for a child.

If no adult is found within 15 minutes, the ranking PIC should notify the police.

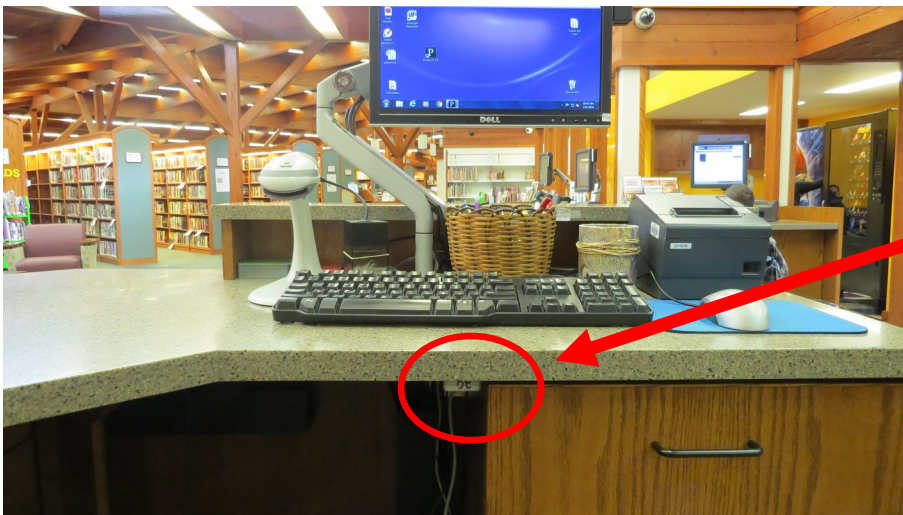
## Panic Buttons

The library has installed panic buttons at the Patron Services “Courtesy” Desk and at the Adult Services “Reference” Desk.

Activating these buttons will immediately notify 911.

These are to be utilized for all situations where 911 is to be immediately contacted.

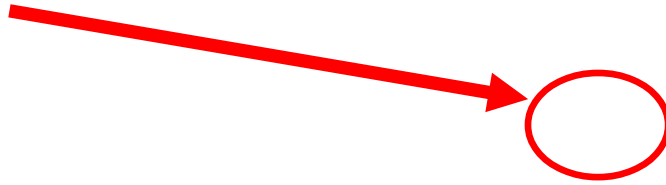
How it works: Press the button and hold for a few seconds. Pressing and releasing too quickly may result in the button not activating.



Patron  
Services Desk

Reference Desk





## **CPR AED Certification**

Sudden Cardiac Arrest can happen anywhere, anytime—to people of all ages in all walks of life. An electrical malfunction that makes the heart quiver in a deadly rhythm called ventricular fibrillation (VF) is usually the cause.

A lifesaving pulse of electricity is the single most effective way to restore the heart's normal rhythm. Every minute counts. Only about 5 percent of people struck down by Sudden Cardiac Arrest survive. But if people in VF receive CPR and the lifesaving AED shock within 3 minutes of collapse, the survival rate can increase up to 74 percent. Reducing response time by even 1 or 2 minutes from collapse to shock can mean the difference between death and survival.

Use of Automated External Defibrillators (AEDs) has been proven to save lives when properly used in a timely manner.

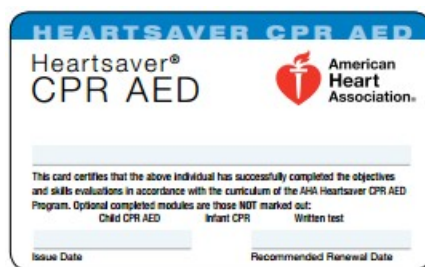
The Pickerington Public Library owns a LIFEPAK AED, currently stored prominently behind the Patron Services Desk.

The LIFEPAK may be used in a manner consistent with current American Red Cross and/or American Heart Association CPR AED training by staff members who are currently certified by one of these two organizations.



**The LIFEPAK will be operated only by staff members who are certified in CPR AED.**

The library is committed to providing regular CPR AED certification for staff. Each department should strive to have at least two (2) staff members certified at all times.



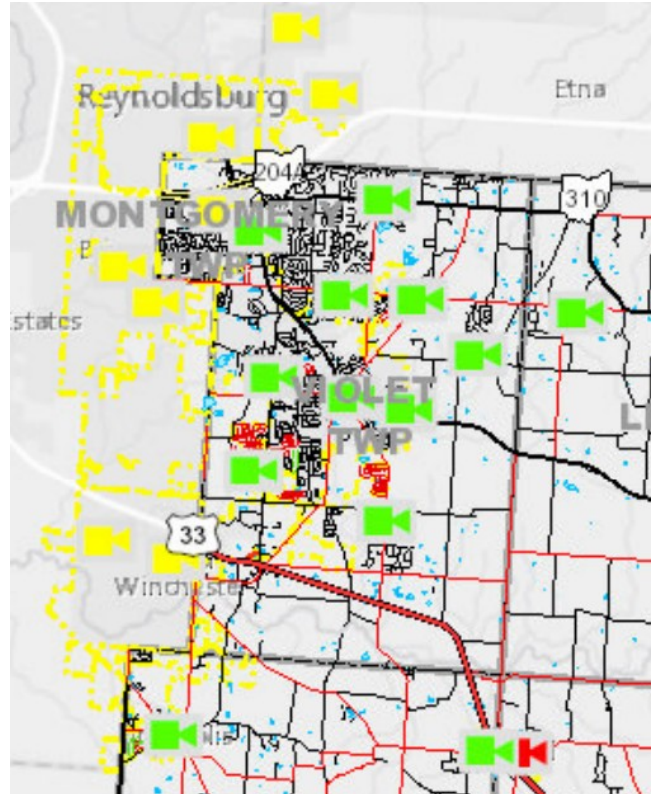


## **Fairfield County Emergency Warning Sirens**

Fairfield operates more than 40 Warning Sirens which are controlled by the Fairfield County Sheriff's Dispatch.

Emergency Warning sirens have been installed to alert the citizens of Fairfield County who may be outdoors during the time a Tornado Warning is issued by the National Weather Service for Fairfield County or any other emergency deemed necessary. The sirens are not intended to alert people indoors during a warning. It is highly recommended that each residence, business, school and church purchase weather alert radios that are automatically activated during severe weather occurrences.

**In order to ensure that the warning sirens will work during an actual emergency, all sirens are tested every Wednesday at 12:00 pm.**



### **ACTIVATION**

If the National Weather Service issues a Tornado Warning for Fairfield County, the sirens will sound continuously for 3 minutes. The sirens will then silence for 7 minutes and again sound for 3 minutes. This cycle will continue throughout the warning time period.

When the warning has expired or has been canceled, the sirens will silence.

No technology is in place to alert certain parts of Fairfield County for a Tornado Warning. If a Tornado Warning has been issued for Fairfield County, **ALL** sirens will be activated.

# **Implementation of Emergency Plan**

## **1. Tornado procedures.**

- a. Once a year, staff members will meet at the library before opening for a scheduled training on Tornado safety and what to do in the event of a tornado watch and/or warning. This will be a mandatory meeting and staff members will be paid for their time. If a staff member is unable to attend they will schedule a makeup meeting with their manager and Assistant Director. The library will also conduct annual tornado drills.
- b. The Assistant Director will go over the Tornado procedures with all new staff members.

## **2. Fire Alarms and Evacuation procedures.**

- a. Once a year, staff members will meet at the library before opening for a scheduled training on the fire alarm system and evacuation procedures. This will be a mandatory meeting and staff members will be paid for their time. If a staff member is unable to attend they will schedule a makeup meeting with their manager and Assistant Director.
- b. The Assistant Director will go over the fire alarm system and evacuation procedures with all new staff members.

## **3. Fire Drill**

- a. The library shall conduct a fire drill bi-annually.

## **4. Fire Extinguisher**

- a. Every two years, the library shall conduct fire extinguisher training. Staff participation is mandatory. Only absences cleared with a manager in advance will be accepted.

## **5. CPR AED Certification**

- a. Every two years, the library will coordinate formal CPR and LIFEPAK Defibrillator training for staff. Once trained, staff members are certified for two years. Managers should encourage staff to attend these sessions for initial certification and recertification. Staff will be paid for their time.
- b. Periodically, staff members who are currently certified should review LIFEPAK training materials.

## **6. Bomb Threat**

- a. Annually, managers should review procedures with staff.

## **7. Active Shooter**

- a. Managers should schedule time for staff members to periodically view this FEMA online training course @ <https://emilms.fema.gov/IS907/index.htm>
- b. Periodically, the Library will coordinate Active Shooter training with the Pickerington Police Department.

## **8. Code Adam**

- a. Periodically, managers should review procedures with staff.
- b. Annually, The Library shall conduct a Code Adam drill.

## **9. Panic Buttons**

- a. Managers should review location and use of panic buttons with all new staff members.

updated: August 18, 2016



Pickerington Public Library  
Financial Subcommittee

- I) Participating Members
  - A) Management (2)
    - 1) Library Director
    - 2) Financial Officer
  - B) Board of Trustees (2)
  - C) Public (1)
- II) Responsibilities
  - A) Audit financial transactions of the library
  - B) Recommend and affirm financial procedures
  - C) Suggest financial policies
  - D) Oversee financial operations
- III) Duties
  - A) Hold meetings on a monthly basis to review the past month's financial transactions including
    - 1) income received
    - 2) disbursements made
    - 3) bank transactions
    - 4) other financial transactions
  - B) Conduct meetings at least twice a year to develop and refine proposed budgets for Executive Board consideration.
  - C) Call other meetings as required.
  - D) Provide advice and counsel to management staff of the library as needed.
- IV) Working Relationships
  - A) As a subcommittee of the Board of Trustees, this body is accountable to the Executive Board
  - B) The subcommittee will work in conjunction with the Library Director and/or his/her designate and the financial officer and/or his/her designate in the performance of their financial duties and responsibilities and to assure the efficient financial operation of the institution.

Established  
March 19, 2001



## **Pickerington Public Library Board of Trustees Policy for Friends**

The Board of Trustees of the Pickerington Public Library looks upon the establishment of the Friends of the Library as a very worthwhile community endeavor, which has the potential for great benefit for the library. However, it is important that there be no misunderstandings; so, therefore, these guidelines are set forth.

All Friends of the Library projects should be undertaken in consultation with the Library Director.

It is the wish of the Board of Trustees to receive information about Friends meetings, officers, plans and purposes. This may be done through the Library Director.

Friends of the Library is distinct and separate from the Library Trustees and cannot assume the duties of Trustees.

Since Friends are volunteers, distinct and separate from library personnel, library staff members may act only in advisory capacities for Friends activities.

Operating expenses of the Pickerington Public Library are provided through allocations of public funds, which are audited by the State Auditor. Friends funds and library funds cannot be integrated except through gifts for specific purposes.

Public relations work by Friends on behalf of the library should be coordinated through the Library Director.

Expenditures of public funds for public relations is limited in scope by law; therefore, public relations programs adopted by Friends will not be a part of the budget of the Pickerington Public Library.

Adopted: May 10, 1989

## **MISSION & GOALS: KEY METRICS**

INSTAGRAM:  
FACEBOOK:  
TWITTER:  
LINKEDIN:  
PINTEREST:

## **PLATFORMS & NUMBER OF FOLLOWERS**

INSTAGRAM:  
FACEBOOK:  
TWITTER:  
LINKEDIN:  
PINTEREST:

## **DATA & DEMOGRAPHICS**

INSTAGRAM:  
FACEBOOK:  
TWITTER:  
LINKEDIN:  
PINTEREST:

## **USER PERSONAS & TARGET AUDIENCE**

INSTAGRAM:  
FACEBOOK:  
TWITTER:  
LINKEDIN:  
PINTEREST:

## **COMPEITIORS**

INSTAGRAM:  
FACEBOOK:  
TWITTER:  
LINKEDIN:  
PINTEREST:

# **BRAND VOICE**

## **STYLE GUIDES & ETHICS**

## **CALENDAR: FREQUENCY & WHEN TO POST REVIEW**

- + End of Month department review using key metrics, breakdown by post and campaign focus.
- + Quarterly review using key metrics, breakdown of overall, highlighting top and lowest performing posts.

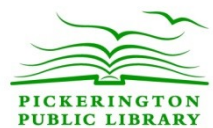




Pickerington Public Library  
Historical and Rare Photograph Policy

1. The Pickerington Public Library, as a central collection point for the community, accepts at its discretion, photographs and other graphic depictions of historical significance to the community. Any material donated to the Pickerington Public Library becomes the sole property of the library.
2. The historical and rare photographic collections shall be stored in a proper manner to maintain the quality and integrity of the collections.
3. There is no circulation of the photograph collection.
4. For purposes of security the collection will be available to patrons or other researchers only under the supervision of library staff.
5. Because of concerns regarding preservation, library staff shall make all copies. The Board of Trustees authorizes a staff member to make a negative or print copy of the original photograph.
  - Photocopies of historical and rare photographs may be made for private study, scholarship or research at \$.25 per photocopy. The Pickerington Public Library reserves the right to refuse to accept a photocopying order if, in its judgment, the request is deemed in violation of the aforesaid purposes.
  - There shall be a fee of \$10.00 per request plus cost of making a negative or print. All cost shall be prepaid. The negatives shall be the property of the Pickerington Public Library.
6. There shall be no publication, exhibition, commercial or other public use of the material without the written permission of the Head Librarian.
7. Any publication, exhibition or public use of the material reproduced from the collections must credit the Pickerington Public Library and the name of the collection if applicable.
8. In authorizing publication of a photographic copy, the Pickerington Public Library does not surrender its own right to publish it, or to grant permission to other applicants.
9. One complimentary copy of each publication in which the photographic copy appears must be sent to the Pickerington Public Library.

Adopted 10/12/98



## **Pickerington Public Library Information Security Policy**

As a state funded and locally tax supported government agency, the Pickerington Public Library (PPL) is entrusted with the duty of collecting sensitive and personal information about library staff and patrons. The PPL will protect information contained within its systems and services from unauthorized disclosure, modification or destruction, whether accidental or intentional. The PPL will comply with Ohio Revised Code regarding the duties of state and local agencies maintaining personal information systems (ORC 1347). In addition, because credit cards are accepted for the payment of fines and fees, the PPL will comply with the Payment Card Industry Data Security Standard (PCI-DSS).

All handling of patron records and particularly card processing activities and related technologies will comply with this policy.

This policy applies to all employees; full-time and part-time, temporary and permanent, and contractors and consultants who are on site. Volunteers will not be given access to patron or staff personal information.

As a member of the Central Library Consortium, whose libraries constitute an interconnected or combined system in order to enable collaboration, the PPL supports and abides by the Central Library Consortium Security Policy. This policy is to be used concurrently with the CLC policy. The following local procedures and rules will be followed to take reasonable precautions to protect personal information in the system from unauthorized modification, destruction, use or disclosure.

The Library Director, Technology Liaison and Circulation Coordinator are designated to oversee PPL's Information Security Policy and Program. They will address potential internal and external security risks to the security, confidentiality and integrity of personal information that could result in a compromise as follows:

### **1. Internal Risks**

- a. Personal information deliberately or inadvertently given to someone via PPL staff
  - Risk is addressed through employee training and management. Upon employment with PPL, the appropriate manager will train all newly hired employees on information security policies and procedures with refresher training offered periodically at general staff meeting.
  - Disciplinary action up to and including termination may be applied when a breach of confidentiality in regard to personal information is discovered.
  - Applications for employment (not hired) will be stored for up to 1 year in secure files and shredded upon disposal
  - Adult library card applications (paper copy) will be stored in secure files for 30 days and shredded upon disposal

- Juvenile library card applications (paper copy) will be stored in secure files until the juvenile reaches the age of 18
  - Library card applications will require legal name, current phone number and address. Customers are assigned a 4 digit PIN to access their account online.
  - To insure updated contact information for both patrons and staff, address verification will be requested on a regularly scheduled basis. This update may be done internally or via an outside vendor specializing in address verification
- b. Access to personal information via a staff computer
- Risk is addressed with staff training and management
  - Whenever possible, the PPL will require unique logins on staff PCs and password protection on staff PCs is preferred
  - Patrons will be denied access to staff terminals
2. External Risks
- a. Access to personal/patron information via an outside computer (Hackers) or other outside source
- Risk is addressed via the Central Library Consortium firewall applications which are configured to protect cardholder data
  - The PPL will maintain a local firewall to protect against external intrusion
  - Complex passwords will be required for access to patron information. Vendor-supplied defaults for system passwords and other security parameters will not be used
  - Cardholder data across open, public networks is encrypted
  - When paying fines and fees via PayPal, the last 4 digits of a credit card are retained for audit purposes only
  - The Technology Liaison will ensure that regularly updated antivirus software is maintained
  - The Technology Liaison will assure that regular security system checks are run
  - Upon real or suspected information leaks or intrusions, the Technology Liaison will investigate and respond to any suspected intrusion or firewall failure. The Library Director and CLC staff will be notified of the situation
  - The Library Director will take disciplinary action, where appropriate, when and if error on the part of specific PPL staff members are involved in the breach
  - The Library Director will communicate with any impacted patrons and/or members of their staff. This will include notification of the breach and what steps, if any, the library will take to remedy the situation for the patron or staff member.
  - The library will contract only with outside service providers who are capable of maintaining appropriate safeguards to patron information
  - Before any equipment which stores confidential information is discarded, sold or returned the Technology Liaison will make certain that hard drives are secured or completely erased.

## Information Security Acknowledgement

I, \_\_\_\_\_, understand that Federal and State Laws prohibit the unauthorized use of or access to personal information as defined in the Information Security Policy.

It is understood that the PPL is a locally tax supported government agency entrusted with the duty of collecting sensitive and personal information about library staff and patrons. When obtaining personal information for the business of the PPL, the library employee has responsibility for safeguarding that data from unauthorized use.

“Personal information” means any information that describes anything about a person, or that indicates actions done by or to a person, or that indicates that a person possesses a certain personal characteristic, which can be retrieved from a system by a name, identifying numbers, symbol or other identifier assigned to a person.

As an employee of the PPL, I acknowledge that the unauthorized use of patron/staff account information is strictly prohibited and will result in disciplinary action up to and may include termination on the first offense.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Approved: 4/11/2011



## **PICKERINGTON PUBLIC LIBRARY Investment Policy**

### **Board Policy:**

**DATE REVIEWED: 6/17/2019  
DATE APPROVED: 6/17/2019  
EFFECTIVE DATE: 6/17/2019  
REPLACING POLICY EFFECTIVE: 6/13/2011**

The Pickerington Public Library Investment Policy will conform to all applicable laws and regulations governing the investment of public funds, including Section 135 of the Ohio Revised Code. It is designed to cover all monies under the control of the library. Except in the case of certain restricted and special funds, the Library will consolidate cash balances from all funds to maximize investments earnings. It is the policy of the Library to invest public funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands.

The investing authority and management responsibility shall reside with the Fiscal Officer. The Fiscal Officer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy. Such procedures shall include delegation of authority to persons responsible for investment transactions. The Fiscal Officer shall be responsible for all transactions undertaken and shall establish a system on controls to regulate the activities of employees and agents acting on behalf of the Library.

This policy shall be reviewed no less than annually by the Finance Committee of the Board of Trustees and any modifications made thereto must be approved by the library's Board of Trustees. The approved Investment Policy must be filed with the Auditor of the State of Ohio. The Fiscal Officer shall maintain a copy of the filed Policy. The approved policy must be signed by the following:

- All entities conducting investment business with the investing authority.
- All brokers, dealers and financial institutions initiating transactions with the investment authority by giving advice or making investment policy thereby acknowledging their agreement to abide by the policy's content

### **Administrative Procedure:**

**DATE APPROVED: 6/17/2019  
EFFECTIVE DATE: 6/17/2019  
REPLACING PROCEDURE EFFECTIVE: 6/13/2011**

### **Investment Objective**

The primary objectives of the Library's financial investments are (in priority order):

- Preservation of Capital – The preservation of capital is the foremost objective of the investment program. All investments shall be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives.
- Liquidity – The Library's investment portfolio is to remain sufficiently liquid to enable the Library to meet those operating requirements that might be reasonably anticipated.
- Return on Investments (Yield) – The Library's investments should generate the highest available return without sacrificing the first two objectives.
- Minimization of Costs – All attempts shall be made to minimize the costs of financial transactions related to implementing investment strategies.

### **Authorized and Suitable Investments**

The following investments are deemed to be suitable for inclusion in the Library's investment program. The Fiscal Officer is authorized to invest library funds only in those investments specifically delineated in Ohio Revised Code Section 135.14 provided the Fiscal Officer has the required training by the Treasurer of State's Office for that type of investment.

- U.S. Treasury Bills, Bonds, Notes and other obligations issued by any federal agency as defined under Section 135.14(B)(1) and (2).
- Ohio Subdivision's Fund (STAR Ohio and STAR Plus), managed by the State Treasurer of Ohio;
- Bonds or other obligations of the State of Ohio, or political subdivisions of the State of Ohio provided that the provisions of Section 135.14(B)(4) are met.
- Demand deposit accounts (such as checking accounts) established with local financial institutions, and properly insured through the Federal Deposit Insurance Corporation (FDIC) or suitable collateralization.
- Federally insured certificates of deposit issued through the Certificate of Deposit Account Registry Service (CDARS) by financial institutions located in the United States. Each such certificate of deposit is in an amount that is eligible for full FDIC insurance coverage.
- Bankers acceptances issued by any domestic bank rates in the highest category by a nationally recognized rating agency; specific limitations apply as defined under Section 135.14 (B)(7).
- Commercial paper notes issued by companies incorporated under the laws of the United States; specific limitations apply as defined under Section 135.14(B)(7).
- No load money market mutual funds rated in the highest category by at least one nationally recognized rating agency, investing exclusively in the same types of eligible securities as defined in Division B (1) or B(2) under Section 135.14 ORC and repurchase agreement secured by such obligations. Eligible money market funds shall comply with Section 135.01 ORC, regarding limitations and restrictions.

### **Maturity of Investments**

- No investment shall have a maturity date of more than five years from its date of purchase by the Library

### **Internal Control**

The Fiscal Officer is responsible for establishing and maintaining internal control to insure that the assets of the Library are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points

- Separation of transaction records from accounting data;
- Custodial safekeeping;
- Written confirmation of telephone transactions for investments and wire transfers.

### **Deposit Requirements**

All deposits shall be collateralized pursuant to Section 135 of the Ohio Revised Code. The Library's Board of Trustees shall designate its public depositories in accordance with Section 135 of the Ohio Revised Code. Any eligible financial institution that has offices within the State of Ohio may become a public depository of the funds of the Library.

**Delegation of Authority**

Management responsibility for the Library's investment program is the Fiscal Officer who is considered the Library's chief financial officer under the Ohio Revised Code. In the absence of the Fiscal Officer, the Deputy Fiscal Officer or Library Director may be authorized to act in his/her stead. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Fiscal Officer

**Ethics and Conflicts of Interest**

Those involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Library investment program, or that could impair their ability to make impartial decisions.

**Liability**

When investments are made in accordance with this policy, no Library staff member with investment authority shall be held liable for a loss resulting from default or insolvency of a depository of Library funds.

**Reporting**

The Fiscal Officer shall provide the Board of Trustees with monthly reports which clearly provide the following information regarding the investment portfolio:

- Types of investments;
- Depository institutions;
- Principal balances;
- Rates of return;
- Maturities.

**PICKERINGTON PUBLIC LIBRARY**  
**Investment Policy**  
**(Acknowledgment of Receipt)**

The institution named below, attests by the signature of its authorizing officer, that its has received a copy of the Pickerington Public Library Investment Policy. Furthermore, this institution acknowledges that it has read this policy and agrees to abide by its content.

A copy of the Investment Policy will be retained for future reference.

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Name of Institution

---

Name of Officer

---

Signature of Officer

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Date





## **Pickerington Public Library**

### **Lost and Found Policy**

#### **Board Policy**

**Date Approved: June 17, 2019**  
**Effective Date: June 17, 2019**  
**Replacing Policy Effective: New**

The Pickerington Public Library makes every effort to reunite lost items to the owner. The Library is not responsible for items left unattended, damaged, or stolen on Library grounds or facilities.

#### **Administrative Procedure**

**Date Approved: June 17, 2019**  
**Effective Date: June 17, 2019**  
**Replacing Administrative Procedure Effective: New**

- A. Lost and found items are managed according to the guidelines below.
1. Unclaimed items are labeled and stored in the Customer Service Department with reasonable attempts made to contact the owner when the found item contains sufficient information to do so.
  2. Items left in books deemed to have no monetary and/or intrinsic value may be disposed.
  3. Hazardous and perishable items such as food, baby bottles, etc. will be disposed promptly.
  4. Books and media materials will be considered library donations after 30 days.
  5. Items of substantial value may be stored in the Library's safe or a locked location for six months. These items will be donated, destroyed or sold as surplus after six months. The Fiscal Officer and his/her designee have sole discretion as to the disposal of unclaimed items.
  6. Unclaimed cards such as credit, insurance, and social security cards will be locked in the Library's safe. These items will be shredded after (6) six months if unclaimed.



7. Accessories, coats/jackets, and clothing will be donated to a local charitable organization of the Library's choosing, upon the approval of the Fiscal Officer or his/her designee.
8. Documents found in the printer or scanner will be securely stored and shredded after 30 days.
9. Found money is considered a library donation when the amount is \$1.00 or less on the day it is discovered. Amounts over \$1.00 will be held in the safe for 30 days and considered library donation afterwards.

#### **Staff Guidelines**

- B. The following procedures have been developed to accompany and support the Library's Lost and Found Policy as outlined in the following action steps.
  1. Label all lost items with the following information prior to storing items in the appropriate lost and found area.
    - a. Date Item was found
    - b. Area item was found
    - c. Any other identifying information if known
  2. Lost and found items will be grouped together by category i.e. books, documents, etc. and should be placed in the appropriate location.
  3. **Disposal** - Each month, an assigned staff member from the Customer Service Department will review all lost and found materials.
    - a. Items of non-substantial value will be donated, destroyed or sent to storage as surplus as per the discretion of the Fiscal Officer or his/her designee.
    - b. Items of substantial value will be checked for date found and remain in lost and found for six months. At six months these items will be donated, destroyed or sent to storage as surplus as per the discretion of the Fiscal Officer or his/her designee.



- c. All books and media materials are to be turned over to Tech Services as donations for the Friends of the Pickerington Public Library or added to the library's collection.
- d. All cards/documents should be shredded
- e. All unclaimed money should be rung into the point of sale system as found money.
- f. Items to be donated will be scheduled for pick up or delivered to a local charitable organization.
- g. Items to be sold as surplus should be sent to the library's storage facility.



## Pickerington Public Library

### Meeting Room and Conference Room Policy

**Board Policy:**

DATE REVIEWED: 6/17/2019  
DATE APPROVED: 06/17/2019  
EFFECTIVE DATE: 06/17/2019  
REPLACING POLICY EFFECTIVE: 10/12/2015

It is the policy of the Pickerington Public Library (PPL) to encourage free discourse of information and ideas within our community. Therefore, we are privileged to make meeting room space available to our customers so that an informed citizenry can be nurtured and supported.

The primary purpose of meeting rooms and conference rooms is to promote library services through classes, events, meetings and other library activities presented by library staff, the Friends of the Library or other organizations affiliated with the library. When the meeting rooms or conference rooms are not being used for a library activity, the space will be available to the public for governmental, non-profit, for-profit, civic, cultural or educational programs or meetings that are non-soliciting in nature. Access will be provided on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use. In doing so, it must be noted that the library does not endorse the views expressed by any group or individual using our meeting rooms, but does endorse their right to express their views as long as these groups and individuals abide by the rules and regulations governing the use of library meeting spaces. At no time is the use of a meeting room, conference room or quiet study to be publicized in such a way as to imply library sponsorship of the reserving party's meeting or event, unless that activity is being co-sponsored by the library. Artistic performances by individuals will be permitted only when co-sponsored by the library.

Use of Library meeting spaces for financial gain is prohibited. This includes entrance fees/admissions charges, marketing or selling of goods, fundraising, or accepting donations. Only the Pickerington Public Library or groups affiliated with the Pickerington Public Library may use the meeting room facilities for fund-raising activities, otherwise, items and services may not be sold. Meeting rooms may not be reserved for a single individual. Conference rooms may be reserved by individual customers for no more than 2 hours per day. No private parties may be held unless it is part of a library sanctioned event.

All meetings must be open to the public. Organizations conducting business meetings or presenting programs may wish to restrict or limit public comments during all or part of their meeting or programs. Any such restrictions should in no way interfere with the public's ability to attend, observe or listen to the program.

1. Use of the meeting rooms shall be for group use. An adult, eighteen (18) years old or older must be present during the entire use of the room by the group. Groups of children are welcome to use the room, but application must be made by an adult and adult supervision of the group must be maintained at all times. Staff are authorized to allow individual walk in customers use of meeting room space as a last option if the meeting room is available and all conference rooms are booked.
2. The person making a meeting room or conference room reservation must be the person using the room, be at least (18) years old and a registered cardholder of the Pickerington Public Library.
3. Reservations for meeting rooms shall be made online by submitting a meeting room reservation request. It is preferred that all reservations are submitted at least forty-eight (48) hours in advance of the requested meeting time. Any request without advanced notice will be considered based upon current availability. All information contained in the request (except the library card number) shall be available to the public.
4. Groups or individuals shall be permitted use of the conference rooms. An adult, eighteen (18) years old or older must be present during the entire use of the room by the group. Groups of children are welcome to use the room, but application must be made by an adult and adult supervision of the group must be maintained at all times. Staff are authorized to allow customers to remain in conference rooms past reserved times as long as the room isn't reserved for another customer.
5. Programs or meetings must end prior to library closing time.
6. Reservations are considered on a "first-come, first-served" basis.
7. Reservations are not transferable from one group to another.
8. Reservations may not be made more than three (3) months in advance of the requested meeting date. Due to high demand, the number of reservations may be limited. Advanced reservations have a maximum limit of (5) five times per month. Once customers reach their maximum number of reservations for the

month, staff are authorized to allow them use of a meeting space on a first come first serve basis.

9. Meeting space is provided free of charge. However, donations will be accepted to assist in the cost of maintaining meeting room facilities, equipment and supplies.
10. The library may, on occasion, sponsor classes offering instruction in skills. Tuition fees to cover costs of supplies may be charged. The library may also allow its meeting rooms to be used by local school systems, area colleges and universities, or governmental entities. In such cases, tuition fees may be charged.
11. The use of meeting rooms for social functions such as birthday parties, dances, graduation celebrations, wedding receptions, etc is not permitted.
12. Meetings planned by a company or individual to promote, advertise or lead to the sale of a product or service are not permitted.
13. The individual or group which reserves the meeting space shall assume responsibility for all loss, damage or injury arising from the use of the meeting space.
14. The library assumes no liability for theft or damage to property brought onto library property or for injuries which occur as a result of actions of sponsors or participants in activities in meeting spaces.
15. Room set-up will be the responsibility of the individual or organization reserving the meeting space. This same individual or group is responsible for returning the room to its original condition.
16. Use of Library provided audiovisual equipment and a podium are available upon request. Any additional equipment needs other than what is already provided in the meeting and conference rooms must be supplied by the individual or group using the space.
17. Refreshments may be served only in Meeting Room A. The library will not provide any food service or equipment beyond a microwave and coffee maker. Any food, beverages, or items left in the meeting room will be discarded. Smoking is prohibited anywhere on library property. Alcohol is prohibited in the library unless there is a Library fundraising event approved by the director or his/her designee. A fee may be charged if the group's use of the room results in the need for repair to library furnishings or equipment or if excessive clean-up is required by library staff. Imposition of this additional fee will be at the discretion of the Library Director.

18. If a scheduled meeting is cancelled, it is preferable that the library be notified at least twenty-four (24) hours in advance. Groups or individuals that no call no show for their reserved time (3) three or more times in a (6) six-month period may be limited or prevented from further reservations.
19. Library use of the meeting space takes precedence over any other use and the library reserves the right to cancel the use of the meeting room space if the Library Director determines that the meeting space is needed for library purposes. The library assumes no liability if such an action occurs. An attempt will be made to provide an alternative date or time for the group.
20. The Library Director, or his/her designee, may for good cause, deny or cancel any application for reservation of meeting room space and, for good cause, may waive any meeting room regulation. The library assumes no liability if such action occurs.
21. PPL reserves the right to have staff attend meetings and other events in the library.
22. Meetings held in our facility must not disturb normal library operations. The library reserves the right to stop meetings that are disruptive to normal library operations.
23. An appeal of any meeting room regulation, or any decision regarding the use of any meeting room should first be made to the Library Director.

It is the intent of the Pickerington Public Library that groups or individuals shall follow the above rules and regulations so that our meeting rooms and conference rooms will be utilized in an orderly and efficient manner. It is expected that all groups or individuals reserving a meeting space will honor the spirit in which these rules and regulations are intended and will adhere to them when reserving and using a library meeting space.



## Pickerington Public Library

### Notary Public Service Policy

#### Board Policy:

DATE REVIEWED: 12/14/2017

DATE APPROVED: 12/14/2017

EFFECTIVE DATE: 12/14/2017

REPLACING POLICY EFFECTIVE: NEW

Pickerington Public Library (PPL) is pleased to offer free notary services at all library locations for the benefit of the community and as part of its ongoing commitment to providing dynamic patron services.

Notary service must be scheduled and is only available during regular hours of operation at Pickerington Public Library locations. The library cannot guarantee that a notary will be on staff at all times. Other restrictions may apply regarding the notarization of specific types of documents. Notaries are subject to the Ohio Revised Code, Section 147.

#### Administrative Procedure:

DATE APPROVED: 12/14/2017

EFFECTIVE DATE: 12/14/2017

REPLACING PROCEDURE EFFECTIVE: NEW

#### A. Fees

- a. Notary services are available at no charge at all library locations of the Pickerington Public Library.

#### B. Scheduling

- a. The library cannot guarantee notary availability at all times. Patrons seeking notary services can make an appointment online, or can contact either location to make an appointment by phone or in person. Appointments will be made on a first-come, first-served basis.
- b. The library does not make available its notary services in the thirty minutes before time of closing, Monday through Friday. Notary appointments are not available on the weekends.

