



Library Policy Manual

**AVON-WASHINGTON TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL II**

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Visible

Valuable

Vital

Mission

Visible

Valuable

Vital

VISION

The Avon-Washington Township Public Library will:

- Be the welcoming heart of the community.
 - Provide open access to resources, services and professional expertise.
 - Be responsive to the diverse needs.
 - Protect treasures of the past while keeping pace with new technologies.
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VALUES

Above all things, integrity is emphasized. Joyous, compassionate service to our residents, our staff and others with informational needs is given our highest priority. Materials, patrons and employees are treated fairly and without bias. Timely, professional treatment of all request is offered to all in a warm and welcoming atmosphere.



Adult Outreach Services Policy & Procedures

Homebound Policy:

The Avon-Washington Township Public Library will provide home delivery of books, DVDs, Blu Rays, and books on CD, to patrons who are either permanently or temporarily homebound.

- Items will be charged out for the regular loan period, 7 days for DVDs and 21 days for all other media.
- Pick-up and delivery will occur as need arises.
- No extended use fees will be charged to homebound patrons.

Homebound Procedure:

1. A patron wishing to receive home-delivery of items will call the Library and speak with an Adult Services librarian, who will complete a registration form that includes a listing of authors, genres, and formats the patron prefers.
2. During the first visit, the patron will be asked to sign a form giving the librarian permission to check out items using the patron's card.
3. The librarian in charge of the program will select items for each homebound patron, based on the interests they have expressed on their registration form.
4. The items will be delivered, and picked up, in a timely fashion.

Resident Care Facility Policy:

The Avon-Washington Township Public Library will provide services to resident care facilities in Washington Township in collaboration with the activities director at each facility. These services may include, but are not limited to, the following:

- Reading to residents on a schedule that is agreeable to both library and facility.
- Providing a lending library to the facility from items owned by the library.
- Providing a lending library to the facility from items discarded by the library or donated by patrons but not needed in the library's collection.

Resident Care Facility Procedure:

1. An Adult Services librarian will contact new resident care facilities after they open to discuss the range of services available.
2. The librarian and the activities director will agree on the services that best fit the facility and its residents; these services might be those listed above or some variation thereof.
3. Items taken to resident care facilities will be checked out for extended periods, based on the need of the facility.

The Library will **not** provide homebound services to specific residents of these facilities.

Revised: 12/21/2009, 8/27/201, 9/26/2016



Business Center Policy

For the convenience of our users a Business Center has been created near the Circulation Desk. The Business Center is self-service. It has a coin-operated print release station for documents printed from the public computers and wireless laptops, and a coin-operated photocopier for users wanting to copy documents. The photocopier also has the capability of scanning documents for emailing to an individual email address and can be used for faxing. While the center is self-service, library staff will provide assistance if a problem arises.

1. The price for black and white printing or photocopying on letter-sized paper is 15 cents.
2. Color printing or photocopying on letter-sized paper is 25 cents.
3. Black and white photocopying on legal-sized paper is 20 cents and color photocopying on legal-sized paper is 60 cents.
4. Copy and print costs are NOT less if made on paper provided by the patron.
5. A copy is considered one side of a sheet of paper. Double-sided copying or printing doubles the cost.
6. Photocopies and prints made as a result of user error will cost the price of the given copy or print. Refunds will not be made for user error.
7. The cost to scan to an email is 10 cents per page.
8. The cost to send a fax is \$1.00 per page. The library does not receive faxes for patrons.
9. Both coin-operated machines accept coins as well as one and five dollar bills.
10. Cash is the preferred payment method for printing, photocopying, scanning and faxing fees. A credit/debit card will be accepted. **NO CHECKS WILL BE ACCEPTED.**
11. In accordance with IC 5-14-3-3, the public is allowed to request copies of library records, with the exclusion of those records covered under the “Confidentiality of Records Policy.” Request will be made in written form to the library director and all copies shall be ten cents per page. For the purposes of this policy, materials owned by the library (i.e., books, reference works, periodicals, etc.) shall not be considered library records and written request for copying of these materials will not be necessary.

Revised: 9/27/2010, 9/26/2011, 9/23/2013, 7/27/2015, 7/01/2017



Children in the Library Policy

The Avon-Washington Township Public Library encourages parents/caregivers to bring children to the library. The library dedicates a significant portion of its budget towards materials and programs specifically for children.

To ensure that library experiences are equally enjoyable for the children, parents/caregivers and staff members, the following guidelines are adopted as part of the library's governing policies.

- Parents/caregivers of children participating in library programming are requested to pick up their children at the programming room door. Please advise staff if your child is leaving with another adult.
- The library requests that parents/caregivers supervising a group of children control the behavior of every child in the group during their visit.
- Please assist young, pre-reading children in using computers correctly. It is the parents/caregiver's responsibility to keep toddlers from damaging expensive library equipment.
- Some areas of the library are primarily intended for adult use. However, the adult side of the library is certainly not off-limits to children but we do request close and direct supervision in these areas.
- While the Board of Trustees and staff of the Avon-Washington Township Public Library strive to provide a safe environment for all patrons, a public building cannot be considered a danger-free area for crawling babies or toddlers. To avoid injury, the library requests that children under the age of three be in close proximity and within direct sight of an adult responsible for their safety.
- All children must be supervised. Children under the age of 10 must have a responsible caregiver age 16 or older on the premises and children 5 or under must be accompanied at all times.
- If an unattended child is being disruptive, is habitually left alone for long periods of time, or it is determined the child is at risk of coming to harm (as in the case of a child being left when the library is closing), staff may contact appropriate law enforcement or child protection services to take custody of the child. In the case of a child left unattended at closing time, staff will attempt to contact the child's parent/caregiver. If staff is unable to contact the parent/caregiver after 10 minutes past regularly posted closing time, the Avon Police Department will be contacted at their non-emergency number, 839-8700. If staff is able to speak with the parent/caregiver, they will advise the parent/caregiver that the library is closed and the child must be picked up within ten minutes. The parent/caregiver will also be warned that if the child is not picked up within that time period, the library staff will contact the Avon Police Department. Staff members are not permitted to drive children home.

The library is a very busy public facility that can, as with all public places, present a hazard for unattended children. The Board of Trustees and staff of the Avon-Washington Township Public Library request that parents/caregivers take responsibility for monitoring the activities and controlling the behavior of their children



Circulation Policy

Statement of Purpose

Policies and procedures governing the registration of borrowers and the loan of library materials are necessary to balance the demand for library materials against the protection of the resources of the library. The intent of these policies and procedures is to allow the optimum use of the available materials by the residents of Washington Township.

Purpose of the Automated Circulation System

The primary purpose of the automated circulation system is to provide a record of materials outside the library, the identity of the responsible borrower, and the date upon which the materials are due to be returned. The system also records payments and other financial transactions on a borrower's record. The primary goal of these procedures is to perform these functions with a high degree of accuracy and minimum expense.

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A. Registration Policy

1. Borrower's Card –

- a. When applying for an Avon-Washington Township library card an applicant must provide a valid Indiana license/state identification card with a current Washington Township address.
- b. In the case of a minor (under the age of 18) requesting a library card, a parent or legal guardian must be present with a valid Indiana license/state identification card validating the applicant's Washington Township address. The minor will be linked and identified with the parent/guardian. It is recommended that the parent/guardian obtain a library card to be linked with the minor as a contact source.
- c. The borrow agrees, by signing the library card, to obey all the rules and regulations of the library, to pay promptly all fees charged to them for the damaged, loss or late return of library materials and to give immediate notice of any change of name, street/email address, and/or phone/text number. It is the responsibility of the patron to review their account, on a periodic basis, for information on due dates, items holds, lost items, fines/fees, etc. Patrons may obtain their account information via online access, calling the library or visiting the circulation desk during hours of operation.
- d. The parent /guardian accepts responsibility for all materials borrowed on their child's library card, understanding that the library collection may include materials that the parent/guardian deem inappropriate. The parent/guardian also agrees to abide by library policies and to pay all fines/fees for overdue, lost, stolen or damaged materials borrowed on a child's library card. The parent /guardian will notify the library immediately if the child's card is lost or stolen or if information on the child's library account changes.
- e. Once the juvenile patron turns 18 years of age, the patron's "Profile name" will be changed from "Juv" to "Adult". All current fines on the card will be waived as a one-time courtesy. A note will be inserted in the patron's account regarding the one-time waived fines/fees, etc.
- f. A patron's library card will be purged from the library's system if there is no activity on the card for more than three years and if overdue fines (not fees for lost/damaged materials) on the card are \$10.00 or less.

2. **Validity –** Resident borrower cards will be valid for two years from the date of issue. To renew the library card privilege, a valid Indiana license/state identification card with current Washington Township address must be presented. Borrowers may renew their library card privilege over the phone, but must have their library card in hand and be able to verify all borrower information on their records. No card will be renewed with a fine of \$5.00 or more on the patron's record. Nonresident cards will be valid for one year

from the date of issue. Hendricks County library participation in the Reciprocal Borrowing Program is determined annually by each library's Board of Trustees. PLAC cards will be valid for one year from the date purchase.

