

Jay County Public Library

Building and Grounds Policy

Reviewed May 18, 2015

Adopted June 8, 2015

Building and Grounds Policy

Facility Usage

1. Meeting rooms

- a. The meeting rooms are for the use of the library, its programs, library-related organizations and, as time permits, other organizations or individuals for educational, recreational, social, and cultural programs. First priority is given to library-sponsored events, and the library function must not be impeded.
- b. The library reserves the right to refuse use of the facilities or limit the frequency of use by a particular group to ensure fair access to all.
- c. The use of the library's meeting rooms does not constitute an endorsement of an organization's policies or beliefs.
- d. Users of the rooms may not solicit attendance or purchase from members of the public in common areas on library property.
- e. The library, its Board of Trustees and its employees do not assume any liability for groups or individuals attending a meeting in the library, nor are they responsible for any personal property brought to or left in the building relative to the use of those rooms.
- f. Tenants may not use the library's address or telephone number to receive reservations or to dispense information about their events. No message service during events will be provided by the library staff.
- g. For commercial and business concerns or fund raising activities, rental fees may be charged, including tax, and shall be payable in advance.
- h. If the meeting in the Community Room might extend past the library's regular business hours, the tenant must advise this at the time the room is booked.
- i. There is no monetary penalty for canceling a reservation.
- j. The tenant will be financially responsible for any soiling or damage incurred while occupying the space. The room(s) is to be left in as-found condition.

2. Displays

- a. Materials displayed in open areas, on bulletin boards, or in locked display cases must be approved by the library staff as being appropriate according to the library's mission. Examples of inappropriate displays are: political posters, advertising of for-profit concerns, jobs wanted, and jobs available.
- b. Displays are placed at the displayer's risk.
- c. Damage to library property by the displayer during the set-up or removal of a display is the responsibility of the displayer.
- d. The library's own displays have priority over any display from outside the library, and appropriate displays may be denied access due to space limitations.
- e. Posting of displays does not indicate the library's endorsement of the issue or event promoted.
- f. Containers for contributions of cash may not be placed in the library. Containers for other types of contributions are subject to the director's approval.

Jay County Public Library

Circulation Policy

Reviewed May 18, 2015

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Circulation Policy

1. Confidentiality

All information maintained by the library relative to a borrower's name, address and materials borrowed is considered confidential. [See Public Records Policy]

2. Loan Terms

The library follows the standard loan terms and renewal restrictions adopted by the Evergreen Indiana Consortium, which fosters the greatest use by the greatest number of people.

3. Types of Card Holders

- a. Resident: An individual who lives in taxing district as a permanent resident or who can show proof of ownership of real estate in the taxing district.
- b. Evergreen: An individual whose home library is a member of the Evergreen Indiana consortium and has the borrowing privileges associated with same.
- c. Reciprocal: A resident borrower of one of the libraries with which JCPL has a reciprocal agreement. They are Pennville and Ridgeville.
- d. Public Library Access Card (PLAC): A non-resident who holds a resident or non- resident card from another Indiana public library and a PLAC.
- e. Teacher: A teacher who resides outside the library's tax district but is employed on a regular basis by the Jay School Corporation is afforded 'reciprocal borrower' privileges at no charge while so employed. Proof of employment is required.
- f. Student: A student who resides outside the library's tax district but attends the Jay County School Corporation (or other secondary school in the county) is afforded 'reciprocal borrower' privileges at no charge while so enrolled. Proof of enrollment is required.
- g. Temporary: An individual temporarily residing in the tax district seven (7) to ninety (90) days must have their host countersign a registration application. If not residing with a host, the countersignature of the temporary employer is required.
- h. Non-resident: Any potential borrower who does not fall under one of the above categories. This borrower will be charged the Non-Resident Fee which is determined annually by the Board.

4. Other Users

- a. Guest Internet User: No card is required but person must sign Acceptable Use Policy.
- b. Unregistered User: Any person may enter the library and make use of its books, magazines, audio visual items and microfilm materials in the building without borrowing privileges, subject to the Public Behavior Policy.