#### C. Identification Requirements

- a. Valid, government-issued photo identification is required of anyone seeking notary services. For those under the age of 18, a certified copy of their birth certificate or a current school ID, with photo, is required.



- b. The signer must be present before the notary, and documents must be signed before the notary.
- c. If a witness or witnesses are required, the library will not provide witnesses, and witnesses may not be solicited from library patrons or staff. Witnesses must know the individual whose document is being notarized. Witnesses must also have valid, government-issued photo identification.

#### D. Limitations of Service

- a. Library notaries cannot certify true copies of vital records and documents. Only issuing agencies can certify true copies.
- b. Library notaries will not take or certify depositions.
- c. Library staff members are not able to provide legal advice, nor can they assist in preparing or in filling out legal forms.
- d. Library notaries are able to provide basic services only, such as witnessing signatures and sworn statements. Library notaries will not notarize documents requiring more than three signatures, nor will they notarize more than three documents per person, and they reserve the right to refer patrons to other agencies for more complex requests.
- e. Library staff will not notarize the following documents:
  - Auto titles
  - I-9 forms
  - Real estate transactions
  - Last wills and testaments
  - Corporate/business documents. Notary services are for individuals only.
  - Documents in a language other than English
  - Documents for which the signer cannot communicate directly with the notary
  - Documents that require an electronic signature
- f. Library notaries reserve the right to decline services should the circumstances surrounding an appointment raise any doubt regarding their legal obligations as outlined in Ohio Revised Code, Section 147.



## **Pickerington Public Library**

### **Open Public Meetings**

#### **Board Policy**

**Date Approved: 3/19/2018**  
**Effective Date: 3/19/2018**  
**Replacing Policy Effective: 1/12/2004**

In compliance with Section 121.22 of the Ohio Revised Code, meetings of the Board of Trustees shall be open to the public. The Board reserves the right to hold executive sessions in accordance with Section 121.22(G) of the Ohio Revised Code.

#### **Administrative Procedure:**

**Date Approved: 3/19/2018**  
**Effective Date: 3/19/2018**  
**Replacing Administrative Procedure: New**

- A. Minutes of such meetings shall be available for public inspection according to the Library's Public Records Policy.
- B. Notice of such meetings shall be posted within the physical library and any virtual medium regularly used by the library.
- C. Notice of special or extraordinary meetings shall be given to the media at least 24 hours in advance, in addition to posting in the physical library and on any virtual medium used by the library.
- D. The Library Director or his/her designee shall maintain the notification of all meetings.



## **Pickerington Public Library Outreach Services Policy**

### **Mission and Purpose**

The mission of the PPL's Outreach Services is to provide recreational and educational library materials to people of any age who are not able to come to the library due to physical or institutional limitations.

### **Programs, Privileges and Responsibilities**

Residents of the Pickerington Local School District who reside in Nursing Homes, Assisted Living Facilities, Senior Care Services, and Senior Apartment Complexes may receive services including materials and programs by the Outreach Services Team. The Juvenile Services Team provides educational materials and programs to the preschools and day cares in the school district. The type of service and the method of its delivery may vary and will be determined by the library director, within the confines of the library budget.

Materials available through outreach include regular print and large print books, audio books, magazines and films on DVD from the Pickerington Public Library's collection.

Outreach is one of the many services of the library and follows the same procedures as the library. Certain benefits are extended to those who participate in the program.

The following services are not subject to overdue fines; but fees for lost and damaged materials may be charged and service suspended at the discretion of the director when fees are unpaid.

- Nursing Homes, Assisted Living Facilities and Senior Apartment Complexes
  - Once or twice monthly visits from library staff or trained volunteers - Visits may be in the form of browsing hours or room-to-room visits. Residents may make special requests or choose from the items brought by the library team. Library staff is responsible for selecting these collections.
  - Deposit collections – These include materials brought to the facility by library staff, library volunteers or a PPL representative. Library staff will return to pick up materials at the end of the loan period.
- Homebound Service
  - Those desiring homebound service must be confined to their homes for a minimum of 3 months. They must complete an application interview (which may be done by telephone) to determine if they qualify for the program and to assess their reading, listening or viewing needs.
  - Applicants already having library cards must be fine free before they begin the program. Their cards will then be changed to outreach status.
  - An outreach library card will be issued if the patron does not already have a library card. Cards are kept on file at the library for the use of the homebound person only.

- Materials are requested by the homebound patron through the Outreach Office by phone or email and borrowed by a designated family member or friend.
- Homebound borrowers should return materials by their due dates, or contact the library for renewals. They are responsible for all fees associated with lost or damaged materials.
- Homebound borrowers must notify the library should they become able to visit the library again. Their registration will be changed to that of a regular library patron with normal borrowing privileges. They may re-register should their circumstances change in the future by notifying the Outreach Office.

➤ Agency Borrowing

- The head of the department or facility desiring an agency card must submit a signed request on letterhead stationary to that effect. The letter should specify the staff member(s) with borrowing privileges. Each staff member receives a separate card with a separate number.
- A staff member at each agency will be designated as the library contact and will oversee the borrowing of materials.
- It is expected that the facility will be cooperative in ensuring that loaned materials are returned to the library. Materials lost from the agency will be billed by the library.
- Materials loaned to an agency must stay in the facility for use by or with residents. No personal loans are made to staff or family members of residents/clients.
- If a resident/client is discharged from the facility, they should leave their materials with the designated library contact. They should never take the materials home.
- Agency representatives may either choose materials independently or (with at least a week's notice) request that Outreach Staff collect materials for them.
- The representative is responsible for checking out and transporting materials to and from their facility. The representative is also responsible for ensuring the prompt payment of fees associated with lost or damaged items.

*Outreach team members should consult Personnel Policy Section for policy referring to their duties and responsibilities.*

Approved:  
6/13/2011

## **PICKERINGTON PUBLIC LIBRARY WEBSITE AUDIT**

### **PERFORMANCE & SPEED**

- Reduce HTTP requests and server response time by combining javascript and CSS files, remove redundant or unused/dead CSS/javascript or plugins and adding an server optimization plugin. (Buckeye)
- Add budget.json file to pages (Buckeye)
- Set Javascript to load asynchronously (Buckeye)
- Reduce image and file sizes, use next-gen formats and compress.
- Remove Render Blocking Javascript (Buckeye)
- Ensure text remains visible during webfont load (Buckeye)
- Update site with efficient cache policy, shortening its timespan (Buckeye)
- Reduce overall payload – this may be showing excerpts of posts and breaking into multiple page, reducing number of posts shown on a page (Buckeye & Lindsay)
- Minimize Critical Request Depth – compress or reduce file sizes, remove files (Buckeye/Lindsay)
- Minimize Main-thread work (Buckeye)
- Add User Timing API to measure user time/experience on site (Buckeye)
- Update tap targets – enlarge and reduce size in pixels overlapping with target for easy click. (Buckeye)
- Update/add mobile frame works. (Buckeye)
- Asset Minification (Buckeye)

### **SEO**

- Optimize page titles and title tag
- Optimize site navigation (if applicable) based on user behavior
- Add page meta descriptions
- Create and add site map to site, submit to Google (Buckeye)
- Fix links
- Fix links, if needed, that have server errors (Buckeye)
- All images need ALT tags (including homepage logo, which B needs to do)
- Add structured data (Schema and OpenGraph) to site. (Buckeye)
- Increase number of backlinks and referring domains.
- Update content with keywords and common searches, add and diversify information/text
- Create robots.txt file (Buckeye)
- Discuss utilization/tagging of Google Tag Manager and set up Google Search Console (webmaster)

### **SECURITY**

- Ensure update SSL certificate before end of August.

- Update headers, properly set up with HSTS. (Buckeye)

## **ADA COMPLIANCE**

- Report/scan generation in process (monsido and Office of Accessibility).
- Site header will need to be replaced with image (the fading pixels aren't complaint/easy to see) with a consistent color base.
- Heading orders throughout site need to be in order (H1/H2/H3 ..) (Lindsay/Buckeye)
- Remove and replace all references to "click here."
- Remove redundant links on individual pages.
- PDFs need to be updated for compliance.
- No text over text (this applies to images and headers)
- In coded elements, all tables/forms etc. need labels (Buckeye)

## **GDPR: General Data Protection Regulations**

*(Optional/On the radar)*

- Ensure logins/user information (if more than just library number and username on there), is protected using pseudonyms or encryptions, especially when stored, with SSL installed.
- If information from enquiry and contact form are stored, ensure encrypted. If anything is printed out, shredded after use.
- Create and privacy pop-up notice at footer of Home page.
- Info near newsletter signup (able to opt in/out) and see approval for each method plan to email with separate opt boxes. All emails have sunsub link.
- Update privacy policy on the website:
  - List where we collect information, why, how we process it and what we do with it, who sees it (and any third party) (and how we protect it, if so), customer rights (can they ask you not to, to stop, to remove, for a copy of their data, update their data)
  - Update staff handling policies and agreement (with third parties), as well, if privy to info)
  - Policy for possible breaches and what the public can do
  - Special procedures or statements for minor's information (what we do with it, etc.)
  - Policy dated and updated annually
  - Consent procedures
  - Cookie Policy and use
  - Social media (expectations to privacy)
  - Breakdown of expectations to privacy and public record (what is/isn't and why)
  - What trackers we use (google analytics, CRM etc.) This applies to third party.



**PICKERINGTON PUBLIC LIBRARY**  
**Financial Position Statement**

June 2019

The Pickerington Public Library is a vital involved and evolving community resource, meeting the life-long learning and enjoyment needs of our citizens. The library has maintained a sensible financial perspective while investing wisely into expanding resources and services to the community. The Pickerington Public Library is committed to innovation, remaining competitive and essential to the community, while making wise financial decisions that affect the short and long range plans.

The current trends in state revenues have been leveling in the last five years. State law continues to maintain the public library fund at 1.66% of the gross revenue receipts. The library also receives local funding from a continuing operating tax levy at 1.25 mills. Neither income stream (state or local revenue) is sufficient on its own for the unrestricted operation of the Pickerington Public Library.

Apprehension remains, however, that the State of Ohio may reduce the tax revenues it provides to library operations across the state. A cloud of uncertainty exists concerning future revenues since little advance warning is provided by the state for its intentions.

With the perspective outlined above as its guide, the Pickerington Public Library has decided that it is fiscally appropriate to make sound investment decisions and maintain a minimum of 3 months unreserved general fund balance. Currently, the unreserved general fund balance is above this minimum due to long-range plans to expand services and accessibility options to the community. Over the next 10 years, this unreserved general fund balance will decrease due to these long-range plans. It is also expected that such a cushion allows the library to implement a gradual reconfiguration of its financial plans should future revenue streams be altered.

It is also the intent of the Board of Trustees to continue funding a capital reserve to accommodate future physical needs of the library. It is anticipated that such an effort can be accomplished without affecting current operations.

This position statement has been composed to outline the intentional actions of the Board of Trustees and to help explain the perspective that is motivating the current vision of the Pickerington Public Library.





## **Operating By-Laws**

### **Pickerington Public Library Pickerington, Ohio**

#### **Article 1** **Name**

**Section 1** The name of this organization shall be the Pickerington Public Library. It is a school district library, existing by virtue of Section 3375.15 of the Revised Code of the Laws of the State of Ohio, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. Where and when appropriate in the publications of the library it shall be indicated that the Library District is the Pickerington Local School District.

#### **Article 2** **Purpose**

**Section 1** The purpose of this organization shall be to provide public library services to the people of its service area in accordance with the laws of the State of Ohio and the mission statements adopted by the Board of Trustees. The library extends its services to all residents of the state of Ohio on equal terms.

#### **Article 3** **Organization**

**Section 1** The Pickerington Public Library shall be governed by a seven member Board of Trustees (the Board) which shall have legal authority to conduct, or to have conducted in its name, all official business of the Library.

#### **Article 4** **Board of Trustees**

**Section 1** Members of the Board of Trustees are appointed by the Pickerington Local School District Board of Education (The School Board) in accordance with the provisions of Section 3375.15 of the Ohio Revised Code. Such trustees shall serve a term of seven years.

**Section 2** All powers of the library Board are vested in it as a Board, and none at all in its individual members. The individual trustee has no power to act for the Board in any way, unless authorized to do so by the Board itself. The Pickerington Public Library will provide reasonable coverage to indemnify trustees in the performance of their duties.

**Section 3** Each library trustee is appointed to a 7 (seven) year term. Appointments are staggered such that no more than 1 (one) trustee's term is scheduled to expire in the same year. A trustee must be either a qualified elector of the Pickerington Local School District or a qualified elector who resides outside of the Pickerington Local School District but within Fairfield County. By law, a majority of the trustees (at least four) must be qualified electors of the Pickerington Local School District. No one is eligible for membership of the library's Board of Trustees who is, or has been in the year previous to his or her appointment, a member of the Pickerington Local School Board of Education.

**Section 4** All library trustees serve without compensation. Individuals are limited to 2 (two) consecutive 7 (seven) year terms with the option to serve 2 (two) additional 7 (seven) year terms after 1 (one) year hiatus (Effective with trustee appointment date January 1, 2016). Occasionally, a board member cannot complete an entire term. In this circumstance, an individual will be appointed to finish that term. If that term is less than or equal to 3 (three) years, the term will not count toward the 2 (two) term limit. If that term is more than 3 (three) years, it will count as one of the 2 (two) terms allowed. In general, trustees are guided in the performance of their duties by the most recent edition of the *Ohio Public Library Trustees' Handbook*.

**Section 5** The insight and attention of each trustee is a valuable asset to the Board and the library. Therefore, regular attendance is expected. If a Trustee is absent from 3 (three) consecutive *regular* meetings or a total of 6 (six) *regular* meetings in any one calendar year, the Board may request that trustee's resignation. If a Trustee must be absent from a Board Meeting, they must notify the Board President or the Library Director prior to the meeting.

**Section 6** Vacancies occurring on the Board prior to term expiration shall be filled by the School Board by appointment for the unexpired term. Vacancies on the Board will be given public notice, with sufficient opportunity for interested citizens to make their interest known to the Board.

## **Article 5** **Officers of the Board**

**Section 1** The officers of this Board shall be a President, a Vice-President and a Secretary selected from among the Board's membership at the Board's organizational meeting in January. Each officer shall serve a one-year term or until the Board's next organizational meeting.

**Section 2** The President shall preside at all meetings of the Board, determine the agenda for each meeting in consultation with the Director, authorize calls for special meetings, sign the minutes of all meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.

**Section 3** The Vice President, in the absence or unavailability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

**Section 4** The Secretary is responsible for ensuring that a true and accurate record of all meetings of the Board is kept, and shall perform such other duties generally associated with that office. The Secretary shall act as substitute for the President and/or the Vice President as necessary.

**Section 5** Each of said officers shall have such powers and duties as are prescribed by the Ohio Revised Code or by these by-laws, or by special action of the Board, to the extent that said actions are consistent with the laws of Ohio.

**Section 6** In case of a vacancy in the office of President, Vice President or Secretary, a new officer shall be selected by the members and shall serve until the next organizational meeting

## **Article 6**

### **Committees of the Board**

**Section 1** Board committees of one or more members may be appointed from time to time by the President or by Board action. These committees may be temporary (ad hoc) committees to examine specific issues or concerns, or they may be on-going (standing) committees for continuing purposes or projects of the Board. Standing committees may include, but are not limited to: Finance and Budget; Advisory Committee to the PPL Fund of the—Fairfield County Foundation; Reconsideration Committee for Collection Development.

**Section 2** Members of standing committees shall serve from the time of their appointment until the organizational meeting of the Board. Ad hoc committees shall serve until the special purpose for which they were appointed has been fulfilled.

**Section 3** Board committees shall have power only to advise the full Board, unless the Board shall specifically authorize a committee to act on behalf of the Board.

**Section 4** The President of the Board shall be an ex-officio member of each committee, and the chair of each committee shall be a member of the Board appointed by the President with the consent of the Board. Each committee shall have such other members, if any, as the Board shall from time to time determine which members shall be appointed and need not be members of the Board.

## **Article 7**

### **Duties of the Board of Trustees**

**Section 1** The Board of Trustees shall have all of the powers granted to it by the laws of the State of Ohio and shall, in open meeting, determine and establish, in accordance with the laws the basic policies of the library with respect to:

- ❖ the appropriation and budgeting of funds
- ❖ the establishment and maintenance of libraries and library services
- ❖ the acquisition, improvement, maintenance, insurance, use and disposition of properties
- ❖ the hiring, compensation and responsibilities of, and the personnel practices concerning librarians and other employees
- ❖ the selection, collection, lending and disposition of books and other library materials; and
- ❖ the acceptance of gifts.

**Section 2** The policies so determined and established by the Board shall remain in effect until changed or rescinded by further action of the Board and shall be administered by the library staff. The Director shall see that a compilation of all operating policies established by the Board is prepared and kept up to date and is distributed to the members of the Board, library staff and kept available to the public as requested.

**Section 3** The board of Trustees subscribes to the tenets contained in “A Statement of Ethics for Library Trustees” of the American Library Trustee Association (attached).

## **Article 8 Meetings**

**Section 1** The Board shall hold an organizational meeting in January of each year. At the annual meeting, the Board shall elect its officers, appoint its Fiscal Officer and fix the bond thereof, fix the time and place for its regular monthly meeting, and conduct such other business of an organizational nature as may come before the Board.

**Section 2** The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. Notice of regular meeting times will be included in the library’s website and posted on the library bulletin board.

**Section 3** Special meetings may be called at the direction of the President, or the request of two members, for the transaction of business as stated in the call for the meeting. Notice of special meetings will be posted on the library bulletin board and website.

**Section 4** Four persons, a majority of the full membership of the Board, shall constitute a quorum for the transaction of business at any meeting.

**Section 5** Where not otherwise governed by law or by these by-laws, the proceedings of the meetings of the Board shall be in accordance with Robert's Rules of Order as currently revised and published at the time of the meeting.

**Section 6** The Board may hold an executive session only after a majority of a quorum of the board determines, by a roll call vote, to hold such a session and only at a regular or special meeting. The purpose(s) for holding such an executive session shall be as specified in Section 121.22(g), as amended, of the Ohio Revised Code and the purpose(s) shall be included in the motion to hold the session.

**Section 7** All actions of the Board, except those delineated below, shall carry upon the affirmative vote of a majority of those present.

**Section 8** The following actions shall carry only upon the affirmative votes of two-thirds of the full membership of the Board in accordance with the Ohio Revised Code:

- ❖ A resolution to put a tax levy on the ballot
- ❖ A resolution to purchase, lease, or dispose of real property
- ❖ A resolution to set aside unencumbered surplus funds in the general fund for a special building and repair fund

**Section 9** The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown so far as circumstances will permit:

1. Roll Call/Excused Absences
2. Staff welcome (optional)
3. Secretary's Report – approval of minutes
4. Public Participation
5. Friends of the Library Report
6. Fiscal Officer's Report
7. Finance and Budget Committee Report
8. Other Committee Reports
9. Director's Report
10. Assistant Director's Report
11. Old Business
12. New Business
13. For the Good of the Order
14. Adjournment

**Section 10** The public is welcome to attend board meetings at any time, except when the board is in executive session, as defined by law. Any member of the public who wishes to speak to the Board is asked to sign-in before the meeting is called to order so that he or she may be added to the agenda. Speakers must identify any groups or organizations for which they will speak in an official capacity. Those who have signed-in to address the Board will be recognized in the order in which they signed in. Public comments should be addressed to members of the Board. Remarks by visitors are limited to 5 minutes in length, not including questions from the board. All visitors are expected to conduct themselves in a manner consistent with the orderly completion of

the meeting. Exceptions to these rules may be made at the discretion of the board president. Visitors who cause a disturbance may be asked to leave the meeting.

## **Article 9**

### **Library Director and Staff**

**Section 1** The Board shall appoint and fix the compensation of the Director who shall be the chief executive and administrative officer of the library. The Director shall have full charge of the administration and operations of the library in accordance with the objectives and policies adopted by the Board and under the direction and review of the Board. The Director shall be held responsible for the care of all buildings and equipment, for public relations, for the employment and disposition of books and non-book materials within the annual appropriations adopted by the Board and subject to the general policies from time to time adopted by the Board. The Director shall keep the Board informed as to the program needs, facility needs, the desirable expenditures of library funds and any special achievements or problems requiring action by or approval of the Board. The Director shall present at each meeting a report concerning the work of the library and submit for consideration with any necessary recommendations all matters requiring action by the Board.

**Section 2** The Board shall appoint and fix the compensation for the Fiscal Officer at its annual meeting, or at any other time when the position shall become vacant. The Fiscal Officer shall be responsible for all financial matters for the Board, administering the library's budget, preparing formal resolutions for the Board's consideration, making a monthly report on the state of the funds, preparing and submitting an annual report and publishing notice of its availability as required by state law, preparing the annual budget with the participation of the library Director, and working with the Library Director in carrying out the policies of the Board. The Fiscal Officer shall be bonded by a resolution of the Board.

## **Article 10**

### **Amendments**

**Section 1** These by-laws may be amended by the majority vote of all members of the Board, provided that written notice of the proposed amendment shall have been given with the notice of the meeting.

## **A STATEMENT OF ETHICS FOR LIBRARY TRUSTEES**

Trustees must promote the highest level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.

A trustee must respect the confidential nature of library business while being aware of and in compliance with that particular state's freedom of information act.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept appointment to a library board are expected to perform the duties and responsibilities of a trustee.

*Endorsed by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985*



Pickerington Public Library

## **Proctoring Services Policy**

### **Board Policy:**

**DATE REVIEWED:** 4/16/2018  
**DATE APPROVED:** 4/16/2018  
**EFFECTIVE DATE:** 4/16/2018  
**REPLACING POLICY EFFECTIVE:** 2/11/2013

Pickerington Public Library (PPL) offers proctoring services for the benefit of the community as part of its commitment to providing dynamic patron services. Proctoring is available for students in accredited degree or certificate granting programs.

Proctoring service is offered for a fee at all library locations. Fees are assessed for each paper exam and each login session for online exams, and are due at the time of the scheduled exam.

Students must discuss with designated library staff the conditions for proctoring and the arrangements for taking an exam. The library may not be able to meet the proctoring requirements for all institutions and may not be able to meet the needs of all students.

### **Administrative Procedure:**

**DATE REVIEWED:** 4/16/2018  
**DATE APPROVED:** 4/16/2018  
**EFFECTIVE DATE:** 4/16/2018  
**REPLACING POLICY EFFECTIVE:** 2/11/2013

The Pickerington Public Library will administer exams from institutions including colleges and universities, distance learning centers, and licensing agencies.

Requests will not be considered official until the student has received confirmation of the date and time from a member of the library staff.

The library requires that test takers coordinate any paperwork necessary to complete exams, such as exams and testing instructions, and that test takers verify receipt of the paperwork with staff members.

Test takers are responsible for the following:

- Paying the \$10.00 (Tax included) fee for each paper exam and each login session for online exams. This payment must be made to the library at the time of the scheduled exam.
- Providing the proper identification and documentation at the time of the scheduled exam.



- Providing an envelope along with accurate, USPS pre-paid shipping label for any paper exams that must be returned to the testing institution by postal mail.
- Coordinating the transfer of the exam from the testing institution to the Library and verifying that the exam has been received by the library. The Library will not contact the test-taker when the exam arrives.
- Scheduling the exam session no less than two (2) business days in advance of the testing date.
- Allowing sufficient time to take an examination before the deadline that has been established by the testing institution. It is the responsibility of the test-taker to schedule the timing of the exam.
- Arriving on the scheduled exam date and time. After two no-shows, including failure to call to cancel the appointment, the library reserves the right to refuse to proctor any future exams with this test taker.

The library requires that the testing institution send testing materials to the library prior to the examination date, either by postal mail or by email. Testing institutions can send materials to the following postal addresses:

For the Pickerington Main location:

Pickerington Public Library  
c/o Adult Services Department  
201 Opportunity Way  
Pickerington, OH 43147

For the Sycamore Plaza location:

Pickerington Public Library  
c/o Reference Department  
7861 Refugee Road  
Pickerington, OH 43147

Testing institutions can also send materials to the following email address:

[pplrefstaff@pickeringtonlibrary.org](mailto:pplrefstaff@pickeringtonlibrary.org)

Tests are administered in the conference rooms of the Pickerington Main Adult Services Department, and in the Sycamore Plaza Digital Classroom. Tests are administered by the staff member who is working at the desk at the time of the exam. The staff member will be available during the exam as time and duties permit. The library cannot guarantee that a specific staff member will be available for proctoring. If a testing institution has stringent requirements regarding proctor identification and professional qualifications, the library may not be able to accommodate the test taker.

The proctor will verify identification of the test taker; will ensure that the test taker adheres to the time limit for the test; will ensure that no unauthorized sources are used; and that the completed test is returned in the manner specified by the testing institution.

The library reserves the right to decline proctoring service based on scheduling, staffing, testing institution requirements, or other factors.

The library retains exam documents and information for no longer than two weeks after the exam has taken place, unless the testing institution's guidelines state otherwise.

Test takers and testing institutions can contact the library with questions:

For the Pickerington Main location:

Adult Services Department  
614-837-4104, ext. 233

For the Sycamore Plaza location:

Reference Department  
614-837-4383



## PROCUREMENT

### Board Policy:

6/8/2017

6/8/2017

6/8/2017

DATE REVIEWED:

DATE APPROVED:

EFFECTIVE DATE:

REPLACING POLICY EFFECTIVE: NEW

The Pickerington Public Library (PPL) will maximize the use of funds by employing prudent, time efficient, and professional acquisition and procurement practices to achieve the best possible value in meeting PPL's needs for goods and services. PPL accepts, appreciates and encourages maximum competition through fair and equal opportunity to those qualified and interested bidders.

It shall be the policy of the Board of Trustees (the Board) that all purchases of PPL be approved by the Administration, except in situations (as described later in this policy) where Board approval is necessary before making the purchase. [For purchasing purposes, the "Administration" shall mean the Library Director or his/her designee, and the Fiscal Officer or his/her designee.]

- A. The nature and content of the purchase shall be the responsibility of the Fiscal Officer and Library Director. The Fiscal Officer's responsibility will be to certify the availability of funds within the Board established appropriation and to develop purchasing procedures.
- B. Required signature approval is contingent upon type of contract as outlined below:
  - 1. Purchase Orders: Library Director or his/her designee
  - 2. Service Agreements and Contracts: Library Director or Fiscal Officer
  - 3. Contracts for Sale/Purchase of Real Estate: Board of Trustee President's and Secretary's signatures are required by law.
- C. The Fiscal Officer is authorized to obtain credit cards and/or purchase cards to be used for payment of any authorized PPL expenses. Credit cards and/or purchase cards will be issued upon request for the Library Director and any other employee authorized according to the library's credit card policy.
- D. The Board of Trustees will approve:
  - 1. Salaries and benefits for Library Director and Fiscal Officer
  - 2. All changes to the Salary Schedule and to staff benefit plans
  - 3. Reimbursement of conference travel and meeting expenses for the Library Director

4. Individual travel allowances for the Library Director
5. Purchase of Land, Buildings, Easements and other interests in real estate.
6. Purchase of all motor vehicles
7. Payment of all judgments and findings against PPL
8. Transfer of money from one fund to another fund.
9. Purchase of a State License to serve alcohol

E. The following items require Board approval when a single purchase from a single vendor exceeds \$50,000:

1. Technology Hardware and Equipment
2. Technology Hardware Maintenance Agreements
3. Software and Software Licenses
4. Technology Services (i.e., hosted solutions, outsourced maintenance, etc.)
5. PPL Materials, including Database Subscriptions
6. Building and Equipment Maintenance
7. Custodial Services
8. Utilities (unless sole source)
9. Temporary Staffing Services or Staff Augmentation
10. Insurance Policies
11. General Furniture, Fixtures and Equipment (FF&E)
12. Building Lease/Rental Agreements
13. Professional Services and Consultants including, but not limited to, Architects, Engineers, Accountants, Auditors, Debt Financing, Marketing Consultants, Technology Consultants, Management Consultants, Speakers, Attorneys and Surveyors
14. Capital Leases/Lease-Purchase Agreements

F. The following items require Board approval when a single purchase from a single vendor exceeds \$15,000:

1. Organizational Memberships
2. Contracts or Memberships in Cooperative-Type Projects

G. The following items require Board approval when a single purchase from a single vendor exceeds \$3,500:

1. Event Refreshments

H. When purchasing multiple goods/services from the same vendor in the same transaction, the approval thresholds apply to each individual good/service. For example, when purchasing technology equipment and installation services together, the approval threshold would be applied to the equipment and services separately.

I. Refreshments:

1. Approved events are: Board Meetings, Board member retirement dinners or parties, Board retreats, dedications and groundbreakings for new buildings and/or remodeling, meetings with other PPL or business related organizations, public meetings and programs, staff in-service workshops and recognition events, volunteer dinners or parties, PPL fund raising events.
2. Refreshments are not to be provided for routine staff meetings unless approved by the Library Director. All food expenditures must be business related or for promoting PPL.

II. It shall be fully understood that the Administration shall have the authority to make all necessary purchases for PPL, without first obtaining Board approval, if the money has been appropriated and the purchase is authorized within this policy.

III. If it is found that this policy is in conflict with any federal, state or local law, the law shall take precedence.

IV. This policy is meant to be general in nature and, in situations where purchases or expenditures are covered by more specific Board policy, the more detailed and specific policy shall take precedence.

**Disclaimer of Responsibility for Improper Purchasing**

The Board may disclaim responsibility and liability for any expenditure, Library Credit Card purchase or contractual agreement in its name by an unauthorized person or any person acting outside this Policy. The expense of any such disclamation will become the personal liability of the individual who acted improperly.

**Administrative Procedure:**

DATE APPROVED: 6/8/2017

EFFECTIVE DATE: 6/8/2017

REPLACING POLICY EFFECTIVE: NEW

**A. Purchasing**

1. The Board approves the Annual Appropriations each year. Expenditures must not exceed the amount listed in the approved appropriations. All expenditures of Library funds require a receipt, invoice, or bill of purchase.

**B. Tax Free Status**

1. Ohio's public libraries are organized under Chapter 3375 of the Ohio Revised Code as political subdivision of the State of Ohio. The Library does not pay sales tax on purchases. Upon request, the Fiscal Office will provide vendors a completed Ohio Department of Taxation Sales and Use Tax Blanket Exemption form. Employees will not be reimbursed for sales tax payments.

### **C. Requesting Price Quotes for the Provision of Goods or Services**

1. For those purchases not falling under the requirements of sections 3375.41 (bidding) and 153.65-153.71 (professional design services) of the Ohio Revised Code, quotations for prices are required for the purchase of any good or service over **\$25,000** in total. Contracts with one vendor for a similar good or service cannot be split in order to override this requirement. Price quotations from multiple vendors are preferred. However, if it is determined by the Library Director that there is only one vendor that specializes in this type of good or service, a quotation from only one vendor will be acceptable. Final selection of quotations for goods and services will be those that are in the best interest of and/or represent the best value to the library. The only exceptions to the \$25,000 threshold are:
  - Telecommunications services which are governed through the Universal Services Administrative Company (USAC) federal E-rate program for public libraries.
  - Proprietary software systems and support agreements used by the library.
  - Ongoing purchases of library materials.
  - Legal services for library administration.
  - Utilities
  - Insurance

### **D. Contracts**

1. The Director and Fiscal Officer or his/her designee is authorized by the Board to negotiate contracts or agreements for the purchase or lease of goods or services for the library.
2. The Director, Assistant Director, and Fiscal Officer are expected to review all contracts before they are signed to ensure that the contract:
  - Falls within the approved appropriations
  - Fits within the library's Mission and Vision
  - Doesn't put the library at risk
3. Independent Contractors
  - Independent contractors are not Library employees. Before they are retained by the Library, all independent contractors shall file appropriate documentation with the Library's Fiscal Officer



## PROGRAMS

### Board Policy:

DATE REVIEWED:	6/8/2017
DATE APPROVED:	6/8/2017
EFFECTIVE DATE:	6/8/2017
REPLACING POLICY EFFECTIVE:	New

Pickerington Public Library (PPL) uses a disciplined approach to program planning and execution. All PPL sponsored programs, or programs that are held at the library in which PPL serves as a partner, are designed to engage participants while introducing and promoting library services and collections. PPL will identify key audiences of focus to which programs will be aligned. All programs will be planned, measured and evaluated on an on-going basis to ensure that library resources are being optimally used. PPL provides meeting rooms that are available for community-led programming.

### Administrative Procedure:

DATE REVIEWED:	6/8/2017
DATE APPROVED:	6/8/2017
EFFECTIVE DATE:	6/8/2017
REPLACING POLICY EFFECTIVE:	New

#### A. Program Focus and Criteria

- i. All programs created and presented by library staff or facilitated through community partners are expected to support the library's mission. Additionally, programs must have one or more of the following components:
  - a. Expand the Library's role as a community resource
  - b. Introduce patrons and non-users to Library resources
  - c. Provide entertainment
  - d. Provide opportunities for lifelong learning
  - e. Expand the visibility of the library
- ii. The Library's staff are expected to use the following criteria in making decisions about program topics, speakers, and accompanying resources:
  - a. Community needs and interests
  - b. Availability of program space
  - c. Treatment of content for intended audience
  - d. Presentation quality
  - e. Presenter background and qualifications in the content area
  - f. Relevance to community issues
  - g. Budget
  - h. Historical or educational significance
  - i. Connection to other community programs, exhibitions or events

- j. Relation to library collections, electronic resources or exhibits
- iii. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.
- iv. Paid programmers and community partners
  - a. The Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.
  - b. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

#### B. Publicity

- i. PPL sponsored events and programs shall be publicized by the staff of the library department originating the program and/or the marketing person. This includes, but is not limited to:
  - a. Library newsletter
  - b. Purchased advertising space in newspapers
  - c. Library web-site listings and social media sites such as Facebook and Twitter
  - d. Designated locations for advertising materials in the library according to the library's marketing guidelines
  - e. Flyers in area schools and locations popular in the community
- ii. Library staff will follow the branding guidelines when developing original publicity and marketing copy, or when making use of information provided by presenters. Program presenters will be told of the level of library publicity, and if more is desired, the participants may engage in their own supplemental publicity, provided it does not misrepresent the Pickerington Public Library and its positions on programming.