3. **Residents** – Any applicant five years of age or over who meets one of the following requirements is considered a resident of Washington Township. In the case of minors under the age of 18, the legal guardian will need to meet the residency requirements. All other applicants will be considered nonresidents.
 - a. Currently resides at any address within Washington Township, Hendricks County, Indiana. Proof of address must be provided at the time of application with a valid Indiana license/state identification card with the current Washington Township address.
 - b. Pays real estate property tax on property located in Washington Township, Hendricks County. Applicants will be required to state the address of the property and present a current tax receipt for the property.
4. **Free Nonresident Cards** – Holders of free nonresident cards will be granted full library use privileges. The library will issue free nonresident cards to applicants who meet the following requirements:
 - a. *TEACHERS* who hold a current valid Indiana teaching license and are employed by any public or private school in Washington Township will be eligible for special one-year nonresident borrower cards. Washington Township teachers must present their teaching license when applying for a nonresident card.
 - b. *LIBRARY STAFF MEMBERS* living outside the Washington Township library district may be issued a free nonresident card valid for as long as they remain in the employ of the library.
5. **Kindergarten Student Cards** – Certain kindergarten classes in the Avon Community School Cooperation system are brought to the library for an Avon-Washington Township Public Library (A-WTPL) provided story time during the school year. Students in these classes are given Library cards once their parent/legal guardian fills out the application paperwork. The teachers hold onto the cards during the school year and each child is allowed to checkout two juvenile books during each visit. Each child is given their Library card to keep at the end of their kindergarten year. However, some children in these classes are not Washington Township residents. These children will have the same checkout privileges as the Washington Township resident kindergarteners, but their library cards will be removed from the library system at the end of their kindergarten year.
6. **High School Student Electronic Cards** – Each student enrolled at the Avon High School will be issued an A-WTPL card number. This number allows these students access to the library's digital media collections, reference center databases and online professional journals for research help with assignments. This number does not allow the students to physically checkout any library materials. When the student is no longer enrolled at Avon High School, their number will be removed from the system.

7. **Nonresident Cards** – An Indiana resident who does not qualify for a resident or special nonresident card may purchase a nonresident card for \$80 by cash or debit/credit card. A card may be issued to any immediate member of the family living at the same address. The applicant's must provide a valid Indiana license/state identification card. These cards will be good for one year from the date of issue.
8. **Hendricks County Reciprocal Borrowing Program** – A resident user of any other public library participating in the Hendricks County reciprocal borrowing program may utilize that card at the Avon-Washington Township Public Library and borrow items from the Avon library. A valid home library card along with a valid Indiana license/state identification card displaying a current Hendricks County address must be presented at the time of application. Library staff will call the home library to verify that the card is valid and in good standing at the home library.
9. **Public Library Access Card (PLAC)** – Any individual who pays taxes toward any public library in the state of Indiana may purchase a PLAC enabling them to go to any public library in Indiana. The annual fee is set by the Indiana State Library and may vary from year to year. PLACs may be purchased at any Indiana public library upon presentation of a valid home library card along with a valid Indiana license/state identification card with a current Washington Township address and with the applicant's current address displayed.
10. **Lost/Stolen/Damaged Borrower's Card** – It is the borrower's responsibility to report a lost/stolen card to the library. Borrowers will be charged a \$1.00 fee for lost cards and damage to the borrower's card considered to be beyond normal wear. Borrowers may be held liable for materials borrowed on their lost card during the lost period and up to the time a lost report is made. A replacement card will be issued, if requested, after the borrower has returned all extended use materials and paid any fees owed to the library.
11. **Changes to Borrower Information** – If a borrower fails to notify the library of a changed or incorrect name, street/email address, phone/text number on the borrower's library account, the library cannot be held responsible for undeliverable/lost USPS notices, and/or email/text notifications that result in accrued fines due to borrower faulty account information. Borrowers are responsible for checking their account periodically, by any means, for incorrect or changed information. The library will change borrower account information at no charge.
 - a. If the borrower's **resident** status has changed and they are no longer a Washington Township resident, the borrower must contact the library immediately, pay all outstanding fines and surrender their Avon Library card.

B. Check-Out Policy

1. **Borrower's Card** – A borrower's card must be presented to borrow library materials.
 - a. *FORGOTTEN CARD* – Borrowers who forget their card will be required to show a valid Indiana license/state identification card with the current Washington Township address reflected on their library account.
 - b. *BORROWER'S RECORD* – The borrower's circulation record will be checked automatically against the computer file to determine if the patron is a borrower in good standing. All long overdue materials should be returned and all financial obligations over \$5.00 must be met before library materials may be charged to the borrower.
 - c. These requirements may be waived in special circumstances.
2. **Responsibility** – The borrower, in whose name the materials are charged, assumes full responsibility for these materials while they are charged to his/her card. Borrowers are responsible for alerting staff to any damaged or missing items **before** said items are checked out. Failure to alert library staff to damaged or missing items before check out, may result in the borrower having to pay for the damaged/missing items at check-in. All checked in items are examined by circulation staff prior to shelving.
3. **Number of Items** – The number of items loaned on a borrower's card at one time may be dictated by current demand for the type and/or subject of the material or by the number of items available. The library reserves the right to limit the number of items a borrower may check out if access to library materials is being adversely affected for other library patrons.
4. **Loan Period** – Books, magazines, audio books on CDs, compact discs, and miscellaneous materials are loaned for 21 days at no charge. Board games will be loaned to adult borrowers ONLY. The loan period is fourteen (14) days.

DVDs and Blu-Rays will be loaned to adult borrowers ONLY. The loan period is seven days.
5. **Renewals** – All circulating materials, except board games, may be renewed for up to two additional loan periods as long as there are no holds for other borrowers on them.
 - a. Internet renewals – All items without holds that are **not** in extended use may be renewed on the internet by accessing your library account utilizing your card number and PIN number.
 - b. Telephone renewals – All items without holds may be renewed by telephone. If an item is in extended use but not long overdue (two months past the original due date), fees will be charged to the borrower's account and then renewed. It is the borrower's responsibility to pay the fees on their next visit to the library.
6. **Non-Circulating Materials** – Current issues of magazines and items classified as Reference or Heritage do not circulate except with special permission of the reference librarian or library director.

C. Returns Policy

1. **Borrower Responsibility** – All A-WTPL materials should be returned to the Avon-Washington Township Public Library. Any borrower returning materials to another library will remain responsible for them and may be charged any fees incurred until the materials are returned to the Avon-Washington Township Public Library.
2. **Place of Return** –Library materials may be returned to the outside (west side of the front door) or lobby electronic book drops, except items that are specially marked to be returned to the Circulation Desk. Board games must be returned to a staff member at the Circulation Desk.
3. **Time of Return** – All materials are due by the end of closing on the due date. If items are returned after closing, but before the library opens the next day, extended use fees **will not** be assessed.
4. **Missing Items Returned** – The library staff will check all multi-part returned items to ascertain whether they are complete. If all parts are not present, the item will not be discharged on the computer, but re-checked out on the borrower’s account. The library will notify the responsible borrower that the item will not be considered returned until all parts are returned.

D. Extended Use/Lost/Damaged Materials Policy

The library encourages the prompt return of its books and other library materials. A fee is charged for extended use of materials not as a punishment but as an incentive to return materials on time, thereby allowing other borrowers to use the material. The library will accept cash, check, credit/debit cards for making payments on fees owed. There will be a \$25.00 return check fee posted to the borrower’s library card if payment does not clear the bank.

1. **Extended Use Fees** – The library will not assess fees for days the library is closed. Collection of materials and fees may be carried out as provided in the Indiana Code 35-50-4-4. Failure to return or pay for articles borrowed from the library may be handled as provided by I.C. 35-43-4-3.5.
 - a. Fees will accrue from the day after the material is due to the day returned except where noted below.
 - b. Extended use fees may be waived under special circumstances. At the discretion of the director and with prior notice to the Board of Trustees, a special collection such as “Food for Fines” may be designated for a specific period of time.
 - c. Borrowers may be charged for A-WTPL materials returned in error to another library. Fees will continue to accrue to the maximum until materials are returned to the Avon-Washington Township Public Library.
 - d. Borrowers of interlibrary loan materials are responsible for any applicable A-WTPL fees as well as any fines and/or fees charged by the lending library as a result of lost/damaged items.
 - e. Donated materials will not be accepted in lieu of extended use fees.

2. **Fee Schedule** – All print and audio materials not returned to the library by their due date will be assessed fees at the rate of 25 cents per day per item to a maximum of \$10.00 per item. DVD and Blu-Ray library materials not returned to the library by their due date will be assessed fees at the rate of \$1.00 per day per item to a maximum of \$10.00 per item. Board games not returned to the library by their due date will be assessed fees at the rate of \$2.00 per day per item to a maximum of \$10.00 per item.
3. **Extended Use Notices** – Notices concerning items kept beyond their due date will be mailed to the borrower approximately three weeks after the item/s are due and again six weeks after the due date if the item/s have not been returned. The sending of these notices is considered a courtesy and does not abrogate the borrower's responsibility to return materials on time.
 - a. Two months after the original due date, a letter will be sent accompanied by a legal notice requesting the return of library material/s. Charges for the cost of the material/s and any applicable fees will be assessed according to the Fee Schedule on pages 16/17. The account may then be turned over to a collection agency approximately 60 days from the time the account goes over \$24.99.
 - b. While the library understands that a borrower who has declared bankruptcy may not be able to pay the fees accrued for the extended use of items, the declaration of bankruptcy does not excuse the borrower from returning the library's materials.
 - c. The library may also take action in court pursuant to provisions in Indiana law where the value of the non-returned items warrants such action.
4. **Fees For Lost Materials** – When an item is reported lost by the borrower, the borrower will be charged for the item and the item will be declared lost and withdrawn from the collection. The fee will be the retail purchase price or a standard fee according to the attached fee schedule which has been approved by the library's Board of Trustees. (See pages 16/17.) For items that have been lost or damaged, the library may accept exact duplicate items purchased by the borrower. However, the library reserves the right to examine the purchased item before accepting it in lieu of payment. A \$2.00 fee will be assessed to the borrower to cover the cost of processing.
5. **Claims Returned/Claims Never Had** – In the event a borrower insists that they have never borrowed an item or have returned an item for which they received an extended use notice, the claim will be noted on their record as such. The library will continue to search for the material for 30 days. If the material is not found in that time, the retail purchase price or a standard fee according to the Fee Schedule will be charged to the borrower. If the material is returned prior to the 30 days, regular extended use fees will be assessed.
6. **Refunds** – Should a borrower find a lost item that has been paid for, there will be NO refund of the fines and fees paid. The paid for item is the borrower's property. Library staff will advise the borrower of this fact when payment is received for the lost item.

