



Oxford Public Library

Personnel & Policy Handbook

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Chapter 1: Introduction

The following is a manual of policies and procedures adopted by the Board of Trustees for the Oxford Public Library. The purpose of this manual is to furnish the Library Staff and the Board of Trustees with a general guide to the operation of the Library. This manual is intended to be consistent with Indian laws applicable to this Library and, should there be any inconsistencies, state law shall govern.

This manual may be changed at any regular meeting of the Board of Trustees with at least a quorum present and by majority vote. It is understood that the policies will be reviewed a minimum of every two years and revised as needed.

Chapter 2: General Library Objective

The Oxford Public Library shall serve all residents of Oak Grove Township by providing books, periodicals, and other forms of media for educational, informational, and recreational purposes. We will provide aid to borrowers and, when requested, will secure information and library materials not locally available by using services available to Indiana libraries. Our goal is to be aware of the needs of the community; to meet the needs as effectively as possible by keeping informed of the latest and most effective sources of professional library services and methods in order that they may be incorporated into our library.

Chapter 3: Library Operations

3.1-Library Hours and Holidays

School Year (September-End of School)

Monday, Wednesday, Friday-----10:00 am – 6:00 pm

Tuesday and Thursday-----10:00 am – 7:00 pm

Saturday-----10:00 am – 2:00 pm

Closed Sundays and Holidays

Summer Hours (End of School-August)

Monday – Friday-----10:00 am – 6:00 pm

Saturday-----10:00 am – 2:00 pm

Closed Sundays and Holidays

The Library is closed for the following 12 holidays:

New Year's Day

Thanksgiving Day

Good Friday

Day after Thanksgiving

Saturday before Easter

Christmas Eve

Memorial Day

Christmas Day

Independence Day

Day after Christmas

Labor Day

New Year's Eve

**The Monday after any holiday that falls on Sunday, except Easter.*

Additional holidays or additional days off in conjunction with holidays may be authorized at the discretion of the Board of Trustees.

3.2-Patron Registration

1. Residents

Library Services are available to all residents and taxpayers, and their dependents, of Oak Grove Township at no charge with proof of residency

2. Non-Residents

- a. Non-resident teachers are eligible for registration, free of charge, for the duration of their positions, with proof of teaching assignment.
- b. Students attending schools of the Benton Community School Corporation may use the Library free of charge, regardless of residence.
- c. Persons with a valid card from a library in which Oxford Public Library has a reciprocal borrowing agreement may use our library after applying for a card. The Oxford Public Library currently has reciprocal borrowing agreements with the following libraries: Tippecanoe County Public Library, West Lafayette Public Library, and Williamsport Public Library. Library staff will call the home library to verify the patron is in good standing before issuing a library card to our Library.
- d. Public Library Access Card (PLAC) is also available for purchase, as well as, honored. PLAC cards are purchased annually by a patron and gives the individual access to all public libraries in the state of Indiana. However, you must have a valid library card from your home library before being able to purchase.
- e. An Indiana resident who does not pay property taxes in Oak Grove Township, or any other township, who wishes to be a patron of our Library, will be charged an annual fee based on the per capita spending which is no less than the per person expenditure of the previous year. This fee is figured annually based on annual expenses divided by census population.

3. Procedure

- a. The Library staff may register the applicant with proper identification, which includes a photo ID and proof of residency within Oak Grove Township.
- b. Children under the age of 18 must have their application card signed by a parent or guardian to be valid. Removal of the application card from the library for 48 hours to secure such signature will be permitted. Until a child is 18, parents/guardians are responsible for children's library materials; including any overdue items/fees and/or replacement fees associated with the materials.
- c. Cards can be issued during the Kindergarten year, unless otherwise requested by the the parent or guardian. Prior to Kindergarten, children may only borrow library materials on the parent's/guardian's card.
- d. The Oxford Public Library will make PLAC (Public Access Library Cards) available to the public following the laws that apply to selling the cards.