#### C. Food

- i. While food should not be the main driver to increase attendance in programs, there is a time and reason where providing food is necessary or adds value to the event. Food purchases need to be stated on the programming form for their purpose and approval from the Executive Leadership Team (ELT) is required.
- ii. Food can play several roles to certain programs that we have here at the library.
  - a. Socialization
    - I. The purchase of food for patrons in certain types of programs



- may be permitted to foster an atmosphere of socialization (Adult painting, Teen Advisory Board, etc.).
- b. Recognition
  - I. Food can be purchased and used to recognize a completion of a session of programs (Storytime, library book clubs, homeschool connect, etc.) or if a group has reached a goal (HHC participants) or just deserved recognition (Volunteer Appreciation).
- c. Supply
  - I. Food can also be purchased as a supply for programs here at the library (cupcake wars, tea party, building and constructing, etc.)

#### D. Program Evaluation

- i. Evaluating programs is a key aspect of developing dynamic services. All programs for the Pickerington Public Library should be evaluated for effectiveness, success, desirability, and to determine where improvements can be made.
  - a. Program
    - I. The Library will use an evaluation process for each program and event similar to those created in Project Outcome. The expectation is that the evaluation does not solely look at overall attendance, but also looks at the benefit to the attendee.
  - b. Performer/Speaker
    - I. Non-PPL Performers and Speakers will be evaluated in the following areas:
      - a. Library appropriateness
      - b. Connectivity with the audience
      - c. Would they be invited back
  - c. Staff
    - I. Staff should self-evaluate programs for the following criteria
      - a. Success or not
      - b. Necessary improvements
      - c. Scheduling issues with other community events
      - d. Weather as an issue for poor attendance
    - II. Supervisors are expected to evaluate two programs presented by their staff (if programming is part of the staff job description) during each performance cycle. They should evaluate the following areas:
      - a. Preparation
      - b. Implementation
      - c. Follow-up

#### E. Setup & Cleanup

- i. Program setup will be provided by library staff, except in the case of equipment or items brought by the presenter. Assistance with these will be provided by staff upon request. Likewise, library staff will clean up the

program room or area immediately after the program. This includes, but is not limited to, storing tables and chairs, washing up dishes, emptying trash, and turning off lights or other electrical equipment



## Pickerington Public Library

### Public Participation at Board Meetings

#### Board Policy

Date Approved: 3/19/2018  
Effective Date: 3/19/2018  
Replacing Policy Effective: 11/13/2006

It is the policy of the Pickerington Public Library Board of Trustees to encourage residents to share their views. The board meeting agenda will include time during each meeting for comments. In order for the board to fulfill its obligation to complete the scheduled agenda in an effective and efficient manner a maximum of thirty (30) minutes of public participation will be permitted during each meeting.

#### Administrative Procedure:

Date Approved: 3/19/2018  
Effective Date: 3/19/2018  
Replacing Procedure Effective: 11/13/2006

#### Visitors

- A. All visitors are required to sign in prior to the call to order and to indicate if they wish to speak. Those who indicate a desire to speak will be recognized in the order in which they sign in.
- B. Each speaker is given five (5) minutes to share her/his views with the Board. If several persons wish to speak, each will be allotted five (5) minutes until the total public participation time of thirty (30) minutes is used. No person may speak more than once per meeting unless a board member addresses him/her.
- C. If a visitor wishes to share additional comments, she/he may express them in a letter to the Board or he/she may schedule an appointment with the Library Director. The Director will then present a summary of the meeting to the Board of Trustees.

#### Trustees

- A. The Board President will recognize each registered speaker. The Board President will introduce each speaker and keep track of the time.
- B. The Trustees may confer following the public participation portion of the meeting and inform the visitors of any decision.



## Pickerington Public Library

### Public Records Policy

In accordance with the Ohio Revised Code (O.R.C.) and applicable judicial decisions, records are defined as any item that documents the organization, functions, policies, decisions, procedure, operations or other activities of the office. Public records are to be open to the public at all reasonable times with exceptions only as provided for in the law. Public records do not include patron records, medical and non-employment related personnel records, records the release of which is prohibited by State or Federal law, or any other exceptions set forth in O.R.C. 149.43.

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly. The records retention schedule will be posted in the building.

Any person may inspect the public records at all reasonable times during regular business hours of the office in which such records are maintained. The employee complying with the request may request clarification and revision of the request. In addition, upon request a person may receive copies of public records, at cost, within a reasonable period of time. While the requested public records shall be promptly prepared and made available for inspection, a reasonable period of time may be necessary to review and redact non-public/confidential information contained in the record and/or to fulfill extensive or voluminous requests for copies. Any denial (in whole or in part) of requests will be accompanied by a written explanation.

A person may purchase copies of the public records upon advance payment of a fee for actual costs involved in providing the copy and mailing, delivery, or transmission. A person who chooses to purchase a copy of a public record may request to have said record duplicated on paper, on the same medium on which the library keeps the record, or any other medium on which the custodian of records determines that said record reasonable can be duplicated as an integral part of normal operations.

A Records Commission is established consisting of the Board of Trustees and Clerk-Treasurer, in accordance with law to judge the advisability of destroying records. The Commission shall meet each March, prior to the regular board meeting and as-needed upon proper meeting notification.

In compliance with Ohio Revised Code Section 149.4) the Fiscal Officer and Library Director are designated as the Records Managers who shall have custody of the records of the Pickerington Public Library and who shall respond to public records requests made of the Pickerington Public Library.

Adopted: 12/10/2007  
Revised: 06/08/2009



## Pickerington Public Library

### RECORDS RETENTION POLICY

#### Board Policy

Date Approved: 3/19/2018

Effective Date: 3/19/2018

Replacing Policy Effective: 3/12/2012

The Pickerington Public Library, like other public entities in the State of Ohio, must retain certain records from year to year. It is the Policy of the Library to comply with all applicable laws for the proper retention of public records.

Although the Ohio Revised Code does not set guidelines for public libraries, the Pickerington Public Library Records Commission sets and approves the record retention schedule. The Pickerington Public Library Records Commission is comprised of all Board Members, the Fiscal Officer and the Library Director. The Commission will meet at least once every twelve months to review schedules of records retention and disposition.

#### Administrative Procedures

Date Approved: 3/19/2018

Effective Date: 3/19/2018

Replacing Schedule Approved: 3/12/2012

Retention of records may be any commercially viable media that provides an accurate reproduction of the record. The following list show the retention period of specific records, which is compiled from recommendations from the Auditor of State's Office and the Ohio Historical Society:

SCHEDULE NUMBER	RECORD TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATION		
A-01	Accident/Incident Report	6 years providing no pending action
A-02	Administrative Policy/Procedure File	1 year after superseded
A-03	ADA grievance files	6 years
A-04	Annual Reports to the Community	4 years
A-05	Annual Reports to the State Library of Ohio	Permanent
A-06	Board Agendas	1 year
A-07	Building Fire Inspections	7 years
A-08	Building Project Records – Unsuccessful	3 years
A-09	Building Project Records - Successful	Retain as long as PPL owns or leases the property
A-10	Building Specifications and Plans	Retain as long as PPL owns or leases the property
A-11	CCTV Surveillance Videos	20 days (unless as part of a criminal investigation, court proceeding, or security incident report)
A-12	Circulation Records	Retained until Item is returned

A-13	Committee Reports	1 year
A-14	Computer Booking Logs	Daily
A-15	Consultant Report	4 years
A-16	Correspondence – Informative – does not attempt to influence library policy	2 years
A-17	E-Mail	Retain according to content
A-18	Formal Legal Opinions	Permanent
A-19	General Correspondence	2 years
A-20	Historical Information	Permanent
A-21	Library Board of Trustees' Minutes	Permanent
A-22	Library Card Application - Adult	1 year
A-23	Library Card Application - Juvenile	Until Juvenile reaches 18
A-24	Library Material Request for Review Form	2 Years
A-25	Library News Releases	4 Years
A-26	Library Publications	2 Years
A-27	Litigation Records	5 years after case closed and appeals exhausted
A-28	Meeting Room Applications	1 year
A-29	Monthly Statistical Reports	Until incorporated into year end report
A-30	Open Meeting Notifications	3 years
A-31	Operating Procedures/Guidelines	Retained until Superseded
A-32	Overdue Circulation Records	6 years
A-33	Patron Information	Permanent or 3 years after inactive
A-34	Postal Records (e.g. registered /certified/ insured or receipts/postal meter documents	2 years
A-35	Public Programming documentation	4 years
A-36	Record Requests and responses	2 years
A-37	Recordings of Board Meetings (Audio)	Until written minutes approved
A-38	Records Commission/ Records Disposal Documents	10 years
A-39	Software	Retain until software is no longer in use
A-40	Survey Results	Permanent
A-41	Technology Plans	Until superseded
A-42	Training Manuals	Until superseded
A-43	Transient Material (all informal and/or temporary messages and notes, including e-mail and voice mail message, and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value
A-44	Vehicle Title	Retain as long as PPL owns the vehicle
FINANCE		
F-01	Accounting Records not specified	5 years provided audited
F-02	Accounts Payable Ledger	5 years provided audited
F-03	Amended Official Certificates	5 years provided audited
F-04	Annual Budget Resolutions	5 years provided audited
F-05	Annual Certificate of Estimated Resources	5 years provided audited

F-06	Annual Financial Reports to the Auditor of State	Permanent
F-07	Appropriation Ledger	5 years provided audited
F-08	Audit of Library's Financial Records	Permanent
F-09	Bank Deposit Receipts	Until audited
F-10	Bank Statements	4 years provided audited
F-11	Bids – Successful	15 years after completion of project
F-12	Bids – Unsuccessful	4 years after Letting of Contract provided audited
F-13	Budgets – Annual (filed with the County Budget Commission)	10 years
F-14	Canceled Checks	4 years provided audited
F-15	Cash Journals	4 years provided audited
F-16	Cash Register Tapes	Until audited
F-17	Certificates of Total Amount from Sources Available for Expenditures	4 years provided audited
F-18	Check Registers	4 years provided audited
F-19	Construction Contracts	Retain as long as PPL owns or leases the building/property
F-20	Contracts	6 years after expiration
F-21	Depository Agreements	4 years provided audited
F-22	Donor Correspondence	2 years (unless gift requires a commitment from PPL that extends beyond 2 years)
F-23	Encumbrance and Expenditure Journal	5 years provided audited
F-24	Expense Records	5 years
F-25	Financial Year End Backups	4 years
F-26	Gift Donor Forms	3 years
F-27	Grant Files	5 years provided all state or federal audits conducted and audit reports released and audit findings resolved
F-28	Insurance Policies/Bonds	12 years after expiration provided all claims have been settled
F-29	Inventories, except library materials	Until superseded
F-30	Investment Records	4 years provided audited
F-31	Leases - Equipment	4 years after expiration
F-32	Leases – Real Estate	5 years after expiration, provided audited
F-33	Levy Campaigns and Work Papers	Life of Levy plus 5 years
F-34	Levy Official Files	Life of Levy plus 5 years
F-35	Monthly financial reports, including investment report to the Library's Board of Trustees	3 years (provided that the audit report was released)
F-36	Prevailing Wages Records	4 years provided audited
F-37	Purchase Orders	2 years provided audited
F-38	Purchased Services and Maintenance Contracts	7 Years after expiration, unless part of litigation

F-39	Receipt Books	Until audited
F-40	Receipt Journals	5 years provided audited
F-41	Voucher with Invoices	5 years provided audited
PAYROLL		
P-01	Annual Employee Absence Summary	5 years provided audited
P-02	Annual Payroll Summaries	Permanent
P-03	Applications for Employment, resumes, interview notes and all other related employment documents	Retain with personnel records if applicant employed, others 1 years
P-04	Benefits Enrollment	2 years
P-05	Benefits Summary Plan Documents	7 years
P-06	Court Orders for Payroll Deductions	Permanent
P-07	Deduction Authorizations	Permanent
P-08	Deferred Compensation Deduction Reports	5 years provided audited
P-09	Employment Handbook	2 years provided audited
P-10	Employment Request for Leave Forms	Until audited
P-11	Employee Schedules	4 years provided audited
P-12	Employee Withholding Requests	Until replaced or revoked by employee
P-13	Employer Quarterly Federal Tax Return	Permanent
P-14	I-9 Immigration Verification Forms (retained separately from personnel files)	The later of 3 years from date of hire or 1 year following termination
P-15	Job Descriptions	Until Superseded
P-16	Job Postings/Advertisement of Job Openings, Promotions, Training Programs	1 years if no action pending
P-17	OPERS Records and Reports	Permanent
P-18	Payroll Tax Records	Permanent
P-19	Personnel Records	Permanent
P-20	Time Sheets	4 years provided audited
P-21	Unemployment Compensation Claims	4 years provided audited
P-22	W-2 Forms	Permanent
P-23	W-4 Forms	Until superseded
P-24	Worker's Compensation Claims	10 years after date of final payment
Technical Services		
T-01	Material Inventories	Maintained online; until superseded
T-02	Collection Guidelines	Retain until superseded
T-03	Collection Management – Ordering (Selections)	Keep until no longer administratively necessary
T-04	Collection Management - Acquisitions	2 years
T-05	Collections – Holdings (Items in Library Catalog	As long as viable item exists in the library collection



T-06	ILL Records	30 days, unless financial obligation
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Regardless of format, computer back-ups of any of the above-referenced records shall follow the same retention period as paper records.

For all above records, if a paper record has been scanned into electronic format, then the paper copy of the record can be destroyed after the audit.

“Until Audited” and “Provided Audited” are defined as the Auditor of State (or other contracted auditors) having audited the fiscal years encompassed and the audit report has been duly released.



PICKERINGTON PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Please check type of material:

\_\_\_\_\_ Book      \_\_\_\_\_ Periodical      \_\_\_\_\_ Audio Book  
\_\_\_\_\_ DVD/Blu-ray      \_\_\_\_\_ Music CD      \_\_\_\_\_ Other

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_ Copyright \_\_\_\_\_

Item Barcode Number \_\_\_\_\_

Request initiated by \_\_\_\_\_

Library Card Number \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ I represent myself in this request

\_\_\_\_\_ I represent \_\_\_\_\_  
(Name of Organization or Group)

The following questions are to be answered after the patron has read, viewed, or listened to the library material in its entirety. If sufficient space is not provided, attach additional sheets.  
(Please sign your name on each additional attachment.)

1. Did you read, view, or listen to the entire material? \_\_\_\_\_yes \_\_\_\_\_no

2. What do you believe is the theme or purpose of this material?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What do you feel might be the result of reading, viewing, or listening to this material?

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4. To what in the material do you object? (Please be specific, cite pages, film sequence, etc.)

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5. Do you find anything of value in the material? \_\_\_\_yes \_\_\_\_no

If yes, please explain

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6. Do you have any reviews of the material? \_\_\_\_yes \_\_\_\_no

You may be asked to provide copies of the reviews you have collected.

7. For what age group would you recommend this material?

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8. What would you like our library to do about this material?

a. \_\_\_\_Withdraw it.

b. \_\_\_\_Relocate it.

c. \_\_\_\_Other

9. In its place what material on this subject would you recommend?

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10. The material will remain in circulation during the review process.

Signature of Patron

Date

You may return the completed form to: Library Director  
Pickerington Public Library  
201 Opportunity Way  
Pickerington, OH 43147

## SOCIAL MEDIA IDEAS AND PROJECTS

- +Flashback Friday (historical post/archives)
- + Children writing challenge (write a story based on our prompt and get featured in our video)
- + Library Instagram/Facebook challenge
- + Facebook group for ongoing meetings (book clubs// literary)
- + Blog Post ARC series.
- + Local author visits (and blog post Q&A)
- + Media Monday (highlight new movies, audio books and video games)

### Event ideas:

- Video game tournament



## Pickerington Public Library Unattended Children

### Board Policy:

DATE REVIEWED: 4/13/2017  
DATE APPROVED: 4/13/2017  
EFFECTIVE DATE: 4/13/2017  
REPLACING POLICY EFFECTIVE: 9/13/2007

The Board of Trustees and staff of the Pickerington Public Library (PPL) are pleased that patrons of all ages are visiting us. It is important that we provide an environment that allows all patrons to enjoy the facility in a safe, relaxed manner. While we welcome library use of children 18 years of age and younger, children under age twelve (12) must be attended by a parent or an adult caregiver.

PPL wishes to provide a safe environment for visitors of all ages; however, library facilities are open to the public, which can present risks to children. Parents, caregivers and group leaders need to be aware that staff cannot be responsible for the safety and security of unattended children. Parents and caregivers must exercise their own judgment regarding whether to leave their children over the age of twelve (12) unattended in the library. In exercising this discretion, parents and caregivers should be aware that the library cannot monitor children who enter and leave the library, and that children who are disruptive may be asked to leave the library. Accordingly, parents and caregivers should only leave unattended children at the library if they are capable of coming and going by themselves.

Children who become disruptive, a security or safety issue, or endanger themselves or others anywhere on library property will be asked to correct their behavior. Should the behavior continue, the child will be asked to leave the library as indicated by the Patron Code of Conduct Policy.

Parents and caregivers are responsible for arranging transportation to and from the library for unattended children. Transportation for these children should arrive prior to the closing time. If a child's transportation has not arrived within 15 minutes after closing, PPL may call the police if the child expresses concern, if a PPL staff member believes there is reason for concern or if the child is under the age of twelve (12).

### Administrative Procedure:

DATE APPROVED: 4/13/2017  
EFFECTIVE DATE: 4/13/2017  
REPLACING PROCEDURE EFFECTIVE: New

Any child who is left alone or unattended anywhere on library property can be a security and safety issue. "Unattended" can include the following examples:

- A child is out of view of the parent or caregiver and/or not actively engaged with the parent or caregiver;
- A child is alone at the library without appropriate supervision
- A child is dropped off at the library without appropriate supervision

#### A. Procedures for Handling Disruptive Behavior of Children

Any child can become disruptive, a security or safety issue or endanger him/her or others anywhere on library property. Staff must use PPL's "Eviction Procedure" in all cases of disruptive behavior.

1. Staff member who discovers the situation should warn the child that his/her behavior is unacceptable, and this is a verbal warning to stop the behavior (unless more severe discipline is immediately required according to Appendix A of the Library's Code of Conduct).
2. If the child is with a parent or caregiver, staff are expected to warn the child and the parent/caregiver that his/her behavior is unacceptable, and this is a verbal warning to stop the behavior (unless more severe discipline is immediately required according to Appendix A of the Library's Code of Conduct).
3. Staff member must explain what the appropriate behavior is.
4. If the disruptive behavior persists, staff should follow the steps outlined in the "Eviction Procedure."
5. In all cases of disruptive behavior, a staff member must file a Security Incident Report (including the parent or caregiver's name, address, telephone number and the child's name), and alert all staff working in the public service area. Filling out a Security Incident Report is important for documenting repeat occurrences.
6. In the case of an eviction, a staff member should use their best judgment with regard to calling parents when sending a child off library property.
7. In the case of evicting a child younger than twelve (12) years old, the staff member should explain to the parent or caregiver that they are welcome back that day without the child if they wish to return.
8. If timely pick up is an issue, evicted children may be directed to wait in a specific area of the library until the parent arrives. When staff direct a child to leave library property, under no circumstances should the child be directed by library staff to wait in a specific location off library grounds.
9. Under no circumstances should staff use force or place hands on disruptive children.

#### B. Procedure for Handling Unattended Children Under the Age of Twelve

1. The staff member who discovers the situation will try to identify and contact the parent or caregiver by walking through the library or by paging the parent or caregiver. When the parent or caregiver is located, the staff member should explain PPL's policy on unattended children, stressing concern for the child's safety. When appropriate, the parent or caregiver will be given a copy of the Unattended Child Policy.
2. If the parent or caregiver is not located in the library, staff should try to contact the child's parent or caregiver by telephone. A staff member may need to stay with the child in a public area while this is being done.
3. When the parent or caregiver is reached, staff should insist that the child be picked up immediately, explaining PPL's policy. If the parent or caregiver refuses to pick up the child, the parent or caregiver will be informed that the police will be called. If the parent or caregiver still refuses to pick up the child, staff will call the police. After contacting the police staff must notify the Library Director or his/her designee, to report the police have been called.
4. If the child's parent or caregiver is not located within 30 minutes the staff member will call the police. After contacting the police staff must notify the Library Director or his/her designee, to report the police have been called. Staff should ask the dispatcher for an estimated response time. Staff may need to stay with the child in a public area until the police arrive.
5. Any time a child under the age of twelve (12) is left unattended; a staff member must file a Security Incident Report the same day (including the parent or caregiver's name,

address, telephone number and the child's name) and alert all staff on duty. Filling out a Security Incident Report is important for documenting repeat occurrences.

6. Under no circumstances will staff take the child away from the Library or off of the public service floor.

C. Procedures for Handling Unattended Children at Closing

1. At 30 minutes before closing time, staff will announce that all children who need adult supervision to get home must secure a ride.
2. Staff may need to allow children to use the library phone to call home.
3. If the child has not been picked up by closing time, staff member in charge will follow these steps:
  - a. **At closing (5:00, 6:00 OR 8:00)**
    - i. Have the minor patron call their legal guardian/parent and ask to speak with them directly
    - ii. When speaking with the parent, explain the following; library hours and staff's inability to remain after closing to supervise unattended children, expectation for a police referral after 15 minutes, expectation that the building alarms itself and staff and minor are waiting outside
  - b. **15 minutes after closing** – If a parent or caregiver cannot be reached or does not pick up the child call the police to inform them that an unattended minor was left at the library and the library is now closed. Ask them to come and pick up the child
  - c. **30 minutes after closing** – Call the parent or guardian again if they and the police haven't arrived
  - d. If child is picked up by the parent, make sure police are informed
4. The person in charge and one other staff member will remain in the building with the child until a parent or caregiver or police arrives.
5. The parent or caregiver will be given a copy of the PPL's Unattended Child policy.
6. In all cases of an unattended child at closing time, a staff member must file a Security Incident Report (including the parent or caregiver's name, address, telephone number and the child's name). Filling out a Security Incident Report is important for documenting repeat occurrences. If the staff member has to stay beyond their scheduled time to complete the report, they must notify their supervisor in order for their schedule to be adjusted accordingly.
7. Under no circumstances will staff take the child away from the library, be left alone with the child or allow for the child to sit in their vehicle. All parties must stay inside or in front of the library.

These procedures are not intended to cover every unattended child issue. Staff must use good judgment when dealing with a variety of issues. All staff are empowered to and expected to handle and enforce these procedures. If possible, it is recommended that a second staff member be present when handling any unattended child situations.



## Pickerington Public Library

### Use of Library Grounds and/or Parking Lot Policy

#### Board Policy

Date Approved: 3/18/2019  
Effective Date: 3/18/2019  
Replacing Policy Effective: 2/10/2003

The Library Board of Trustees recognize that public areas of the Pickerington Public Library (the "Library"), including both facilities and grounds, are a limited public forum. As such, the Library may create reasonable rules and regulations to maintain the proper use of its property, yet must do so within lawful boundaries. Public sidewalks, near or around Library property, are traditional public forums and as such may be subject to content-neutral and reasonable time, place, and manner restrictions.

The Library is dedicated to maintaining a safe and healthy public environment, improving indoor and outdoor air quality, and promoting the comfort of library staff and customers. Research shows that tobacco use, including smoking, exposure to secondhand smoke and electronic-cigarette vapors constitutes a significant health hazard. In addition to causing direct health concerns, tobacco contributes to institutional costs, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance.

Given these concerns, and in accordance with Ohio Revised Code Chapter 3794.05, all buildings, grounds, and vehicles of Pickerington Public library are smoke and tobacco free. Tobacco use and smoking in all forms, including the use of electronic cigarettes and smoke-free oral tobacco products, is not permitted in any facility, any vehicles, or on property owned by Pickerington Public Library.

#### Administrative Procedure:

Date Approved: 3/18/2019  
Effective Date: 3/18/2019  
Replacing Administrative Procedure: New

A. The following procedures are for the express purpose of maintaining orderly management and control of all Library grounds to create safe, respectful, and appropriate environment for all customers. All Library Staff is empowered to enact provisions of this Policy to maintain a pleasant, orderly environment and



may respond to violations of this Policy. The public and library customers are expected to follow the Library's Code of Conduct at all times.

B. The Library reserves the reasonable use of its facilities. The following activities are not permitted within any Library facility unless expressly required to conduct library business. However, the following activities may be conducted on Library grounds in accordance with the general policy set forth in this document.

1. The following activities are prohibited within Library facilities, but may be permitted, where reasonable, outside the facilities or on public sidewalks:

- Distribution and circulation of petitions to collect signatures;
- Public demonstrations; and
- Verbal communication conveying information other than library business.

2. The above permitted public activities must remain 25 feet from all public entrances to Library facilities. Such activities must not interfere or restrict customer access to Library facilities or grounds at any time, regardless of distance from the entrances.

- Signature Gathering and Political Activity as allowed by the First Amendment. People may petition on public property but they must act in a reasonable manner without violating the rights of other citizens. Therefore, this section outlines basic and reasonable content-neutral guidelines for petitioning on Library grounds.
- A petitioner must not act in such a manner so as to hinder ingress or egress to the Library or to in any way intimidate, confront, or accost a Library customer entering or exiting the building.
- A petitioner shall not call out or shout to draw attention to the petitioner. All activity shall be conducted in a normal tone of voice, and the use of identifiable signage is encouraged.
- Any petitioner utilizing a table and/or chair, which must be furnished by petitioner, shall be set up in an area that does not hinder ingress or egress to the building from any direction. This allows direct access to Library customers without blocking or impeding patron traffic flow.
- Any standing petitioner (without the use of a table and/or chair) is free to move about the property. However, a petitioner must not solicit in an area that hinders ingress or egress to the building from any direction. Additionally, for safety reasons, petitioning is prohibited in the parking lot. In order to preserve the quiet atmosphere within the Library, a petitioner must not solicit anywhere within the building.
- Anyone violating this policy will first be warned by a Library staff member. If the conduct continues, the petitioner will be required to leave the Library grounds. Petitioners must comply with all other applicable ordinances, laws, and regulations.

- The presence of petitioners does not constitute an endorsement from the Library of the opinions or points of view expressed or espoused by the petitioners, and petitioners will not suggest such is the case.
4. Please note that there is no expectation of privacy outside of the Library's facilities, such as on a public sidewalk. Therefore, audio or video recording by one citizen of another citizen, with or without consent, is a permissible activity and outside of the Library's scope of regulation.
  5. Public solicitation of funds is prohibited on Library property.
  6. All yard signs, other than those produced by the Library, are prohibited on Library property. Signs posted on Library grounds will be removed and disposed of by Library Staff.
  7. All medium such as chalking, unless sponsored or produced by the library is prohibited on library property. Any messaging shall be considered graffiti and removed as soon as possible.

#### C. Parking Lots

- Library parking lots are provided for Library users and staff for the use of the Library facility, services, and programs. Commuter and overnight parking, overnight sleeping in a vehicle in a Library parking lot, and any other use of parking lots by individuals who are not actively engaged in using the Library facility are prohibited. Misuse of the Library parking lots may result in towing of the vehicles.

#### D. Requests for use of the Library's grounds and/or parking lot for a non-library use will be decided by the Library Director or Assistant Director on a case by case basis.

- The following general guidelines will be used:
  - Groups using Library space may not charge admission or request donations. Only the Pickerington Public Library or groups affiliated with the library may use the facilities for fund-raising activities.
  - The use of Library space for private social functions is not permitted.
  - Library use of space takes precedence over any other use.
  - Use of the Library grounds and/or parking lot must not disturb normal Library operations. The Library reserves the right to stop any gatherings that are disruptive to normal library operations.



## **Pickerington Public Library Policy and Procedure Creation and Review**

**Board Policy:**

**DATE REVIEWED: 9/14/2015  
DATE APPROVED: 9/14/2015  
EFFECTIVE DATE: 9/14/2015  
REPLACING POLICY EFFECTIVE: 7/17/2000**

It is the responsibility of the Pickerington Public Library (PPL) Board of Trustees (the Board) to provide leadership, guidance and direction to govern the current and future actions of PPL. The Board shall determine the policies to serve as a basis for the administration of PPL. The formulation, development, adoption and revision of written policies constitute the basic methods by which the Board shall exercise its leadership in the operation of PPL.

The Board authorizes the Director to disseminate, implement and maintain administrative procedures which are consistent with the Board's policies. While the Board may wish to periodically review these procedures, the Director has the authority to make adjustments to these procedures without Board approval, unless otherwise instructed by the Board. The policies of the Board, and the rules and procedures of the Director shall be consistent with the organizational values, mission, vision and strategies of PPL, and shall be readily available to the public and staff.

It shall be the duty of the staff to become familiar with the policies, rules and procedures so that each may clearly recognize his or her duties and relationships within PPL's policies.

### **A. Policy Adoption**

Policies may be adopted and/or revised only upon a majority vote of the members of the Board present at a legally constituted meeting.

The formal adoption or revision of policies will be recorded in the minutes of the Board meeting. Only those written statements so adopted or revised and so recorded will be regarded as official policies of the Board. Policies may become effective immediately upon adoption, or at a specific effective date established by the Board and provided in the motion to adopt.

### **B. Deletion of Policies**

Policies may be deleted and/or suspended only upon a majority vote of the members of the Board present at a legally constituted meeting.

The formal deletion or suspension of policies will be recorded in the minutes of the Board meeting. Only those written statements so adopted or revised and so recorded will be regarded as official policies of the Board. Policies may be deleted or suspended

immediately upon the vote, or at a specific effective date established by the Board and provided in the motion to delete/suspend.

#### C. Administration in Policy Absence

The Director shall have the power to implement action within PPL if a situation should develop for which the Board has provided no policy. The Director will inform the Board of such action at a future meeting and/or regularly scheduled review of Board policies.

#### D. Policy Review

The Director shall be responsible for the administration of the policies adopted by the Board. In an effort to ensure that policies are updated to comply with the most recent federal and state regulations, statutes and court decisions, the Board will review its policies on a periodic basis. The Director is responsible for calling the Board's attention to all policies that are out-of-date or that appear to need revision. At the request of the Board President, a Governance Task Force may be created to review all policies collectively. In general, this is done every 3 to 5 years.

#### Administrative Procedure:

DATE APPROVED: 9/14/2015

EFFECTIVE DATE: 9/14/2015

REPLACING PROCEDURE EFFECTIVE: 7/17/2000

A. PPL's policies are divided into the following categories: Staff Handbook Personnel and Staff Handbook Public.

B. All policies and procedures will be made available to employees via a print copy maintained in the staff lounge and upon request through the Fiscal Officer/HR Manager.

C. The Fiscal Officer/HR Manager shall be responsible for updating the approved policies and procedures in the print copy maintained in the staff lounge within 10 business days after the effective date.

D. New policies and procedures, revisions to existing policies and procedures, and recommendations to delete/suspend policies and procedures are reviewed by the Director, Assistant Director, and Fiscal Officer/HR Manager as deemed necessary.

E. All policy and procedures will conform to the approved template.

F. Department Managers are responsible for creating and updating instructional documents, procedures and service expectations specific to their functional area for the purpose of day to day operations. In addition, they are responsible for communicating newly created or updated policies within 10 days after the effective date.

G. Staff members shall be entitled to submit written suggestions regarding personnel procedures and policies to the Director or the Board at any time.



## Pickerington Public Library

### DISPOSAL OF SURPLUS FURNITURE AND EQUIPMENT

#### Board Policy:

DATE REVIEWED: 9/14/2015  
DATE APPROVED: 9/14/2015  
EFFECTIVE DATE: 9/14/2015  
REPLACING POLICY EFFECTIVE: 8/13/2001

The Pickerington Public Library (PPL) will dispose of obsolete, surplus and furniture, supplies and equipment by sale or otherwise. The Fiscal Officer (FO) or a designee shall be responsible for the sale or disposal in the most effective and efficient manner.

#### Administrative Procedure:

DATE APPROVED: 9/14/2015  
EFFECTIVE DATE: 9/14/2015  
REPLACING PROCEDURE EFFECTIVE: 8/13/2001

Surplus furniture and equipment is defined as property no longer having any use to PPL, including obsolete property that has completed its useful life cycle. This definition does not include recyclable property provided that the property is actually recycled or property being transferred from other library systems.

The Director and Assistant Director shall identify and inventory PPL's obsolete, surplus and unusable furniture, supplies and equipment and shall arrange for storage of these furniture, supplies and equipment until such time as they may be disposed.

Prior to disposal, a list of all obsolete, surplus and unusable furniture, supplies and equipment must be approved by the FO, declaring the property as "surplus." This list must contain information sufficient enough to reference records maintained in PPL's fixed asset and inventory system, if applicable.

The funds PPL receives from the sale of obsolete, surplus and unusable furniture, supplies and equipment shall be deposited in PPL's General Fund.

PPL may dispose of obsolete, surplus and unusable furniture, supplies and equipment in one or more of the following manners:

1. Trade in on replacement furniture, supplies and equipment if the trade in value is advantageous to PPL as determined by the FO or designee.
2. If it is determined that the property is in a saleable condition, the property may be sold to the general public by negotiated private sale, sealed bid, public sale, online auction or at a public auction.
3. Transfer to other public or not-for profit institutions.
4. Discard or scrap if it is not sold at the surplus sale, or if it is deemed to be obsolete or in such poor condition that it is not worth storing until a sale is held.

The chosen method should be one that has the best prospect of yielding the greatest return to PPL after the cost of the sale has been deducted from the revenue derived.

Items may be stored until enough are gathered to have a sale of the surplus furniture and equipment. Surplus property will be stored at the library or in the library's rented storage unit until disposed.

Transfers to other public or not-for-profit institutions should consider those aspects that will enhance PPL's public awareness in the local community and in the interest of providing a needed service to the community.

If disposal is a public sale, notification of the sale will be posted on public bulletin boards in the library, and in community newspapers. The notification will advise potential buyers that items will be sold "as is" and must be removed at the buyer's expense by a specific deadline.