Fee Schedule

The following fee schedule will be used for lost items:

BOOKS	
Adult Fiction Hardback	28.00
Adult Fiction Paperback	14.00
Adult Non-Fiction Hardback	32.00
Adult Non-Fiction Paperback	25.00
Teen Fiction Hardback	22.00
Teen Fiction Paperback	12.00
Teen Non-Fiction Hardback	22.00
Teen Non-Fiction Paperback	20.00
Juvenile Fiction Hardback	18.00
Juvenile Fiction Paperback	9.00
Juvenile Non-Fiction Hardback	25.00
Juvenile Non-Fiction Paperback	14.00
Juvenile Board Book	10.00
AUDIO BOOKS	
CD Book	10.00/disc
MOVIES	
DVD – Fiction	See catalog record
DVD – Non-Fiction	See catalog record
Blu-ray – Fiction	See catalog record
Blu-ray – Non-Fiction	See catalog record
PERIODICALS	
All Periodicals	5.00
OTHER CIRCULATING ITEMS	
Music CD	15.00
Miscellaneous Materials Envelope	1.00
Board Games	See catalog record

<i>CD Book Cases:</i>	
Small [<i>Case Only</i>] (holds up to 4 double-sided sleeves)	3.50
Small case with sleeves	4.95
Medium [<i>Case Only</i>] (holds up to 8 double-sided sleeves)	3.75
Medium case with sleeves	5.95
Large [<i>Case Only</i>] (holds up to 18 double-sided sleeves)	7.25
Large case with sleeves	9.00
Double-sided sleeve only	1.00
<i>DVD/Blu-Ray Cases:</i>	2.00
<i>Other Storage:</i>	
Music CD Case	1.00
Zippered AV Bag	5.00
<i>Replacement of RFID tag removed from book</i>	1.00

- a. Fees may also be charged for auxiliary materials such as plastic covers, labels, etc.
- b. The fee for some specialized multi-part sets will be determined using available outside resources.
- c. Partial loss – if any part of a set is lost and the item is deemed unusable, the full price of the set may be charged. If the item can be put back in circulation without the missing part, a partial damage fee determined by the Library Director may be charged.

E. Publication of Images

1. **Not-for-Profit use:** Students, teachers, public broadcasting and other not-for-profit institutions will not be charged for digitized images. In lieu of a user fee, two copies of any published articles, books, or DVDs must be donated to the Huron Heritage Room. The following credit line must be used: Huron Heritage Collection, Avon-Washington Township Public Library, and Avon, Indiana.
2. **Commercial Use:** Commercial users, such as retail stores and restaurants, may use digitized photograph's (archival.jpg image, resolution 600 ppi) for \$50 per photograph. Any commercial entity headquartered outside of Washington Township, Hendricks County, will be charged a \$100 consulting fee in addition to the price per photograph. The image **may not** be reproduced and may only be used one time. The following credit line **must** be used: Huron Heritage Collection, Avon-Washington Township Public Library, Avon, Indiana.

3. **For-Profit Use:** For-profit publishers will be charged \$25 per photograph (archival.jpg image, resolution 600 ppi). The library **will receive** two copies of the publication, free of charge. The following credit line must be used: Huron Heritage Collection, Avon-Washington Township Public Library, Avon, Indiana.

Approved 9/7/04; Revised 9/27/10; Revised 3/28/11; Revised 8/22/11; Revised 3/26/12; Revised 5/23/12; Reviewed 3/18/13; Revised 9/23/13; Revised 4/28/14; Revised 3/23/15; Revised 12/14/15; Revised 9/26/16; Revised 9/25/17; Revised 11/27/17; 6/25/18; Revised 1/28/19; Revised 3/25/19; Revised 10/28/2019; Revised 1/28/2019; Revised 07/27/2020, Revised 10/07/2020, Revised 05/14/2021, Revised 09/01/2021



Confidentiality Policy-Patrons

The Avon-Washington Township Public Library supports the President of the United States and congressional leaders in our nation's efforts to preserve and protect the many hard-won freedoms we enjoy as Americans.

Public libraries face the dilemma of having the responsibility of protecting the privacy of our patrons while responding to legitimate national security concerns. The Avon-Washington Township Public Library recognizes the confidentiality of information sought or received and materials consulted, borrowed or acquired by a library user.

The Avon-Washington Township Public Library strives to create an environment that is:

- Crime free
- A safe place
- A place for learning and pursuit of knowledge and information on any topic
- A place where patrons can ask any question and discuss any topic

The library will do its utmost to uphold the privacy and confidentiality of patrons' free access to information. The library will rely on existing laws and library policies to control behavior that involves public safety or criminal behavior.

About the USA Patriot Act of 2001

HR-3162 became Public Law 107-56 in response to the events of September 11, 2001. The full title of the law is: *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001*.

The Act may provide law enforcement broader boundaries when investigating information accessed and transmitted by patrons with regards to national security concerns.

Access to patron information may include but not be limited to:

- Database search records
- Circulation records
- Computer use records
- Inter-library loan records
- Reference interviews
- E-mail
- Any other records or information of any kind maintained by the library about a patron.

AWTPL Policy and Procedures Regarding Information Access and Confidentiality

Integrated library system search records: These records refer to the searches of the collection a patron may conduct on the Online Public Access Computers (OPAC). These searches are conducted by using Portfolio, the library's digitization/cataloging system. Portfolio is a product of Sirsi/Dynix. Once a search is conducted, the Portfolio software does not retain a copy of the search. Any records of the search will not exist.

Circulation records: Patron material is circulated via the Symphony WorkFlows system. The circulation software tracks materials currently checked out. However, it automatically erases a transaction from the reader's record once a book is returned and all fees are paid unless the patron requests otherwise.

Computer use records: The library does not assign a computer to a patron, and no paper record with the patron's information printed is generated.

Interlibrary loan records: Patrons may borrow items not owned by the Avon-Washington Township Public Library from other libraries worldwide via SRCS, Indiana's Statewide Remote Circulation Service, provided by the Indiana State Library. The Avon-Washington Township Public Library tracks items borrowed and generates a paper record with patron information. Once the materials are returned to the lending library and all appropriate fines and fees are paid, the paper record linking a patron to a borrowed item is destroyed after one year.

Reference interviews: A reference interview occurs when a patron approaches a library staff member with a request for materials or information. The staff member may conduct an interview with the patron to better understand and answer the question. No paper record linking the patron with the request is routinely kept during the interview. If a patron's personal contact information is recorded for any reason, as soon as the requested materials or information are delivered, the paper record is destroyed.

Policy and Procedures for Complying With Law Enforcement

The library staff will comply with law enforcement when supplied with a legal subpoena or warrant. If a subpoena or warrant is produced, the staff will follow these procedures:

- Library staff members will not disclose any information about patrons' records of any sort to anyone asking for the disclosure of such records unless a patron is inquiring about his/her own record. A staff member who is approached with such a request will immediately contact the director. If the director is not immediately available, the staff member will contact a manager.
- The director or manager will ask to see official identification and will photocopy all identification that is produced.
- If law enforcement presents a subpoena, library staff should direct that person to the director, who in turn will direct the subpoena to the library's attorney. If the director is not immediately available, the staff member will direct the person to a manager.
- If a member of law enforcement presents a library staff member with a warrant, the staff member will not interfere with any search and/or seizure. The staff member will immediately contact the director. If the director is not immediately available, the staff member will contact a manager.
- The director will keep a detailed record of all legal requests.
- The director will keep a detailed record of all costs incurred by any search and/or seizures.

Approved: 4/28/2003, Revised: 9/22/2008; 2/27/2012, Revised: 3/18/2013; 9/25/2017

Confidentiality Policy-Public Records

- A. Any person may inspect and copy the public records of the library in accordance with IC 5-14-3 between 9 a.m. and 5 p.m. Monday through Friday. A sample letter requesting access and/or copies of a public record may be obtained at the Circulation Desk. If the request is hand-delivered, the library will respond ***within 24 business hours*** after the request is received. If a request is received by the library by facsimile, mail or electronic mail, the library will respond ***within 7 calendar days*** after the request is received.
- B. The following public records are exempted from public disclosures, unless access to the records is specifically required by state or federal statute or is ordered by a court. The Director will be the only one allowed to disclose any exempted public records with the appropriate documents:
1. Personnel files of library employees and files of applicants for employment, except for:
 - a. The name, compensation, job title, business address, business telephone number, job descriptions, education and training background, previous work experience, or duties of first and last employment of present or former officers or employees of the library.
 - b. Information relating to the status of any formal charges against the employee and;
 - c. Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his representative. General personnel information on all employees or for groups of employees, without individual names, may not be excepted from disclosure.