3.3-Loan of Materials

1. Checkout Policy

- a. Patrons are allowed up to 100 items checked out under their account. The Director may give special permission for more/less items to be checked out than allotted.
- b. Books are loaned for a period of 3 weeks. Books may be renewed for another 3 weeks. Books with a list of patrons waiting for their use will not be renewed. Certain library materials may not be removed from the library unless the Director gives special permission for these materials to be checked out on special occasions.
- c. Audio books and CDs are loaned for a period of 3 weeks. They are not renewed unless special permission is given to do so.
- d. Magazines are loaned for a period of 7 days. Any magazine we have can be checked out, including the newest. Magazines may be renewed one time.
- e. DVDs are checked out for a period of 7 days. There is a limit of 10 items per household that may be checked out at any time. Accrued fines of \$10 or more must be paid before any new materials may be checked out to a patron.
- f. Any item at the Oxford Public Library may be placed on reserve or hold.
- g. Special consideration is given to groups or classes borrowing our materials. The Director may allow a longer circulation period for these groups or individuals.

2. Return Policy

- a. All library books, magazines, DVDs, and audio books are to be returned in good condition.
- b. DVDs should be free of fingerprints.
- c. All library materials may be returned to the book drop located at the corner of Smith and Howard Streets.

3.4-Renewal Procedures

Renewals can be done online by the patron on their online account. Additionally, The library will automatically renew items not needed for holds up to 2 times for books and 1 time for DVDs and magazines.

3.5 Fine Free Policy

A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole. Patrons are encouraged to follow lending loan periods and return materials on time. Upon return, all material must be returned to the collection and may not be immediately borrowed by the user for 24-hours. The Oxford Public Library agrees with the American Library Association policy statement that the “imposition of monetary library fines creates a barrier to the provision of library and information services.”

APPLICATION This policy applies to Oxford Public Library material only. Materials borrowed via inter-library loan and/or from other Evergreen libraries are still subject to fines.

REGULATIONS 1. Library materials are available to use free of charge.

2. Daily overdue charges WILL NOT apply to books and DVDs borrowed from Oxford Public Library's collection.

3. The library will follow Evergreen's notice policy. It is the library patron's responsibility to keep their phone number, mailing address, and email address up-to-date for notifications.

4. Library of Things items are covered in the LoT policy.

5. Lost/Damaged items may be replaced but the library will not accept replacement copies without prior approval from the Library Director. The library will make every effort to find a low-cost replacement, where applicable.

6. Any unrestricted patron with an account balance of ten dollars (\$10) or more, or an unpaid lost item shall forfeit borrowing and renewing of materials until the charge is below ten dollars (\$10). Patrons experiencing unusual difficulty in returning their materials or paying their fines should contact the Library Director. Parents/Guardians are responsible for all charges on juvenile accounts.

3.6 Bad Debt Policy

After a period of five years, uncollected fines and fees over \$10.00 may be officially written off as bad debt. The recommended write-off amount will be presented to the Library Board for approval prior to deleting the debt records. Fine records will then be permanently purged from the system.

3.7-Library Bill of Rights & Freedom to Read Statement

The American Library Association affirms that all libraries are forums for information and ideas, and that the following policies should guide their services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view of current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social

growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

3.8-Censorship

Public libraries were not instituted to promote particular beliefs or viewpoints. Therefore, censorship will be neither permitted nor exercised by the Director or staff.

Rather, this library, will adhere to the standards set forth in the Library Bill of Rights and the Freedom to Read Statement, and will uncritically provide the best resources available for free examination of all opinions on issues and topics of interest to the people.

Material on religion, sex, and politics will be judged according to the same standards for other materials as set forth in the selection policy.

The Library Bill of Rights and the Freedom to Read Statement are available upon request

3.9-Copyright Restrictions

All copyright laws must be observed strictly. Unless otherwise noted on the video or DVD, our materials are for home viewing only. The staff follows the copyright laws when making any copies of library materials.