5. Registration Requirements

- a. Bookmobile borrowers in elementary school must have the prescribed registration form signed by a parent or legal guardian.
- b. All other borrowers age 17 and under must have the prescribed registration form signed by a parent or legal guardian at the library, with the parent/guardian showing proof of identity and current address. Parent/guardian may grant permission for R-rated video privileges or Internet privileges (age 12 and older) at that time or at some later date. A parent or guardian's signature is also required to reactivate a juvenile's Internet privileges after they have been suspended. The library staff is authorized to request validation of parental or guardian relationship.
- c. All other borrowers must complete the prescribed application form and provide proof of identity and address according to Evergreen requirements.
- d. In the event of the loss of both Evergreen cards, a replacement set of cards with a new borrower's number will be issued at the Evergreen Indiana prescribed cost. Replacements can be requested only by the cardholder or, in the case of a minor, the parent/guardian.

6. Overdue Materials

With the exception of materials borrowed through the bookmobile, a borrower who retains materials over the stipulated loan term is subject to a fine. [See Fee Schedule in Appendix] A patron who has been notified of overdue materials may not be permitted to borrow additional materials until the overdue materials are returned and the fines paid, according to Evergreen policy.

7. Long Overdue Items with Fees

Unreturned or lost materials and the fees associated with them will be referred to a collection agency after 45 days. The borrower is charged the applicable collection fee each time the borrower is referred to the agency.

8. Damaged or Lost Materials

- a. Fees will be charged to mend modestly damaged materials so they can again circulate. [See Fee Schedule].
- b. A borrower will be charged the purchase price plus the processing fee for materials lost or irreparably damaged while in bookmobile service.
- c. A borrower will be charged the purchase price, processing fee and any outstanding overdue fines for materials lost or irreparably damaged.
- d. A patron who has been notified of such charges may not be permitted to borrow additional materials until the charges are paid according to Evergreen policy.

9. Circumventing Restrictions

Another family member's card may not be used to circumvent using a card that is temporarily invalid due to fines, fees, and/or overdue materials.

10. Quantity Restrictions

The library generally adheres to the quantity restrictions established by the Evergreen Indiana Consortium.

11. Holds

The library adheres to the protocol and restrictions established by the Evergreen Indiana Consortium.

12. Equipment

- a. In-house use of equipment should be documented by reservation books and require no deposit.
- b. Equipment removed from the library requires the borrower to present a valid borrower's card, sign an equipment loan agreement, and leave a deposit in the form of a check or money order.
- c. The public may not use the library's business phone, nor is the staff permitted to take messages for or page people in the building, except in the case of an emergency.
- d. Furniture may not be removed from the building.

Jay County Public Library

Collection Development Policy

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Adopted June 8, 2015

Collection Development Policy

Selection Responsibility

The selection of materials for the library is the duty of the director and his/her designees, with the aim of meeting the cultural, educational, recreational, and fact-finding needs of the community.

Principles of Selection

To assure that library materials are provided to meet the needs and interests of all of the people in the community, the following statement of principles concerning material selection is made:

1. Library materials should be selected for inclusion in library collections for the information, enlightenment and interest of the people of the community as a whole. Library materials should never be added or omitted because of the desires of any single individual or group, to the exclusion of the interests of the rest.
2. There should be the fullest practicable provision of library materials to present all points of view about the problems and issues whether of the past, the present, or the future. The presence of an item, whether magazine, book or other library material, in a library does not indicate an endorsement of its contents by the library.
3. Library materials which are authoritative should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval. In no case should any item be excluded because of the race or nationality, or the political or religious views of the writer. Libraries must resist any and all attempts to abridge the full access to ideas, the full freedom of information and the full freedom of expression that are the tradition and heritage of citizens of the United States.
4. Public libraries in particular, while adhering unequivocally to the right of the people to full freedom of information, have a responsibility to make certain that the materials in their custody are not misused to the injury of either the people or the nation. The best procedure against misuse of library materials is not to suppress the materials, but to

counter the misuse of them by an honest and complete presentation of all sides of the question and issue.