2. Administrative or technical information that would jeopardize a record keeping or security system.
3. Computer programs, computer codes, computer filing systems, and other software that are owned by the public agency or entrusted to it and portions of electronic maps entrusted to a public agency by a utility.
4. Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.1. However, this subdivision does not apply to that information required to be available for inspection and copying under subdivision (8).
5. The identity of a donor of a gift made to a public agency if:
 - a. The donor requires nondisclosure of his identity as a condition of making the gift; or
 - b. After the gift is made, the donor or a member of the donor's family requests nondisclosure.
6. Library records that can be used to identify any library patron. *Names and addresses of employees may not be disclosed by the public library to commercial entities for commercial purposes and may not be used by commercial entities for commercial purposes.*

Approved: 4/28/2003; Revised: 9/22/2008; 9/27/2017, Reviewed: 12/12/2011; 3/18/2013

Displays and Exhibits Policy

1. Exhibit space may be made available for public use at the discretion of the Library Director.
2. Library sponsored or co-sponsored exhibits take precedence over the other exhibits at all times.
3. Displays in the library are seen by patrons who walk into the library, both children and adults, who possess various degrees of sophistication. The materials comprising the display must therefore meet guidelines that are generally known and “a standard acceptable to the community.”
4. The Library Director reserves the right to reject any part of a display or to change the manner of the display when deemed appropriate.
5. Normal exhibit duration time shall be one calendar month. Bookings may be made with the Administration Department.
6. Display items must be of such size, composition and weight that they will not necessitate alterations to or cause damage to the exhibit cases or area.
7. Although the display cases are locked, the library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited.
8. All items placed in the library are displayed at the owner’s risk.
9. The Library Director and the Board of Trustees reserve the right to approve or disapprove any material submitted for display on library premises.



ELECTRONIC MEETING POLICY

In accordance with HEA 1437, an act involving electronic meetings, the Avon Washington Township Public Library will adhere to the following protocol when it comes to electronic meeting participation for Library staff, Board and members of the public.

Board members attending monthly meetings electronically may be counted as present so long as the library uses technology – including but not limited to, Zoom, Microsoft Teams, and GoToMeeting – that permits simultaneous communication between Board members and that also permits the public to simultaneously attend and observe the meeting. At least half of the Board members must be physically present at each meeting. Board members attending meetings electronically must notify the Board President and Library Director at least 72 hours in advance of the meeting for electronic meeting arrangements to be made and the public notified.

Board members may attend the Library Board meetings electronically for reason due to:

- Military Service;
- illness or other medical condition;
- death of a relative; and/or
- an emergency involving actual or threatened injury to persons or property.

Electronic participation in meetings is not permitted if the Board is attempting to take final action to:

- Adopt a budget;
- Make a reduction in personnel;
- Initiate a referendum;
- Establish or increase a fee;
- Use eminent domain authority; and/or
- Establish, raise or renew a tax.

Meeting memoranda (minutes) for a meeting where a Board member attends electronically must:

- State the name of each Board member
 - o Who was present in person;
 - o Who attended the meeting by electronic means; and
 - o Who was absent, and
- Identify the electronic communication mechanism for the meeting; and
- Include roll call votes for all actions.

The limitations on Board members attending a Library Board meeting do not apply in a case where the Governor has declared a disaster emergency. Electronic meeting technology shall not be employed if no Board members are attending a meeting electronically.



Epidemic/Pandemic and Library Health Emergency Policy

Purpose

To establish protocol that will be used in the event of an epidemic or Library health emergency. The Library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during an epidemic or health emergency organizations may be required to take measures to help slow the spread of illness such as closing by order of county, state or federal health or government officials. It is important to ensure that core business activities of the Library can be maintained with limited staff and reduced hours as determined by the Library Director.

Definitions

This plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Epidemic- A disease affecting many persons in a specific locality at the same time, and spreading from person to person in a locality where the disease is not permanently prevalent.

Pandemic- An epidemic that has spread over several countries or continents, usually affecting many persons around the globe.

Library health emergency- The state of affairs in which there are not enough healthy Library staff to maintain normal hours of operation.

Library Closure

The Avon-Washington Township Public Library may temporarily close because of an epidemic or Library health emergency in the event that either of the following occurs:

- A.** A mandate, order, or recommendation for closure is issued by Hendricks County Health Department, Indiana State Department of Health or other government officials.
- B.** If a Library employee has been diagnosed as a carrier of the known epidemic
- C.** At the discretion of the Library Director.

The Avon-Washington Township Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels or to reduce the possible spread of the contagion. In the event of closure, overdue fines, and ILL requests will be suspended. The exterior book drop will be kept open and cleared periodically as long as possible.

Types of Library Closures:

- Complete Closure: no staff in the building at any time.
- Library Closure with Essential Services Only: exempt and other essential library employees may be required to work during closures to perform necessary duties, such as payroll, bill paying, building maintenance, emptying book drops, etc.
- Library Closure with Reduced Services- staff may:
 - o Be allowed to work inside the building, although the building is closed to the public
 - o Be assigned to provide services to patrons in newly determined ways
 - o Be assigned to clean the building

School Closures

In the event that any schools in Washington Township are closed because of an epidemic, the Avon-Washington Township Public Library will remain open unless one of the above conditions under the “Library Closure” section is met.

Communication

In the event of cancellation of services, programs, meeting room usage or Library closures, administration staff will:

- Notify staff, trustees, Foundation and Friends board members, custodial staff and public via email, social media and the website
- Call or email scheduled program presenters, community room reservations, outreach sites, program attendees (if we have contact information)
- Provide information regarding the epidemic/pandemic on the Library’s website’s homepage
- Create signage for updating patrons
- Notify local media and other government entities as deemed necessary

Social Distancing

If recommended by local, state or federal health officials, Library staff will follow suggestions and directions to implement social distancing within the Library building.

Additional Cleaning Measures

During the epidemic, the Library will ask staff and custodians to increase cleaning within each location.

Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all Library operations shall be provided by the IT/Reference Manager.

Added 03/23/2020



Fliers and Brochures Policy

1. All fliers/brochures for displaying in the library lobby must be submitted to the Adult Reference Department for approval and keeping materials current.
2. The Library Director and the Board of Trustees reserve the right to approve or disapprove any material submitted for display on library premises.
3. All items placed in the library lobby are displayed at the owner's risk. The library assumes no responsibility for lost or damaged items.
4. The flier/brochure holders in the library lobby are available for Washington Township not-for-profit organizations' materials on a first-come, first-served basis.
5. The flier/brochure holders are also available to not-for-profit organizations located outside the Washington Township area, if space is available.
6. No flyers or posters for any purpose other than library information or promotional use shall be posted inside the library. All other displays of information and promotional material shall be contained within the lobby.
7. No political campaign-related material will be accepted.
8. Size of material in the brochure holder cannot exceed 8 1/2" x 11".
9. Due to limited amount of space available, only current materials are kept on display.

Revised: 8/25/2008, Revised: 2/27/2012, Reviewed: 3/18/2013 Reviewed: 3/9/2015, Revised 3/21/2016



Group Study Rooms Policy

Study Rooms Policy

The Avon-Washington Township Public Library provides study rooms to serve the needs of the Avon community.

Study Rooms are available during the Library's normal operating hours. The rooms must be vacated 15 minutes before Library closing.

The Library is not responsible for possessions left in the Study Rooms.

There is no guarantee of a silent atmosphere inside Single use and Group Study Rooms. Individuals are asked to observe the Library Standards of Conduct regarding noise. For individuals seeking a quiet place to study, the Library provides a Quiet Study Room.

Snacks and securely covered drinks are permitted in the Library for consumption by individuals. No group meals (e.g. pizza parties) are allowed. Spills should be reported promptly. Leftover food and containers must be disposed of promptly and properly.

Patrons who use the Study Rooms are expected to leave the rooms in their original order. Individuals shall be held responsible for willful or accidental damage in accordance with the Meeting Room Policy.

Laptops are permitted and Wi-Fi is available.

Single use Study Rooms

Single Use Study rooms are to be used by single individuals wishing to study alone or needing to interact with others remotely-i.e., attending a webinar, having a teleconference. The rooms are not to be used to conduct private business via telephone.

Single Use Study Rooms cannot be reserved and are available on first-come-first-served basis for a maximum of 2 hours at no charge.

Individuals under 5th grade may not use the Single Use Study Rooms.

Abusers of this policy will be denied use for a set period of time.

Group Study Rooms

The primary purpose of the Group Study Rooms is to provide space for study sessions, collaborative work, and short meetings by informal small groups.

Group Study Rooms cannot be reserved and are available on a first-come-first-served basis for a maximum of 2 hours at no charge.

Each Group Study Room has posted the seating capacity and is not to exceed these capacities. The seating capacity is a fire code requirement and will be enforced. The Group Study Rooms are not to be used by single individuals unless the Single Use Study Rooms are unavailable.

Individuals under 5th grade wishing to use the Group Study Rooms must be accompanied by a person at least 18 years of age.

Abusers of this policy will be denied use for a set period of time.

Quiet Study Room:

The Quiet Study Room is for those who are seeking a quiet environment for reading and independent studying.

Conversation and the use of cell phones or loud equipment are prohibited in this room.

Use of this room is not limited.



Interlibrary Loan Policy

I. Principles

Interlibrary loan is a primary service that supports the mission of the Avon-Washington Township Public Library (AWTPL) by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the AWTPL collection.