If disposal is by sealed bid, the FO or designee will tabulate and analyze the bids received and, within a reasonable period of time thereafter, award the sale of the property to the highest responsible bidder. The FO may reject any bid for irregularities or failure to meet a pre-determined reserve. The Fiscal Officer or designee can note on specific items if there is a minimum bid price. In a case where the estimated market value of a surplus item to be sold is in excess of \$1,000, a written sealed bid procedure will be followed.

Library staff is eligible to purchase disposed property *except* members of the Board of Trustees, Director, Fiscal Officer, Assistant Director, or any other PPL employee directly responsible for the disposal process. Any close relative, as defined by the Nepotism policy, of the previous are also ineligible to participate.

The Assistant Director and Managers are responsible for reporting to the FO and Director any property no longer functional/useful by completing the "Surplus" form.



## **Pickerington Public Library**

### **Bulletin Board/Information Distribution Policy**

**Board Policy:**

**DATE REVIEWED: 8/11/2016**

**DATE APPROVED: 8/11/2016**

**EFFECTIVE DATE: 8/11/2016**

**REPLACING POLICY EFFECTIVE: 7/09/2007**

The Pickerington Public Library (PPL) provides a designated area available only to non-profit groups serving Fairfield County and the Pickerington Local School District (PLSD) for the posting of information related to specific educational, cultural, civic, governmental, intellectual, or charitable activities and events. The primary purpose of the material must be to inform the public of the organization's programs, services, or events.

PPL provides space for the distribution of the following:

- Events in which PPL is cosponsoring
- PLSD School sponsored events and services
- City of Pickerington information and events
- Violet Township information and events
- Free community newspapers and magazines

Materials fitting the above criteria will not be excluded because of the background or views of their author(s).

The presence of a poster, brochure, flyer, or any other notice in the Library does not necessarily indicate that the Library either advocates or endorses the information or events posted.

**Administrative Procedure:**

**DATE APPROVED: 8/11/2016**

**EFFECTIVE DATE: 8/11/2016**

**REPLACING PROCEDURE EFFECTIVE: 7/09/2007**

- A. The Library has limited space in which to distribute materials and therefore reserve the right to determine the quantity and length of time materials are made available. Preference for space and length of distribution will be given to materials promoting Library related groups (such as the Friends of the Library) and co-sponsored events, and local community information. Materials meeting the criteria for distribution will be distributed for a minimum of one day. All material removed from the distribution area will be discarded. Items that do not meet the criteria will be discarded.
- B. Large posters and announcements may not be accepted due to space limitations. Postings must be no larger than 8 ½" X 14". Only library signs will be posted on the library entrance doors.

- C. Materials periodically will be rotated and/or discarded. Materials will not be posted any sooner than four weeks prior to the event and will be removed and discarded after the event.
- D. Materials promoting business or commercial ventures, doctrinal beliefs, petitions, personal sales or advertisements, or job postings will not be accepted for distribution.
- E. Postings promoting religious services and/or activities may not be posted.
- F. To aid voters in becoming better informed about ballot issues and candidates, the library may display and distribute literature representing all points of view.

1. Voter Education Materials:

- Campaign materials for political candidates will be made available to library patrons in designated areas for no more than four weeks prior to the election. These materials will be removed and discarded the immediate day following the election.
- The Library will accept Campaign literature for display or distribution only after the library press release appears in the news media.
- Campaign material that is not literature (including, but not limited to, bumper stickers, yard signs, and campaign buttons) will not be considered for display or distribution.
- Political materials prepared by non-partisan civic organizations or political associations which contain candidate or issue information will be distributed with the understanding that any opposing points of view will be given the same opportunity.

G. Selected Location Distribution:

- 1. Items must identify the contact person and/or organization and provide an address and/or phone number from which additional information may be obtained.
- 2. Events advertised must be timely in nature; generally not more than 1 month in advance of the event.
- 3. PPL staff is not responsible for monitoring or restocking such materials.
- 4. All postings must be approved and initialed by the Library Director or her/his designee and must contain contact information for the organization.
  - Materials posted without approval will be removed.

- H. PPL will not remove or shield materials for distribution due to controversial content or images. Individuals questioning material in PPL may ask library staff about such material. The staff person in charge of the location at the time will discuss these concerns and give the patron a copy of this policy. Individuals may formally request reconsideration of distribution of such material by submitting a written request to the Director or Assistant Director.



- I. When a request is received, the administration will provide a response. Any appeals to this response will be referred to PPL Board, with an administrative recommendation for disposition. The final responsibility for removal of such materials resides with the Board of Trustees.
- J. The presence of a poster, brochure, flyer, or any other notice in the library does not necessarily indicate that the library either advocates or endorses the viewpoints expressed.

Customer Code of Conduct  
Appendix A

	Infraction Type	First Violation	Second Violation	Third Violation
1	Inappropriate dress, to include but not limited to no shirt and no shoes.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.
2	Presenting offensive and pervasive odor or odors, which constitute a nuisance to other customers or staff.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.	Warning, and may be asked to leave the premises to correct the problem.
3	Distributing or posting unauthorized printed materials.	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
4	Bringing pets into the library, with the exception of service animals	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
5	Sleeping	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
6	Being under the influence of alcohol or drugs to the extent that one is unable to exercise care for one's own safety or the safety of others.	Warning, and may be asked to leave the premises to correct the problem.	7 day eviction	30 day eviction
7	Abuse or improper use of library facility and equipment, to include but not be limited to public computer usage, bathing, shaving, or washing clothes	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
8	Smoking, using chewing tobacco, or	Warning, and may be asked to leave	7 day eviction	30 day eviction

Customer Code of Conduct  
Appendix A

	smoking e-cigarettes on library property	the premises for the remainder of the business day.		
9	Creating any unreasonable noise, including loud talking, singing, running, boisterous activity and the playing of audio or video equipment which disturbs other customers or staff.	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
10	Profane, obscene or abusive language	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
11	Gambling, panhandling, soliciting money or engaging in activity for personal profit on library premises.	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
12	Engaging in any act which clearly disrupts or prevents the normal or intended use of the public library by any other customers or staff.	Warning, and may be asked to leave the premises for the remainder of the business day.	7 day eviction	30 day eviction
13	Intentionally destroying, vandalizing, or damaging Library Property to include defacing material.	4 month eviction. Eviction period may be extended longer until financial restitution is paid for the damage	1 year eviction. Eviction period may be extended longer until financial restitution is paid for the damage	1 year eviction. Eviction period may be extended longer until financial restitution is paid for the damage
14	Intentionally destroying, vandalizing, or damaging Customer Property while on library	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval

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	premises.			
15	Failure to surrender or remove from the premises any items upon request of the staff that are deemed by them to be a weapon, dangerous ordinance, or contraband. Violation of the posted prohibition on carrying concealed weapons in the library.	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval
16	Trespassing, violating an eviction, or entering upon library property when banned.	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval
17	Theft or attempted theft of personal property or library property.	4 month eviction with approval	1 year eviction with approval	1 year eviction with approval
18	Inducing panic or placing false 911 calls to police or fire agencies on premises.	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director
19	Harassment of staff or customers to include but not limited to: threatening language; expressing racial or ethnic epithets to another person; stalking behavior, such as following a person on premises	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director

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	without permission, staring or watching persons to the point that it is unreasonable or the party claims the behavior makes them feel uncomfortable. To also include acts of harassing behavior committed via the telephone, email, or written communications directed toward customers or staff while on library premises.			
20	Possession, selling, or distributing illegal drugs or alcoholic beverages on library premises.	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director	Asked to leave premises immediately. Eviction period to be determined after review by director/assistant director
21	Engaging in or soliciting any sexual act. Indecent exposure.	1 year minimum eviction with approval by director/assistant director	1 year minimum eviction with approval by director/assistant director	1 year minimum eviction with approval by director/assistant director
22	Engaging in fighting, challenging persons to fight, physically abusing or assulting anyone on the library premises.	1 year minimum eviction with approval by director/assistant director	1 year minimum eviction with approval by director/assistant director	1 year minimum eviction with approval by director/assistant director



## Pickerington Public Library Cardholder Policy

### Board Policy:

Date Reviewed:	12/14/17
Date Approved:	12/14/17
Effective Date:	12/14/17
Replacing Policy Effective:	08/11/16

Any person or organization that resides in Ohio who agrees by written or electronic signature to be responsible for all materials they borrow, will be issued a library card and allowed to use the collections and other services of the Pickerington Public Library. Cardholders will be responsible for all fees charged to their library account as a result of use of library materials. Fees that exceed an established amount and/or long overdue items will result in suspension of cardholder privileges until fees are paid below the established amount and/or long overdue items are returned.

A lost library card shall be reported immediately. The cardholder is responsible for materials checked out up to the time the card is reported lost or stolen.

Parents or legal guardians of Minors, those 17 years of age and younger, must sign or electronically agree to be responsible for all materials borrowed by minors and to monitor the nature of all materials used by Minors, including materials accessed using Full Access library cards. Parents and legal guardians will have Minor library card choices:

1. **Restricted 1:** Minors may borrow print materials only. There is no access to audiovisual materials. Electronic Resources, including databases and downloadable content, are available for in-house and remote use.
2. **Full Access:** Minors may borrow any circulating item, including audiovisual materials. Electronic resources, including databases and downloadable content, are available for in-house and remote use.

The exception to this are Student Cards, which may be issued to Minors as a special limited access library card which does not require the signature of a parent or legal guardian.

The Pickerington Public Library will ensure that its cardholders have the greatest opportunity to utilize its collections, as well as those of its Central Library Consortium partners. Library card guidelines and loan periods are established for this purpose.

**Administrative Procedure:**

**Date Approved: 2/18/19**

**Effective Date: 2/18/19**

**Replacing Procedure Effective: 12/14/17**

## ***A. Issuing Library Cards***

There is no charge to apply for a library card. There is a charge of \$.50 for each replacement library card. Proper identification is required to receive a replacement card. See “Examples of Acceptable ID” below.

Customers must provide a written or electronic signature signifying their acceptance of the Cardholder’s Policy. Library cards will be issued only to those customers or organizations residing in Ohio.

Adults age 18 and older, must present a photo ID and verification of current address. Acceptable photo IDs must include a photograph and printed name. If photo ID does not include the patron’s current address, he or she must present one piece of official documentation for verification of their current address. A customer providing the required identification will immediately receive their library card.

If photo ID presented does not include the customer’s current address and the address cannot be verified using acceptable documentation, the library card will be mailed to the customer. Check out will not be available until the customer receives their card through the U.S. Mail.

Managers and staff should use appropriate judgement to support the library’s mission by issuing library cards under exceptional circumstances.

<b><u>Examples of Acceptable ID:</u></b>	<b><u>Acceptable Documentation for Address Verification:</u></b>
<ol style="list-style-type: none"><li>1. Driver’s license</li><li>2. State issued ID</li><li>3. Passport</li><li>4. Military ID</li><li>5. Work ID</li><li>6. School ID</li><li>7. Green Card/Matricula Consular</li><li>8. Credit Card with photo</li></ol>	<ol style="list-style-type: none"><li>1. Driver’s license</li><li>2. State ID</li><li>3. Personal checkbook</li><li>4. Current year car registration</li><li>5. U.S mail postmarked within past two weeks</li><li>6. Lease agreement</li><li>7. Property tax receipt</li><li>8. Insurance card</li><li>9. Voter registration card</li><li>10. College enrollment papers</li><li>11. Pay stub</li></ol>

If the customer is staying at a care facility or shelter, a letter dated within two weeks stating that the customer may use the agency as a mailing address and signed by the agency's representative may be used as address verification.

***For Minors (Ages 17 and Under):***

There is no minimum age requirement to receive a PPL library card. Parents or legal guardians of minors must agree by written or electronic signature to accept the cardholder agreement. Therefore, library cards are issued to minors following the verification of the parent or legal guardian's photo ID and address. The parent or guardian's address must be entered as the primary address in the minor's record. The full name of the adult signator will be added to the minor's record at the time the account is created.

**When the Child is Present:** The parent or guardian will provide identification that satisfies the requirements for signing up for a Full Access card, and also sign or electronically accept responsibility for the minor's account.

**When the Child is Not Present:** The parent or guardian will provide identification that satisfies the requirements for signing up for a Full Access along with verification of the child. The child's name must be clearly printed on an acceptable form of identification.

*Examples of Acceptable Forms of Child Verification:*

birth certificate, school ID, social security card, insurance card, juvenile state ID, recent school report card, immunization records, lost child ID, Permanent Resident Green card or Matricula Consular.

**When the Parent or Guardian is Not Present:**

Student Cards may be issued to minors as a special limited access library when a parent or guardian is not available to consent to borrowing privileges. The minor's parent or guardian must follow the above procedure for obtaining a library card for a minor in order to activate full library card privileges.

If the parent or guardian is unable to come to the library, they may complete and sign the print version of the borrower's application and return the application, along with their ID and address verification (if needed) to the library with the child. Staff will confirm that the signature on the application matches the signature on the ID.



## **B. *Types of Library Cards***

**Full Access Cards** There are no restrictions on Full Access cards. Full Access customers are permitted the full number of allowed item check-outs, renewals, and holds, with no restrictions based on Material types. Loan periods follow material types. Full access customers have access to all PPL electronic resources, including databases and downloadable content, generally available for in-house and remote use.

**Newly Registered Cards (Adult and Minor)** New customers are limited to a total of 10 items checked out at any one time during the first 28 days. Customers under age 18 may check out books only during the first 28 days. New customers are permitted the full number of renewals and holds. Loan periods follow material types. New customers have access to all PPL electronic resources, including databases and downloadable content, generally available for in-house and remote use.

**Restricted 1 (Minor) Cards** Minors with Restricted 1 cards may borrow print materials only. There is no access to audiovisual materials. Restricted 1 patrons are permitted the full number of allowed item check-outs, renewals, and holds. Loan periods follow material types. Restricted 1 customers have access to all PPL electronic resources, including databases and downloadable content, generally available for in-house and remote use.

**Student Cards** Minors with Student Cards may only borrow three (3) print items at a time and may only place three (3) holds on print items. Student card holders are permitted the full number of renewals. Loan periods follow material types. Student Cards will not be subject to 3<sup>rd</sup> party collection action. Student Cardholders are responsible for Lost/Damaged fees. Student Cards expire on the customer's eighteenth (18<sup>th</sup>) birthday.

**Teacher Cards** To apply for a Teacher Card, in addition to other required forms of acceptable ID, applicants must show a recent pay stub from the school, preschool, or daycare where employed. In addition to all the privileges of Full Access cards, Teacher Cards allow a nine (9) week loan period for items, but with no renewals. Two (2) lost items per school year will be allotted to the account if necessary. Any item from the print collection is permitted to be checked out using a Teacher Card. All nonfiction adult films as well as Juvenile Audio Visual items, with the exception of entertainment family films, can be checked out on a Teacher Card. Teacher Cards are good for three (3) years.

**Staff Card Privileges.** Staff Cards function the same as Full Access Cards. Staff Cardholders are responsible for all Lost/Damaged fees. Additionally, violation of card privileges will result in corrective counseling, up to and including termination.

### **C. *Loan Periods***

#### **1. Loan Periods:**

Video-Games	7 days (limit of 5 per card)
DVDs	7 days (limit of 10 per card)
Quick Read Books & DVDs	7 days
Tabletop Games	28 days (limit of 5 per card)
Hotspots	14 days (limit of 1 per card)
Books	28 days
New Books	21 days
Books on CD	28 days (limit of 10 per card)
Music CDs	28 days (limit of 10 per card)
Teacher Kits	28 days (limit of 2 per card)
Vacation Loan	6 weeks (no renewal)

Most Pickerington Public Library (PPL) items will automatically renew three (3) times for the same length of time as the original check-out unless another customer has placed a hold on the item, or it is a Quick Read or Mobile Hotspot. Materials on loan from other Central Library Consortium (CLC) Libraries may automatically renew for different periods of time. Some CLC libraries do not offer automatic renewal; items from those libraries must be renewed manually, through the library website, by presenting them at the circulation desk, or by phone.

A hold may be placed on most items with a limit of 25 holds per card. There are several item types not available for hold or request.

A library customer shall be limited to checking out an aggregate of 50 items per card. However, new customers are limited to a total of 10 items checked out at any one time during the first 28 days. Customers under age 18 may check out books only during the first 28 days (no audio-visual materials.)

The library assumes no responsibility for damage caused to a borrower's audiovisual or computer equipment.

Copyright laws limit Video-Games, Music CDs, Audio Books and DVDs to home viewing and/or listening only and prohibit their duplication.

### **C. *Overdue Items:***

*Overdue Item:* Any item returned after the due date is overdue. There are no daily fines for overdue items. However, the library does charge replacement fees for lost and/or damaged items.

*Overdue Checkout:* Customers are permitted to check out additional items if they have overdue items on their account. Customers are not permitted to check out additional items if they have long overdue items on their account. "Long overdue" is defined as anything overdue by 21 days or more.

### **D. *Fees:***

1. Whenever fees reach \$10.00 or more, borrowing privileges shall be suspended. Borrowing privileges will be reinstated when fees are paid below \$10.00.
2. Any returned check from the patron's bank shall be subject to a \$25.00 returned check fee. The accumulated fees shall be reinstated on the customer's card.
3. Customer accounts with fees will be turned over to a collection agency 28 days after the bill date. For fees of \$25.00 or more, a collection fee of \$10.00 will be charged to a customer's account. For fees below \$25.00, a collection fee of \$5.00 will be charged to a customer's account.
4. Each customer shall be responsible for materials checked out on his/her card, including lost items and items damaged beyond repair. For lost and damaged items, the replacement cost plus a \$5.00 processing fee will be charged. When lost items are returned, replacement fees and processing fees will be waived. The library does not provide refunds for replacement or processing fees. A lost or damaged item may be replaced with an exact, new copy of the item plus the \$5.00 processing fee with the prior approval of the appropriate library manager.



## **Collection Development Policy**

### **MISSION STATEMENT AND PHILOSOPHY**

#### **Mission Statement**

The Pickerington Public Library is a dynamic community resource providing library services to foster an inquisitive mind and the desire to know, understand and enjoy the world.

#### **Philosophy of Collection Development**

In a free society, information on many points of view, in many fields of endeavor, must be readily available. The Pickerington Public Library serves the public as a general center of information and diverse ideas. It has the responsibility of providing materials reflecting a diversity of views and expression. Materials are intended to aid in the pursuit of education, the search for information and the enjoyable use of leisure time.

The library recognizes that it has limited financial resources and has a responsibility to use its public funds to serve the entire community. Consequently, the library's collection reflects the collective needs of the community as opposed to any one individual's interests. The library uses other available avenues – interlibrary loan, appropriate referral, or redirection to serve the individual whose interests go beyond the scope of the library's collection.

The library believes in the right and obligation of parents and guardians to guide the moral development of their children. The decision as to what library material a minor may use is the responsibility of the parent or guardian.

### **SELECTION PROCESS**

#### **Principles of Selection**

Selection is based on the merits of a work in relation to the needs, interests and demands of the community. The library supports and is supported by the American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements which affirm that free and convenient access to ideas, information, and the creative experience is of vital importance to every citizen today. The selection of library materials is predicated on the library patron's right to read and his/her freedom from censorship by others.

#### **Responsibility for Selection**

The responsibility for the selection of materials rests with the Library Director. The Director may include professional and para-professional staff in the selection process,

thus allowing a variety of input based on knowledge and expertise in particular subject areas. Any book and/or library material so selected shall be held to be selected by the Library Board.

### **Criteria for Selection**

Selectors consider some or all of the following criteria when selecting library materials:

- Contemporary significance, demand, and/or permanent value
- Factual accuracy and/or objectiveness of non-fiction materials
- Community needs, standards and/or requests
- Readability and/or literary or artistic merit
- Presentation of various subjects and/or viewpoints
- Reputation and authority of author and/or publisher
- Price and/or availability
- Suitability of physical format for library purposes
- Value in accomplishing library mission
- Inclusion in standard bibliographies or indexes
- Professional journal reviews
- Availability of material in other area libraries
- Relationship to existing collection in the same subject field

A resource will not be excluded from selection solely for the reason of the race, color, religion, gender, sexual preference, national origin, disability, age, ancestry or other characteristic of the author or the source.

The addition of material to the library does not constitute or imply agreement with or approval of its content, but assures that a variety of differing points of view are represented.

### **Donations of Library Materials**

The library welcomes gifts of books and audiovisual materials. Gifts are accepted from the donor with the full understanding that all gifts become the property of the library. Gifts must meet the above selection standards before they can become a permanent part of the collection. The library reserves the right to dispense with gifts in any manner that it deems appropriate. Donations which are not placed in the collection may be given to and then sold by the Friends of the Library for fund-raising purposes to benefit the library.

The library does not appraise gifts materials for tax purposes. A letter of receipt stating the number of items given may be sent, upon request, to the donor.

The library will accept donations of money for the purchase of materials to serve as memorials or to honor individuals. The Library Director will work with the donor to purchase materials which are meaningful to the family and the donor.

### **COLLECTION MAINTENANCE**

Materials no longer deemed useful in the library will be disposed of according to accepted professional practices at the discretion of the Library Director. The weeding of

library materials is a continuing process and one that is essential to maintaining a quality collection.

The process and decision to weed an item takes into account the same criteria used when the item was first selected for inclusion in the collection. In addition, criteria such as obsolete information, insufficient use, excessive wear and tear, space availability and changing user interests are considered. Duplicate copies and items superseded by newer editions are reviewed for possible weeding.

Discarded materials become surplus property and may be given to and then sold by the Friends of the Library for fund-raising purposes to benefit the library.

## **PROCEDURE FOR RECONSIDERATION OF MATERIAL**

### **The Request**

Any person at least eighteen (18) years of age, a registered patron of the library, and a resident of the Pickerington Local School District may question the inclusion of materials in the library collection by submitting a "Request for Reconsideration of Library Materials" form. Materials will remain in circulation during the reconsideration process.

- This form must be completed in full, signed by the person, and forwarded to the Library Director for review.
- The person must have read, viewed, or listened to the material in its entirety.
- It is most helpful if the specific material in question is sent along with the form.

### **The Library Response**

- The Library Director, in consultation with the appropriate staff, will review the written comments.
- If the material meets the criteria for selection, the person and the Board of Trustees will be notified in writing of the Library Director's decision.
- If the Library Director finds the material does not meet the criteria for selection, the Library Director will remove the material and notify the person, and the Board of Trustees.

### **Patron Appeal**

- If the person requesting the reconsideration is not satisfied with the Library Director's decision, such person may, within fourteen (14) days of such decision, file a notice of appeal in writing with the Library Director who shall promptly notify the Reconsideration Committee.
- The Reconsideration Committee will then be called together to review the material in question.

### **The Reconsideration Committee**

The Reconsideration Committee will consist of a professional staff member selected by the Board, a registered patron of the Pickerington Public Library who resides within the library's district, and one member of the Board of Trustees. The patron representative shall be appointed annually by the Board.

The committee, with input from the staff, the person making the appeal, and/or other interested parties, will undertake the following:

- Read, view, or listen to the material in question in its entirety
- Review the selection process and criteria for selection.
- Check reviews and recommended lists to determine recommendations by experts and critics
- Meet to discuss the material in question
- Make a recommendation for retention, removal, or replacement

The Board of Trustees, the Library Director and the person making the appeal, will be notified of the recommendation of the Reconsideration Committee. If the person making the appeal or the Library Director is not satisfied with the Reconsideration Committee's finding, within fourteen (14) days of the decision by the Reconsideration Committee, such party may file, with the Board of Trustees, a written notice of the appeal containing such person's objections, and the copy of the "Request for Reconsideration of Library Materials." The decision of the Board of Trustees will be final.

No book or other library material will be reconsidered until at least five years have elapsed from the final decision of any prior reconsideration.

Revised 5/12/03



## **Pickerington Public Library Computer Use and Internet Access Policy**

### **Board Policy**

**Date Approved:** 4/15/2019  
**Effective Date:** 4/15/2019  
**Replacing Policy Effective:** 11/10/2014

The Pickerington Public Library (PPL) provides Internet connectivity and computer equipment in support of its mission and vision. The Library maintains the network in order to provide immediate access to information for the educational, enjoyment, and professional and personal development purposes and provides free access to all individuals/groups in the community.

The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. While it offers access to a wealth of material that is personally, professionally and culturally enriching, the Internet also enables access to some material that may be offensive, disturbing, illegal, obscene, and/or inaccurate.

The Pickerington Public Library does not assume liability for the reliability of the local network, the Internet, or for the accuracy and/or quality of content found therein.

Library customers who access the Internet at the Library are responsible for scrutinizing its contents for reliability. The Pickerington Public Library is not responsible for the content of websites accessed by Library users, nor is it responsible for the materials viewed by users on or from the Internet.

In using the Library's computers, users agree to this policy and its terms.

### **Administrative Procedure**

**Date Approved:** 4/15/2019  
**Effective Date:** 4/15/2019  
**Replacing Administrative Procedure Effective:** New

The following procedures have been developed to accompany and support the Library's Computer Use and Internet Access Policy as outlined above:

#### **1. Access to Computers at the Pickerington Public Library**

Customers must have a valid Pickerington Public Library card in order to use public computers.

Customers who are Ohio residents but who do not have a Pickerington Public Library card may create a new card to access computers and other Library resources, per the Library's Cardholder Policy.

Customers who do not reside in Ohio but who wish to use the Library computers are eligible to receive a temporary guest pass, good for a single one (1) hour session on a library computer. Customers who request a guest pass may be asked to show photo ID that verifies out-of-state addresses.

There is no charge to use Library computers.

#### **2. Filtering**

The Pickerington Public Library has equipped all public Internet-access computers with filtering software. The Library recognizes that filtering software is far from perfect, and that it may allow some inappropriate content to pass through or can block appropriate sites from view.



Customers who believe that an appropriate site has been blocked can ask Library staff members to check that site for review.

### **3. Food and Beverages**

All food and beverages in the vicinity of the Library's computer equipment must be closed, sealed, or otherwise stored. Computer users who do not comply with this policy may have their computer privileges revoked for the day.

### **4. Misuse Use of Library Computers**

Misuse of any Library computer may result in a warning, immediate suspension of computer privileges, or loss of Library privileges. Definitions of misuse include, but are not limited to, the following:

- Using the computer or wireless network for unauthorized, illegal or unethical activities, as defined by all federal, state, and local laws
- Hacking into the Library computer system or any other computer system
- Damaging or attempting to damage computer equipment or software
- Interfering with systems operations, integrity or security
- Gaining unauthorized access to another person's files
- Misrepresenting oneself as another person.
- Creating or sending harassing or malicious messages to other computer users or Library staff
- Online gambling
- Violating copyright laws and software licensing agreements
- Customers may not use the Internet for unauthorized copying of copyright-protected material.
- Duplication of the Library's software, as this would constitute violation of the copyright law
- Altering or attempting to alter the Library computer's settings
- Accessing or displaying obscene and sexually graphic text, graphics, and/or audio, as defined in sections 2907.01 and 2907.31 of the Ohio Revised Code.

Issues not covered here fall under general Library policies and operations.

### **5. Laptops**

Laptops have been made available at all locations of the Pickerington Public Library for customer use. All computer and Internet use guidelines outlined elsewhere in the Computer Use and Internet Use Access Policy apply to laptop use.

Customers must present a Pickerington Public Library card in good standing, defined as a card with fees amounting to fewer than \$10.00, in order to check out laptops. Customers must also relinquish photo ID, such as a driver's license or student ID, or another form of collateral as considered acceptable by library staff, to be held until the laptop and its peripheral equipment are returned.

There is no time limit on laptop use. Laptops are made available on a first-come, first-served basis.

The Library assumes no responsibility for damages that result from the use of laptop computers.

### **6. Limitations of Use**

Customers may not use personally-owned software programs on Library computers or other equipment.

Customers must use their own portable storage devices, and may not save data to the hard drive of Library computers. The Library is not responsible for the loss of personal data when using Library equipment or the Library's wireless network.

Library staff are available to help customers get started on the computers and to assist with minor problems as they pertain to use of Library equipment. Staff cannot provide in-depth, one-on-one or group training, nor can they resolve compatibility problems with customers' personal devices.

## **7. Parental Responsibility**

The parent, legal guardian, or caregiver for minor children at the Library assumes responsibility for supervising access to and use of Internet resources in the Library. The parent, legal guardian, or caregiver is further responsible for setting standards, establishing guidelines, and overseeing the use of electronic resources by minor children. Library staff does not control the websites children and teens may select. Children under the age of twelve (12) must be accompanied by an adult while using the Library's computers, per the Library's Unattended Child Policy.

Internet access computers have been made available in the Youth Services area of the Pickerington Main Library for use by minor children and their parents and caregivers.

The Library also makes available non-Internet enabled computers for children and caregivers that are pre-installed with educational software.

## **8. Printing**

Printing is available on all computer lab computers for a nominal, per-page fee. All fees for printing are posted alongside the computer equipment for customers to review before printing.

Wireless printing is available for Library laptops, as well as for personal mobile devices, at all locations, also for a nominal fee.

## **9. Privacy**

To ensure the privacy of each user's personal accounts, computer users must log off email, banking accounts, social media accounts, and other personal accounts, after using each application.

To ensure further the privacy of each user's personal accounts, computer users must log off each computer session.

The Library assumes no responsibility for any account that remains open and is accessed by another customer.

The Library cautions its users that the Internet is not a secure medium. The Library is not responsible for any damages that may occur as a result of Internet activity.

## **10. Quick Print Terminal**

For computer users who do not wish to engage in a two-hour computer session, the Library makes available at all locations a quick-print terminal. Quick-print terminals are limited to fifteen (15) minute sessions and provide access to the Library's printing equipment.

The Quick Print Terminal is accessible to Library cardholders and guest pass users.

## **11. Session Time Limits**

The Library reserves the right to regulate the use of computer workstations. Unless subject to maintenance, computers are available for the public to use during Library hours.

Users at computer workstations may use computers for two (2) hours at a time. Computer sessions can be extended beyond the initial two-hour period if other customers are not waiting for an available computer, at the discretion of Library staff.

There is no time limitation on laptop use. Laptops are available on a first-come, first-served basis.

## **12. Software**

Computer workstations at the Pickerington Public Library are set up to run only pre-installed software. Additional software downloads are not available on library equipment.

Computer workstation users who attempt to download their own software, or who attempt to change the set-up of library software, will be considered in violation of the Computer Use and Internet Access Policy and will have their computer use privileges revoked and may have their library use privileges revoked.

## **13. Wireless**

The Pickerington Public Library provides free public Wi-Fi access to customers using their own devices within the Library building. The Wi-Fi network is subject to the same filtering as library computers.

The Library assumes no responsibility for damages arising from use of its Wi-Fi network.

## **14. User Security**

The Pickerington Public Library does not assume responsibility for the reliability of the Internet or accuracy of the information found on the Internet. Users should be aware the Internet is not a secure medium and third parties may be able to obtain information regarding users' activities. Pickerington Public Library assumes no responsibility for claimed damages of any kind arising out of the use of the internet computers. Pickerington Public Library is not responsible for the loss of customer's data when using our machines or network.



## Pickerington Public Library

### Concealed Weapons Policy

#### Board Policy:

DATE REVIEWED: 2/9/2017  
DATE APPROVED: 2/9/2017  
EFFECTIVE DATE: 2/9/2017  
REPLACING POLICY EFFECTIVE: 3/8/2004

The Pickerington Public Library is a community gathering place for lifelong learning and has children and adults of various ages in the library building during all service hours. Ohio public libraries are exempt from the state's "Concealed Carry" law as a political subdivision of the State of Ohio:

*Any building that is a government facility of this state or a political subdivision of this state and that is not a building that is used primarily as a shelter, restroom, parking facility for motor vehicles, or rest facility and is not a courthouse or other building or structure in which a courtroom is located.*

Ohio Revised Code, Section 2923.126

Weapons of any kind, concealed or in plain view, are prohibited in any Pickerington Public Library facility.

A deadly weapon is any instrument, device, or thing capable of inflicting death, and designated or specially adapted for use as a weapon, or possessed, carried, or used as a weapon, including knives and explosives, or listed as listed in the Ohio Revised Code, Section 2923.11. A firearm is any deadly weapon capable of expelling or propelling one of more projectiles by the action of an explosion or combustible propellant. A handgun is any firearm designed to be fired by the use of a single hand.

Active duty law enforcement personnel are permitted to carry weapons onto Library property.

The Pickerington Public Library will post the necessary notification of its status as exempt from Ohio's Concealed Carry legislation, as required by the Ohio Revised Code 2923.1212.

#### Administrative Procedure:

DATE REVIEWED: 2/9/2017  
DATE APPROVED: 2/9/2017  
EFFECTIVE DATE: 2/9/2017  
REPLACING POLICY EFFECTIVE: New

- i. Visitors, Students and Vendors aka Customers
  - i. If a handgun (or other weapon) is discovered on a patron, the employee discovering the handgun or weapon should immediately inform Library Security, Management and Administration.
  - ii. The Person in Charge (PIC) shall respond immediately to all such calls. The PIC shall inform the patron of the Library's policy of prohibiting all firearms including handguns on Library premises. If the patron possesses a valid license to carry a handgun, the PIC shall allow the patron to remove the handgun from the building. If a patron does not possess a valid license for the handgun, notify the local law enforcement agency.
  - iii. Ohio law permits a loaded handgun to be transported in the trunk of a motor vehicle or, if unloaded, in a box or other container in the motor vehicle.

B. Employees/Volunteers/Third Party Support

- i. No employee, volunteer or third party support staff member shall be allowed to possess a handgun or other weapon in the Library. Individuals are to notify the Director or his/her designee if another employee, volunteer or third party support member is believed to have a handgun.
- ii. The Director or his/her designee shall handle the situation as appropriate for the circumstances.
- iii. The Director or his/her designee should make the person aware of the Library's policy and ask the individual to remove the handgun from the Library immediately.
- iv. The Director or his/her designee should do what is necessary to assure compliance with this instruction up to and including notifying the local law enforcement agency.
- v. Any employee or volunteer who violates this policy shall be subject to discipline under the Employee Handbook

C. Reporting Obligation

- i. If any employee or volunteer believes that another person (visitor, another employee, physician, other clinical practitioner or any other guest of the Library) possesses a concealed handgun or other deadly weapon on the Library's premise, the employee shall report this belief and the basis for this belief immediately to his or her supervisor and to security (when available) simultaneously.
- ii. Failure to report knowledge of the presence of any firearm on Library premises shall subject the employee to discipline.