Material Complaints

The choice of library materials by users is an individual matter. Responsibility for the reading or viewing of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself/herself and for his/her children, he/she cannot exercise censorship to restrict access to the materials of others. Nevertheless, the library allows residents of its service area to file a Request for Reconsideration of Library Materials for presentation to the Board of Trustees.

Gifts and Memorials

Gifts or memorial donations in the form of money or useable items are welcome, although gifts with potential value of \$500 or more shall require library board action to accept. The library will not set a value on non-monetary gifts for receipt purposes, but will only acknowledge by description the items received. Library materials (books, magazine subscriptions, etc.) which are given must meet the same selection requirements imposed upon items purchased with library funds. Items which cannot be used may be sold, passed on to another library which can use the material, or destroyed.

Collection Maintenance

The director through his/her designees is responsible for implementing an ongoing program of withdrawing from the collection items no longer in demand, outdated or worn, as well as a method of value-based inventory for insurance purposes.

Jay County Public Library

Internet Acceptable Use Policy

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Internet Acceptable Use Policy

General Access Internet Computers

Internet users must sign an Acceptable Use Policy when logging onto a library computer, either as a card-holder or as a guest (non-card-holder). In order to use a general access Internet terminal, users must be of 12 years or older. In order to use a general access Internet terminal, children under 12 years of age may access the Internet only under the direct supervision of a parent or legal guardian who has signed the Policy. A parent or legal guardian may sign to have their child blocked from Internet access. Library staff will not act in loco parentis.

Wireless Internet Access

Wireless Internet users must sign an Acceptable Use Policy, either as a card-holder or as a guest (non-cardholder). There are no age limitations on who can use the library's wireless Internet access. The wireless signal is filtered to the same extent as the general access computers thus meeting the CIPA requirements noted below.

CIPA

In compliance with the Children's Internet Protection Act (CIPA), all computer terminals in the library with access to the Internet will be filtered to meet the requirements of the act. Upon request, the filter will be disabled by the staff for use by an adult, so long as said usage does not violate other terms of this policy.

Limits

The library will not provide home page service or electronic mail (e-mail) service for patrons, although users may access e-mail through free services available on the Internet. Because of the bandwidth required by interactive uses, activities such as chat rooms, instant messaging, and interactive game playing are not permitted. Information may be downloaded onto the user's own external storage device, but patrons may not download any programs or store any

files on the library's computers, including files changing desktop or screensaver appearance. The library staff is authorized to delete any files on the hard drive or public access disks.

The following activities are not permitted by library internet users; the list is not exhaustive. Library internet users cannot:

1. access, upload, download, or distribute pornographic, obscene or sexually explicit material;
2. transmit obscene, abusive, or sexually explicit language;
3. violate any local, state, or federal statute;
4. vandalize, damage or disable the property of another individual or organization;
5. access another individual's materials, information, or files without permission;
6. violate copyright or otherwise use the intellectual property of another individual or organization without permission;
7. disrupt any of the Internet networks as a whole or any equipment or system forming part of the library's connection to the Internet;
8. make mass distribution (or other form of intrusive "broadcast") of any message over the Internet, including but not limited to advertising.

Any violation of the library's Internet policies or procedures may result in the loss of the individual's right to use JCPL- provided Internet Access and/or general library privileges.

The library staff is authorized to establish procedures to implement this policy.

Non-Internet Computers

Non-Internet computers are available for public use subject to the following guidelines: time restrictions may be imposed; users may not load any programs or store any files on the library's computers; and charges will be imposed for using printers.

Jay County Public Library

Investment Policy

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Investment Policy

Board of Finance

The duly appointed members of the Jay County Public Library (JCPL) Board of Trustees serve as the fiscal body of the library and constitute The Board of Finance of the library. Members serve without compensation. The Board of Finance meets annually in January to elect a president and secretary, review the written report of the library's investments during the previous calendar year, and review the library's investment policy.