The AWTPL affirms that interlibrary loan is an adjunct to, not a substitute for, the Library's collection. In meeting patron needs, A-WTPL will exhaust local resources before requesting items on interlibrary loan. Items in frequent or recurring demand will be considered for purchase.

II. Definition

Interlibrary loan is a transaction in which AWTPL borrows materials from another library on behalf of a patron, or another library borrows materials from AWTPL on behalf of its patrons.

III. Conditions of Service

AWTPL endorses the principles relating to interlibrary loan included in the Indiana Library Resource Sharing Policy, the American Libraries Association Interlibrary Loan Code, the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works Guidelines, and federal and state laws governing confidentiality of records.

IV. Interlibrary Borrowing

Users: This service is offered to anyone for whom AWTPL is their home library and who has a valid library card.

Types of Materials Borrowed:

- Interlibrary loan is an invaluable research aid, but it is not a substitute for a balanced library collection. Therefore, AWTPL will consider all interlibrary loan requests for purchase before borrowing from another library. Purchase consideration will be done within two working days of the initial request.
- The interlibrary loan staff will request materials not owned by the Library, or missing from the Library's collection, or that is six weeks or more past due on another patron's account.
- Materials which will not be requested include items owned by the Library and temporarily in use; reference items and non-circulating historical items; electronic full-text information available to the Library; and materials on reserve in the Library.

How to Submit a Request: Requests may be placed at the Reference Desk, over the phone, or through email. (A patron is limited to four title requests per week.)

Turnaround Time: Requests for any items not purchased will be emailed or sent through ILL within two working days of the "do not purchase" decision. Turnaround times by lending libraries may vary and AWTPL makes no guarantees that the materials will arrive by a specified date. In most cases, patrons can expect two to three weeks for delivery

Conditions of Use: AWTPL will strictly observe any conditions for use of loaned materials that are imposed by the lending library. Interlibrary loan materials must be checked out by the patron within one week of notification, and must be returned by the due date. Items may not be renewed.

Charges: AWTPL will charge return postage to the requesting patron for each item received from out of state through interlibrary loan. The charge will be placed on the patron's account when the material is received by A-WTPL. The patron is expected to pay the charge at the time of check-out. The charge will not be waived if the patron refuses to check out the material.

AWTPL will not pay borrowing charges beyond mailing costs. If costs are expected, usually because the item cannot be found in-state, patrons will be consulted about their willingness to pay before materials are borrowed.

Responsibility: AWTPL agrees to pay the lending library for overdue, damage, or loss charges and then arrange for the patron to reimburse AWTPL.

Statistics: AWTPL will maintain records of transactions in order to inform users of the status of their requests and will annually report activity as required by the Indiana State Library.

V. Interlibrary Lending

Users: This service is offered to other participating reciprocal borrowing Hendricks County libraries that abide by the conditions set forth in Item III above.

Materials Available: AWTPL endeavors to make available the broadest range of materials for interlibrary loan. Reference materials will not be loaned. AWTPL also reserves the right to ask a borrowing library to restrict use of materials lent.

Formats for Requests: Requests to borrow from AWTPL are accepted via phone, fax transmission, and email.

Turnaround Time: AWTPL will provide speedy response on most request, usually responding within two working days.

Circulation Period: The circulation period for items lent on interlibrary loan will be five weeks to allow transportation time.

Charges: AWTPL will not charge for lending materials, except for insurance or mailing costs, if any. AWTPL will charge the borrowing library for materials that are damaged or lost on interlibrary loan.

Revised: 06/2008

Revised: 4/2009

Revised: 3/26/2012

Revised: 3/18/2013

Revised: 9/25/2017

Internet Use Policy

- Internet use may be limited to thirty minutes, if other patrons are waiting to use the station.
- All public computers are filtered in accordance with the Children's Internet Protection Act (CIPA).
- Use of the Internet is a privilege and access is voluntary. The library has the right to set and enforce rules and regulations concerning the use of the Internet computer stations. Set fees will be charged for printing.
- Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use.
- The Internet is a global electronic network without government control of its users or content. The library cannot be responsible for the reliability or quality of information found on the Internet. The Internet may contain material of a controversial nature. Parents must assume responsibility for their children's use of the Internet.
- Sexually explicit or sexually suggestive (obscene/pornographic) material access and/or viewing is prohibited. Users must also refrain from inappropriate Internet conduct when using electronic mail, chat rooms or browsing the World Wide Web. Examples of inappropriate conduct include, but are not limited to: violation of computer security systems, violation of another user's privacy, violation of computer usage policies, use of the Internet for unlawful, indecent or malicious activities, misrepresentation of oneself or the library, use of abusive or objectionable language, engaging in harassing behavior such as sending or posting slanderous, libelous, obscene or threatening messages, and other activities that could cause congestion and disruption of networks and systems.
- Users must respect all copyright laws and licensing agreements pertaining to software, files and other resources obtained via the Internet computer.
- The Internet computer is not to be used for solicitation, advertisement, or for any other commercial purposes.
- Patrons have the sole responsibility of properly logging off of personal accounts (email, banks, etc.)
- The library reserves the right to review any materials stored in files to which all Internet users have access, and will remove any material which, in its opinion, does not comply with this document.
- The library makes no warranties, expressed or implied, that the functions or content of the system will meet any user's specific requirements, or that it will be error-free or trouble-free, current or uninterrupted; nor shall the library be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or income) sustained or incurred in connection with the use, operations, or inability to use the system.

In consideration for the privilege of using the Internet computer and for having access to the information contained on the Internet computer, users hereby release and hold harmless the library, the operators of the Internet computer, and any institutions with which they are affiliated from any and all claims of any nature arising from the use, or inability to use, the Internet computer. Users whose conduct on the Internet is deemed inappropriate and/or users who access sites that are deemed inappropriate for a public setting will have their Internet privileges revoked.

Adopted: 8/26/1997, Revised: 12/21/2009, Revised: 3/26/2012
Reviewed: 3/18/2013, Revised: 3/26/2018, Revised: 10/25/2019



Library Standards of Conduct

The Avon-Washington Township Public Library is a dynamic civic resource that enhances the quality of life of the Avon community by providing for the educational, informational, and recreational needs of all its citizens.

To effectively serve all library patrons, the Library Board of Trustees has established the following standards of conduct to maintain a safe and pleasant environment conducive to fulfilling our mission.

1. No one, except library staff, is allowed in the library before or after the library's posted business hours. Exceptions to this rule must be approved in writing in advance by the director.
2. All children must be supervised. Children under the age of 10 must have a responsible caregiver age 16 or older on the premises and children 5 or under must be accompanied at all times.
3. Any activity, which interferes with the rights of other patrons to use the library, which endangers patrons or staff, or could result in damage to library property or materials, is unacceptable. Inappropriate behavior includes but is not limited to:
 - Abuse or vandalism of library property
 - Abusive, offensive or obscene language
 - Bringing in animals other than guide dogs and other assistive animals
 - Carrying weapons of any kind except firearms which is covered under I.C. 35-47-11.1
 - Fighting, running or horseplay
 - Loitering
 - Public Indecency
 - Harassment of any kind
 - Illegal activity of any kind
 - Intoxication
 - Loud conversation which is disturbing to others
 - Obstruction of aisles or doorways
 - Panhandling, soliciting, selling, or other activities that result in the disruption of library
 - Patrons or library operations, as determined by the library staff.
 - Possession of alcohol or illegal drugs
 - Sexual misconduct
 - Smoking
 - Solicitation of patrons or staff
 - Unauthorized distribution or posting of flyers or leaflets
 - Violation of the library's Internet Policy
4. Circulating petitions, conducting interviews or surveys, or similar activities is prohibited in all library facilities, except in Meeting Room pursuant to the terms, conditions, rules and regulations governing use of said Meeting Room and so long as said activity does not disrupt library patrons or library operations.

5. Snacks and securely covered drinks are permitted in the library for consumption by individuals. No group meals (e.g. pizza parties) are allowed. Spills should be reported promptly. Leftover food and containers must be disposed of promptly and properly.
6. Drinks are allowed but only if they are in closed containers, such as covered cups, soda cans, or water bottles.
7. Library users must immediately report spills to staff and dispose of trash in appropriate containers.
8. The library cannot be used as a site to sell things, i.e. tickets, fundraising items, for other non-profit or profit-making organizations. The exception to this will be that tutors are allowed to charge for tutoring services conducted in the library. The library cannot be used as a collection site for donations for other non-profit organizations.
9. Shirt, shoes and appropriate clothing are required for all patrons, including children, while in the library building.
10. The use of radios, CD players or other listening devices without personal earphones is prohibited. The volume of personal earphones shall be kept to a level that is inaudible by other patrons.
11. All motorized vehicles, including motorcycles, must be parked in designated parking areas.
12. The recreational use of bicycles, roller skates/blades, skateboards or scooters on library property is prohibited. They may be used as transportation to the library only and are not permitted inside the building.
13. The Library is no longer able to supply a pay phone for public use. Brief personal calls will be allowed at either the Adult Reference Desk or the Children's Desk as long as no interference occurs with Library business. Calls must be limited to no longer than five (5) minutes. The Library will not accept incoming calls for patrons.

These rules are not all inclusive of every behavior that will be regulated on Library property. The Avon-Washington Township Public Library Board of Trustees authorizes Library staff and law enforcement officers to enforce the Library's published Library Standards of Conduct policy. Patrons or visitors whose conduct or activities violate this policy will be asked to modify their behavior. Further failure to comply with this policy will result in the suspension of Library privileges and removal from the building. The length of the suspension of Library privileges and/or eviction from the Library property shall depend on the nature and seriousness of the offense that required removal, the extent of the disruption caused, any history or prior infractions of this policy or other Library policies, and any other relevant circumstances. If the individual facing exclusion is under the age of eighteen (18), then banning will not occur until the minor's parent or guardian is notified.