D. Safety

- i. Employees, including Contract Security, should be aware that the enforcement of this policy deals with confronting individuals carrying loaded handguns.
- ii. Under no circumstances should any employee take any unnecessary risks or compromise his or her safety in enforcing this policy. Local law enforcement should be contacted immediately if deemed necessary.

#### E. Signage

- i. Compliance signage will be posted in conspicuous places at the entrances of each library facility announcing the Library's policy of prohibiting firearms and other deadly weapons on the premises of the Library.
- ii. Compliance signage will be maintained by Facilities Management staff.
- iii. Signage will have the mandatory phrasing in accordance with ORC 2923.1212.  
"Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises."

#### F. Toy and Replica Weapons

- i. Toy guns, replica or imitation weapons or other items that could be reasonably mistaken for a firearm are prohibited from library facilities in accordance with this policy. The only exception where toy, replica or imitation weapons are permitted is during library sanctioned programs or events.



## **Pickerington Public Library Confidentiality of Patron Records Policy**

The Board of Trustees of the Pickerington Public Library recognizes that library records and patron information are confidential. According to Ohio Revised Code 149.432 library records are defined as a record in any form that is maintained by the library and that contains any of the following types of information:

- Information an individual is required to provide in order to be eligible to use library services or borrow materials
- Information that identifies an individual as having requested or obtained specific materials or materials on a specific subject
- Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject

Under Ohio law, a patron's library records or information shall not be made available to any agency of federal, state or local government, or to any spouse or other individual other than the individual who is the subject of the record or information, except as follows:

- For the records or patron information pertaining to minor children when requested by parents, guardians or custodians
- In accordance with a subpoena, search warrant or other court order, or to a law enforcement officer who is investigating a matter involving public safety in exigent circumstances
- Upon request or with the consent of the individual who is the subject of the record or information
- For library administrative purposes as defined by Ohio Revised Code 149.432

Information that does not identify an individual and that is retained for studying or evaluating the use of the library is not considered confidential and is not subject to this policy.

Adopted:  
May 9, 2011



## Pickerington Public Library Customer Code of Conduct

Board Policy:

DATE REVIEWED: 4/15/2019

DATE APPROVED: 4/15/2019

EFFECTIVE DATE: 4/15/2019

REPLACING POLICY EFFECTIVE: 5/11/2017

In order to provide a comfortable environment for use of the Pickerington Public Library and on the Library's websites, the rules for customer behavior are listed below. The term customer addresses anyone on or utilizing Library property. Any individual who repeatedly violates the Library rules and regulations shall be denied the privilege of access to the Library by the Board of Trustees. Specific violations with lengths of eviction are outlined in Appendix A. Any individual whose privileges have been denied may have the decision reviewed by the board.

The board authorizes the Library Director to bring to the attention of law enforcement authorities the identity of and circumstances involving those individuals who violate these rules. Individuals who have been evicted may be required to discuss the violation with a manager, the Director, or assistant Director before being readmitted. Juveniles may be required to bring a parent or guardian for such a conference.

Any individual evicted from the Library has the right to appeal that eviction by following the steps outlined in the Eviction Procedure.

The Library administration has the responsibility for maintaining order in the Library and enforcing the established rules. The administration will maintain a Code of Conduct and ensure that the Customer Code of Conduct is posted prominently and communicated to Library customers in electronic and print formats. Library employees are authorized to bring to an individual's attention any act or omission which violates these rules and detracts from the decorum of the Library. Such an individual will be asked to change the problem behavior to conform to the rules. If such change is not evident or forthcoming, that individual will be asked to leave the Library property in accordance to Appendix A of the Customer Code of Conduct. Failure to leave, if asked, will result in the police being summoned. A violation of section 2911.21 of the Ohio Revised Code (Criminal Trespass) will be considered if the individual does not leave of his/her own accord.

Any misconduct that hinders the use of Library materials or services, that disturbs the use of the Library by other customers or Library staff, or endangers the safety of the customer in question or other customers or Library staff, is prohibited. The rules of conduct include but are not limited to:

1. Appropriate attire, including a fastened/closed shirt that is free of profanity must be worn.



2. Children under the age of twelve must be accompanied by an adult. Responsibility for all children using the Library rests with the parent/guardian or assigned chaperone, *not* with the Library personnel.
3. Customers must abide by the Library's Computer & Internet Usage Policy.
4. Customers shall promptly leave the building at closing time or in an emergency.
5. Personal items are the sole responsibility of the owner. They should not be left unattended.
6. Behavior that interferes with Library services and activities is prohibited. This includes, but is not limited to:
  - Unreasonable noise (including radios and ringing/musical tones played by cell phones) or loud talking which interferes with the rights of others
  - Physical or verbal abuse of Library customers or staff
  - Profanity or other abusive language toward other Library customers or toward employees
  - Harassing others, either verbally or through actions. Deliberate repeated behavior that is intimidating, hostile, offensive, or adversely impacts staff work performance
  - Fighting on Library property
  - Roughhousing or running in the building
  - Misuse of Library furnishings, restroom facilities, materials, or equipment
  - Unauthorized removal or attempted removal of materials (liable to prosecution —see Ohio Revised Code 2935.041)
  - Animals in the building, except service animals or those used in programs authorized by Library staff
  - Any illegal activity
  - Gambling, panhandling, soliciting money, any activity for personal profit
  - Trespassing, such as entering or remaining on premises after closing, or failing to leave property for violating the code of conduct
  - Engaging in or soliciting a sexual act
  - Consuming food or beverages while using Library technology
  - Offensive odors including but not limited to body odor
  - Bathing, shaving, or washing clothes on Library premises
  - Smoking, chewing tobacco, or using electronic cigarettes
  - Other acts disruptive to customers or staff

The Library does not permit weapons of any kind, either concealed or in plain view, in its facilities pursuant Ohio Revised Code, Section 2923.126, unless the owner of the weapon is a law enforcement officer.

The Library reserves the right to inform law enforcement if any customer appears to be under the influence of any controlled substance.

The Library reserves the right to limit the number of individuals who may gather together where ingress and egress are blocked.

The above rules are based on powers granted to a public Library Board of Trustees under the Ohio Revised Code, Section 3375.40(H). They will be posted prominently in the Library building.

With everyone's cooperation with the above policy, the Library will continue to be a pleasant environment for our customers and visitors.

The Board of Trustees of the Pickerington Public Library reserves the right to change this policy without notice.

**Administrative Procedure:**

**DATE APPROVED: 4/15/2019**

**EFFECTIVE DATE: 4/15/2019**

**REPLACING PROCEDURE EFFECTIVE: 2/09/2017**

Customers and visitors who fail to abide by the Library's policies are subject to having their Library privileges suspended and/or being evicted from all premises of the Pickerington Public Library. Eviction or suspension of Library privileges will be based upon the following administrative procedural guidelines.

Under normal circumstances, evictions and suspensions should be decided upon and imposed by the Director, Assistant Director, or department managers. However, in the absence or unavailability of any of the foregoing and if circumstances require prompt action, all staff are authorized to evict a customer from the premises for the day of a code of conduct violation.

In the event a staff member issues an eviction under the prior sentence, the staff member is required to review the eviction with his or her supervisor or the Director to determine whether the eviction should be extended beyond one day in accordance to Appendix A as outlined in the Code of Conduct policy.

Library staff members are to address behavior by individuals that violates Customer Regulations, Code of Conduct, or related Library policies and procedures in the following manner:

**A. Warnings and Evictions:**

1. All staff members are required to inform customers immediately when improper conduct is observed or reported. Customers should be given a chance to respond to the allegation before any action is taken against the customer. If, after giving the customer a chance to respond, the staff member still believes that the customer has engaged in improper conduct, the staff member should warn the customer so the customer has the opportunity to correct their behavior.

Under certain circumstances, a customer determined to have engaged in improper conduct will not be given the opportunity to correct their behavior and will be asked to leave immediately. These situations include conduct which poses a threat to the safety of the staff and other customers and/or involves criminal activity. See Appendix A of the Code of Conduct.

2. A customer who has been warned of improper behavior may also be asked to leave immediately after a warning and asked not to return until the improper conduct is corrected.
3. Customers being accused of conduct that would normally result in eviction of a day or less will be verbally informed of the allegations against them and be given an opportunity to respond verbally.
4. Customers being accused of conduct that would normally result in eviction for more than a day will be given written notice of the allegations against them and the opportunity to respond in writing to the allegation.
5. If the customer being accused is a minor, his/her parents/guardians should be informed of the allegation and be given the opportunity to respond, if possible.
6. At the discretion of the Director or Assistant Director, a minor child can be informed not to return to the Library until the child's parent or guardian contacts a manager, the Director, or the Assistant Director.
7. Managers may issue evictions for up to 30 days. The Director or Assistant Director is required to approve evictions for greater than 30 days.
8. The department manager or his/her designee may mail the eviction notice to the adult evictee, or if a minor child to their parent or guardian.
9. Customers being accused of conduct that poses a risk to the safety of other customers or staff may not be permitted on the premises while an initial determination of their case is made. In such cases, the Library will act as quickly as possible in ruling on the customer's case.
10. Customer's accused of other conduct may be asked to leave the premises for the remainder of the day but will be allowed back on the premises while an initial determination of their case is made.
11. For allegations that could result in evictions longer than one day, the Director or Assistant Director will mail the customer a written notice of the decision within one business day of making the decision, if the customer's address is known. If the customer's address is unknown the Director or Assistant Director will call to notify the customer of the decision, if the customer's phone number is known. The failure to mail or notify by phone the decision within one day will not make the eviction invalid.
12. Staff members should attempt to identify the customer being warned and evicted by name. If additional information can be obtained, such as address, telephone number, and borrower card number, staff members should record this as well. At the discretion of the Director or assistant Director, if a customer being evicted fails to provide their name, they can be informed not to return to the Library until they are willing to provide that information.

13. The customer's information as well as details about the warning and eviction, including date, time, and location of the situation, will be recorded on the incident report.

#### B. Rights of Redress:

Any customer evicted from Library premises has the right to appeal that eviction.

The customer is not permitted on the Library premises during any appeal, unless the original term of the eviction has expired.

If the individual disagrees with the eviction, the following procedure for redress will be utilized:

1. The customer should contact the Director or Assistant Director within 48 hours of receiving his/her eviction to initiate an appeal. The customer may do so via telephone, mail, or email. The customer should explain the reasons for the appeal and include any additional information that he/she wants considered during review.
2. Upon receiving notice from the customer that he/she would like to appeal the eviction, the Director/Assistant Director shall consider the appeal and whatever additional information is submitted and advise the customer of his/her decision on the eviction terms within seven business days or a reasonable amount of time dependent on the situation and the amount of research needed. Notice of the decision may be made via telephone, mail, or email.
3. Upon receipt of the decision by the Director/Assistant Director, the customer has the right to further appeal the eviction to Board of Trustees. The customer should notify the Director within 48 hours of receiving his/her notice of decision regarding his/her eviction to initiate a board appeal. The customer may do so via telephone, mail, or email. The customer's appeal will be added as an agenda item on the next scheduled Board of Trustees Meetings. The Customer has the right to attend the meeting to personally explain the reasons for the appeal and to include any additional information that he/she wants considered during review.
4. The Board's decision will be considered final. The Library's failure to meet any of the deadlines set forth above shall not invalidate an eviction.
5. The Director/Assistant Director will update the incident report involving the Customer's eviction being appealed by adding a supplement stating the appeal decision.

#### C. Safety

It is the expectation of Library administration that all staff manage code of conduct violations in a safe manner.

The seriousness of the action and repeated misbehavior of a customer may indicate that a longer eviction than that which is indicated in Appendix A of the Customer Code of Conduct is appropriate. The Director/Assistant Director is authorized to recommend

an extended an eviction to the Board for consideration. The Board will make the final decision on any eviction outside of the approved policy.



## Pickerington Public Library Deposit of Public Funds Policy

### **Board Policy**

**Date Approved:** 6/18/18  
**Effective Date:** 6/18/18  
**Replacing Policy Effective:** 6/9/08

In compliance the Uniform Depository Act of the Ohio Revised Code, the Board of Trustees will approve, by board resolution the depository agreements with eligible institutions per ORC for the deposit of public funds. A depository agreement is not required for the State Treasurer's Investment pool per Ohio Revised Code.

The Pickerington Public Library (PPL) follows Ohio Revised Code regarding the Deposit of Public funds. The Board of Trustees also approves public funds totaling under \$1,000 be deposited in designated depository or PPL's Fiscal Officer within three business days following the day of receipt. The Fiscal Officer and/or their designee are responsible for safeguarding the public funds until they are deposited.

### **Administrative Procedure:**

**Date Approved:** 6/18/18  
**Effective Date:** 6/18/18  
**Replacing Administrative Procedure:**

**New**

#### **A. Depository Agreements**

1. The Pickerington Public Library must have an approved Depository Agreement with a financial institution prior to depositing any funds.
2. The Fiscal Officer and/or their designee is responsible for monitoring the depository agreements to be updated and approved by the Board of Trustees.
3. Approved depository agreements are to be maintained in the Fiscal Officer's fire safe according to the records retention schedule.
4. A depository agreement is not required for State Treasury Asset Reserve of Ohio accounts.

#### **B. Securing of Monies**

1. The Patron Services Manager at main and the Sycamore Plaza Library Branch Manager have the final responsibility for the accuracy of all deposits and safekeeping of the monies until such time the monies have been transferred to the Fiscal Officer or deposited.
2. Any money held overnight and not secured in Smart Money Manager machine must be placed in a locked safe.
3. Any thefts or disappearance of money must be reported to the Fiscal Officer immediately.
4. The Fiscal Officer and/or their designee will receive and deposit all library funds in an authorized depository.

#### **C. Reporting of Receipts and Deposits**

1. Monies collected at all public service locations must be balanced against the point of sale system summaries.
2. Deposit tickets will be prepared and included with the deposit.
3. Monies collected from the various self-service machines will be opened and counted by two employees at the time of collection.
4. Collections from machines will be taken at least one time per week.
5. Records of all deposits and point of sales summaries will be maintained by the Fiscal Officer for audit purposes according to the records retention schedule.

#### D. Receipt of Checks

1. Each check received will be stamped with the Pickerington Public Library's deposit stamp in the endorsement area.
2. Staff will not accept starter checks, out-of-state checks or two-party checks for payments
3. When accepting a check, the following information must be shown on the front of each check:
  - a. Name
  - b. Home Address
  - c. Contact Phone
  - d. Driver License or State ID Number
4. If the printed information on the check is not current, staff must have the customer write the current information on the check.
5. Checks will not be cashed for the public or staff.

#### E. Checks Returned Due to Non-Sufficient Funds (NSF)

1. Once the bank has notified the Fiscal Officer of the NSF check, the Fiscal Officer will notify the Patron Services Manager with the patron information and amount of the check.
2. The Patron Services Manager will block borrowing privileges of the patron and add the amount of the check, plus a \$25 NSF processing charge.
3. The Patron Services Manager will make notes on the account that the charges have to be paid in full with cash or credit card.



## Pickerington Public Library Emergency Plan



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## Regarding Emergency Closings

Please refer to “Unexpected Closing of the Library” in the Employee Handbook regarding reporting, pay, and scheduling.

The Director or his/her authorized representative shall have authority to close the library because of an emergency situation such as inclement weather, hazardous road conditions, power failure, bomb threat, etc.. Closings will be announced on the website, through social media, and on local radio stations.

Staff will be notified by phone by their manager whenever necessary.

## Emergency Procedures

The following are provided as general guidelines to be applied to all emergency situations. These initial procedures should be followed by further actions as provided in the appropriate sections for the emergency.

1. In all emergency situations the first and foremost consideration must be for the safety of library patrons and fellow staff members.
2. Staff should not allow anyone but emergency personnel into a disaster area. Staff members should proceed into such areas with caution and only when absolutely necessary.
3. Except where otherwise instructed below, when an emergency situation is discovered by or reported to a staff member, that staff member is responsible for immediately calling 911 to report the situation.
4. After calling 911, the **ranking Person in Charge**, or **PIC**, will be immediately notified. The ranking PIC will then notify the Director or Assistant Director, either in person or by phone.

5. Specific emergency procedures throughout the Emergency Plan often refer to “ranking PIC” regarding notification.

The **Ranking Person in Charge (PIC)** order is as follows:

<b>Director</b>	<b>Tony Howard, ext. 222</b>	<b>cell: 614-425-5718</b>
<b>Assistant Director</b>	<b>Kent Daniels, ext. 226</b>	<b>cell: 740-973-2813</b>
<b>Adult Services Manager</b>	<b>Donna Matturri, ext. 241</b>	<b>cell: 862-485-7994</b>
<b>Patron Services Manager</b>	<b>Lisa Howe, ext. 240</b>	<b>cell: 614-769-5311</b>
<b>Youth Services Manager</b>	<b>Cathy Burden, ext. 230</b>	<b>cell:</b>
<b>Facilities Manager</b>	<b>Bryon Swearingen, ext. 234</b>	<b>cell: 740-243-7319</b>
<b>IT Specialist</b>	<b>Cyril Gojer, ext. 229</b>	<b>cell: 614-592-8191</b>

6. If the library is evacuated, either as a result of outlined procedures defined in this plan, or by order of emergency personnel, the Director or Assistant Director should be notified **once evacuation is complete**.

**7. If the library is evacuated, refer to Fire Procedures section for staff Assembly Points.**

8. When the Director or Assistant Director is reached they should be told the nature of the emergency and what actions have been taken.

9. When emergency personnel arrive, staff should allow them to take control of the situation and give them all the information and cooperation they request.

10. If the situation warrants, or if specific instructions to do so are given by emergency personnel, the Library Director, Assistant Director, or ranking PIC, the library should be evacuated.

11. If an evacuation has been ordered, no Library staff should re-enter the building until the “All Clear” is given by emergency personnel.

# **Utility Failure Procedures**

## **Power Outage**

**Type I – Emergency Lights stay on**

**Type II – Total darkness, nothing lights up in the building**

{Decision to evacuate the library is made by the Library Director, or his/her authorized representative, based on information from South Central Power.}

### **Type I:**

1. Staff will locate and distribute flashlights. Flashlights are located at all public service desks and at many individual staff member desks.
2. Move all patrons to lit areas, and move all stools, carts, and other obstructions from possible paths of exit.
3. Ranking PIC will contact South Central Power to report outage at 1-877-688-2437
4. Staff will check all public restrooms, and meeting rooms, and staff break room.
5. All staff should meet at Patron Services Desk for instructions

### **Type II:**

1. Follow steps for Type I outage.
2. Contact South Central Power for updates.
3. If closing, ensure library notifies patrons with meeting room reservations, and facilitate pickup for minors

### **Type I outage lasting more than 10 minutes:**

Using an available cell phone (if necessary), the ranking PIC will contact the Library Director and/or Assistant Director and let them know of the situation.

Patrons who wish to check out may do so but staff will have to write down the patron's library card barcode and item barcode by hand to be entered in once power is restored.

The Library Director or his/her authorized representative will decide when or if the facility should be closed and staff should go home. Staff should stay and as busy as possible during this time.

### **Type II outage lasting more than 5 minutes:**

Using an available cell phone (if necessary), the ranking PIC will contact the Library Director and/or Assistant Director and let them know of the situation.

Staff should ask all patrons to leave the facility. Checking out items by writing down patron and item barcode may or not be possible depending on available light. When the building is clear staff should lock the doors and hang a temporarily closed sign on the door. **All Signs will be kept at the patron services desk in a marked folder.**

The Library Director or his/her authorized representative will decide when or if the facility should be closed and staff should go home. First and foremost, staff should remain safe during this time.

## **Possible Natural Gas Leak Procedures** **What To Do When You Smell Gas**

**Odor of Gas.** Natural gas has a rotten egg or petroleum odor that can alert you to a leak in or around the building. If you smell an odor of gas:

- Determine if source of odor is coming from outside or inside the building.
- Ask a fellow employee to confirm the odor.
- If confirmed to be coming from inside the building, evacuate immediately. Once outside, everybody should stay at least 200 feet from the building. A staff member should stand near the parking lot entrance to flag down approaching vehicles to keep them from approaching the building.
- If confirmed to be coming from outside the building, call 911 and ask for instructions. **Evacuating the building may not be the safest option.**

From a safe location away from the building call **911**.

As you evacuate the building, **don't:**

- light a match or candle, or operate anything that could cause a spark, including cell phones, lights, appliances, or flashlights.

- open the windows and doors in an attempt to ventilate.
- try to find the leak yourself or operate pipe valves.

The ranking PIC should assist emergency personnel once they arrive.

Do not re-enter the building until given the “**All Clear**” by emergency personnel.

### **Other Utility Failure**

The Library Director or his/her authorized representative should be notified of any other utility failure (water etc.) and will make the decision about opening and/or closing.

## **UTILITY COMPANY CONTACTS**

**ELECTRIC:** South Central Power, 1-800-282-5064  
To report an outage: 1-877-688-2437

**WATER:** City of Pickerington, 614-833-2292  
For water emergencies after business hours, call  
Pickerington Police at 614-575-6911

**NATURAL GAS:** Columbia Gas, 1-800-344-4077

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**TELEPHONE:** Earthlink, 1-800-962-2488\_

# **FIRE Procedures**

**#1. Activate one of the manual fire alarm pull stations. The fire department will be dispatched.** For confirmed false alarms, refer to **False Alarm** section below.

**#2.** Exit from the Library should be made by way of the closest **escape route** shown on the fire escape maps posted throughout the building. If the closest exit is blocked, use the next closest and safest escape route. All **Emergency Exits** are indicated on **Page 10**.

**#3.** Staff members should quickly and calmly sweep the building to make certain patrons leave through emergency exits. **Special emphasis should be placed on assisting the handicapped.**

**#4.** Responsibility for ensuring that the Library has been completely evacuated will rest with the following individuals. **If a security officer is present, they should help evacuate the building.**

► **Patron Services Desk** - meeting rooms A and B, public restrooms, AV area, magazine area, and public café

► **Adult Services** - fiction and nonfiction areas, public computing area, conference rooms, and Homework Help Center

► **Youth Services** - juvenile av, fiction, and nonfiction areas, family restroom, and Violet Learning Center

► **Administrative Services** - administrative offices, technical services, and staff breakroom

**#5.** After exiting the building, staff will proceed to **Assembly Point 1** and remain there until all staff members present in the building are accounted for. If for any reason Assembly Point 1 is unavailable, use **Assembly Point 2**.

Designated Assembly Points are important not only from the standpoint of insuring the safety of staff members, but also to prevent emergency personnel from unnecessarily risking their lives to locate unaccounted for persons.



The ranking PIC will meet emergency personal when they arrive and let them know if there is anyone still in the building and their approximate location if known.

7. Responsibility for insuring that the Library is evacuated will be as indicated above, **see step #4**. As part of these responsibilities, the designated staff members will also ensure the evacuation of any handicapped or mobility impaired persons in the Library, and will assist at the exits in directing patrons from of the building.



8. Staff members assigned to assist in the evacuation of the Library should announce that there is an emergency and that everyone is to leave the Library, and should attempt to keep the evacuation as orderly and calm as possible.
9. When the evacuation is complete, all staff members assigned to assist in the evacuation should proceed to the Assembly Point, where the ranking PIC will ensure all staff members are accounted for.
10. Follow the orders of the emergency personnel and remain clear of the building until the ***“All Clear”*** is given by emergency authorities.

### Emergency Exits



# False Alarm Response

## Shutting Down the Fire Alarm System

Make certain it is a false alarm before proceeding. All alarms should be treated as the real thing unless employees are certain it is false.

Adult and Juvenile Services staff should begin to clear the building.

Steps when certain of FALSE ALARM:

- **Have someone call 911 and report false alarm**

- Take KEY from the cabinet next to the Patron Services Desk and go to Alarm Panel in front lobby.

**NOTE: If display reads "Air Handler", this should not be treated as a false alarm. The fire department will need to come and check the HVAC system for potential fire.** In this case, proceed with Evacuation Procedures in **Evacuation** section.

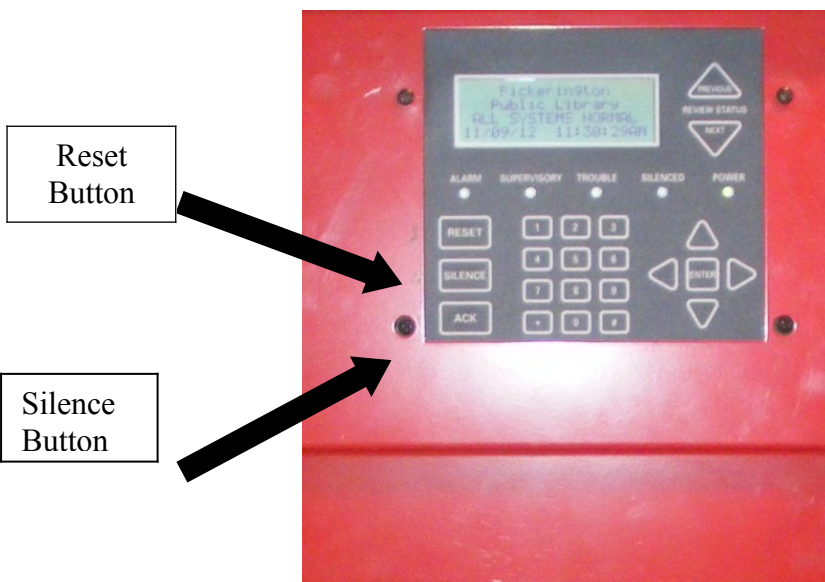
- Open panel with key and Silence ALARM. Do this first thing because it will be loud.
  - Press "SILENCE"



- Reset pull station that has been activated.
  - Use KEY from cabinet next to Patron Services Desk.
  - Push pull station handle up and turn key.
  - Reattach box (if not reattached correctly there will be a buzzing).



- Now go back to the panel and Reset Alarm
  - Press “RESET”



## **Tornado Procedures**

A **Tornado Watch** means that weather conditions will support the formation of a tornado and a tornado may occur in your area.

A **Tornado Warning** means that a tornado has actually been sighted or has been indicated by radar and may strike your vicinity.

**NOAA Emergency Weather Radio:** The emergency weather radio is located in the circulation workroom. When a staff member hears **any** severe weather announcement, they should immediately notify a PIC.

## **Tornado Warning Procedures**

1. When a staff member becomes aware that a Tornado Warning is in effect for Fairfield County, they should immediately make the following announcement:

### **Tornado Warning-P.A. Announcement**

“May I have your attention please, a Tornado Warning for Fairfield County has been announced. For the safety of staff and patrons we are evacuating to designated tornado safety areas and waiting for the warning to pass. Please follow staff instructions as they direct you to our safe areas.

No items will be checked out until the warning has expired. We are sorry for any inconvenience.”

**<<Repeat>>**

## 2. Staff will direct patrons to Designated Safe Areas.

Patrons must follow staff to a Designated Safe Area. Staff cannot force patrons to stay in the building unless they are under 18 years of age.

**The choice to leave the building is ultimately up to the patron. However, staff should not present leaving the building as an option for patrons.**

If a security officer is present, they should assist staff with directing patrons to Safe Areas.

**Sample statements for staff:** *“A Tornado Warning” is in effect. Please follow us to one of the library’s safe areas.”*

Staff will monitor the weather with the NOAA Emergency Weather radio in the Patron Services workroom and may resume normal operations once the **“All Clear”** is given.

Staff should turn off all lights as areas are emptied, including offices. Staff that do not have a specific duty should proceed to Designated Safe Areas and assist.

When a Designated Safe Area is full, staff should start moving patrons to the next available Designated Safe Area.

At least 1 staff member must be present in a safe area where there are patrons.

Staff must stay until their scheduled work time is over, at which time they may leave if they desire.

## **AREAS OF RESPONSIBILITY:**

### **Patron Services staff-**

a. Patron Services staff will place a **“Tornado Warning in Effect”** sign on the front doors. The signs will be kept at the Patron Services Desk in a marked folder.

b. Patron Services Desk staff will then make sure the following areas are clear: *meeting rooms A and B, public restrooms, AV area, magazine area, and public café.*

c. Turn off lights in the café and meeting rooms as you exit.

## **Adult Services staff –**

a. Adult Services staff will make sure the following areas are clear: teen and adult stacks, conference rooms, and Homework Help Center.

**b. After notifying patrons in public computer lab, end all PC sessions from the Envisionware console.**

## **Youth Services staff-**

a. Youth Services staff will make sure the following areas are clear: *juvenile stacks, family restroom, and Violet's Learning Center.*

b. After clearing areas, assist Patron Services Staff with their areas.

## **6. Technical Services and Administrative Staff-**

**a.** Technical Services and Administrative staff will make sure the following areas are clear: *technical services, receiving, administrative offices, and staff breakroom.*

**b.** After clearing areas, assist Patron Services Staff with their areas.

## **7. Safe Areas- in order of preference**

Area 1 – Womens' Public Restroom

Area 2 – Patron Services Workroom

Area 3 – Family Restroom

Area 4 – Staff Breakroom Restrooms

Area 5 – Men's Public Restroom

Area 6 – Administrative Conference Area

## 8. All Clear

When the “**All Clear**” is sounded staff members should resume their normal duties.

## **Bomb Threat Procedures**

All bomb threats directed towards any Pickerington Public Library staff member, building, facility or event, whether received in by mail, email, or by phone, by any department, will be immediately reported to 911. **The responsibility for investigating all bomb threats rests with the Police Department.**

Most Bomb Threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist below.

**Copies of Telephone Bomb Checklist should be kept near every phone.**

**If a bomb threat is received by phone:**

**Remain calm. Keep the caller on the line for as long as possible.  
DO NOT HANG UP, even if the caller does.**

1. Listen carefully. Be polite and show interest
2. Try to keep the caller talking to learn more information.
3. **If possible, write a note to a colleague to call 911 or, as soon as the caller hangs up, immediately call 911.**
4. Copy the phone number indicated on the phone window display.
5. Complete the Telephone Bomb Threat Checklist immediately.
6. When the call terminates, do not hang up the phone.

**If a bomb threat is received by handwritten note:**

1. Handle the note as little as possible.
2. Immediately notify a PIC who will then call 911.
3. The PIC will notify the Director or Assistant Director.

**If a bomb threat is received by email:**

1. Do not delete the email.
2. Immediately notify a PIC who will then call 911.
3. The PIC will notify the Director or Assistant Director.

## **Bomb Threat Evacuation Procedures:**

After calling 911, make the following P.A. Announcement:

**“Code White. Code White.”**

When staff hear this announcement they should proceed with a calm and orderly evacuation of the building.

It is important to not announce that the evacuation is due to a bomb threat. Every precaution should be taken to avoid panic, which could bring injury to staff and patrons.

**Sample statements for staff with patrons:** *“Due to an emergency in the building, we are evacuating everyone for their safety.”*

Responsibility for ensuring that the Library has been completely evacuated will rest with the following individuals.

► **Patron Services Desk** - meeting rooms A and B, public restrooms, AV area, magazine area, and public café

► **Adult Services** - fiction and nonfiction areas, public computing area, conference rooms, and Homework Help Center

► **Youth Services** - juvenile av, fiction, and nonfiction areas, family restroom, and Violet Learning Center

► **Administrative Services** - administrative offices, technical services, and staff breakroom

**5.** After exiting the building, staff will proceed to **Assembly Point 1** and remain there until all staff members present in the building are accounted for. If for any reason Assembly Point 1 is unavailable, use **Assembly Point 2**.



## Telephone Bomb Threat Checklist

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: Call received \_\_\_\_\_am/pm      Terminated \_\_\_\_\_am/pm

Exact Wording of the Threat:

---

---

---

Gender of Caller: \_\_\_\_\_ Age: \_\_\_\_\_

Length of Call: \_\_\_\_\_

Number and Extension at which call is received: \_\_\_\_\_

Questions you should ask:

- A. When is the bomb going to explode? \_\_\_\_\_
- B. Where is the bomb right now? \_\_\_\_\_
- C. What does it look like? \_\_\_\_\_
- D. What kind of bomb is it? \_\_\_\_\_
- E. What will cause it to explode? \_\_\_\_\_

- F. Did you place the bomb? \_\_\_\_\_
- G. Why? \_\_\_\_\_
- H. What is your address? \_\_\_\_\_
- I. What is your name? \_\_\_\_\_

**Voice Description:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Familiar        |
| <input type="checkbox"/> Whispere |  |
- d

Recognize Voice? If so, who do you think it was? \_\_\_\_\_

**Background sounds:**

- |   |  |
|---|--|
| <input type="checkbox"/> Street noises    | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Television       | <input type="checkbox"/> Animal noises     |
| <input type="checkbox"/> Voices           | <input type="checkbox"/> Clear             |
| <input type="checkbox"/> PA System        | <input type="checkbox"/> Static            |
| <input type="checkbox"/> Music            | <input type="checkbox"/> Local             |
| <input type="checkbox"/> House noises     | <input type="checkbox"/> Long Distance     |
| <input type="checkbox"/> Motor            | <input type="checkbox"/> Booth             |
| <input type="checkbox"/> Office machinery | <input type="checkbox"/> Other _____       |

**Threat Language:**

- |   |   |
|---|---|
| <input type="checkbox"/> Well<br>spoken | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Foul           | <input type="checkbox"/> Taped                        |
| <input type="checkbox"/> Irrational     | <input type="checkbox"/> Message read by threat maker |

Name: \_\_\_\_\_

Position: \_\_\_\_\_

## **Suspicious Package and Substance Procedures**

**If a substance is not deemed a threat, notify Maintenance or ranking PIC of the incident for clean-up.**

**If a package is not deemed a threat, notify a PIC.** These are often items left unattended by patrons, book bags, briefcases, laptop bags, etc.

If staff can identify the owner, ask them to claim their item and remind them to not leave items unattended in the library. Otherwise, page and ask the owner of the item to claim their unattended item.