3.10-Confidentiality of Library Patrons and Circulation Records

Pursuant to the provisions of IC 5-14-3-4 (b) (16), all records relating to library patrons and their use of library materials and services and all records deposited with or acquired by the library are confidential, unless the records are subpoenaed for the following reasons:

1. In claims against the library patrons for collections of fines, materials, and other expenses, or
2. In litigation where these records are material, or
3. When these records are ordered to be disclosed by a civil, criminal, or administrative court having jurisdiction over the records.

These records will only be released to the judge who has subpoenaed the records. Library staff is not authorized to disclose such records to any third part, except as noted above.

Under Indiana Law, minors receive the same confidentiality as adults. However, since parents and guardians are responsible for their minor's library cards, parents and guardians may have access to their child's records.

This policy is in place because of the library's obligation to protect the privacy of every patron, so that each person's preferences and use of the library remain the personal business of each patron.

3.11-Public Access Computers

The public access computers at the Oxford Public Library are available to patrons and visitors of all ages who are in good standing at the library. The computers are intended to provide the patrons the opportunity of using the online library card catalog, word processing, spreadsheets, and having access to information on the Internet. All users are obligated to obey the following rules:

1. Internet access is not to be used to create, view, transmit, print, or otherwise distribute anything that is considered pornographic, obscene, sexually explicit, racist, or sexist.
2. Users are forbidden to engage in unlawful activity such as fraud, harassment, or theft.
3. Users are not allowed to misrepresent themselves, use demeaning or threatening language, or attempt to seduce or engage in sexually explicit chat or messaging with anyone.

4. Unauthorized changes to the system, including adding bookmarks or the installation of software, is expressly forbidden.
5. Users with respect all copyright and licensing agreements. Patrons who use the network or services not owned by the computer system must adhere to the policies and procedures established by those networks or services.
6. Users may not “hack” into or attempt to gain unauthorized access of another individual or organization’s private files, materials, or information.
7. The Library is not responsible for any damage to data or other materials due to library use.
8. The library is not responsible for any purchases made or fees applied to the viewing, ordering, or downloading of materials at any Internet site.
9. Food or drink is not allowed near the computers.

This library is in compliance with PL109-544: Children’s Internet Protection Act (CIPA) and Neighborhood Children’s Internet Protection Act (N-CIPA). Each public access computer has filtering parameters to reduce the potential viewing of inappropriate material. The Library does not control access to Internet material outside the parameters of the filter. However, if library staff members deem material inappropriate, patrons will be asked to terminate their session. Inappropriate material is considered anything not suitable to be seen by the general public, including the children in the library, or is offensive to the library staff. Repeat offenses may result in suspension from the library. Computer and/or library privileges can be revoked for patrons with abusive or disruptive behavior. Such behavior includes, but is not limited to, changing the computer settings, illegal operations, or inappropriate usage.

The library offers the parents of minor children the option of not allowing their children access to the Internet without the parent’s presence. The parent’s choice will be noted in the child’s patron information. Children under the age of 7 must be accompanied by a parent or guardian when using the Internet. Minors are not allowed to disclose, use, or disseminate any personal information on the Internet.

The library does not guarantee the computers will be available to patrons when the library is open. There will be times when the computers or the system will be down. The library shall not be liable for any damages, direct or indirect, as a result of the computers not being available or the system being down.

Patrons are to store any information they may wish to retain on their own storage devices. No information can be stored on the hard drive. The library staff has the right to review any information on the hard drive and delete any file at any time.

Patrons may print information found on the Internet, subject to copyright regulations as noted above. Please check with Library staff for printing charges.

As a general procedure, a patron may use a computer a maximum of 1 hour per day. Minors will have 30 minutes per day, unless the staff allows longer. The staff will not be available to devote extended periods of time to helping patrons find information on the Internet.

The library may schedule time for the public to learn how to use the computer and the Internet. In the event a training session is scheduled, computers may not be available to the public.