Individuals who have had their Library privileges suspended may appeal the suspension. The request must be made in writing and will be evaluated by the Library Board of Trustees.

We appreciate your cooperation in maintaining a pleasant atmosphere in the library.

Revised 03/21/2016, Revised 9/25/2017, Revised 08/21/2019, Revised 07/27/2020, Revised 09/10/2020



Lobby Television Monitor Display Policy

1. Library and community announcements and events may be made available for display on the two (2) lobby television monitors at the discretion of the Library Director.
2. The Library Director reserves the right to reject any part of the display or to change the manner of the display when deemed appropriate.
3. Normal display duration time shall be one calendar month. Displays promoting an event shall begin no earlier than one calendar month prior to the event. Bookings may be made with the Circulation or Adult and Children's Reference Departments.
4. No flyers or posters for any purpose other than library information or promotional use shall be posted inside the library. All other displays of information and promotional material shall be contained within the lobby.
5. All non-library affiliated displays shall be for not-for-profit organizations and events only, and must be relevant to the Avon and Hendricks County communities.
6. All information submitted for display on the television monitors must be submitted in an image format (JPEG, TIFF, etc.) in order to be displayed correctly.
7. The Library Director and the Board of Trustees reserve the right to approve or disapprove any material submitted for display on library premises.

Approved: 3/21/2016



Materials Selection & Collection Development Policy

PURPOSE OF MATERIALS SELECTION

The purpose of the public library is to obtain, organize, and make conveniently available books, periodicals, audiovisual and downloadable materials, electronic resources (databases), and items of local historical interest, both physical and digital. The attainment of this purpose will depend largely on the wise and efficient expenditure of available funds for the best materials published both new and old. It shall be the policy of the Library to maintain a workable collection of standard works, including the best of all writers as well as the classics of world literature in a wide variety of formats.

The Library shall also maintain an up-to-date collection of the best of the current writing, attempting to have material in all fields of knowledge of interest to the people of the community.

RESPONSIBILITY OF MATERIALS SELECTION

The materials selection policy is the responsibility of the Board of Trustees of the Library, which supports the Library Bill of Rights promulgated by the American Library Association and serves as the basis for this policy. The selection of material is the responsibility of the librarians on staff. All staff members and library users are encouraged to recommend items for purchase.

PROCEDURES IN MATERIALS SELECTION

Method

The following considerations are made during the selection process:

- Need with respect to existing collection
- Subject timeliness and/or prediction of lasting value
- Patron interest
- Professional reviews
- Accuracy of factual information

Censorship and areas of controversy

Elimination of items in the selection process is not to be confused with censorship, but is rather an attempt to obtain the best materials available in all formats with established funds. In the democratic process, it is vital to make all sides of issues available to the reading public even though they may be offensive to some and acceptable to others. The Board believes that censorship is an individual matter and everyone is free to reject for themselves or their children materials which they do not approve, but no one can restrict the freedom of others to choose what they read. No materials will be eliminated because of coarse language or frank treatment of certain situations if in the opinion of the Library Director or selection committee the author is justified in what he or she portrays.

Final authority for the determination of policy in selection and acquisition of materials is vested in the Board of Trustees of the Library. Patrons who feel materials should be added or withdrawn should present their case in writing to the Library Director and the Board. Objections and reasons should be listed.

Indicating a material's point of view or bias by use of labels or special shelving is considered an

unwarranted assumption on the part of the Library.

Since the Library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience, some materials may be deemed by parents as inappropriate materials for their children. However, since parents' feelings differ and children of the same ages differ greatly in levels of maturity, the Library, while attempting to guide youth, will not act as a judge of what materials a child is mature enough to borrow. This responsibility must remain with the parents.

PRACTICE OF SELECTION IN SPECIFIC AREAS

Fiction

The novel has assumed an important place in today's society, not only as a means of entertainment but also as an educational form, a medium for recording and molding public opinion, and for changing individual attitudes. Attention is paid to maintaining a basic collection of standard novels and the classics and semi-classics of the world, in all formats available. Mysteries, science fiction, westerns, graphic novels and romances are acquired in relation to budget and demand.

Medical and law materials

Purchase is limited to very general or basic reference information, in a variety of formats, designed for the layperson. General books on health and disease should be chosen with care. Items on sex instruction and sexual behavior should be selected with attention to the reputation and intent of the author and should be made freely available on the library shelves.

Religious materials

In the literature of religion, library selection must be broad, tolerant and in balance, maintaining an impartial recognition of all religions while specializing in none.

Borderline materials

Unorthodox or fad materials should be added in limited quantities. Some materials of doubtful value may be purchased occasionally because of their timeliness or because of a great degree of interest in them.

Research material

The library staff and Board recognize that many demands come from students attending nearby institutes of higher learning. A considered attempt is made to supply worthwhile materials of a general nature in all fields and in all formats available, which should meet many needs. However, because of limited funds and the availability of libraries at these institutes of higher learning, the Library does not attempt to provide specialized materials or textbooks for scholarly research.

Textbooks

The Library may provide materials supplemental to or correlative with various courses of instruction but is in no way obligated to provide textbooks for regularly assigned formal classroom instruction.

Gifts

Gifts of books or other materials are welcomed, but the Library reserves the right to make use of them as it sees fit. Materials purchased as memorials will be identified by a special bookplate in the front of the item.

DVDs, eBooks, music and electronic resources (databases)

These formats are selected in accordance with the same considerations as listed above.

Local Authors, Self-Published Materials Publisher Inquires

The Library regularly receives inquiries from authors and publishers requesting that materials be added to the Library collection. All requested or donated materials to be added to the collection are subject to the same selection criteria as materials purchased by the Library. We may acquire self-published material if it fits within the scope of the Library's collection plan, meets our selection criteria, or has received independent, positive reviews in one or more of the major professional review journals. Paid reviews do not qualify. Due to the number of submissions we receive, the Library does not notify submitters whether or not their material is selected.

Local History

This collection includes items pertaining to Avon and Washington Township history, culture, business, and schools. Examples include **school** yearbooks and memorabilia; **personal papers**, such as letters, diaries, land deeds, account books, military records, and photographs of early families; **group or club records**, such as minutes, account books, correspondence, and photographs; **government records**, such as minutes, flyers, brochures, ordinances, and photographs; **business records**, such as account books, minutes, correspondence, and photographs; and maps of the Avon-Washington Township area.

MISCELLANEOUS

If a particular material should be an essential addition to the library collection, the cost of the material should not be the basic consideration.

Purchase of paper-bound books depends upon the edition and availability of the titles in hardcover, as well as the potential demand and expected use since hardcover items last longer.

Replacements should be determined by the permanent value and importance of the book with due regard to demand.



Meeting Room Use Policy

The Jessie Thomas meeting rooms may be used for civic, cultural or educational meetings, whenever such meetings do not interfere with normal library activities. Meeting room use is for not-for-profit organizations and instructional use only; and shall not be used for fundraising. Granting the use of its facilities does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.

The group using the room must assume responsibility for any property damage which may occur as a result of their occupancy. All requests for use of the room shall be made by applying to the Circulation Department. All requests must be signed by an adult with a valid Avon-Washington Township Public Library card. Other government entities may use a meeting room without presenting a valid library card, but an application must be made and credentials identifying the government entity, and a room will be reserved, if available. Any unusual requests shall be approved by the library Board of Trustees before permission is granted.

The library reserves the right to cancel any scheduled meeting or to refuse any application that would interfere with normal library use and function. Every effort will be made to give at least one week's notice. The library reserves the right to refuse any application for cause, including but not limited to past violations of the Rules for Use, or non-payment of fees or fines.

RULES FOR USE

Groups using the library's meeting rooms agree to indemnify and hold harmless the Avon-Washington Twp. Public Library, its agents and representatives, from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the library facility, its meeting rooms, furnishings or equipment.

1. Groups using the library's meeting rooms have exclusive use of the reserved room(s) and, therefore, the meetings need not be open to the public.
2. Meetings which are designed to further the specific goals of an individual or group, such as recitals, political campaigns, paid tutoring classes, will be charged a Meeting Room Usage Fee (see fee schedule).
3. Signs produced for directional purposes must be submitted to the Library and posted by Library staff. Materials may not be attached to walls, windows, doors, or furnishings. Unauthorized signs will be removed without notice.
4. No meeting rooms will be available for use on Sundays.
5. The library will accept cash or credit/debit cards for room usage fees. There will be a \$25.00 return check fee posted to the responsible party's library card, as well as the room/equipment usage fee, if payment does not clear the bank.
6. Except for instructional groups, groups using the meeting rooms shall not charge for any event held in the library nor shall any profit-making venture be held therein.
7. Due to the complexity of laws covering public performance rights, no organization may show movies in any part of the library.
8. Only individuals, 18 years or older, with a valid Avon-Washington Township Public Library card may reserve any of the meeting rooms. The responsible party signing the application form must be in attendance

at the scheduled meeting, acknowledge receipt of these rules for use, and sign pre- and post-meeting room inspection forms.