### **Remember:**

Never handle unattended items or open them to establish ownership.

### **Remember:**

Any suspicious package or substance accompanied by a clear “threat”, written or otherwise, must be taken seriously.

In these instances, immediately initiate Bomb Threat Evacuation Procedures.

# Identifying Suspicious Packages or Substances

## What are some of the characteristics of a suspicious package?

- Marked "Personal" or "Private," especially when delivered to a work address
- Misspelled words or inaccurate addressee's name or title
- Addressed to a person's title only
- Distorted handwriting, homemade labels, or cut-and-paste lettering
- Protruding wires, aluminum foil, oil stains, or peculiar odor
- Fictitious or unfamiliar return address
- Cancellation or postmark showing a different location from the return address
- Excessive postage
- Excessive weight
- Rigid, irregular shape, soft spots, bulges
- Lopsided or uneven envelope
- Unprofessional wrapping with several kinds of tape or string
- Warnings such as "Fragile," "Handle with care," or "Rush"
- Sloshing sound
- Ticking sound

## What are some of the characteristics of a suspicious substance?

- A quantity of powder or liquid that is completely out of place, presenting no logical explanation regarding its presence.

## **Follow these Steps for Isolated Suspicious Packages and Substances:**

1. Individuals who discover suspicious packages, powders or liquids should...

- **Isolate the area.**
- **Alert others in the area about the suspicious package or substance.**
- **Leave the area, close any doors, and take actions to prevent others from entering the area.**
- **Notify the ranking PIC immediately.**

### **Things to Do...**

- Isolate, **in a safe area away from the package or substance**, individuals who may have been exposed until they are cleared to leave by law enforcement, public health, or emergency personnel.
- If exposed, wash hands, face, and any exposed skin with soap and water to prevent spreading potentially infectious material.
- If exposed, remove heavily contaminated clothing as soon as possible and place it in a plastic bag or container that can be sealed.
- Create a list of persons who may have been exposed to the suspicious package or substance.

### **Things Not to Do...**

- Shake or empty the contents of a suspicious package or envelope.
- Move a suspicious package or envelope.
- Sniff, touch, taste, or look closely at the package or suspicious substance.

2. The ranking PIC will call 911. With the help of emergency personnel, the ranking PIC will make the decision whether or not to initiate evacuation procedures.

If evacuation is initiated, follow Bomb Threat Evacuation Procedures.

## **Suspicious Packages found on the outside of the building.**

### **Follow these Steps:**

1. The ranking PIC will call 911. With the help of emergency personnel, the ranking PIC will then make the decision whether or not to initiate evacuation procedures.

If evacuation is initiated, follow Bomb Threat Evacuation Procedures.

If possible, maintain a distance of at least 300 feet from the item and do not permit others to approach it.

If the item is near the front entry to the building, ask staff to calmly guide patrons to emergency exits and/or the Receiving Area door.

The key is to keep staff and patrons as far away from the item as possible.

A staff member should be instructed to station themselves in the parking lot to keep people from entering the building.

## **Violence Response Procedures**

The Library does not tolerate Acts of Violence against patrons or staff. A violent incident or the threat of a violent incident is an unforeseen emergency that calls for immediate action.

According the Pickerington Public Library Emergency Plan, an “Act of Violence” is defined to include Acts of Physical Violence, Threats of Physical Violence, Harassment, or Intimidation.

### **ACTS OF PHYSICAL VIOLENCE:**

These Acts can include physical attacks, **with or without a weapon**, silent or otherwise

**{For attacks with firearms, see Active Shooter Procedures}**

*“Silent Weapons” include, but are not limited to, knives, clubs, batons, or electronic defense weapons. Silent Weapons can also be everyday items used in a violent manner to inflict bodily injury.*

When a staff member witnesses an Act of Physical Violence involving imminent danger or personal injury, follow these steps:

1. Make sure you and anyone nearby are safe.
2. Page “**Support Services**” followed by the location in the building where the violence is occurring from the nearest phone. For example: “**Support Services – Adult Services**”.

3. Get description of suspect(s).
4. Call 911. If at a public service desk, **utilize Panic Button, then call 911.**
5. Notify Security Officer if one is on duty, and then notify the nearest PIC.
6. **Evacuate staff and patrons to a designated SAFE AREA.** The goal is to remove people from the immediate danger area. Stay out of sight of the suspect(s). Explain to patrons that there may be an emergency situation but don't put yourself at risk if they refuse to evacuate.
7. **DO NOT attempt to confront suspect(s).**

**The PIC should:**

- Identify number and location of staff members.
- Notify Director or Assistant Director.
- Meet and work with emergency personnel when they arrive.

**For Physical Confrontations between Patrons, follow these steps:**

1. Isolate the situation from other patrons if possible.
2. Get a description of suspects.
3. Assess the situation and summon assistance from other staff.
4. Call 911. From public service desks, utilize panic button if possible.
5. Notify Security Officer if one is on duty, and then notify the nearest PIC.
6. Instruct suspects to "break it up" and leave the library. Inform them that the police are on their way.



**7. DO NOT physically intervene.**

**The PIC should:**

- Notify Director or Assistant Director.

For Acts of Violence involving Threats of Physical Violence, follow these steps:

1. Get a description of suspect(s), if possible.
2. Call 911.
3. Notify Security Officer if one is on duty, and then notify the nearest PIC.

**The PIC should:**

- Notify Director or Assistant Director.

**Remember:**

Refer to Patron Code of Conduct regarding incidents of Harassment and Intimidation.

## **Active Shooter Procedures**

An **active shooter** is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is usually no pattern or method to their selection of victims.

The intent of most active shooters is to kill as many people as quickly as possible. Traditional law enforcement response will include the concept of “surround and contain” in order to minimize the number of victims. In order to save lives, the Pickerington Police Department will initiate an immediate response.

In order to preserve life and address the reality of an active shooter event, these procedures have been established to guide our response in order to maximize survivability.

**Most importantly, quickly determine the most reasonable way to protect your own life.**

## **RESPONSE**

### **Run – Hide – Fight**

**Run** - If there is an accessible escape path, attempt to evacuate the premises immediately.

For Active Shooter events, you may need to disregard the Evacuation procedures outlined in the Evacuation section.

If emergency exits and the front doors are not an option, the best route for escape is through **Technical Services** and out through the Receiving Area doors.

If possible, the first staff member exiting through Technical Services, should attempt to prop the door open. **If the door is closed, there is no way for patrons to utilize this route.**

**Be sure to:**

- Have an escape route in mind.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Always keep your hands visible as you exit the building.
- Follow instructions from any police officers without hesitation.
- Do not attempt to move wounded people.
- **Call 911 when you are safe.**
- **If possible, make an announcement over the P.A. indicating an “Active Shooter” situation and, if known, their location**

**If Evacuation is not possible...**

**Hide** - Find a secure place to hide where the active shooter is less likely to be.

- If possible, direct staff members and patrons to a secure room. Close and lock the door, and attempt to barricade the door.
- **Once the room is secured, stay quiet and still.**
- **Stay as low to the floor as possible.**

### **Your hiding place should...**

- be out of the active shooter's view.
- provide protection if shots are fired in your direction.
- not trap you or restrict your options for movement.

### **To prevent an active shooter from entering your hiding place...**

- Make sure the door is locked.
- Blockade the door with heavy furniture.

### **If the active shooter is nearby...**

- Silence your cell phone.
- Turn off any source of noise (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

### **If Evacuation and Hiding are not possible...**

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

**Fight** - As a last resort, when the active shooter is at close range, and only when your life is in imminent danger, attempt to:

disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the active shooter.
- Throwing items and improvising weapons.
- Yelling.
- Committing to your actions.

**The phone call to 911** should provide the following information:

- Description of suspect and possible location.
- Number of shooters, if more than one.
- Number and types of weapons.
- Suspect's direction of travel.
- Location and condition of any victims

The ranking PIC will meet and guide law enforcement officers if possible and as appropriate. The goal of law enforcement is to locate, isolate, and neutralize the shooter as quickly as possible to prevent additional deaths or injuries.

**How to react when law enforcement arrives:**

- Remain calm, and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

An "All Clear" will be announced when the situation has been addressed and the scene is declared safe by law enforcement officials.

# CODE ADAM ALERT

To help protect children in the library we've instituted the "Code Adam" program. Below are the steps to follow when an alert is announced:

## Step 1: Obtain a detailed description of the child

If a patron approaches you and says that a child is missing, quickly get a detailed description including:

- Name, age, hair color, eye color
- Approximate weight and height
- What the child is wearing, like color and type of clothing and, more importantly, **shoe color and style** (although the clothes may be changed, an abductor does not usually remove or change shoes.)

## Step 2: Go to the nearest in-house phone and page "*Code Adam in Progress*", then provide the description you have been given.

~~Escort the parent or guardian to the outside front doors in the lobby to assist in identifying the lost child.~~

- Ask parent if there is a family member's house close by where the child could have walked.
- One staff member from the Patron Services Desk should go to the outside front doors in the lobby and immediately begin monitoring. **If security officer is on duty, they should assist staff at front doors.** Ask patrons with children who resemble the description to wait until the parent or guardian arrives, then ask the child his/her name and if the adult is their parent.
- After hearing "Code Adam" **ALL Library Staff** should begin looking for the child.
- Adult Services staff member will check computer lab, study rooms, Homework Help Center, teen area, and adult and teen stacks. Free staff members will monitor emergency exits in adult area.
- Circulation staff will check public restrooms, public café, Meeting Rooms A and B, the AV stacks, and the Magazine area.
- Youth Services Staff will check family restroom, story time areas, and juvenile stacks. Free staff members will monitor emergency exits in juvenile area.
- Administrative staff will check administrative areas and staff break room
- All free staff should be checking stack areas and helping to monitor exits.
- The staff member in charge should also go to the front doors. The order is as follows:

**Director**

**Assistant Director**

**Adult Services Manager**

**Patron Services Manager**

**Youth Services Manager**



**Step 3: Call 911 if the child is not found within 10 minutes.**

*Cancel the Code Adam page after the child is found or when law enforcement arrives.*

## **Child Separated from Caregivers**

A child separated from their caregiver is often in distress, searching frantically. They may not approach staff directly. Staff members should approach the child in a calm and reassuring way, asking them if they are lost and/or looking for somebody.

Staff should never touch a child, even to guide them by the hand.

Staff members should first search the immediate area with the child in an attempt to locate the caregiver.

If a security officer is on duty, they should assist staff with the search process.

If efforts are unsuccessful, a staff member should accompany the child to the Patron Services desk and ask Patron Services staff to make the following announce over the P.A.:

**"A lost child has been found in the building. Would the caregiver please report to the Patron Services desk."**

**Do not provide the child's name or a description of the child.**

When an adult comes to collect the child, make sure you are satisfied that they are who they say they are.

You must ask for identification if you are not sure that the person is who they say they are, or if the child's behavior or attitude gives you any reason to doubt this.

If an adult caregiver does not come to the Patron Services desk, one or more members should go outside and ask anyone present if they are searching for a child.

If no adult is found within 15 minutes, the ranking PIC should notify the police.



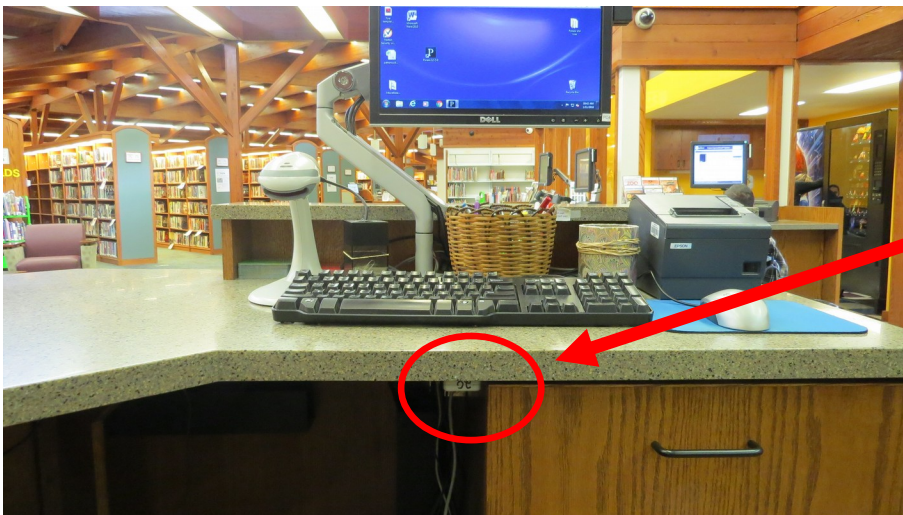
## Panic Buttons

The library has installed panic buttons at the Patron Services “Courtesy” Desk and at the Adult Services “Reference” Desk.

Activating these buttons will immediately notify 911.

These are to be utilized for all situations where 911 is to be immediately contacted.

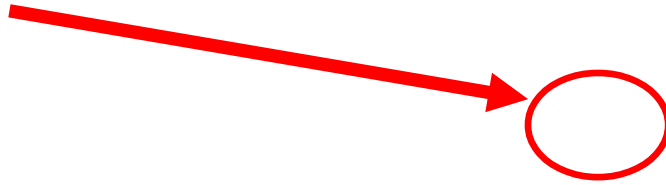
How it works: Press the button and hold for a few seconds. Pressing and releasing too quickly may result in the button not activating.



Patron  
Services Desk

Reference Desk





## CPR AED Certification

Sudden Cardiac Arrest can happen anywhere, anytime—to people of all ages in all walks of life. An electrical malfunction that makes the heart quiver in a deadly rhythm called ventricular fibrillation (VF) is usually the cause.

A lifesaving pulse of electricity is the single most effective way to restore the heart's normal rhythm. Every minute counts. Only about 5 percent of people struck down by Sudden Cardiac Arrest survive. But if people in VF receive CPR and the lifesaving AED shock within 3 minutes of collapse, the survival rate can increase up to 74 percent. Reducing response time by even 1 or 2 minutes from collapse to shock can mean the difference between death and survival.

Use of Automated External Defibrillators (AEDs) has been proven to save lives when properly used in a timely manner.

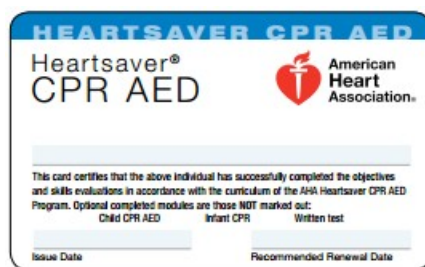
The Pickerington Public Library owns a LIFEPAK AED, currently stored prominently behind the Patron Services Desk.

The LIFEPAK may be used in a manner consistent with current American Red Cross and/or American Heart Association CPR AED training by staff members who are currently certified by one of these two organizations.



**The LIFEPAK will be operated only by staff members who are certified in CPR AED.**

The library is committed to providing regular CPR AED certification for staff. Each department should strive to have at least two (2) staff members certified at all times.

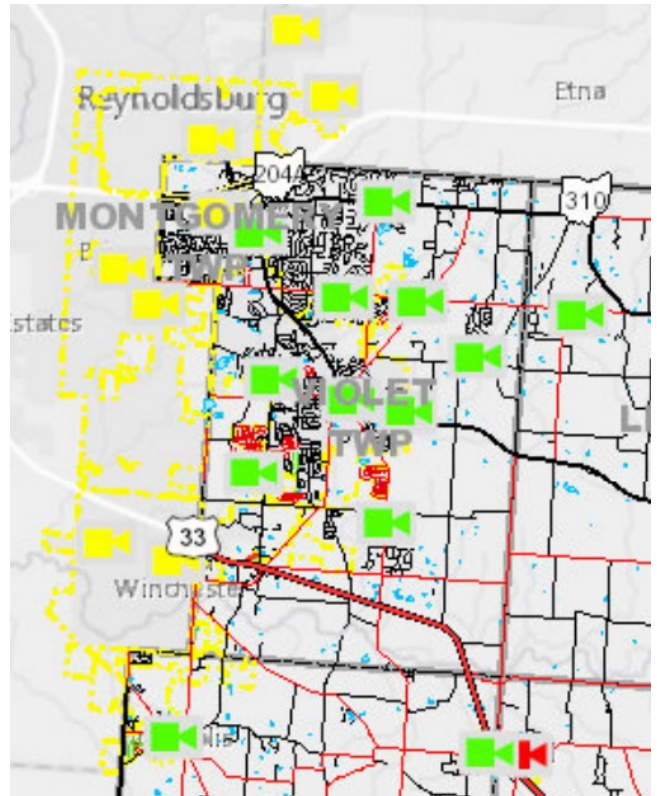


## **Fairfield County Emergency Warning Sirens**

Fairfield operates more than 40 Warning Sirens which are controlled by the Fairfield County Sheriff's Dispatch.

Emergency Warning sirens have been installed to alert the citizens of Fairfield County who may be outdoors during the time a Tornado Warning is issued by the National Weather Service for Fairfield County or any other emergency deemed necessary. The sirens are not intended to alert people indoors during a warning. It is highly recommended that each residence, business, school and church purchase weather alert radios that are automatically activated during severe weather occurrences.

**In order to ensure that the warning sirens will work during an actual emergency, all sirens are tested every Wednesday at 12:00 pm.**



### **ACTIVATION**

If the National Weather Service issues a Tornado Warning for Fairfield County, the sirens will sound continuously for 3 minutes. The sirens will then silence for 7 minutes and again sound for 3 minutes. This cycle will continue throughout the warning time period.

When the warning has expired or has been canceled, the sirens will silence.

No technology is in place to alert certain parts of Fairfield County for a Tornado Warning. If a Tornado Warning has been issued for Fairfield County, **ALL** sirens will be activated.

# **Implementation of Emergency Plan**

## **1. Tornado procedures.**

- a. Once a year, staff members will meet at the library before opening for a scheduled training on Tornado safety and what to do in the event of a tornado watch and/or warning. This will be a mandatory meeting and staff members will be paid for their time. If a staff member is unable to attend they will schedule a makeup meeting with their manager and Assistant Director. The library will also conduct annual tornado drills.
- b. The Assistant Director will go over the Tornado procedures with all new staff members.

## **2. Fire Alarms and Evacuation procedures.**

- a. Once a year, staff members will meet at the library before opening for a scheduled training on the fire alarm system and evacuation procedures. This will be a mandatory meeting and staff members will be paid for their time. If a staff member is unable to attend they will schedule a makeup meeting with their manager and Assistant Director.
- b. The Assistant Director will go over the fire alarm system and evacuation procedures with all new staff members.

## **3. Fire Drill**

- a. The library shall conduct a fire drill bi-annually.

## **4. Fire Extinguisher**

- a. Every two years, the library shall conduct fire extinguisher training. Staff participation is mandatory. Only absences cleared with a manager in advance will be accepted.

## **5. CPR AED Certification**

- a. Every two years, the library will coordinate formal CPR and LIFEPAK Defibrillator training for staff. Once trained, staff members are certified for two years. Managers should encourage staff to attend these sessions for initial certification and recertification. Staff will be paid for their time.
- b. Periodically, staff members who are currently certified should review LIFEPAK training materials.

## **6. Bomb Threat**

- a. Annually, managers should review procedures with staff.

## **7. Active Shooter**

- a. Managers should schedule time for staff members to periodically view this FEMA online training course @ <https://emilms.fema.gov/IS907/index.htm>
- b. Periodically, the Library will coordinate Active Shooter training with the Pickerington Police Department.

## **8. Code Adam**

- a. Periodically, managers should review procedures with staff.
- b. Annually, The Library shall conduct a Code Adam drill.

## **9. Panic Buttons**

- a. Managers should review location and use of panic buttons with all new staff members.

updated: August 18, 2016





Pickerington Public Library  
Financial Subcommittee

- I) Participating Members
  - A) Management (2)
    - 1) Library Director
    - 2) Financial Officer
  - B) Board of Trustees (2)
  - C) Public (1)
- II) Responsibilities
  - A) Audit financial transactions of the library
  - B) Recommend and affirm financial procedures
  - C) Suggest financial policies
  - D) Oversee financial operations
- III) Duties
  - A) Hold meetings on a monthly basis to review the past month's financial transactions including
    - 1) income received
    - 2) disbursements made
    - 3) bank transactions
    - 4) other financial transactions
  - B) Conduct meetings at least twice a year to develop and refine proposed budgets for Executive Board consideration.
  - C) Call other meetings as required.
  - D) Provide advice and counsel to management staff of the library as needed.
- IV) Working Relationships
  - A) As a subcommittee of the Board of Trustees, this body is accountable to the Executive Board
  - B) The subcommittee will work in conjunction with the Library Director and/or his/her designate and the financial officer and/or his/her designate in the performance of their financial duties and responsibilities and to assure the efficient financial operation of the institution.

Established  
March 19, 2001



## **Pickerington Public Library Board of Trustees Policy for Friends**

The Board of Trustees of the Pickerington Public Library looks upon the establishment of the Friends of the Library as a very worthwhile community endeavor, which has the potential for great benefit for the library. However, it is important that there be no misunderstandings; so, therefore, these guidelines are set forth.

All Friends of the Library projects should be undertaken in consultation with the Library Director.

It is the wish of the Board of Trustees to receive information about Friends meetings, officers, plans and purposes. This may be done through the Library Director.

Friends of the Library is distinct and separate from the Library Trustees and cannot assume the duties of Trustees.

Since Friends are volunteers, distinct and separate from library personnel, library staff members may act only in advisory capacities for Friends activities.

Operating expenses of the Pickerington Public Library are provided through allocations of public funds, which are audited by the State Auditor. Friends funds and library funds cannot be integrated except through gifts for specific purposes.

Public relations work by Friends on behalf of the library should be coordinated through the Library Director.

Expenditures of public funds for public relations is limited in scope by law; therefore, public relations programs adopted by Friends will not be a part of the budget of the Pickerington Public Library.

Adopted: May 10, 1989

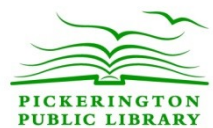




Pickerington Public Library  
Historical and Rare Photograph Policy

1. The Pickerington Public Library, as a central collection point for the community, accepts at its discretion, photographs and other graphic depictions of historical significance to the community. Any material donated to the Pickerington Public Library becomes the sole property of the library.
2. The historical and rare photographic collections shall be stored in a proper manner to maintain the quality and integrity of the collections.
3. There is no circulation of the photograph collection.
4. For purposes of security the collection will be available to patrons or other researchers only under the supervision of library staff.
5. Because of concerns regarding preservation, library staff shall make all copies. The Board of Trustees authorizes a staff member to make a negative or print copy of the original photograph.
  - Photocopies of historical and rare photographs may be made for private study, scholarship or research at \$.25 per photocopy. The Pickerington Public Library reserves the right to refuse to accept a photocopying order if, in its judgment, the request is deemed in violation of the aforesaid purposes.
  - There shall be a fee of \$10.00 per request plus cost of making a negative or print. All cost shall be prepaid. The negatives shall be the property of the Pickerington Public Library.
6. There shall be no publication, exhibition, commercial or other public use of the material without the written permission of the Head Librarian.
7. Any publication, exhibition or public use of the material reproduced from the collections must credit the Pickerington Public Library and the name of the collection if applicable.
8. In authorizing publication of a photographic copy, the Pickerington Public Library does not surrender its own right to publish it, or to grant permission to other applicants.
9. One complimentary copy of each publication in which the photographic copy appears must be sent to the Pickerington Public Library.

Adopted 10/12/98



## **Pickerington Public Library Information Security Policy**

As a state funded and locally tax supported government agency, the Pickerington Public Library (PPL) is entrusted with the duty of collecting sensitive and personal information about library staff and patrons. The PPL will protect information contained within its systems and services from unauthorized disclosure, modification or destruction, whether accidental or intentional. The PPL will comply with Ohio Revised Code regarding the duties of state and local agencies maintaining personal information systems (ORC 1347). In addition, because credit cards are accepted for the payment of fines and fees, the PPL will comply with the Payment Card Industry Data Security Standard (PCI-DSS).

All handling of patron records and particularly card processing activities and related technologies will comply with this policy.

This policy applies to all employees; full-time and part-time, temporary and permanent, and contractors and consultants who are on site. Volunteers will not be given access to patron or staff personal information.

As a member of the Central Library Consortium, whose libraries constitute an interconnected or combined system in order to enable collaboration, the PPL supports and abides by the Central Library Consortium Security Policy. This policy is to be used concurrently with the CLC policy. The following local procedures and rules will be followed to take reasonable precautions to protect personal information in the system from unauthorized modification, destruction, use or disclosure.

The Library Director, Technology Liaison and Circulation Coordinator are designated to oversee PPL's Information Security Policy and Program. They will address potential internal and external security risks to the security, confidentiality and integrity of personal information that could result in a compromise as follows:

### **1. Internal Risks**

- a. Personal information deliberately or inadvertently given to someone via PPL staff
  - Risk is addressed through employee training and management. Upon employment with PPL, the appropriate manager will train all newly hired employees on information security policies and procedures with refresher training offered periodically at general staff meeting.
  - Disciplinary action up to and including termination may be applied when a breach of confidentiality in regard to personal information is discovered.
  - Applications for employment (not hired) will be stored for up to 1 year in secure files and shredded upon disposal
  - Adult library card applications (paper copy) will be stored in secure files for 30 days and shredded upon disposal

- Juvenile library card applications (paper copy) will be stored in secure files until the juvenile reaches the age of 18
  - Library card applications will require legal name, current phone number and address. Customers are assigned a 4 digit PIN to access their account online.
  - To insure updated contact information for both patrons and staff, address verification will be requested on a regularly scheduled basis. This update may be done internally or via an outside vendor specializing in address verification
- b. Access to personal information via a staff computer
- Risk is addressed with staff training and management
  - Whenever possible, the PPL will require unique logins on staff PCs and password protection on staff PCs is preferred
  - Patrons will be denied access to staff terminals
2. External Risks
- a. Access to personal/patron information via an outside computer (Hackers) or other outside source
- Risk is addressed via the Central Library Consortium firewall applications which are configured to protect cardholder data
  - The PPL will maintain a local firewall to protect against external intrusion
  - Complex passwords will be required for access to patron information. Vendor-supplied defaults for system passwords and other security parameters will not be used
  - Cardholder data across open, public networks is encrypted
  - When paying fines and fees via PayPal, the last 4 digits of a credit card are retained for audit purposes only
  - The Technology Liaison will ensure that regularly updated antivirus software is maintained
  - The Technology Liaison will assure that regular security system checks are run
  - Upon real or suspected information leaks or intrusions, the Technology Liaison will investigate and respond to any suspected intrusion or firewall failure. The Library Director and CLC staff will be notified of the situation
  - The Library Director will take disciplinary action, where appropriate, when and if error on the part of specific PPL staff members are involved in the breach
  - The Library Director will communicate with any impacted patrons and/or members of their staff. This will include notification of the breach and what steps, if any, the library will take to remedy the situation for the patron or staff member.
  - The library will contract only with outside service providers who are capable of maintaining appropriate safeguards to patron information
  - Before any equipment which stores confidential information is discarded, sold or returned the Technology Liaison will make certain that hard drives are secured or completely erased.

## Information Security Acknowledgement

I, \_\_\_\_\_, understand that Federal and State Laws prohibit the unauthorized use of or access to personal information as defined in the Information Security Policy.

It is understood that the PPL is a locally tax supported government agency entrusted with the duty of collecting sensitive and personal information about library staff and patrons. When obtaining personal information for the business of the PPL, the library employee has responsibility for safeguarding that data from unauthorized use.

“Personal information” means any information that describes anything about a person, or that indicates actions done by or to a person, or that indicates that a person possesses a certain personal characteristic, which can be retrieved from a system by a name, identifying numbers, symbol or other identifier assigned to a person.

As an employee of the PPL, I acknowledge that the unauthorized use of patron/staff account information is strictly prohibited and will result in disciplinary action up to and may include termination on the first offense.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Approved: 4/11/2011



## **PICKERINGTON PUBLIC LIBRARY Investment Policy**

### **Board Policy:**

**DATE REVIEWED: 6/17/2019  
DATE APPROVED: 6/17/2019  
EFFECTIVE DATE: 6/17/2019  
REPLACING POLICY EFFECTIVE: 6/13/2011**

The Pickerington Public Library Investment Policy will conform to all applicable laws and regulations governing the investment of public funds, including Section 135 of the Ohio Revised Code. It is designed to cover all monies under the control of the library. Except in the case of certain restricted and special funds, the Library will consolidate cash balances from all funds to maximize investments earnings. It is the policy of the Library to invest public funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands.

The investing authority and management responsibility shall reside with the Fiscal Officer. The Fiscal Officer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this policy. Such procedures shall include delegation of authority to persons responsible for investment transactions. The Fiscal Officer shall be responsible for all transactions undertaken and shall establish a system on controls to regulate the activities of employees and agents acting on behalf of the Library.

This policy shall be reviewed no less than annually by the Finance Committee of the Board of Trustees and any modifications made thereto must be approved by the library's Board of Trustees. The approved Investment Policy must be filed with the Auditor of the State of Ohio. The Fiscal Officer shall maintain a copy of the filed Policy. The approved policy must be signed by the following:

- All entities conducting investment business with the investing authority.
- All brokers, dealers and financial institutions initiating transactions with the investment authority by giving advice or making investment policy thereby acknowledging their agreement to abide by the policy's content

### **Administrative Procedure:**

**DATE APPROVED: 6/17/2019  
EFFECTIVE DATE: 6/17/2019  
REPLACING PROCEDURE EFFECTIVE: 6/13/2011**

### **Investment Objective**

The primary objectives of the Library's financial investments are (in priority order):

- Preservation of Capital – The preservation of capital is the foremost objective of the investment program. All investments shall be undertaken in a manner that first seeks to preserve capital and secondly attempts to fulfill other investment objectives.
- Liquidity – The Library's investment portfolio is to remain sufficiently liquid to enable the Library to meet those operating requirements that might be reasonably anticipated.
- Return on Investments (Yield) – The Library's investments should generate the highest available return without sacrificing the first two objectives.
- Minimization of Costs – All attempts shall be made to minimize the costs of financial transactions related to implementing investment strategies.

### **Authorized and Suitable Investments**

The following investments are deemed to be suitable for inclusion in the Library's investment program. The Fiscal Officer is authorized to invest library funds only in those investments specifically delineated in Ohio Revised Code Section 135.14 provided the Fiscal Officer has the required training by the Treasurer of State's Office for that type of investment.

- U.S. Treasury Bills, Bonds, Notes and other obligations issued by any federal agency as defined under Section 135.14(B)(1) and (2).
- Ohio Subdivision's Fund (STAR Ohio and STAR Plus), managed by the State Treasurer of Ohio;
- Bonds or other obligations of the State of Ohio, or political subdivisions of the State of Ohio provided that the provisions of Section 135.14(B)(4) are met.
- Demand deposit accounts (such as checking accounts) established with local financial institutions, and properly insured through the Federal Deposit Insurance Corporation (FDIC) or suitable collateralization.
- Federally insured certificates of deposit issued through the Certificate of Deposit Account Registry Service (CDARS) by financial institutions located in the United States. Each such certificate of deposit is in an amount that is eligible for full FDIC insurance coverage.
- Bankers acceptances issued by any domestic bank rates in the highest category by a nationally recognized rating agency; specific limitations apply as defined under Section 135.14 (B)(7).
- Commercial paper notes issued by companies incorporated under the laws of the United States; specific limitations apply as defined under Section 135.14(B)(7).
- No load money market mutual funds rated in the highest category by at least one nationally recognized rating agency, investing exclusively in the same types of eligible securities as defined in Division B (1) or B(2) under Section 135.14 ORC and repurchase agreement secured by such obligations. Eligible money market funds shall comply with Section 135.01 ORC, regarding limitations and restrictions.

### **Maturity of Investments**

- No investment shall have a maturity date of more than five years from its date of purchase by the Library

### **Internal Control**

The Fiscal Officer is responsible for establishing and maintaining internal control to insure that the assets of the Library are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The internal controls shall address the following points

- Separation of transaction records from accounting data;
- Custodial safekeeping;
- Written confirmation of telephone transactions for investments and wire transfers.

### **Deposit Requirements**

All deposits shall be collateralized pursuant to Section 135 of the Ohio Revised Code. The Library's Board of Trustees shall designate its public depositories in accordance with Section 135 of the Ohio Revised Code. Any eligible financial institution that has offices within the State of Ohio may become a public depository of the funds of the Library.

**Delegation of Authority**

Management responsibility for the Library's investment program is the Fiscal Officer who is considered the Library's chief financial officer under the Ohio Revised Code. In the absence of the Fiscal Officer, the Deputy Fiscal Officer or Library Director may be authorized to act in his/her stead. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Fiscal Officer

**Ethics and Conflicts of Interest**

Those involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the Library investment program, or that could impair their ability to make impartial decisions.

**Liability**

When investments are made in accordance with this policy, no Library staff member with investment authority shall be held liable for a loss resulting from default or insolvency of a depository of Library funds.

**Reporting**

The Fiscal Officer shall provide the Board of Trustees with monthly reports which clearly provide the following information regarding the investment portfolio:

- Types of investments;
- Depository institutions;
- Principal balances;
- Rates of return;
- Maturities.

**PICKERINGTON PUBLIC LIBRARY**  
**Investment Policy**  
**(Acknowledgment of Receipt)**

The institution named below, attests by the signature of its authorizing officer, that its has received a copy of the Pickerington Public Library Investment Policy. Furthermore, this institution acknowledges that it has read this policy and agrees to abide by its content.

A copy of the Investment Policy will be retained for future reference.

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Name of Institution

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Name of Officer

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Signature of Officer

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Date





## **Pickerington Public Library**

### **Lost and Found Policy**

#### **Board Policy**

**Date Approved: June 17, 2019**  
**Effective Date: June 17, 2019**  
**Replacing Policy Effective: New**

The Pickerington Public Library makes every effort to reunite lost items to the owner. The Library is not responsible for items left unattended, damaged, or stolen on Library grounds or facilities.