3.12-Selection of Library Materials

It is the function of this library to provide materials for all ages, from preschool through maturity. As its basic selection policy, the Library Board of Trustees had adopted the American Library Associations' Bill of Rights and the Freedom to Read Statement in addition to using current reviews of established publications such as the Library Journal and the Kirkus Reviews.

1. Book Selection

a. Aims

i. Adult

The aim of the adult book collection is to make available books that will meet the educational, informational, cultural, and recreational interests and needs of the people of Oak Grove Township. To fulfill this purpose, the library endeavors to maintain a carefully selected assortment of good, representative books of permanent value, as well as, those of current interest.

ii. Young Adult

Young adult books are selected with the aim of helping teenagers to widen their thinking, enrich their lives, and help them fulfill their recreational and emotional needs.

iii. Children

The children's collection is intended to provide pleasurable reading for reading's sake, and to provide information in all fields of knowledge that are of interest to children. It is carefully selected for children of all ages and abilities, and emphasis is put upon books that stimulate imagination, mental growth, and the development of taste for good literature.

b. General Criteria

In order to develop a collection of high quality in content, expression, and format, the criteria for judging books all levels, hard- and paper-back, is as follows:

1. Reputable authorship and content
2. Fair treatment and subject matter
3. Good style and literary quality
4. Timelines of material
5. Appropriateness to the intended reading level
6. Good format-durable and attractive paper, binding, and print
7. Reputable publisher

c. Fiction

Fiction for all levels should be true to human experience. A wide variety of titles in the areas of romance, detective and mystery, western, science fiction/fantasy, inspirational, adventure, classic, and general fiction will be

provided for adult and juvenile readers seeking enjoyment and relaxation through these books.

d. Local Authors

One copy of any book written by local (Benton county) authors will be purchased, regardless of the subject matter of the book.

2. Periodicals

The periodicals collections will contain a suitable balance between general and special publications, selected and annually re-evaluated according to the following criteria:

1. Publisher, editor, contributors
2. Character and policy of the publication
3. News-importance, accuracy, and clarity
4. Articles- contributors with knowledge and experience in their fields
5. Opinions- reflecting truth and tolerance
6. Fiction-wholesome, sincere, and acceptably written

3. Audio-Visual

Audio-visual materials will be judged according to their physical and technical excellence, as well as, to the quality and value of their content. They are provided to satisfy the recreational and cultural needs and interests of the community served.

3.13-Behavior in the Library

The Oxford Public Library is open to all to provide access to the library's materials and services. No individual or group has the right to interfere with anyone else's right to use the library for these purposes. Behavior is considered unacceptable when it could result in injury to oneself or others, when it violates the law, when it interferes with another person's use of the library, or when it could result in loss or damage to the library or patron's property.

The following is not permitted on library property:

1. The use of alcohol, tobacco, or illegal drugs.
2. Running, throwing, fighting.
3. Loud or abusive language.
4. Guns or other weapons (except on the person of law enforcement officers).
5. Food or drinks near the computers.
6. Bicycling, skateboarding, rollerblading, or skating on library property. Bicycles ridden to the library must be stored in the bicycle rack while owners are using the library facilities.
7. Soliciting except in support of the library and sanctioned library activities. Soliciting includes such actions as selling items, begging, circulating petitions, distributing printed material, or conducting surveys.
8. Animals, except assistive animals.

Parents/guardians are responsible for their children's behavior while children are on library property. For safety reasons, children under the age of seven cannot be left unattended in the

library. If children are left at the library under the care of another child and staff are concerned that the children are not adequately supervised by the other child, library will attempt to contact the parent/guardian. If the parent/guardian cannot be contacted, the children may be placed in the care of law enforcement.

Vandalism to library property will result in suspension of library borrowing privileges, as well as in criminal prosecution.

Appropriate apparel, including shoes and shirts, must be worn while in the library.

A person may be required to leave the library if his/her personal hygiene interferes with the orderly operation of the library or with the ability of other patrons to use and/or enjoy the facility.