9. Meeting attendance must be at least 10 people for rooms A and B. If attendance is frequently observed to be below ten people, the library reserves the right to refuse future reservations by the group. For groups of less than ten, Meeting Room C is available.
10. The library's conference room has limited availability for groups of 10 or less Monday through Friday and can only be reserved at the Director's discretion. The library conference room must be vacated by the pre-determined time agreed to in the application approval.
11. The children's programming rooms have limited availability and can only be reserved by an outside group at the Director's discretion. Children's programming rooms must be vacated by the pre-determined time agreed to in the application approval.
12. Occupancy limits are determined by the local fire marshal.
13. Entrance and exit must be through the main (north) entrance of the library. Other entrances can only be used with prior approval.
14. There is no baby-sitting service in the library for children of those attending meetings. Parents are responsible for their children.
15. Groups using a meeting room must confine all activities to the reserved room.
16. Library staff areas are off limits at all times.
17. No tobacco smoking, smokeless tobacco, alcoholic beverages or illegal drugs are permitted anywhere in the library.
18. The organization using the meeting room and adult signing the application accepts full responsibility for any damage caused to the building, furnishings, or any equipment (other than normal wear) resulting from meetings. The organization will be charged for subsequent repairs made necessary by the damage, or the repair fee may be charged to the responsible person's library account.
19. Any furniture moved by the group must be returned to its original position before the group leaves. There is an informational diagram on the back of the meeting room door indicating the preferred arrangement.
20. All groups are responsible for restoring the room to its original condition. There will be a walk-through inspection performed before and after the meeting with a representative of the library and a representative of the group using the room. If extra cleaning is required or any damage caused by members of the organization is found during the post-meeting inspection a fee will be charged to the cardholder's account. The organization will not be allowed to reserve any rooms again until the fee has been paid.
21. All groups serving food and/or drink (with the exception of water) or using a room for craft activity will be charged a non-refundable fee per the fee schedule. This fee will be collected prior to using the room. All trash from the meeting must be placed in the provided trash receptacle in the meeting room. If more than routine cleaning is required after the meeting, a charge will be placed on the cardholder's account.
22. Any group made up of people less than 18 years of age must have adequate adult supervision at all times.
23. There are no kitchen facilities for use by groups using the meeting rooms.
24. Groups must vacate the meeting rooms by 15 minutes prior to the library closing. The card holder will notify the library staff when the meeting is over. If the group fails to vacate the building by library closing time, fees will be assessed, and they potentially may not be able to use the library's facilities again. If a group refuses to vacate the room after library closing, authorities may be called to remove them.
25. The group must notify the circulation department if a meeting is canceled. **FAILURE TO GIVE THIS NOTICE** may result in library refusal of future meeting room reservations by the group.

26. No member of the group using the meeting room is to manipulate the wall partition in any way. The partition is to be folded or put into position by library personnel ONLY.

The group utilizing the meeting room will be responsible for any damage caused to the wall partition by their members.

Fee Schedule for Meeting Room/Equipment Usage

	FEE
For-Profit Groups Room Usage Fee	
Using Room A	\$25.00 per hour
Using Room B	\$15.00 per hour
Using Room C	\$10.00 per hour
Combination of rooms	Sum of cost per room per hour
Food and Drink (with the exception of water) in Meeting Room	\$20.00 per meeting
Craft Activities in Meeting Room	\$20.00 per meeting
Library Equipment Set-up; i.e., projector, laptop computer, etc.	\$10.00 per meeting
Unreported Damages/Spills	\$50.00 per meeting
Failure to End Meeting on Time at Closing Time: a) check out 14 minutes or less prior to closing time b) check out at or after library closing time	\$10.00 per meeting \$50.00 per meeting
Failure to End Session on Time	Cost per hour for each hour or partial hour past scheduled end time

- *All fees are payable prior to use of the meeting room and non-refundable. Fees for damages and failure to end on time will be posted to responsible party's library card and billed accordingly.*

Meeting Room Occupancy Limits:

- Meeting Room A with Tables and Chairs – 87
- Meeting Room A, Chairs Only – 187
- Meeting Room B with Tables and Chairs – 24
- Meeting Room B, Chairs Only – 52
- Meeting Rooms A&B Combined with Tables and Chairs – 111
- Meeting Rooms A&B Combined, Chairs Only – 236
- Meeting Room C with Tables and Chairs – 14
- Meeting Room C, Chairs Only – 31



Policy on Materiality and Process for Reporting Material Items

Indiana Code 5-11-1-27(j) requires erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property to be reported immediately to the State Board of Accounts, and the State Examiner Directive 2015-6 directs each political subdivision to determine its own policy on materiality.

The Avon-Washington Township Public Library has not and will not condone any erroneous or irregular material variances, losses, shortages, or thefts of library funds or property but it also recognizes that relatively small items may not justify the cost of the involvement of the State Board of Accounts.

However, all erroneous or irregular variances, losses, shortages, or thefts of Library subdivision funds or property, or funds or property the Library holds in trust, shall be reported to the Director or his designee promptly.

It will be the policy of the Director to report to the State Board of Accounts any erroneous or irregular variances, losses, shortages or thefts of cash in excess of \$1,000, except for inadvertent clerical errors that are identified in a timely manner and promptly corrected with no loss to the Library.

Likewise, it will be the policy of the Director to report promptly to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of non-cash items in excess of \$4,000, estimated market value, except for those resulting from inadvertent clerical errors or misplacements that are identified in a timely manner and promptly corrected with no loss to the Library, and except for losses from genuine accidents.

All reporting of any erroneous or irregular variances, losses, shortages or thefts will be done through the State Board of Accounts' notification link on their website.

All Library employees and agents are directed to comply with this policy and the Library Board of Trustees is asked to endorse it.

This policy shall be reviewed and updated as needed annually.



Public Computer Use Policy

The Avon-Washington Township Public Library provides computers for public use. All adults must use the public computers in the Adult Reference Department. Adults will only be allowed to use the public computers in the Children's Department while assisting a minor child. The public use computers in the Teen Area are for use by students in Grades 5-12 only.

All AWTPL library card holders whose accounts are in good standing may use their cards to access any of the library's public computers. An account in good standing is one that has not been sent to collections. Their library card number is their log-in. Special circumstances for public computer use will be considered at the discretion of Library staff.

All other public computer users will be asked to present photo identification and will have their information verified in WorkFlows before being issued a guest pass.

Washington Township residents who do not currently have an AWTPL library card are encouraged to obtain one to gain access to the library's computers. Until they have the proper documentation to obtain a library card, they may use a guest pass after being verified.

Residents of participating reciprocal borrowing Hendricks County libraries are encouraged to register their home library card number with AWTPL. If they have not registered their card or have forgotten their card, after verification of their information, access will then be granted to the library's computers.

Non-Hendricks County residents have unlimited use of guest passes, free of charge. After verification of the information provided on the photo ID. These guest passes do not provide any material borrowing privileges.

AWTPL library card holders who have forgotten their card may receive a one-day guest pass. Before the guest pass is issued by a staff member, the patron must provide photo identification for verification of their record in WorkFlows to make sure they are in good standing (has not been sent to collections). Patrons for whom bringing their card is a difficulty are encouraged to apply for a new card, which comes with one that fits on a key-ring.

Computer use may be limited to thirty minutes if other patrons are waiting to use the station. Fees will be charged for printing.

Library staff cannot provide in-depth training concerning personal computer use.

Revised 4/09, Revised 12/21/2009, Revised 3/26/2012, Revised 3/18/13, Revised 3/23/15, Revised 12/14/2015, Reviewed 2/22/16, Reviewed 3/20/17, Reviewed 3/26/18, Revised 10/28/2019



Purchasing Policy

The library director shall serve as the “purchasing agent” for the library. She may delegate authority to other staff members but bears the ultimate responsibility for purchases made.

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.

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 from the restrictions imposed by I.C. 5-22, made exempt by I.C. 36-12-3-16, to wit: books, magazines, pamphlets, films, filmstrips, microfilms, slides, transparencies, phonodiscs, phonotapes, models, art reproductions, and all other forms of library and audiovisual materials. 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

Purchases of this amount require no formal bids or quotes, although comparison-shopping is encouraged.

Single purchases in excess of \$2,000 must be approved in advance by the Board, except when an emergency exists.

Purchases in excess of \$200 by a delegated staff person must be approved by the Director in advance.

The variety of exception, 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

Purchases within these amounts generally require that quotes be solicited from at least three persons/businesses known to deal in the goods sought to be purchased.

1. An invitation to quote shall be issued by the Director, allowing at least seven days before quotes are due to the library.
2. The director shall present responsive quotes to the Board for its review and decision.
3. If no responsive quotes are received, the library may select a vendor, as though it were a purchase under \$50,000.
4. Information contained in The Code and in The Manual adds further direction to this

section.

5. The variety of exceptions, preferences and exemptions stipulated in The Code and in The Manual pertaining to purchases in excess of \$75,000 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 5-22 and the guidelines contained in The State Board of Accounts' *Accounting & Uniform Compliance Guidelines Manual for Libraries* (Chapter 10) will be the source of authority in this procedure.

Services

Annual maintenance contracts, as well as unexpected individual service or repair expenses, in excess of \$1,000 shall be approved by the Board with the exception of the maintenance agreement with Sirsi/Dynix, which was approved in the original contract and is updated annually.

The variety of exceptions, preferences and exemptions stipulated in The Code and in The Manual pertaining to purchases in excess of \$75,000 may 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 shall follow all applicable state laws.

Construction

All construction, alteration or renovation on library owned or leased property with a value in excess of \$50,000 shall be governed by the 'public works law' at Indiana Code 36-1-12 and the *Accounting & Uniform Compliance Guidelines Manual for Libraries* (Chapter 11).