#### **Administrative Procedure**

**Date Approved: June 17, 2019**  
**Effective Date: June 17, 2019**  
**Replacing Administrative Procedure Effective: New**

- A. Lost and found items are managed according to the guidelines below.
1. Unclaimed items are labeled and stored in the Customer Service Department with reasonable attempts made to contact the owner when the found item contains sufficient information to do so.
  2. Items left in books deemed to have no monetary and/or intrinsic value may be disposed.
  3. Hazardous and perishable items such as food, baby bottles, etc. will be disposed promptly.
  4. Books and media materials will be considered library donations after 30 days.
  5. Items of substantial value may be stored in the Library's safe or a locked location for six months. These items will be donated, destroyed or sold as surplus after six months. The Fiscal Officer and his/her designee have sole discretion as to the disposal of unclaimed items.
  6. Unclaimed cards such as credit, insurance, and social security cards will be locked in the Library's safe. These items will be shredded after (6) six months if unclaimed.



7. Accessories, coats/jackets, and clothing will be donated to a local charitable organization of the Library's choosing, upon the approval of the Fiscal Officer or his/her designee.
8. Documents found in the printer or scanner will be securely stored and shredded after 30 days.
9. Found money is considered a library donation when the amount is \$1.00 or less on the day it is discovered. Amounts over \$1.00 will be held in the safe for 30 days and considered library donation afterwards.

#### **Staff Guidelines**

- B. The following procedures have been developed to accompany and support the Library's Lost and Found Policy as outlined in the following action steps.
  1. Label all lost items with the following information prior to storing items in the appropriate lost and found area.
    - a. Date Item was found
    - b. Area item was found
    - c. Any other identifying information if known
  2. Lost and found items will be grouped together by category i.e. books, documents, etc. and should be placed in the appropriate location.
  3. **Disposal** - Each month, an assigned staff member from the Customer Service Department will review all lost and found materials.
    - a. Items of non-substantial value will be donated, destroyed or sent to storage as surplus as per the discretion of the Fiscal Officer or his/her designee.
    - b. Items of substantial value will be checked for date found and remain in lost and found for six months. At six months these items will be donated, destroyed or sent to storage as surplus as per the discretion of the Fiscal Officer or his/her designee.



- c. All books and media materials are to be turned over to Tech Services as donations for the Friends of the Pickerington Public Library or added to the library's collection.
- d. All cards/documents should be shredded
- e. All unclaimed money should be rung into the point of sale system as found money.
- f. Items to be donated will be scheduled for pick up or delivered to a local charitable organization.
- g. Items to be sold as surplus should be sent to the library's storage facility.



## Pickerington Public Library

### Meeting Room and Conference Room Policy

**Board Policy:**

DATE REVIEWED: 6/17/2019  
DATE APPROVED: 06/17/2019  
EFFECTIVE DATE: 06/17/2019  
REPLACING POLICY EFFECTIVE: 10/12/2015

It is the policy of the Pickerington Public Library (PPL) to encourage free discourse of information and ideas within our community. Therefore, we are privileged to make meeting room space available to our customers so that an informed citizenry can be nurtured and supported.

The primary purpose of meeting rooms and conference rooms is to promote library services through classes, events, meetings and other library activities presented by library staff, the Friends of the Library or other organizations affiliated with the library. When the meeting rooms or conference rooms are not being used for a library activity, the space will be available to the public for governmental, non-profit, for-profit, civic, cultural or educational programs or meetings that are non-soliciting in nature. Access will be provided on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use. In doing so, it must be noted that the library does not endorse the views expressed by any group or individual using our meeting rooms, but does endorse their right to express their views as long as these groups and individuals abide by the rules and regulations governing the use of library meeting spaces. At no time is the use of a meeting room, conference room or quiet study to be publicized in such a way as to imply library sponsorship of the reserving party's meeting or event, unless that activity is being co-sponsored by the library. Artistic performances by individuals will be permitted only when co-sponsored by the library.

Use of Library meeting spaces for financial gain is prohibited. This includes entrance fees/admissions charges, marketing or selling of goods, fundraising, or accepting donations. Only the Pickerington Public Library or groups affiliated with the Pickerington Public Library may use the meeting room facilities for fund-raising activities, otherwise, items and services may not be sold. Meeting rooms may not be reserved for a single individual. Conference rooms may be reserved by individual customers for no more than 2 hours per day. No private parties may be held unless it is part of a library sanctioned event.

All meetings must be open to the public. Organizations conducting business meetings or presenting programs may wish to restrict or limit public comments during all or part of their meeting or programs. Any such restrictions should in no way interfere with the public's ability to attend, observe or listen to the program.

1. Use of the meeting rooms shall be for group use. An adult, eighteen (18) years old or older must be present during the entire use of the room by the group. Groups of children are welcome to use the room, but application must be made by an adult and adult supervision of the group must be maintained at all times. Staff are authorized to allow individual walk in customers use of meeting room space as a last option if the meeting room is available and all conference rooms are booked.
2. The person making a meeting room or conference room reservation must be the person using the room, be at least (18) years old and a registered cardholder of the Pickerington Public Library.
3. Reservations for meeting rooms shall be made online by submitting a meeting room reservation request. It is preferred that all reservations are submitted at least forty-eight (48) hours in advance of the requested meeting time. Any request without advanced notice will be considered based upon current availability. All information contained in the request (except the library card number) shall be available to the public.
4. Groups or individuals shall be permitted use of the conference rooms. An adult, eighteen (18) years old or older must be present during the entire use of the room by the group. Groups of children are welcome to use the room, but application must be made by an adult and adult supervision of the group must be maintained at all times. Staff are authorized to allow customers to remain in conference rooms past reserved times as long as the room isn't reserved for another customer.
5. Programs or meetings must end prior to library closing time.
6. Reservations are considered on a "first-come, first-served" basis.
7. Reservations are not transferable from one group to another.
8. Reservations may not be made more than three (3) months in advance of the requested meeting date. Due to high demand, the number of reservations may be limited. Advanced reservations have a maximum limit of (5) five times per month. Once customers reach their maximum number of reservations for the

month, staff are authorized to allow them use of a meeting space on a first come first serve basis.

9. Meeting space is provided free of charge. However, donations will be accepted to assist in the cost of maintaining meeting room facilities, equipment and supplies.
10. The library may, on occasion, sponsor classes offering instruction in skills. Tuition fees to cover costs of supplies may be charged. The library may also allow its meeting rooms to be used by local school systems, area colleges and universities, or governmental entities. In such cases, tuition fees may be charged.
11. The use of meeting rooms for social functions such as birthday parties, dances, graduation celebrations, wedding receptions, etc is not permitted.
12. Meetings planned by a company or individual to promote, advertise or lead to the sale of a product or service are not permitted.
13. The individual or group which reserves the meeting space shall assume responsibility for all loss, damage or injury arising from the use of the meeting space.
14. The library assumes no liability for theft or damage to property brought onto library property or for injuries which occur as a result of actions of sponsors or participants in activities in meeting spaces.
15. Room set-up will be the responsibility of the individual or organization reserving the meeting space. This same individual or group is responsible for returning the room to its original condition.
16. Use of Library provided audiovisual equipment and a podium are available upon request. Any additional equipment needs other than what is already provided in the meeting and conference rooms must be supplied by the individual or group using the space.
17. Refreshments may be served only in Meeting Room A. The library will not provide any food service or equipment beyond a microwave and coffee maker. Any food, beverages, or items left in the meeting room will be discarded. Smoking is prohibited anywhere on library property. Alcohol is prohibited in the library unless there is a Library fundraising event approved by the director or his/her designee. A fee may be charged if the group's use of the room results in the need for repair to library furnishings or equipment or if excessive clean-up is required by library staff. Imposition of this additional fee will be at the discretion of the Library Director.

18. If a scheduled meeting is cancelled, it is preferable that the library be notified at least twenty-four (24) hours in advance. Groups or individuals that no call no show for their reserved time (3) three or more times in a (6) six-month period may be limited or prevented from further reservations.
19. Library use of the meeting space takes precedence over any other use and the library reserves the right to cancel the use of the meeting room space if the Library Director determines that the meeting space is needed for library purposes. The library assumes no liability if such an action occurs. An attempt will be made to provide an alternative date or time for the group.
20. The Library Director, or his/her designee, may for good cause, deny or cancel any application for reservation of meeting room space and, for good cause, may waive any meeting room regulation. The library assumes no liability if such action occurs.
21. PPL reserves the right to have staff attend meetings and other events in the library.
22. Meetings held in our facility must not disturb normal library operations. The library reserves the right to stop meetings that are disruptive to normal library operations.
23. An appeal of any meeting room regulation, or any decision regarding the use of any meeting room should first be made to the Library Director.

It is the intent of the Pickerington Public Library that groups or individuals shall follow the above rules and regulations so that our meeting rooms and conference rooms will be utilized in an orderly and efficient manner. It is expected that all groups or individuals reserving a meeting space will honor the spirit in which these rules and regulations are intended and will adhere to them when reserving and using a library meeting space.



## Pickerington Public Library

### Notary Public Service Policy

#### Board Policy:

DATE REVIEWED: 12/14/2017

DATE APPROVED: 12/14/2017

EFFECTIVE DATE: 12/14/2017

REPLACING POLICY EFFECTIVE: NEW

Pickerington Public Library (PPL) is pleased to offer free notary services at all library locations for the benefit of the community and as part of its ongoing commitment to providing dynamic patron services.

Notary service must be scheduled and is only available during regular hours of operation at Pickerington Public Library locations. The library cannot guarantee that a notary will be on staff at all times. Other restrictions may apply regarding the notarization of specific types of documents. Notaries are subject to the Ohio Revised Code, Section 147.

#### Administrative Procedure:

DATE APPROVED: 12/14/2017

EFFECTIVE DATE: 12/14/2017

REPLACING PROCEDURE EFFECTIVE: NEW

#### A. Fees

- a. Notary services are available at no charge at all library locations of the Pickerington Public Library.

#### B. Scheduling

- a. The library cannot guarantee notary availability at all times. Patrons seeking notary services can make an appointment online, or can contact either location to make an appointment by phone or in person. Appointments will be made on a first-come, first-served basis.
- b. The library does not make available its notary services in the thirty minutes before time of closing, Monday through Friday. Notary appointments are not available on the weekends.

#### C. Identification Requirements

- a. Valid, government-issued photo identification is required of anyone seeking notary services. For those under the age of 18, a certified copy of their birth certificate or a current school ID, with photo, is required.



- b. The signer must be present before the notary, and documents must be signed before the notary.
- c. If a witness or witnesses are required, the library will not provide witnesses, and witnesses may not be solicited from library patrons or staff. Witnesses must know the individual whose document is being notarized. Witnesses must also have valid, government-issued photo identification.

#### D. Limitations of Service

- a. Library notaries cannot certify true copies of vital records and documents. Only issuing agencies can certify true copies.
- b. Library notaries will not take or certify depositions.
- c. Library staff members are not able to provide legal advice, nor can they assist in preparing or in filling out legal forms.
- d. Library notaries are able to provide basic services only, such as witnessing signatures and sworn statements. Library notaries will not notarize documents requiring more than three signatures, nor will they notarize more than three documents per person, and they reserve the right to refer patrons to other agencies for more complex requests.
- e. Library staff will not notarize the following documents:
  - Auto titles
  - I-9 forms
  - Real estate transactions
  - Last wills and testaments
  - Corporate/business documents. Notary services are for individuals only.
  - Documents in a language other than English
  - Documents for which the signer cannot communicate directly with the notary
  - Documents that require an electronic signature
- f. Library notaries reserve the right to decline services should the circumstances surrounding an appointment raise any doubt regarding their legal obligations as outlined in Ohio Revised Code, Section 147.



## **Pickerington Public Library**

### **Open Public Meetings**

#### **Board Policy**

**Date Approved: 3/19/2018**  
**Effective Date: 3/19/2018**  
**Replacing Policy Effective: 1/12/2004**

In compliance with Section 121.22 of the Ohio Revised Code, meetings of the Board of Trustees shall be open to the public. The Board reserves the right to hold executive sessions in accordance with Section 121.22(G) of the Ohio Revised Code.

#### **Administrative Procedure:**

**Date Approved: 3/19/2018**  
**Effective Date: 3/19/2018**  
**Replacing Administrative Procedure: New**

- A. Minutes of such meetings shall be available for public inspection according to the Library's Public Records Policy.
- B. Notice of such meetings shall be posted within the physical library and any virtual medium regularly used by the library.
- C. Notice of special or extraordinary meetings shall be given to the media at least 24 hours in advance, in addition to posting in the physical library and on any virtual medium used by the library.
- D. The Library Director or his/her designee shall maintain the notification of all meetings.



## **Pickerington Public Library Outreach Services Policy**

### **Mission and Purpose**

The mission of the PPL's Outreach Services is to provide recreational and educational library materials to people of any age who are not able to come to the library due to physical or institutional limitations.

### **Programs, Privileges and Responsibilities**

Residents of the Pickerington Local School District who reside in Nursing Homes, Assisted Living Facilities, Senior Care Services, and Senior Apartment Complexes may receive services including materials and programs by the Outreach Services Team. The Juvenile Services Team provides educational materials and programs to the preschools and day cares in the school district. The type of service and the method of its delivery may vary and will be determined by the library director, within the confines of the library budget.

Materials available through outreach include regular print and large print books, audio books, magazines and films on DVD from the Pickerington Public Library's collection.

Outreach is one of the many services of the library and follows the same procedures as the library. Certain benefits are extended to those who participate in the program.

The following services are not subject to overdue fines; but fees for lost and damaged materials may be charged and service suspended at the discretion of the director when fees are unpaid.

- Nursing Homes, Assisted Living Facilities and Senior Apartment Complexes
  - Once or twice monthly visits from library staff or trained volunteers - Visits may be in the form of browsing hours or room-to-room visits. Residents may make special requests or choose from the items brought by the library team. Library staff is responsible for selecting these collections.
  - Deposit collections – These include materials brought to the facility by library staff, library volunteers or a PPL representative. Library staff will return to pick up materials at the end of the loan period.
- Homebound Service
  - Those desiring homebound service must be confined to their homes for a minimum of 3 months. They must complete an application interview (which may be done by telephone) to determine if they qualify for the program and to assess their reading, listening or viewing needs.
  - Applicants already having library cards must be fine free before they begin the program. Their cards will then be changed to outreach status.
  - An outreach library card will be issued if the patron does not already have a library card. Cards are kept on file at the library for the use of the homebound person only.

- Materials are requested by the homebound patron through the Outreach Office by phone or email and borrowed by a designated family member or friend.
- Homebound borrowers should return materials by their due dates, or contact the library for renewals. They are responsible for all fees associated with lost or damaged materials.
- Homebound borrowers must notify the library should they become able to visit the library again. Their registration will be changed to that of a regular library patron with normal borrowing privileges. They may re-register should their circumstances change in the future by notifying the Outreach Office.

➤ Agency Borrowing

- The head of the department or facility desiring an agency card must submit a signed request on letterhead stationary to that effect. The letter should specify the staff member(s) with borrowing privileges. Each staff member receives a separate card with a separate number.
- A staff member at each agency will be designated as the library contact and will oversee the borrowing of materials.
- It is expected that the facility will be cooperative in ensuring that loaned materials are returned to the library. Materials lost from the agency will be billed by the library.
- Materials loaned to an agency must stay in the facility for use by or with residents. No personal loans are made to staff or family members of residents/clients.
- If a resident/client is discharged from the facility, they should leave their materials with the designated library contact. They should never take the materials home.
- Agency representatives may either choose materials independently or (with at least a week's notice) request that Outreach Staff collect materials for them.
- The representative is responsible for checking out and transporting materials to and from their facility. The representative is also responsible for ensuring the prompt payment of fees associated with lost or damaged items.

*Outreach team members should consult Personnel Policy Section for policy referring to their duties and responsibilities.*

Approved:  
6/13/2011

**PICKERINGTON PUBLIC LIBRARY**  
**Financial Position Statement**

June 2019

The Pickerington Public Library is a vital involved and evolving community resource, meeting the life-long learning and enjoyment needs of our citizens. The library has maintained a sensible financial perspective while investing wisely into expanding resources and services to the community. The Pickerington Public Library is committed to innovation, remaining competitive and essential to the community, while making wise financial decisions that affect the short and long range plans.

The current trends in state revenues have been leveling in the last five years. State law continues to maintain the public library fund at 1.66% of the gross revenue receipts. The library also receives local funding from a continuing operating tax levy at 1.25 mills. Neither income stream (state or local revenue) is sufficient on its own for the unrestricted operation of the Pickerington Public Library.

Apprehension remains, however, that the State of Ohio may reduce the tax revenues it provides to library operations across the state. A cloud of uncertainty exists concerning future revenues since little advance warning is provided by the state for its intentions.

With the perspective outlined above as its guide, the Pickerington Public Library has decided that it is fiscally appropriate to make sound investment decisions and maintain a minimum of 3 months unreserved general fund balance. Currently, the unreserved general fund balance is above this minimum due to long-range plans to expand services and accessibility options to the community. Over the next 10 years, this unreserved general fund balance will decrease due to these long-range plans. It is also expected that such a cushion allows the library to implement a gradual reconfiguration of its financial plans should future revenue streams be altered.

It is also the intent of the Board of Trustees to continue funding a capital reserve to accommodate future physical needs of the library. It is anticipated that such an effort can be accomplished without affecting current operations.

This position statement has been composed to outline the intentional actions of the Board of Trustees and to help explain the perspective that is motivating the current vision of the Pickerington Public Library.



## **Operating By-Laws**

### **Pickerington Public Library Pickerington, Ohio**

#### **Article 1** **Name**

**Section 1** The name of this organization shall be the Pickerington Public Library. It is a school district library, existing by virtue of Section 3375.15 of the Revised Code of the Laws of the State of Ohio, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute. Where and when appropriate in the publications of the library it shall be indicated that the Library District is the Pickerington Local School District.

#### **Article 2** **Purpose**

**Section 1** The purpose of this organization shall be to provide public library services to the people of its service area in accordance with the laws of the State of Ohio and the mission statements adopted by the Board of Trustees. The library extends its services to all residents of the state of Ohio on equal terms.

#### **Article 3** **Organization**

**Section 1** The Pickerington Public Library shall be governed by a seven member Board of Trustees (the Board) which shall have legal authority to conduct, or to have conducted in its name, all official business of the Library.

#### **Article 4** **Board of Trustees**

**Section 1** Members of the Board of Trustees are appointed by the Pickerington Local School District Board of Education (The School Board) in accordance with the provisions of Section 3375.15 of the Ohio Revised Code. Such trustees shall serve a term of seven years.

**Section 2** All powers of the library Board are vested in it as a Board, and none at all in its individual members. The individual trustee has no power to act for the Board in any way, unless authorized to do so by the Board itself. The Pickerington Public Library will provide reasonable coverage to indemnify trustees in the performance of their duties.

**Section 3** Each library trustee is appointed to a 7 (seven) year term. Appointments are staggered such that no more than 1 (one) trustee's term is scheduled to expire in the same year. A trustee must be either a qualified elector of the Pickerington Local School District or a qualified elector who resides outside of the Pickerington Local School District but within Fairfield County. By law, a majority of the trustees (at least four) must be qualified electors of the Pickerington Local School District. No one is eligible for membership of the library's Board of Trustees who is, or has been in the year previous to his or her appointment, a member of the Pickerington Local School Board of Education.

**Section 4** All library trustees serve without compensation. Individuals are limited to 2 (two) consecutive 7 (seven) year terms with the option to serve 2 (two) additional 7 (seven) year terms after 1 (one) year hiatus (Effective with trustee appointment date January 1, 2016). Occasionally, a board member cannot complete an entire term. In this circumstance, an individual will be appointed to finish that term. If that term is less than or equal to 3 (three) years, the term will not count toward the 2 (two) term limit. If that term is more than 3 (three) years, it will count as one of the 2 (two) terms allowed. In general, trustees are guided in the performance of their duties by the most recent edition of the *Ohio Public Library Trustees' Handbook*.

**Section 5** The insight and attention of each trustee is a valuable asset to the Board and the library. Therefore, regular attendance is expected. If a Trustee is absent from 3 (three) consecutive *regular* meetings or a total of 6 (six) *regular* meetings in any one calendar year, the Board may request that trustee's resignation. If a Trustee must be absent from a Board Meeting, they must notify the Board President or the Library Director prior to the meeting.

**Section 6** Vacancies occurring on the Board prior to term expiration shall be filled by the School Board by appointment for the unexpired term. Vacancies on the Board will be given public notice, with sufficient opportunity for interested citizens to make their interest known to the Board.

## **Article 5** **Officers of the Board**

**Section 1** The officers of this Board shall be a President, a Vice-President and a Secretary selected from among the Board's membership at the Board's organizational meeting in January. Each officer shall serve a one-year term or until the Board's next organizational meeting.

**Section 2** The President shall preside at all meetings of the Board, determine the agenda for each meeting in consultation with the Director, authorize calls for special meetings, sign the minutes of all meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees and generally perform all duties associated with that office.

**Section 3** The Vice President, in the absence or unavailability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

**Section 4** The Secretary is responsible for ensuring that a true and accurate record of all meetings of the Board is kept, and shall perform such other duties generally associated with that office. The Secretary shall act as substitute for the President and/or the Vice President as necessary.

**Section 5** Each of said officers shall have such powers and duties as are prescribed by the Ohio Revised Code or by these by-laws, or by special action of the Board, to the extent that said actions are consistent with the laws of Ohio.

**Section 6** In case of a vacancy in the office of President, Vice President or Secretary, a new officer shall be selected by the members and shall serve until the next organizational meeting

## **Article 6**

### **Committees of the Board**

**Section 1** Board committees of one or more members may be appointed from time to time by the President or by Board action. These committees may be temporary (ad hoc) committees to examine specific issues or concerns, or they may be on-going (standing) committees for continuing purposes or projects of the Board. Standing committees may include, but are not limited to: Finance and Budget; Advisory Committee to the PPL Fund of the—Fairfield County Foundation; Reconsideration Committee for Collection Development.

**Section 2** Members of standing committees shall serve from the time of their appointment until the organizational meeting of the Board. Ad hoc committees shall serve until the special purpose for which they were appointed has been fulfilled.

**Section 3** Board committees shall have power only to advise the full Board, unless the Board shall specifically authorize a committee to act on behalf of the Board.

**Section 4** The President of the Board shall be an ex-officio member of each committee, and the chair of each committee shall be a member of the Board appointed by the President with the consent of the Board. Each committee shall have such other members, if any, as the Board shall from time to time determine which members shall be appointed and need not be members of the Board.

## **Article 7**

### **Duties of the Board of Trustees**



**Section 1** The Board of Trustees shall have all of the powers granted to it by the laws of the State of Ohio and shall, in open meeting, determine and establish, in accordance with the laws the basic policies of the library with respect to:

- ❖ the appropriation and budgeting of funds
- ❖ the establishment and maintenance of libraries and library services
- ❖ the acquisition, improvement, maintenance, insurance, use and disposition of properties
- ❖ the hiring, compensation and responsibilities of, and the personnel practices concerning librarians and other employees
- ❖ the selection, collection, lending and disposition of books and other library materials; and
- ❖ the acceptance of gifts.

**Section 2** The policies so determined and established by the Board shall remain in effect until changed or rescinded by further action of the Board and shall be administered by the library staff. The Director shall see that a compilation of all operating policies established by the Board is prepared and kept up to date and is distributed to the members of the Board, library staff and kept available to the public as requested.

**Section 3** The board of Trustees subscribes to the tenets contained in “A Statement of Ethics for Library Trustees” of the American Library Trustee Association (attached).

## **Article 8 Meetings**

**Section 1** The Board shall hold an organizational meeting in January of each year. At the annual meeting, the Board shall elect its officers, appoint its Fiscal Officer and fix the bond thereof, fix the time and place for its regular monthly meeting, and conduct such other business of an organizational nature as may come before the Board.

**Section 2** The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. Notice of regular meeting times will be included in the library’s website and posted on the library bulletin board.

**Section 3** Special meetings may be called at the direction of the President, or the request of two members, for the transaction of business as stated in the call for the meeting. Notice of special meetings will be posted on the library bulletin board and website.

**Section 4** Four persons, a majority of the full membership of the Board, shall constitute a quorum for the transaction of business at any meeting.

**Section 5** Where not otherwise governed by law or by these by-laws, the proceedings of the meetings of the Board shall be in accordance with Robert's Rules of Order as currently revised and published at the time of the meeting.

**Section 6** The Board may hold an executive session only after a majority of a quorum of the board determines, by a roll call vote, to hold such a session and only at a regular or special meeting. The purpose(s) for holding such an executive session shall be as specified in Section 121.22(g), as amended, of the Ohio Revised Code and the purpose(s) shall be included in the motion to hold the session.

**Section 7** All actions of the Board, except those delineated below, shall carry upon the affirmative vote of a majority of those present.

**Section 8** The following actions shall carry only upon the affirmative votes of two-thirds of the full membership of the Board in accordance with the Ohio Revised Code:

- ❖ A resolution to put a tax levy on the ballot
- ❖ A resolution to purchase, lease, or dispose of real property
- ❖ A resolution to set aside unencumbered surplus funds in the general fund for a special building and repair fund

**Section 9** The order of business for regular meetings shall include, but not be limited to, the following items that shall be covered in the sequence shown so far as circumstances will permit:

1. Roll Call/Excused Absences
2. Staff welcome (optional)
3. Secretary's Report – approval of minutes
4. Public Participation
5. Friends of the Library Report
6. Fiscal Officer's Report
7. Finance and Budget Committee Report
8. Other Committee Reports
9. Director's Report
10. Assistant Director's Report
11. Old Business
12. New Business
13. For the Good of the Order
14. Adjournment

**Section 10** The public is welcome to attend board meetings at any time, except when the board is in executive session, as defined by law. Any member of the public who wishes to speak to the Board is asked to sign-in before the meeting is called to order so that he or she may be added to the agenda. Speakers must identify any groups or organizations for which they will speak in an official capacity. Those who have signed-in to address the Board will be recognized in the order in which they signed in. Public comments should be addressed to members of the Board. Remarks by visitors are limited to 5 minutes in length, not including questions from the board. All visitors are expected to conduct themselves in a manner consistent with the orderly completion of

the meeting. Exceptions to these rules may be made at the discretion of the board president. Visitors who cause a disturbance may be asked to leave the meeting.

## **Article 9**

### **Library Director and Staff**

**Section 1** The Board shall appoint and fix the compensation of the Director who shall be the chief executive and administrative officer of the library. The Director shall have full charge of the administration and operations of the library in accordance with the objectives and policies adopted by the Board and under the direction and review of the Board. The Director shall be held responsible for the care of all buildings and equipment, for public relations, for the employment and disposition of books and non-book materials within the annual appropriations adopted by the Board and subject to the general policies from time to time adopted by the Board. The Director shall keep the Board informed as to the program needs, facility needs, the desirable expenditures of library funds and any special achievements or problems requiring action by or approval of the Board. The Director shall present at each meeting a report concerning the work of the library and submit for consideration with any necessary recommendations all matters requiring action by the Board.

**Section 2** The Board shall appoint and fix the compensation for the Fiscal Officer at its annual meeting, or at any other time when the position shall become vacant. The Fiscal Officer shall be responsible for all financial matters for the Board, administering the library's budget, preparing formal resolutions for the Board's consideration, making a monthly report on the state of the funds, preparing and submitting an annual report and publishing notice of its availability as required by state law, preparing the annual budget with the participation of the library Director, and working with the Library Director in carrying out the policies of the Board. The Fiscal Officer shall be bonded by a resolution of the Board.

## **Article 10**

### **Amendments**

**Section 1** These by-laws may be amended by the majority vote of all members of the Board, provided that written notice of the proposed amendment shall have been given with the notice of the meeting.

## **A STATEMENT OF ETHICS FOR LIBRARY TRUSTEES**

Trustees must promote the highest level of library service while observing ethical standards.

Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

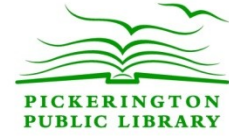
Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution.

A trustee must respect the confidential nature of library business while being aware of and in compliance with that particular state's freedom of information act.

Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Trustees who accept appointment to a library board are expected to perform the duties and responsibilities of a trustee.

*Endorsed by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985*



Pickerington Public Library

## **Proctoring Services Policy**

### **Board Policy:**

**DATE REVIEWED:** 4/16/2018  
**DATE APPROVED:** 4/16/2018  
**EFFECTIVE DATE:** 4/16/2018  
**REPLACING POLICY EFFECTIVE:** 2/11/2013

Pickerington Public Library (PPL) offers proctoring services for the benefit of the community as part of its commitment to providing dynamic patron services. Proctoring is available for students in accredited degree or certificate granting programs.

Proctoring service is offered for a fee at all library locations. Fees are assessed for each paper exam and each login session for online exams, and are due at the time of the scheduled exam.

Students must discuss with designated library staff the conditions for proctoring and the arrangements for taking an exam. The library may not be able to meet the proctoring requirements for all institutions and may not be able to meet the needs of all students.

### **Administrative Procedure:**

**DATE REVIEWED:** 4/16/2018  
**DATE APPROVED:** 4/16/2018  
**EFFECTIVE DATE:** 4/16/2018  
**REPLACING POLICY EFFECTIVE:** 2/11/2013

The Pickerington Public Library will administer exams from institutions including colleges and universities, distance learning centers, and licensing agencies.

Requests will not be considered official until the student has received confirmation of the date and time from a member of the library staff.

The library requires that test takers coordinate any paperwork necessary to complete exams, such as exams and testing instructions, and that test takers verify receipt of the paperwork with staff members.

Test takers are responsible for the following:

- Paying the \$10.00 (Tax included) fee for each paper exam and each login session for online exams. This payment must be made to the library at the time of the scheduled exam.
- Providing the proper identification and documentation at the time of the scheduled exam.

- Providing an envelope along with accurate, USPS pre-paid shipping label for any paper exams that must be returned to the testing institution by postal mail.
- Coordinating the transfer of the exam from the testing institution to the Library and verifying that the exam has been received by the library. The Library will not contact the test-taker when the exam arrives.
- Scheduling the exam session no less than two (2) business days in advance of the testing date.
- Allowing sufficient time to take an examination before the deadline that has been established by the testing institution. It is the responsibility of the test-taker to schedule the timing of the exam.
- Arriving on the scheduled exam date and time. After two no-shows, including failure to call to cancel the appointment, the library reserves the right to refuse to proctor any future exams with this test taker.

The library requires that the testing institution send testing materials to the library prior to the examination date, either by postal mail or by email. Testing institutions can send materials to the following postal addresses:

For the Pickerington Main location:

Pickerington Public Library  
c/o Adult Services Department  
201 Opportunity Way  
Pickerington, OH 43147

For the Sycamore Plaza location:

Pickerington Public Library  
c/o Reference Department  
7861 Refugee Road  
Pickerington, OH 43147

Testing institutions can also send materials to the following email address:

[pplrefstaff@pickeringtonlibrary.org](mailto:pplrefstaff@pickeringtonlibrary.org)

Tests are administered in the conference rooms of the Pickerington Main Adult Services Department, and in the Sycamore Plaza Digital Classroom. Tests are administered by the staff member who is working at the desk at the time of the exam. The staff member will be available during the exam as time and duties permit. The library cannot guarantee that a specific staff member will be available for proctoring. If a testing institution has stringent requirements regarding proctor identification and professional qualifications, the library may not be able to accommodate the test taker.

The proctor will verify identification of the test taker; will ensure that the test taker adheres to the time limit for the test; will ensure that no unauthorized sources are used; and that the completed test is returned in the manner specified by the testing institution.

The library reserves the right to decline proctoring service based on scheduling, staffing, testing institution requirements, or other factors.

The library retains exam documents and information for no longer than two weeks after the exam has taken place, unless the testing institution's guidelines state otherwise.

Test takers and testing institutions can contact the library with questions:

For the Pickerington Main location:

Adult Services Department  
614-837-4104, ext. 233

For the Sycamore Plaza location:

Reference Department  
614-837-4383



## PROCUREMENT

### Board Policy:

6/8/2017

6/8/2017

6/8/2017

DATE REVIEWED:

DATE APPROVED:

EFFECTIVE DATE:

REPLACING POLICY EFFECTIVE: NEW

The Pickerington Public Library (PPL) will maximize the use of funds by employing prudent, time efficient, and professional acquisition and procurement practices to achieve the best possible value in meeting PPL's needs for goods and services. PPL accepts, appreciates and encourages maximum competition through fair and equal opportunity to those qualified and interested bidders.

It shall be the policy of the Board of Trustees (the Board) that all purchases of PPL be approved by the Administration, except in situations (as described later in this policy) where Board approval is necessary before making the purchase. [For purchasing purposes, the "Administration" shall mean the Library Director or his/her designee, and the Fiscal Officer or his/her designee.]

- A. The nature and content of the purchase shall be the responsibility of the Fiscal Officer and Library Director. The Fiscal Officer's responsibility will be to certify the availability of funds within the Board established appropriation and to develop purchasing procedures.
- B. Required signature approval is contingent upon type of contract as outlined below:
  - 1. Purchase Orders: Library Director or his/her designee
  - 2. Service Agreements and Contracts: Library Director or Fiscal Officer
  - 3. Contracts for Sale/Purchase of Real Estate: Board of Trustee President's and Secretary's signatures are required by law.
- C. The Fiscal Officer is authorized to obtain credit cards and/or purchase cards to be used for payment of any authorized PPL expenses. Credit cards and/or purchase cards will be issued upon request for the Library Director and any other employee authorized according to the library's credit card policy.
- D. The Board of Trustees will approve:
  - 1. Salaries and benefits for Library Director and Fiscal Officer
  - 2. All changes to the Salary Schedule and to staff benefit plans
  - 3. Reimbursement of conference travel and meeting expenses for the Library Director



4. Individual travel allowances for the Library Director
5. Purchase of Land, Buildings, Easements and other interests in real estate.
6. Purchase of all motor vehicles
7. Payment of all judgments and findings against PPL
8. Transfer of money from one fund to another fund.
9. Purchase of a State License to serve alcohol

E. The following items require Board approval when a single purchase from a single vendor exceeds \$50,000:

1. Technology Hardware and Equipment
2. Technology Hardware Maintenance Agreements
3. Software and Software Licenses
4. Technology Services (i.e., hosted solutions, outsourced maintenance, etc.)
5. PPL Materials, including Database Subscriptions
6. Building and Equipment Maintenance
7. Custodial Services
8. Utilities (unless sole source)
9. Temporary Staffing Services or Staff Augmentation
10. Insurance Policies
11. General Furniture, Fixtures and Equipment (FF&E)
12. Building Lease/Rental Agreements
13. Professional Services and Consultants including, but not limited to, Architects, Engineers, Accountants, Auditors, Debt Financing, Marketing Consultants, Technology Consultants, Management Consultants, Speakers, Attorneys and Surveyors
14. Capital Leases/Lease-Purchase Agreements

F. The following items require Board approval when a single purchase from a single vendor exceeds \$15,000:

1. Organizational Memberships
2. Contracts or Memberships in Cooperative-Type Projects

G. The following items require Board approval when a single purchase from a single vendor exceeds \$3,500:

1. Event Refreshments

H. When purchasing multiple goods/services from the same vendor in the same transaction, the approval thresholds apply to each individual good/service. For example, when purchasing technology equipment and installation services together, the approval threshold would be applied to the equipment and services separately.