Investing Officer

The library director is designated as the investing officer in order to receive bids and to negotiate the sale of investments for the purpose of depositing the proceeds into the library's checking account.

Purposes of Investment

The goals governing the investment of the library's money are to keep it safe and earn as much interest as possible, while making sufficient assets readily available to timely pay for ordinary and emergency needs.

Guidelines for Investments

The library will invest funds as allowed by Indiana statute, which includes:

1. Any security backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States; and issued by the United States Treasury, a federal agency, or a federal instrumentality, or a federal government sponsored enterprise
2. Deposit accounts issued or offered by a designated depository.
3. Agreements commonly known as repurchase or resale agreements with depositories designated by the State Board of Finance as depositories for state investments.

The library will not purchase securities on margin nor will it open a securities margin account for the investment of library funds.

Terms of Investments

Investments must have a stated final maturity of not more than two years after the date of purchase or entry into a repurchase agreement. Interest on investments will not be added automatically to the investment. Instead, interest on investments should be paid to the library at each maturity date and posted to the appropriate fund. Mixed fund investments may be made, with interest pro-rated to the appropriate funds when the total interest exceeds \$100.

Bidding Procedure

Whenever investments are made in a certificate of deposit (CD) or other interest-bearing investment, the investing officer must obtain quotes of the specific rates of interest for the term of the investment. The deposit shall be placed with the designated depository quoting the highest rate of interest. If two or more depositories tie for the highest quote, the depository selected shall be the choice of the investing officer. Investments can be spread throughout the local financial community as long as bids are competitive.

* Changes made at the January 2014 Board of Finance meeting and re-affirmed in May *

Jay County Public Library

Public Behavior Policy

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Public Behavior Policy

General Statements

The library board, and by extension the library staff, is responsible for maintaining the library property to facilitate its intended use by both the public and employees. The fact the facility is publicly owned does not license inappropriate behavior by a member of the public.

Types of Public Behavior, Activities and Items Not Permitted

1. Unattended children age 7 or younger. "Unattended" is defined as out of reach of the responsible party.
2. Loitering, sleeping, exhibitionism, gambling, voyeurism, harassment, or public intoxication
3. Eating or drinking unlidged drinks in the public areas, except in the Community Room
4. Alcoholic beverages, illegal controlled substances or illegally possessed controlled substances
5. Weapons not permitted by Indiana Code.
6. Use of tobacco products in building or within 8 feet of the public entrance
7. Running, throwing, or fighting
8. Loud, obscene, or abusive language and behavior
9. Hygiene that is considered a health hazard or receives complaints from others
10. Bicycles, rollerblades, scooters, or skates in the building
11. Soliciting, except in support of the library or the Friends group as approved by the director
12. Animals, except service animals assisting physically handicapped persons
13. Insufficient clothing. Pants, shirts, and shoes must be worn.
14. Theft of library property, including removal of books or other materials which have not been checked out
15. Vandalism to or misuse of library property, and other property not the vandal's. No feet on furniture, no tipping back of chairs, climbing on furniture, etc.
16. Other activities which interfere with the rights people would reasonably expect in a library.

Children

1. Parents/guardians/caregivers are responsible for their children's behavior while they are in the library.
2. If the parent/guardian/caregiver fails or refuses to control the child, he/she and the child or children will be required to leave the library.
3. Because the library is a large, well-trafficked public area that can be a frightening and dangerous place for an unattended child, children age 7 or younger must be accompanied by a responsible parent, guardian or caregiver at least 13 years of age while in the library. "Accompanied by" is defined as within reach.
4. Parents/guardians/caregivers attending meetings in the library may not leave young children unattended in other parts of the library. The library staff is:
 - a. authorized to advise the caregiver who is in the building to resume control of the child.
 - b. authorized to contact an appropriate caregiver, if none is in the building, by phone to immediately pick up the child.
 - c. authorized to contact the police if a caregiver cannot be located in a reasonable length of time.
 - d. not authorized to take the child from the building, including transporting the child to another location.
5. When children age 12 or younger remain at the library at closing time, two library staff members will remain with the child for 15 minutes. If a responsible adult cannot be located to pick up the child in that time, the police shall be notified.