SECURITY CAMERA POLICY

The Avon-Washington Township Public Library strives to offer a welcoming environment where patrons can use the library's resources in safety and comfort. Security cameras are in use at the Library for the purpose of enhancing the physical security of the Library, its property, staff and patrons. The purpose of this policy is to establish guidelines for the placement and use of the cameras, as well as the access and retrieval of recorded images.

Security Camera Purpose and Placement Guidelines

Security cameras will be used in public places to document events involving the safety and security of the public, staff, and property. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms, private offices, or staff break rooms. Cameras will be placed in both indoor and outdoor areas.

Cameras will not be positioned to identify a person's reading, viewing, or listening activities in the Library.

Notices are posted at the Library entrance informing the public and staff that cameras are in use.

Cameras are not installed for the purpose of monitoring routine staff performance and will not be used for the purpose of routine staff performance evaluations.

Cameras are not continuously monitored. Therefore, individuals should continue to take appropriate precautions for their safety and for the security of their personal property.

Camera locations will not be changed without permission from the Director.

Use and Disclosure of Video Records

Digital records may be used to identify the person or persons responsible for Library policy violations, criminal activity, damage or destruction of Library property or actions disruptive to normal Library operations.

The Library Director may designate staff to have remote access to live feeds on desktop monitors.

Data from the cameras is recorded and stored on the hard drive of the AXIS Camera Station server located in the basement of the Library. Recorded data is considered confidential and secure. Access to recorded archival data is limited to the Library Director and individuals authorized by the Director. Authorized individuals will review recorded data in order to identify those responsible for suspected Library policy violations or criminal activity on Library property.

Video surveillance records are not to be used directly or indirectly to identify the activities of individual Library patrons except as viewed in relation to a specific event or suspected criminal activity, suspected violation of the Library's Standards of Conduct Policy, or incidents where there is a reasonable basis to

believe a claim may be made against the Library for civil liability.

Authorized individuals may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a crime on Library property.

A copy of digital security data will be made available to law enforcement upon request and with the approval of the Library Director. Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Indiana state law and the Library's policies.

Confidentiality and privacy issues prevent the Library from allowing the public to view security camera footage. If the Library receives a request from the general public to inspect recorded camera footage of a suspected criminal act or crime, the public will be advised to file a police report.

Data is retained for approximately 30 days or as storage space allows. In the event of a suspected crime or incident, still shots or selected portions of the recorded data will be maintained until resolution of the specific incident.

Occasional spot-checking of images and recordings will occur to assure proper operation of the security equipment.

Live viewing of data may occur to alert staff to patrons in an unstaffed public area of the Library or in cases of suspected criminal activity.

Recordings shall not be used or disclosed other than as specifically authorized by this policy. Staff who misuse this data will be subject to disciplinary action.

Disclaimer of Responsibility

Upon request, any patron or staff member will be given a copy of this policy regarding use of the security cameras.

The Library disclaims any liability for use of the recorded data in accordance with the terms of this policy, given that the Library is a public facility and the security cameras are limited to those areas where the public and staff have no reasonable expectation of privacy.



Social Media Policy

Purpose

The purpose of creating and maintaining a strong social media presence is to interact and communicate with the community beyond the walls of the library. The Avon-Washington Township Public Library (A-WTPL) believes certain online formats can be used to compliment the vision of the library by sharing information about library events and services, and cultivating a love of libraries and learning through inspiring, entertaining, or thought-provoking posts.

Policy

Definitions

Social Media is defined as any website or application that allows people to share information in a virtual environment. Examples include, but are not limited to Facebook, Twitter, Instagram, and Pinterest.

Staff Terms of Use

1. Creation of any A-WTPL social media accounts will be approved by the Library Director in advance.
2. If possible, social media accounts should prominently display the A-WTPL logo and contact information, as well as link to this policy.
3. Be cognizant of copyright and trademark when sharing media.
4. While utilizing A-WTPL social media accounts, staff should:
 - a. Abide by all professional codes of conduct, as detailed in the employee handbook.
 - b. Never share confidential patron information.

Public Terms of Use

1. A-WTPL staff reserves the right to moderate all content posted to its accounts.
2. Content that is illegal, offensive, malicious, irrelevant, or spam may be removed.
3. Users who frequently post illegal, offensive, malicious, irrelevant, or spam-like content may be blocked.



Teen Area Policy

- The Avon-Washington Township Public Library is committed to providing an inviting and safe space for teenage patrons to engage in individual and group study activities.
- The social nature and unique characteristics of this age group require a separate space designed for their needs.
- The Teen Area has been established to provide an appropriate space for this particular age group.
- The Teen Area will be open all hours that the Avon-Washington Township Public Library is open.
- The room is intended for use by patrons in 5th through 12th grade. This room is not intended for the use of adults over age 18 or children under the 5th grade. The library staff reserves the right to request proof of age.
- Teens using the computers in the Teen Area must follow the Library's Public Computer Use Policy and Internet Use Policy. Teens using the Area are also expected to follow the Library Standards of Conduct.
- The Teen Study Room door is to remain open at all times.
- All patrons are welcome to browse the collection.



Test Proctoring

The Avon-Washington Township Public Library will be available to proctor electronic exams within the following guidelines:

1. There will be a \$25.00 fee, per exam. Payment can be made by cash, or debit/credit card.
2. An Exam Proctoring Application will need to be filled out. Applications will be available online at www.avonlibrary.net or at the Circulation Desk.
3. A minimum of seven (7) days advance notice will be required. All test taking requirements must be received from the issuing educational institution before any tests are taken.
4. Exams will be scheduled and completed during normal library hours.
5. A government and/or student issued photo ID of the student taking the exam will be required.
6. Online exams will be administered on a public machine under surveillance.
7. It will be the student's responsibility to arrange for the educational facility to send the exam information to the library and to contact the library staff to setup a time to take the exam.
8. The Avon-Washington Township Public Library is not responsible for ensuring that the student takes the exam by the due date or for technological incompatibilities and errors.
9. The Avon-Washington Township Public Library reserves the right to refuse proctoring services at any time.

If the student has any questions outside this guideline, they may contact the Adult Reference Department by email at reference@avonlibrary.net or by phone at (317) 272-4818 Ext. 229.



Tutoring Policy

The Avon-Washington Township Public Library does provide space for the use of tutors. The Library cannot guarantee that any specific space will be available for a tutor to use at a given time. The Library does not reserve space for tutors. The Teen section of the Library is not available for tutoring unless it is student led and meets the age criteria for that space.

Tutors are not sponsored by the Library and the Library assumes no responsibility for tutors selected or hired. All arrangements must be made between the tutor, student and parents. The Library will not make any recommendations or referrals for tutors.

The following guidelines should be observed by tutors when tutoring in the Library:

1. Tutors are responsible for the behavior of the students being tutored during the tutoring sessions.
2. It is preferred that the parent remain in the Library while the child is being tutored. The Library assumes no responsibility for children left unattended.
3. Tutors and students must bring their own supplies.

Reviewed and Approved 6/22/2015



Volunteer Services Policy

The Avon-Washington Township Public Library enhances its services to the community by promoting volunteer assistance to the library in carrying out its mission. To this purpose the Administration Department places volunteers in departments where their skills and talents will support and augment staff efforts to provide high quality library service.

The Administration Department, in collaboration with staff and managers, will continually assess the needs of the library for volunteer assistance and place qualified volunteers for temporary and long-term positions. In partnership with staff and managers, the Administration Department will provide appropriate training, supervision and recognition of library volunteers.

Volunteering Procedures

The goal of the Administration Department is to recruit and retain volunteers by fostering an environment that is satisfying to both paid staff and volunteers.

The procedure by which interested persons become volunteers is the following:

A. Prior to becoming a volunteer at the Avon-Washington Township Public Library, all individuals must register with the Administration Department. In accordance with Indiana Senate Enrolled Act 410-Public Law 88, each potential new volunteer 18 years and older must consent to an Indiana State Police Limited Background Check prior to volunteering. The Library will bear the cost of this initial check. The results will be reviewed by the Administration Department to determine if a volunteering placement will be offered to the individual. Information gathered will be confidential, as per the Library's Confidentiality Policy---Public Records. No one volunteers independently within the facility.

B. All individuals who desire to volunteer must:

1. Be at least 14 years of age, unless the individual is volunteering as part of the Teen Advisory Group, which accepts younger participants.
2. If under the age of 18, obtain permission from a parent or guardian, verified with a signature.
3. Complete an application inclusive of references.
4. Successfully complete an interview with the volunteer services coordinator and/or management staff in the department in which placement may occur.
5. Agree to additional training deemed necessary to equip the individual for service.
6. Agree to comply with all rules and regulations of the Avon-Washington

Township Public Library.

Volunteer Guidelines

- A. Volunteers are supervised by Avon-Washington Township Public Library staff in the departments in which they are assigned.
- B. Library volunteers are expected to display professional behavior, respect the principle of confidentiality, and uphold the same ethical standards and conduct expected of all staff members.
- C. Family members of staff are allowed to volunteer with the library. When family members are enrolled as volunteers, they will not be placed in a position of direct
- D. Family members of staff are allowed to volunteer with the library. When family members are enrolled as volunteers, they will not be placed in a position of direct supervision. Family members of employees who are interested in volunteering must successfully complete the procedure for volunteer involvement with the library.

Volunteers may be involved to assist in all programs and activities of the organization, and assist at all levels of skill and decision-making. Volunteers should not, however, be used to displace any paid employees from their positions.