Library staff members have the responsibility and authority to enforce these guidelines.

3.14-Unattended Children Policy

The Library is dedicated to providing a warm, welcoming, exciting, and safe environment for people of all ages. The safety of children is our utmost concern. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library staff cannot be responsible for children left unattended or who demonstrate inappropriate behavior. The Library Board of Trustees affirms that the library staff do not take the place of the parent or caregiver, nor assume the responsibility for unattended children.

The following guidelines will be followed concerning the care and behavior of children:

1. **Children up to the age of 7 must have a parent or caregiver over the age of 14 with them at all times.** The only exception would be during Story Time or another sponsored Library program, however, we do request that the parent or caregiver be in the building. We do expect parents or caregivers to monitor the children's behavior. If a child under the age of 7 comes to the library without appropriate supervision, the parent will be called to attend to their child while they are in the library or will be asked to pick the child up.
2. **Children age 7-17 may use the library without adult supervision up to one hour.** If the child is doing research for homework and is behaving appropriately, the time may be extended. However, parents are still responsible for the action of their child(ren). Children displaying inappropriate behavior will be warned once. If the behavior continues, parents will be notified and the child(ren) will be asked to leave the library.
3. **Children who do not have transportation at closing time or live within walking distance of the library will be allowed to use the telephone to call for a ride.** If transportation is not available within 15 minutes of closing, staff will use their judgment as to whether the town marshal will be called to escort the child home. Staff is not permitted to drive children home.

4. **Parents who wish to place limits on access to certain library materials, services, or facilities should notify library personnel.** We will make a notation on the child's patron information. However, it is up to the parents to discuss these limits with their children and monitor the material their children check out. Library staff cannot censor materials nor guarantee the appropriateness of the material.

3.15 Request for Reconsideration of Library Materials

The choice of library materials by patrons is an individual matter. Parents and legal guardians are responsible for the materials that their children borrow. While a person may reject materials for himself or for his children, they cannot exercise censorship to restrict access to library materials by others.

Informal complaints will be handled by the circulation staff, with brief explanations of the library's policies on selection and an overview of the ALA's Library Bill of Rights and Freedom to Read Statement.

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the library director.
3. Until a final decision is made, the item will remain in the collection. A copy of the request form without identifying patron information will be mailed to the ALA Intellectual Freedom Committee.
4. The director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
5. Within 15 business days, the director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
6. If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
7. If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
8. The Board of Trustees reserves the right to limit the length of public comments.
9. The decision of the board is final.
10. The Library will not convene a Materials Review relative to the same complaint for a period of three years.

3.16 Programming Policy

Library programming is a resource offered to further the library's mission. Programming is an integral component of library service that:

- * Expands the library's role as a community resource;
- * Provides opportunities for lifelong learning for all ages;
- * Provides information in a supplemental format;
- * Introduces customers and non-users to library resources;
- * Brings together community members with like interests;
- * Expands the visibility of the library.

Library programs are events planned, organized, and/or implemented by library staff. Library programs also include sponsored programs in which the library provides meeting space or other resources. Programs presented in library facilities that are not library programs are governed by the library's Meeting Room Policy. Space limitations determine the capacity of a program.

Selection of library program topics, speakers, courses, classes, and resource materials is made by library staff on the basis of the interests and needs of library users and the community. Library staff accepts suggestions for programs and speakers, but topic and speaker selection is at the staff's discretion and ultimately, the library director.

Library programs shall be free and open to the general public; unless the program is a fundraising event for the library or if the program is given by other organizations and sponsored by the library with Director's approval. Some programs may be designed with specific audiences in mind, i.e., children's, teen's, adult programs, or for specific populations. Some programs may require registration.

The library does not present or sponsor programs that promote for-profit entities. This does not mean that representatives of for-profit entities cannot be presenters in library programs. Presenters are permitted to have for-profit-related information available for interested attendees to pick up after a program. Presenters may also answer questions from attendees following a program, even though the inquiry may be related to for-profit information.