Library's Response to Unacceptable Behavior

In order to maintain safety and reasonable behavior within the building or on its grounds, the library staff is authorized to:

1. ask a person who is endangering himself or others, disrupting the function of the facility, or engaging in behaviors listed above, to leave the building. Giving a warning before the request and the length of the ejection depend on the offense. The minimal length of the ejection is for the balance of the day.
2. notify the parent/guardian in writing of the ejection, in the case of a minor.
3. call the police if the person becomes confrontational, refuses to leave, or leaves and returns without good cause. Violators who are asked to leave the premises and refuse to do so may be subject to prosecution for Criminal Trespass.

Jay County Public Library

Public Records Policy

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Public Records Policy

Open Records

Indiana law provides that records created by a unit of government are open to the public for inspection or copying. Examples include: governing board meeting minutes, budgets, salary schedules, claims, canceled checks, contracts and certain portions of personnel files.

Confidential Records

Indiana law also states that certain types of records kept by of all units of government and some specific records kept by public libraries are confidential. The exemptions claimed by the Jay County Public Library Board of Trustees include:

1. Personnel: Beyond the name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or date of first or last employment of a current or former employee, personnel information is considered confidential. The entire file is available only to the employee, the employee's legal representative, the employee's supervisor(s), and the governing board.
2. Administrative: Administrative or technical information that would jeopardize a record keeping or security system.
3. Software: Computer programs, computer codes, computer filing systems, and other software that are owned by or entrusted to the library.
4. Executive Sessions: Notes or memoranda specifically prepared for discussion or developed during discussion in an executive session under Indiana Code.
5. Legal Issues: Work product of an attorney representing the library.
6. Speculative Matters: Deliberative or speculative material produced internally or externally for the purpose of decision-making.
7. Gifts: The identity of a donor of a gift made to the library, if the donor requires nondisclosure of his identity as a condition of making the gift; or, after the gift is made, the donor, or the donor's family, requests nondisclosure.
8. Archival: Records which have been acquired by the library upon a condition that they be disclosed only:

- a. to qualified researchers;
 - b. after a period of time, as specified at the time of acquisition; or
 - c. after the death of a person, as specified at the time of acquisition.
9. Patron: All records identifying library patrons and their use of library materials and services are confidential, subject to said records being used:
- a. to recover from patrons borrowed library materials, fines or other expenses;
 - b. in any other litigation where said records are material; or
 - c. when said records are ordered to be disclosed by a civil, criminal, or administrative court having jurisdiction over the same. A subpoena is deemed inadequate. Upon receipt of a subpoena, the director shall notify the court that the request is in opposition to library policy due to the confidential nature of the records and will require a court order.

Patron records include, but are not limited to: address and telephone numbers, circulation records, reference questions, interlibrary loan transactions, reader advisory questions, and Internet usage records. Library staff members are not authorized to disclose such records to any third party, except as set forth herein. Under Indiana law, minors are accorded the same confidentiality rights as adults.

Access, Request, Inspection and Copying

1. Records control officer: The library director is the records control officer.
2. Request: The requesting person shall complete a Request form (copy attached) that specifies the record(s) requested. Requests are received, determinations as to applicability are made, and records provided during the regular business hours of the library.
3. Inspection: To guard the security of original records, the records control officer may require that a staff person be in attendance while those records are being inspected.
4. Copying: The records control officer will direct that copies be made by the library staff in the most expedient, inexpensive, and useful format for the requesting person, using either photocopies or computer print-outs. Print copies shall be provided for a fee as established by the Board of Trustees. Fees must be paid by the requesting person when the documents are provided.