I. Refreshments:

1. Approved events are: Board Meetings, Board member retirement dinners or parties, Board retreats, dedications and groundbreakings for new buildings and/or remodeling, meetings with other PPL or business related organizations, public meetings and programs, staff in-service workshops and recognition events, volunteer dinners or parties, PPL fund raising events.
2. Refreshments are not to be provided for routine staff meetings unless approved by the Library Director. All food expenditures must be business related or for promoting PPL.

II. It shall be fully understood that the Administration shall have the authority to make all necessary purchases for PPL, without first obtaining Board approval, if the money has been appropriated and the purchase is authorized within this policy.

III. If it is found that this policy is in conflict with any federal, state or local law, the law shall take precedence.

IV. This policy is meant to be general in nature and, in situations where purchases or expenditures are covered by more specific Board policy, the more detailed and specific policy shall take precedence.

**Disclaimer of Responsibility for Improper Purchasing**

The Board may disclaim responsibility and liability for any expenditure, Library Credit Card purchase or contractual agreement in its name by an unauthorized person or any person acting outside this Policy. The expense of any such disclamation will become the personal liability of the individual who acted improperly.

**Administrative Procedure:**

DATE APPROVED: 6/8/2017

EFFECTIVE DATE: 6/8/2017

REPLACING POLICY EFFECTIVE: NEW

**A. Purchasing**

1. The Board approves the Annual Appropriations each year. Expenditures must not exceed the amount listed in the approved appropriations. All expenditures of Library funds require a receipt, invoice, or bill of purchase.

**B. Tax Free Status**

1. Ohio's public libraries are organized under Chapter 3375 of the Ohio Revised Code as political subdivision of the State of Ohio. The Library does not pay sales tax on purchases. Upon request, the Fiscal Office will provide vendors a completed Ohio Department of Taxation Sales and Use Tax Blanket Exemption form. Employees will not be reimbursed for sales tax payments.

### **C. Requesting Price Quotes for the Provision of Goods or Services**

1. For those purchases not falling under the requirements of sections 3375.41 (bidding) and 153.65-153.71 (professional design services) of the Ohio Revised Code, quotations for prices are required for the purchase of any good or service over **\$25,000** in total. Contracts with one vendor for a similar good or service cannot be split in order to override this requirement. Price quotations from multiple vendors are preferred. However, if it is determined by the Library Director that there is only one vendor that specializes in this type of good or service, a quotation from only one vendor will be acceptable. Final selection of quotations for goods and services will be those that are in the best interest of and/or represent the best value to the library. The only exceptions to the \$25,000 threshold are:
  - Telecommunications services which are governed through the Universal Services Administrative Company (USAC) federal E-rate program for public libraries.
  - Proprietary software systems and support agreements used by the library.
  - Ongoing purchases of library materials.
  - Legal services for library administration.
  - Utilities
  - Insurance

### **D. Contracts**

1. The Director and Fiscal Officer or his/her designee is authorized by the Board to negotiate contracts or agreements for the purchase or lease of goods or services for the library.
2. The Director, Assistant Director, and Fiscal Officer are expected to review all contracts before they are signed to ensure that the contract:
  - Falls within the approved appropriations
  - Fits within the library's Mission and Vision
  - Doesn't put the library at risk
3. Independent Contractors
  - Independent contractors are not Library employees. Before they are retained by the Library, all independent contractors shall file appropriate documentation with the Library's Fiscal Officer



## PROGRAMS

### Board Policy:

DATE REVIEWED:	6/8/2017
DATE APPROVED:	6/8/2017
EFFECTIVE DATE:	6/8/2017
REPLACING POLICY EFFECTIVE:	New

Pickerington Public Library (PPL) uses a disciplined approach to program planning and execution. All PPL sponsored programs, or programs that are held at the library in which PPL serves as a partner, are designed to engage participants while introducing and promoting library services and collections. PPL will identify key audiences of focus to which programs will be aligned. All programs will be planned, measured and evaluated on an on-going basis to ensure that library resources are being optimally used. PPL provides meeting rooms that are available for community-led programming.

### Administrative Procedure:

DATE REVIEWED:	6/8/2017
DATE APPROVED:	6/8/2017
EFFECTIVE DATE:	6/8/2017
REPLACING POLICY EFFECTIVE:	New

#### A. Program Focus and Criteria

- i. All programs created and presented by library staff or facilitated through community partners are expected to support the library's mission. Additionally, programs must have one or more of the following components:
  - a. Expand the Library's role as a community resource
  - b. Introduce patrons and non-users to Library resources
  - c. Provide entertainment
  - d. Provide opportunities for lifelong learning
  - e. Expand the visibility of the library
- ii. The Library's staff are expected to use the following criteria in making decisions about program topics, speakers, and accompanying resources:
  - a. Community needs and interests
  - b. Availability of program space
  - c. Treatment of content for intended audience
  - d. Presentation quality
  - e. Presenter background and qualifications in the content area
  - f. Relevance to community issues
  - g. Budget
  - h. Historical or educational significance
  - i. Connection to other community programs, exhibitions or events

- j. Relation to library collections, electronic resources or exhibits
- iii. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.
- iv. Paid programmers and community partners
  - a. The Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs.
  - b. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy.

#### B. Publicity

- i. PPL sponsored events and programs shall be publicized by the staff of the library department originating the program and/or the marketing person. This includes, but is not limited to:
  - a. Library newsletter
  - b. Purchased advertising space in newspapers
  - c. Library web-site listings and social media sites such as Facebook and Twitter
  - d. Designated locations for advertising materials in the library according to the library's marketing guidelines
  - e. Flyers in area schools and locations popular in the community
- ii. Library staff will follow the branding guidelines when developing original publicity and marketing copy, or when making use of information provided by presenters. Program presenters will be told of the level of library publicity, and if more is desired, the participants may engage in their own supplemental publicity, provided it does not misrepresent the Pickerington Public Library and its positions on programming.

#### C. Food

- i. While food should not be the main driver to increase attendance in programs, there is a time and reason where providing food is necessary or adds value to the event. Food purchases need to be stated on the programming form for their purpose and approval from the Executive Leadership Team (ELT) is required.
- ii. Food can play several roles to certain programs that we have here at the library.
  - a. Socialization
    - I. The purchase of food for patrons in certain types of programs

- may be permitted to foster an atmosphere of socialization (Adult painting, Teen Advisory Board, etc.).
- b. Recognition
  - I. Food can be purchased and used to recognize a completion of a session of programs (Storytime, library book clubs, homeschool connect, etc.) or if a group has reached a goal (HHC participants) or just deserved recognition (Volunteer Appreciation).
- c. Supply
  - I. Food can also be purchased as a supply for programs here at the library (cupcake wars, tea party, building and constructing, etc.)

#### D. Program Evaluation

- i. Evaluating programs is a key aspect of developing dynamic services. All programs for the Pickerington Public Library should be evaluated for effectiveness, success, desirability, and to determine where improvements can be made.
  - a. Program
    - I. The Library will use an evaluation process for each program and event similar to those created in Project Outcome. The expectation is that the evaluation does not solely look at overall attendance, but also looks at the benefit to the attendee.
  - b. Performer/Speaker
    - I. Non-PPL Performers and Speakers will be evaluated in the following areas:
      - a. Library appropriateness
      - b. Connectivity with the audience
      - c. Would they be invited back
  - c. Staff
    - I. Staff should self-evaluate programs for the following criteria
      - a. Success or not
      - b. Necessary improvements
      - c. Scheduling issues with other community events
      - d. Weather as an issue for poor attendance
    - II. Supervisors are expected to evaluate two programs presented by their staff (if programming is part of the staff job description) during each performance cycle. They should evaluate the following areas:
      - a. Preparation
      - b. Implementation
      - c. Follow-up

#### E. Setup & Cleanup

- i. Program setup will be provided by library staff, except in the case of equipment or items brought by the presenter. Assistance with these will be provided by staff upon request. Likewise, library staff will clean up the

program room or area immediately after the program. This includes, but is not limited to, storing tables and chairs, washing up dishes, emptying trash, and turning off lights or other electrical equipment



## Pickerington Public Library

### Public Participation at Board Meetings

#### Board Policy

Date Approved: 3/19/2018  
Effective Date: 3/19/2018  
Replacing Policy Effective: 11/13/2006

It is the policy of the Pickerington Public Library Board of Trustees to encourage residents to share their views. The board meeting agenda will include time during each meeting for comments. In order for the board to fulfill its obligation to complete the scheduled agenda in an effective and efficient manner a maximum of thirty (30) minutes of public participation will be permitted during each meeting.

#### Administrative Procedure:

Date Approved: 3/19/2018  
Effective Date: 3/19/2018  
Replacing Procedure Effective: 11/13/2006

#### Visitors

- A. All visitors are required to sign in prior to the call to order and to indicate if they wish to speak. Those who indicate a desire to speak will be recognized in the order in which they sign in.
- B. Each speaker is given five (5) minutes to share her/his views with the Board. If several persons wish to speak, each will be allotted five (5) minutes until the total public participation time of thirty (30) minutes is used. No person may speak more than once per meeting unless a board member addresses him/her.
- C. If a visitor wishes to share additional comments, she/he may express them in a letter to the Board or he/she may schedule an appointment with the Library Director. The Director will then present a summary of the meeting to the Board of Trustees.

#### Trustees

- A. The Board President will recognize each registered speaker. The Board President will introduce each speaker and keep track of the time.
- B. The Trustees may confer following the public participation portion of the meeting and inform the visitors of any decision.





## Pickerington Public Library

### Public Records Policy

In accordance with the Ohio Revised Code (O.R.C.) and applicable judicial decisions, records are defined as any item that documents the organization, functions, policies, decisions, procedure, operations or other activities of the office. Public records are to be open to the public at all reasonable times with exceptions only as provided for in the law. Public records do not include patron records, medical and non-employment related personnel records, records the release of which is prohibited by State or Federal law, or any other exceptions set forth in O.R.C. 149.43.

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly. The records retention schedule will be posted in the building.

Any person may inspect the public records at all reasonable times during regular business hours of the office in which such records are maintained. The employee complying with the request may request clarification and revision of the request. In addition, upon request a person may receive copies of public records, at cost, within a reasonable period of time. While the requested public records shall be promptly prepared and made available for inspection, a reasonable period of time may be necessary to review and redact non-public/confidential information contained in the record and/or to fulfill extensive or voluminous requests for copies. Any denial (in whole or in part) of requests will be accompanied by a written explanation.

A person may purchase copies of the public records upon advance payment of a fee for actual costs involved in providing the copy and mailing, delivery, or transmission. A person who chooses to purchase a copy of a public record may request to have said record duplicated on paper, on the same medium on which the library keeps the record, or any other medium on which the custodian of records determines that said record reasonable can be duplicated as an integral part of normal operations.

A Records Commission is established consisting of the Board of Trustees and Clerk-Treasurer, in accordance with law to judge the advisability of destroying records. The Commission shall meet each March, prior to the regular board meeting and as-needed upon proper meeting notification.

In compliance with Ohio Revised Code Section 149.4) the Fiscal Officer and Library Director are designated as the Records Managers who shall have custody of the records of the Pickerington Public Library and who shall respond to public records requests made of the Pickerington Public Library.

Adopted: 12/10/2007  
Revised: 06/08/2009



## Pickerington Public Library

### RECORDS RETENTION POLICY

#### Board Policy

Date Approved: 3/19/2018

Effective Date: 3/19/2018

Replacing Policy Effective: 3/12/2012

The Pickerington Public Library, like other public entities in the State of Ohio, must retain certain records from year to year. It is the Policy of the Library to comply with all applicable laws for the proper retention of public records.

Although the Ohio Revised Code does not set guidelines for public libraries, the Pickerington Public Library Records Commission sets and approves the record retention schedule. The Pickerington Public Library Records Commission is comprised of all Board Members, the Fiscal Officer and the Library Director. The Commission will meet at least once every twelve months to review schedules of records retention and disposition.

#### Administrative Procedures

Date Approved: 3/19/2018

Effective Date: 3/19/2018

Replacing Schedule Approved: 3/12/2012

Retention of records may be any commercially viable media that provides an accurate reproduction of the record. The following list show the retention period of specific records, which is compiled from recommendations from the Auditor of State's Office and the Ohio Historical Society:

SCHEDULE NUMBER	RECORD TITLE/DESCRIPTION	RETENTION PERIOD
ADMINISTRATION		
A-01	Accident/Incident Report	6 years providing no pending action
A-02	Administrative Policy/Procedure File	1 year after superseded
A-03	ADA grievance files	6 years
A-04	Annual Reports to the Community	4 years
A-05	Annual Reports to the State Library of Ohio	Permanent
A-06	Board Agendas	1 year
A-07	Building Fire Inspections	7 years
A-08	Building Project Records – Unsuccessful	3 years
A-09	Building Project Records - Successful	Retain as long as PPL owns or leases the property
A-10	Building Specifications and Plans	Retain as long as PPL owns or leases the property
A-11	CCTV Surveillance Videos	20 days (unless as part of a criminal investigation, court proceeding, or security incident report)
A-12	Circulation Records	Retained until Item is returned

A-13	Committee Reports	1 year
A-14	Computer Booking Logs	Daily
A-15	Consultant Report	4 years
A-16	Correspondence – Informative – does not attempt to influence library policy	2 years
A-17	E-Mail	Retain according to content
A-18	Formal Legal Opinions	Permanent
A-19	General Correspondence	2 years
A-20	Historical Information	Permanent
A-21	Library Board of Trustees' Minutes	Permanent
A-22	Library Card Application - Adult	1 year
A-23	Library Card Application - Juvenile	Until Juvenile reaches 18
A-24	Library Material Request for Review Form	2 Years
A-25	Library News Releases	4 Years
A-26	Library Publications	2 Years
A-27	Litigation Records	5 years after case closed and appeals exhausted
A-28	Meeting Room Applications	1 year
A-29	Monthly Statistical Reports	Until incorporated into year end report
A-30	Open Meeting Notifications	3 years
A-31	Operating Procedures/Guidelines	Retained until Superseded
A-32	Overdue Circulation Records	6 years
A-33	Patron Information	Permanent or 3 years after inactive
A-34	Postal Records (e.g. registered /certified/ insured or receipts/postal meter documents	2 years
A-35	Public Programming documentation	4 years
A-36	Record Requests and responses	2 years
A-37	Recordings of Board Meetings (Audio)	Until written minutes approved
A-38	Records Commission/ Records Disposal Documents	10 years
A-39	Software	Retain until software is no longer in use
A-40	Survey Results	Permanent
A-41	Technology Plans	Until superseded
A-42	Training Manuals	Until superseded
A-43	Transient Material (all informal and/or temporary messages and notes, including e-mail and voice mail message, and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value
A-44	Vehicle Title	Retain as long as PPL owns the vehicle
FINANCE		
F-01	Accounting Records not specified	5 years provided audited
F-02	Accounts Payable Ledger	5 years provided audited
F-03	Amended Official Certificates	5 years provided audited
F-04	Annual Budget Resolutions	5 years provided audited
F-05	Annual Certificate of Estimated Resources	5 years provided audited

F-06	Annual Financial Reports to the Auditor of State	Permanent
F-07	Appropriation Ledger	5 years provided audited
F-08	Audit of Library's Financial Records	Permanent
F-09	Bank Deposit Receipts	Until audited
F-10	Bank Statements	4 years provided audited
F-11	Bids – Successful	15 years after completion of project
F-12	Bids – Unsuccessful	4 years after Letting of Contract provided audited
F-13	Budgets – Annual (filed with the County Budget Commission)	10 years
F-14	Canceled Checks	4 years provided audited
F-15	Cash Journals	4 years provided audited
F-16	Cash Register Tapes	Until audited
F-17	Certificates of Total Amount from Sources Available for Expenditures	4 years provided audited
F-18	Check Registers	4 years provided audited
F-19	Construction Contracts	Retain as long as PPL owns or leases the building/property
F-20	Contracts	6 years after expiration
F-21	Depository Agreements	4 years provided audited
F-22	Donor Correspondence	2 years (unless gift requires a commitment from PPL that extends beyond 2 years)
F-23	Encumbrance and Expenditure Journal	5 years provided audited
F-24	Expense Records	5 years
F-25	Financial Year End Backups	4 years
F-26	Gift Donor Forms	3 years
F-27	Grant Files	5 years provided all state or federal audits conducted and audit reports released and audit findings resolved
F-28	Insurance Policies/Bonds	12 years after expiration provided all claims have been settled
F-29	Inventories, except library materials	Until superseded
F-30	Investment Records	4 years provided audited
F-31	Leases - Equipment	4 years after expiration
F-32	Leases – Real Estate	5 years after expiration, provided audited
F-33	Levy Campaigns and Work Papers	Life of Levy plus 5 years
F-34	Levy Official Files	Life of Levy plus 5 years
F-35	Monthly financial reports, including investment report to the Library's Board of Trustees	3 years (provided that the audit report was released)
F-36	Prevailing Wages Records	4 years provided audited
F-37	Purchase Orders	2 years provided audited
F-38	Purchased Services and Maintenance Contracts	7 Years after expiration, unless part of litigation

F-39	Receipt Books	Until audited
F-40	Receipt Journals	5 years provided audited
F-41	Voucher with Invoices	5 years provided audited
PAYROLL		
P-01	Annual Employee Absence Summary	5 years provided audited
P-02	Annual Payroll Summaries	Permanent
P-03	Applications for Employment, resumes, interview notes and all other related employment documents	Retain with personnel records if applicant employed, others 1 years
P-04	Benefits Enrollment	2 years
P-05	Benefits Summary Plan Documents	7 years
P-06	Court Orders for Payroll Deductions	Permanent
P-07	Deduction Authorizations	Permanent
P-08	Deferred Compensation Deduction Reports	5 years provided audited
P-09	Employment Handbook	2 years provided audited
P-10	Employment Request for Leave Forms	Until audited
P-11	Employee Schedules	4 years provided audited
P-12	Employee Withholding Requests	Until replaced or revoked by employee
P-13	Employer Quarterly Federal Tax Return	Permanent
P-14	I-9 Immigration Verification Forms (retained separately from personnel files)	The later of 3 years from date of hire or 1 year following termination
P-15	Job Descriptions	Until Superseded
P-16	Job Postings/Advertisement of Job Openings, Promotions, Training Programs	1 years if no action pending
P-17	OPERS Records and Reports	Permanent
P-18	Payroll Tax Records	Permanent
P-19	Personnel Records	Permanent
P-20	Time Sheets	4 years provided audited
P-21	Unemployment Compensation Claims	4 years provided audited
P-22	W-2 Forms	Permanent
P-23	W-4 Forms	Until superseded
P-24	Worker's Compensation Claims	10 years after date of final payment
Technical Services		
T-01	Material Inventories	Maintained online; until superseded
T-02	Collection Guidelines	Retain until superseded
T-03	Collection Management – Ordering (Selections)	Keep until no longer administratively necessary
T-04	Collection Management - Acquisitions	2 years
T-05	Collections – Holdings (Items in Library Catalog	As long as viable item exists in the library collection

T-06	ILL Records	30 days, unless financial obligation
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Regardless of format, computer back-ups of any of the above-referenced records shall follow the same retention period as paper records.

For all above records, if a paper record has been scanned into electronic format, then the paper copy of the record can be destroyed after the audit.

“Until Audited” and “Provided Audited” are defined as the Auditor of State (or other contracted auditors) having audited the fiscal years encompassed and the audit report has been duly released.



PICKERINGTON PUBLIC LIBRARY  
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Please check type of material:

\_\_\_\_\_ Book      \_\_\_\_\_ Periodical      \_\_\_\_\_ Audio Book  
\_\_\_\_\_ DVD/Blu-ray      \_\_\_\_\_ Music CD      \_\_\_\_\_ Other

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_ Copyright \_\_\_\_\_

Item Barcode Number \_\_\_\_\_

Request initiated by \_\_\_\_\_

Library Card Number \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_ I represent myself in this request

\_\_\_\_\_ I represent \_\_\_\_\_  
(Name of Organization or Group)

The following questions are to be answered after the patron has read, viewed, or listened to the library material in its entirety. If sufficient space is not provided, attach additional sheets.  
(Please sign your name on each additional attachment.)

1. Did you read, view, or listen to the entire material? \_\_\_\_\_yes \_\_\_\_\_no

2. What do you believe is the theme or purpose of this material?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What do you feel might be the result of reading, viewing, or listening to this material?

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4. To what in the material do you object? (Please be specific, cite pages, film sequence, etc.)

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5. Do you find anything of value in the material? \_\_\_\_yes \_\_\_\_no

If yes, please explain

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6. Do you have any reviews of the material? \_\_\_\_yes \_\_\_\_no

You may be asked to provide copies of the reviews you have collected.

7. For what age group would you recommend this material?

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8. What would you like our library to do about this material?

a. \_\_\_\_Withdraw it.

b. \_\_\_\_Relocate it.

c. \_\_\_\_Other

9. In its place what material on this subject would you recommend?

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10. The material will remain in circulation during the review process.

Signature of Patron

Date

You may return the completed form to: Library Director  
Pickerington Public Library  
201 Opportunity Way  
Pickerington, OH 43147





## **Pickerington Public Library Unattended Children**

### **Board Policy:**

**DATE REVIEWED: 4/13/2017**  
**DATE APPROVED: 4/13/2017**  
**EFFECTIVE DATE: 4/13/2017**  
**REPLACING POLICY EFFECTIVE: 9/13/2007**

The Board of Trustees and staff of the Pickerington Public Library (PPL) are pleased that patrons of all ages are visiting us. It is important that we provide an environment that allows all patrons to enjoy the facility in a safe, relaxed manner. While we welcome library use of children 18 years of age and younger, children under age twelve (12) must be attended by a parent or an adult caregiver.

PPL wishes to provide a safe environment for visitors of all ages; however, library facilities are open to the public, which can present risks to children. Parents, caregivers and group leaders need to be aware that staff cannot be responsible for the safety and security of unattended children. Parents and caregivers must exercise their own judgment regarding whether to leave their children over the age of twelve (12) unattended in the library. In exercising this discretion, parents and caregivers should be aware that the library cannot monitor children who enter and leave the library, and that children who are disruptive may be asked to leave the library. Accordingly, parents and caregivers should only leave unattended children at the library if they are capable of coming and going by themselves.

Children who become disruptive, a security or safety issue, or endanger themselves or others anywhere on library property will be asked to correct their behavior. Should the behavior continue, the child will be asked to leave the library as indicated by the Patron Code of Conduct Policy.

Parents and caregivers are responsible for arranging transportation to and from the library for unattended children. Transportation for these children should arrive prior to the closing time. If a child's transportation has not arrived within 15 minutes after closing, PPL may call the police if the child expresses concern, if a PPL staff member believes there is reason for concern or if the child is under the age of twelve (12).

### **Administrative Procedure:**

**DATE APPROVED: 4/13/2017**  
**EFFECTIVE DATE: 4/13/2017**  
**REPLACING PROCEDURE EFFECTIVE: New**

Any child who is left alone or unattended anywhere on library property can be a security and safety issue. "Unattended" can include the following examples:

- A child is out of view of the parent or caregiver and/or not actively engaged with the parent or caregiver;
- A child is alone at the library without appropriate supervision
- A child is dropped off at the library without appropriate supervision

#### A. Procedures for Handling Disruptive Behavior of Children

Any child can become disruptive, a security or safety issue or endanger him/her or others anywhere on library property. Staff must use PPL's "Eviction Procedure" in all cases of disruptive behavior.

1. Staff member who discovers the situation should warn the child that his/her behavior is unacceptable, and this is a verbal warning to stop the behavior (unless more severe discipline is immediately required according to Appendix A of the Library's Code of Conduct).
2. If the child is with a parent or caregiver, staff are expected to warn the child and the parent/caregiver that his/her behavior is unacceptable, and this is a verbal warning to stop the behavior (unless more severe discipline is immediately required according to Appendix A of the Library's Code of Conduct).
3. Staff member must explain what the appropriate behavior is.
4. If the disruptive behavior persists, staff should follow the steps outlined in the "Eviction Procedure."
5. In all cases of disruptive behavior, a staff member must file a Security Incident Report (including the parent or caregiver's name, address, telephone number and the child's name), and alert all staff working in the public service area. Filling out a Security Incident Report is important for documenting repeat occurrences.
6. In the case of an eviction, a staff member should use their best judgment with regard to calling parents when sending a child off library property.
7. In the case of evicting a child younger than twelve (12) years old, the staff member should explain to the parent or caregiver that they are welcome back that day without the child if they wish to return.
8. If timely pick up is an issue, evicted children may be directed to wait in a specific area of the library until the parent arrives. When staff direct a child to leave library property, under no circumstances should the child be directed by library staff to wait in a specific location off library grounds.
9. Under no circumstances should staff use force or place hands on disruptive children.

#### B. Procedure for Handling Unattended Children Under the Age of Twelve

1. The staff member who discovers the situation will try to identify and contact the parent or caregiver by walking through the library or by paging the parent or caregiver. When the parent or caregiver is located, the staff member should explain PPL's policy on unattended children, stressing concern for the child's safety. When appropriate, the parent or caregiver will be given a copy of the Unattended Child Policy.
2. If the parent or caregiver is not located in the library, staff should try to contact the child's parent or caregiver by telephone. A staff member may need to stay with the child in a public area while this is being done.
3. When the parent or caregiver is reached, staff should insist that the child be picked up immediately, explaining PPL's policy. If the parent or caregiver refuses to pick up the child, the parent or caregiver will be informed that the police will be called. If the parent or caregiver still refuses to pick up the child, staff will call the police. After contacting the police staff must notify the Library Director or his/her designee, to report the police have been called.
4. If the child's parent or caregiver is not located within 30 minutes the staff member will call the police. After contacting the police staff must notify the Library Director or his/her designee, to report the police have been called. Staff should ask the dispatcher for an estimated response time. Staff may need to stay with the child in a public area until the police arrive.
5. Any time a child under the age of twelve (12) is left unattended; a staff member must file a Security Incident Report the same day (including the parent or caregiver's name,

address, telephone number and the child's name) and alert all staff on duty. Filling out a Security Incident Report is important for documenting repeat occurrences.

6. Under no circumstances will staff take the child away from the Library or off of the public service floor.

C. Procedures for Handling Unattended Children at Closing

1. At 30 minutes before closing time, staff will announce that all children who need adult supervision to get home must secure a ride.
2. Staff may need to allow children to use the library phone to call home.
3. If the child has not been picked up by closing time, staff member in charge will follow these steps:
  - a. **At closing (5:00, 6:00 OR 8:00)**
    - i. Have the minor patron call their legal guardian/parent and ask to speak with them directly
    - ii. When speaking with the parent, explain the following; library hours and staff's inability to remain after closing to supervise unattended children, expectation for a police referral after 15 minutes, expectation that the building alarms itself and staff and minor are waiting outside
  - b. **15 minutes after closing** – If a parent or caregiver cannot be reached or does not pick up the child call the police to inform them that an unattended minor was left at the library and the library is now closed. Ask them to come and pick up the child
  - c. **30 minutes after closing** – Call the parent or guardian again if they and the police haven't arrived
  - d. If child is picked up by the parent, make sure police are informed
4. The person in charge and one other staff member will remain in the building with the child until a parent or caregiver or police arrives.
5. The parent or caregiver will be given a copy of the PPL's Unattended Child policy.
6. In all cases of an unattended child at closing time, a staff member must file a Security Incident Report (including the parent or caregiver's name, address, telephone number and the child's name). Filling out a Security Incident Report is important for documenting repeat occurrences. If the staff member has to stay beyond their scheduled time to complete the report, they must notify their supervisor in order for their schedule to be adjusted accordingly.
7. Under no circumstances will staff take the child away from the library, be left alone with the child or allow for the child to sit in their vehicle. All parties must stay inside or in front of the library.

These procedures are not intended to cover every unattended child issue. Staff must use good judgment when dealing with a variety of issues. All staff are empowered to and expected to handle and enforce these procedures. If possible, it is recommended that a second staff member be present when handling any unattended child situations.



## Pickerington Public Library

### Use of Library Grounds and/or Parking Lot Policy

#### Board Policy

Date Approved: 3/18/2019  
Effective Date: 3/18/2019  
Replacing Policy Effective: 2/10/2003

The Library Board of Trustees recognize that public areas of the Pickerington Public Library (the "Library"), including both facilities and grounds, are a limited public forum. As such, the Library may create reasonable rules and regulations to maintain the proper use of its property, yet must do so within lawful boundaries. Public sidewalks, near or around Library property, are traditional public forums and as such may be subject to content-neutral and reasonable time, place, and manner restrictions.

The Library is dedicated to maintaining a safe and healthy public environment, improving indoor and outdoor air quality, and promoting the comfort of library staff and customers. Research shows that tobacco use, including smoking, exposure to secondhand smoke and electronic-cigarette vapors constitutes a significant health hazard. In addition to causing direct health concerns, tobacco contributes to institutional costs, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance.

Given these concerns, and in accordance with Ohio Revised Code Chapter 3794.05, all buildings, grounds, and vehicles of Pickerington Public library are smoke and tobacco free. Tobacco use and smoking in all forms, including the use of electronic cigarettes and smoke-free oral tobacco products, is not permitted in any facility, any vehicles, or on property owned by Pickerington Public Library.

#### Administrative Procedure:

Date Approved: 3/18/2019  
Effective Date: 3/18/2019  
Replacing Administrative Procedure: New

A. The following procedures are for the express purpose of maintaining orderly management and control of all Library grounds to create safe, respectful, and appropriate environment for all customers. All Library Staff is empowered to enact provisions of this Policy to maintain a pleasant, orderly environment and

may respond to violations of this Policy. The public and library customers are expected to follow the Library's Code of Conduct at all times.

B. The Library reserves the reasonable use of its facilities. The following activities are not permitted within any Library facility unless expressly required to conduct library business. However, the following activities may be conducted on Library grounds in accordance with the general policy set forth in this document.

1. The following activities are prohibited within Library facilities, but may be permitted, where reasonable, outside the facilities or on public sidewalks:

- Distribution and circulation of petitions to collect signatures;
- Public demonstrations; and
- Verbal communication conveying information other than library business.

2. The above permitted public activities must remain 25 feet from all public entrances to Library facilities. Such activities must not interfere or restrict customer access to Library facilities or grounds at any time, regardless of distance from the entrances.

- Signature Gathering and Political Activity as allowed by the First Amendment. People may petition on public property but they must act in a reasonable manner without violating the rights of other citizens. Therefore, this section outlines basic and reasonable content-neutral guidelines for petitioning on Library grounds.
- A petitioner must not act in such a manner so as to hinder ingress or egress to the Library or to in any way intimidate, confront, or accost a Library customer entering or exiting the building.
- A petitioner shall not call out or shout to draw attention to the petitioner. All activity shall be conducted in a normal tone of voice, and the use of identifiable signage is encouraged.
- Any petitioner utilizing a table and/or chair, which must be furnished by petitioner, shall be set up in an area that does not hinder ingress or egress to the building from any direction. This allows direct access to Library customers without blocking or impeding patron traffic flow.
- Any standing petitioner (without the use of a table and/or chair) is free to move about the property. However, a petitioner must not solicit in an area that hinders ingress or egress to the building from any direction. Additionally, for safety reasons, petitioning is prohibited in the parking lot. In order to preserve the quiet atmosphere within the Library, a petitioner must not solicit anywhere within the building.
- Anyone violating this policy will first be warned by a Library staff member. If the conduct continues, the petitioner will be required to leave the Library grounds. Petitioners must comply with all other applicable ordinances, laws, and regulations.

- The presence of petitioners does not constitute an endorsement from the Library of the opinions or points of view expressed or espoused by the petitioners, and petitioners will not suggest such is the case.
- 4. Please note that there is no expectation of privacy outside of the Library's facilities, such as on a public sidewalk. Therefore, audio or video recording by one citizen of another citizen, with or without consent, is a permissible activity and outside of the Library's scope of regulation.
- 5. Public solicitation of funds is prohibited on Library property.
- 6. All yard signs, other than those produced by the Library, are prohibited on Library property. Signs posted on Library grounds will be removed and disposed of by Library Staff.
- 7. All medium such as chalking, unless sponsored or produced by the library is prohibited on library property. Any messaging shall be considered graffiti and removed as soon as possible.

#### C. Parking Lots

- Library parking lots are provided for Library users and staff for the use of the Library facility, services, and programs. Commuter and overnight parking, overnight sleeping in a vehicle in a Library parking lot, and any other use of parking lots by individuals who are not actively engaged in using the Library facility are prohibited. Misuse of the Library parking lots may result in towing of the vehicles.

#### D. Requests for use of the Library's grounds and/or parking lot for a non-library use will be decided by the Library Director or Assistant Director on a case by case basis.

- The following general guidelines will be used:
  - Groups using Library space may not charge admission or request donations. Only the Pickerington Public Library or groups affiliated with the library may use the facilities for fund-raising activities.
  - The use of Library space for private social functions is not permitted.
  - Library use of space takes precedence over any other use.
  - Use of the Library grounds and/or parking lot must not disturb normal Library operations. The Library reserves the right to stop any gatherings that are disruptive to normal library operations.