Appeal

When disclosure is denied by the records control officer, the requesting person may appeal the decision to the library board. Appealing to the library board does not prevent the requesting person from using other remedies provided under Indiana law.

Jay County Public Library

Purchasing Policy

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Purchasing Policy

In General

1. The library director shall serve as the 'purchasing agent' for the library, may delegate authority to other staff members but bears the ultimate responsibility for purchases made.
2. In general, merchandise shall have been received before payment is remitted. It shall be the responsibility of the director to approve situations when prepayment is required by the vendor. No expense shall be paid without a pre-existing appropriation. Purchases using the library's credit card shall be authorized only by the director.
3. Nothing in this policy shall be construed as to lessen the requirements as set forth in Indiana Code ("The Code") and explained in the State Board of Accounts Accounting and Uniform Compliance Guidelines Manual for Libraries ("The Manual").

Supplies, Equipment, Goods, Materials

This section shall pertain to the purchase of supplies, equipment, goods and materials. It does not pertain to "library materials," which are exempt by statute. While staff members responsible for purchasing these items are not encumbered by a quote or bid process, the Board expects them to use due diligence in seeking out the most economical sources for the items.

Purchases Under \$50,000

1. Purchases of this amount require no formal bids or quotes, although comparison shopping is encouraged.
2. Single purchases in excess of \$1,500.00 must be approved in advance by the Board, except when an emergency exists.
3. Purchases in excess of \$200.00 by a delegated staff person must be approved by the Director in advance.
4. The variety of exceptions, preferences and exemptions stipulated in The Code and The Manual pertaining to purchases in excess of \$150,000 may be considered when making purchases in this category.

Purchases Between \$50,000 and \$150,000

1. Purchases of this amount require that quotes be solicited from at least three persons/businesses known to deal in the goods sought to be purchased.
2. An invitation to quote is issued by the Director, allowing at least seven days before quotes are due to the library.
3. The director presents responsive quotes to the Board for its review and decision.
4. If no responsive quotes are received, the library Board may select a vendor.
5. Information contained in The Code and The Manual add further direction to this section.
6. The variety of exceptions, preferences and exemptions stipulated in the The Code and in The Manual pertaining to purchases in excess of \$150,000 may be considered when making purchases in this category.

Purchases \$150,000 and Over

Purchases of this value must be purchased following competitive bidding procedures, unless exempting circumstances apply. Indiana Code and the guidelines contained in The Manual will be the source of authority in this procedure.

Services

1. Annual maintenance contracts will comply with all federal and state regulations.
2. Annual maintenance contracts, as well as unexpected individual service or repair expenses, in excess of \$1,500 will be approved by the Board.
3. Contracts may be renewed, but not for a period longer than the term of the original contract. If the original contract contains provision for escalation of price, however, it may not be renewed.
4. The variety of exceptions, preferences and exemptions stipulated in the The Code and in The Manual pertaining to purchases in excess of \$150,000 shall be considered when making purchases in this category.

Real Estate

All purchases of real estate, improved or unimproved, shall be made only with the prior consent of the Board and will follow all applicable state laws.

Construction

All construction, alteration or renovation on library owned or leased property shall be governed by the 'public works law' in the Indiana Code.

Jay County Public Library

Service Policy

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Service Policy

Goals

The library strives to provide information and resource access to each resident of and visitor to its service area. Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Libraries facilitate the exercise of these rights by providing access to information regardless of format or technology to facilitate research and education.

Services Offered

1. Borrowing materials.
2. Using items (equipment, materials) within the library building.
3. Faxing. Library staff may fax documents for the public at a fee. [See Fee Schedule in Appendix]
4. Programs on site and off site.
5. Library rooms for community use.
6. Bookmobile at schools within the service area.
7. Outreach: delivery of materials to homebound individuals and stations.

Hours of Service

1. The library is open 8 a.m. to 8 p.m. Monday through Friday, and 8 a.m. to 5 p.m. on Saturday.
2. The library is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas, New Year's Eve (noon), and such other days or partial days as the board may deem appropriate.
3. The library will close due to weather or mechanical emergency as determined by the director.

Area of Service

The library's service area is the taxing district, which is comprised of the entirety of Jay County except the City of Dunkirk, Town of Pennville and Penn Township.

Staff-Provided Services

1. In House: The library staff offers a variety of services to:
 - a. assist the library user in locating the necessary or desired information or media to meet his/her needs. (e.g. reference questions, specific Internet searches, reader's advisory, reserved items, requests, genealogy inquiries, Interlibrary Loan, etc.)
 - b. assist the library user in understanding the organization and tools of the library to make him/her a more effective and efficient library user (e.g. instructional classes and brochures).
 - c. promote the use of the library and its collection of media (e.g. reading programs, displays, tours, newsletter, etc.).
 - d. promote education and knowledge in general (e.g. programming such as Local Expert series, etc.).
2. Outreach: The library staff offers:
 - a. programming to non-profit daycare and pre-school organizations to introduce the library, books, and reading to their students.
 - b. bookmobile service to the elementary schools situated in the library's tax district to introduce the library to its younger citizens, to foster a life-long relationship with the library, and to promote the enjoyment of reading.
 - c. delivery service to those citizens for whom travel to the library is an impediment (deposit collections at nursing homes, elderly housing units, etc., as well as homebound delivery) or reading is difficult (storyteller at nursing homes).
 - d. programming to promote the library in the community (e.g. displays, presentations, the Chamber of Commerce EXPO, etc.).
3. Services not provided:
 - a. homework assistance beyond aid in finding appropriate resources
 - b. one-on-one reading or literacy training
 - c. research beyond ready reference or specific genealogical inquiry
 - d. locating and reserving large quantities of non-specific materials, whether specific to a theme or not, for use in a classroom or classroom-like setting (e.g. church, preschool, Girl Scout group) other than what is delivered by bookmobile.

- e. legal, medical, or taxation-related reference questions beyond aid in finding appropriate resources.

Jay County Public Library

Social Media Policy

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Social Media Policy

Social media is defined as a website or application that allows users to share or create information and interact with other users. Examples of social media include, but are not limited to, social networking sites, instant messaging tools, blogs, and wikis.

The library's use of social media is in keeping with its mission, which is to "be an anchor of community life by providing diverse and evolving collections and services that inform, educate, entertain, enrich, and inspire." The library uses social media to post library-related content, including but not limited to, programs, events, classes, collections, and resources. The library's participation in social media platforms is designed to supplement the library's other information channels. The official source of information is the library's website at <http://www.jaycpl.lib.in.us>.

The library encourages the public to participate by creating posts and/or commenting on other users' posts, though participants must follow the guidelines outlined in this policy. The library reviews all posted content daily and reserves the right to remove any posts, comments, or pictures that fall into one or more of the categories listed below:

- obscene, explicit, racist, or defamatory remarks to/about a particular person or a group.
- personal attacks, insults, abusive language
- solicitations or advertisements.
- illegal activity
- private or personal information published without consent
- links to external sites unrelated to topic at hand
- organized political or religious activity or proselytizing
- plagiarized or copyrighted material

The library reserves the right to permanently block participants who continually post such content. Any content or external links posted by public users does not constitute an endorsement by the library, nor does it necessarily represent the library's views.

The library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of social media. Users are responsible for any content they post to the library's social media platforms, and the library is not liable for any interaction or event that takes place by any user of said platforms. Participation in the library's social media services implies that the participant agrees to adhere to all library policies. If the participant is using the library's public computers and the library's wireless Internet access, the participant must adhere to the library's Internet Access Policy.

At any time, participants may remove their "fan" or "friend" status or ask the library to remove it for them.

Although personal information about participants is stored on third party social media sites, the library will never use this information in any way other than to communicate with participants on that site. Library staff may interact with participants outside the site with that participant's permission. Outside contact may be used for program promotion, volunteer opportunities, etc.

The library reserves the right to terminate its use of social media at any time without prior notice to users.