The Library's philosophy of open access to information and ideas extends to library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by participants. Program topics, speakers, and resources are not excluded from programs because of possible controversy.

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, he/she should first address the concern with a Library staff member. Customers who wish to continue their request for review of Library programs may submit the Request for Reconsideration form, which can be picked up at the library. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's Request for Reconsideration Policy.

3.17 Library of Things Collection Development and Lending Policy

The 'Library of Things' will be established to circulate physical objects that are not books or AV materials.

Types of Materials

The Library of Things may contain a variety of materials in different formats. All types of materials will be eligible for selection at the discretion of library staff.

Procurement of Materials

The library staff will select materials based on the demands of the community. Input from the community will be strongly considered in the selection of materials. Any person may suggest a purchase via electronic means or directly with Library staff.

Donations from the community will be a necessity for the maintenance of this collection. The Library may purchase materials for the collection; however, Library funds may not be sufficient to purchase all of the items that will be in high demand from the community.

Donations of materials to be included in the Library of Things will be accepted under the following conditions:

- Approval of the donation by the Library Director.
- Items must be clean and in working order
- Items must be donated unconditionally for the library to use and dispose of at the discretion of library staff.

Care and Operation

Some materials in the Library of Things may pose a risk if they are handled improperly. It is each user's responsibility to ensure that they are using the items in the correct way. Things must be used in compliance with all manufacturer's guidelines. Borrowers may not make any modifications or alterations to the items.

Not all library materials may be suitable for all members of the community. Responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library.

Consumable materials required for the use of some Things will not be included with the items. It is the responsibility of the borrower to provide these materials.

Checkout Limits

Only adult card holders (18 or older) may check out Library of Things materials. Things may be checked out on a minor's card if the parent or guardian who signed for the card is present and has completed the lending agreement.

Checkout is limited to one Thing per cardholder.

Things will check out for one week with one renewal.

Things are holdable but will only be held for 3 days, excluding Sunday.

Things cannot be borrowed by reciprocal cardholders or PLAC cardholders.

Damage and Missing Pieces

The borrower is solely responsible for the Thing borrowed and will be billed for reasonable repair or replacement costs associated with damage or loss of Things and/or accessories because of neglect or abuse.

Because of the nature of Library of Things items, it is impossible for the library staff to check every item completely for damage or missing pieces. Items with multiple small pieces such as board games may be circulated with missing pieces up until the time that they can no longer be used.

Each item will be circulated with a list of the mandatory pieces that need to be returned.

The Library has sole discretion in making decisions regarding charges for damages.

Fines

Library of Things materials under \$100 will not accrue fines. Materials over \$100 will have a fine of \$5.00 per day and a maximum accrual of \$25. They will follow all overdue and lost materials policies outlined in the applicable Library Policies.

If an item needs to be repaired, the borrower may be charged for the actual repair cost. If parts need to be replaced, the borrower may be charged for the actual replacement costs. If a mandatory piece is missing and cannot be replaced, the borrower will be charged the full replacement cost of the item.

A temporary base fine of \$5.00 will be placed on the item until the actual charges can be determined.

This amount will be subtracted from the final replacement or repair cost. A full list of replacement costs for Library of Things items will be available by request at the Library.

Lending Agreement and Waiver of Indemnity

All patrons must sign a user agreement to check out materials from the Library of Things. This agreement will be completed with every checkout.

Patrons will be required to present their photo IDs at the time of checkout to ensure that materials are being circulated to authorized people.

Chapter 4: Facilities

4.1-Displays and Exhibits

The Library will accept displays and/or exhibits from individuals or groups on the following conditions:

1. No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited without the permission of the Director.
2. No organization or individual shall be permitted to display or exhibit any materials, leaflets, or posters that advocate specific political or denominational views.
3. No organization or individual shall be permitted to place in the library a receptacle that solicits donations.
4. No poster or display shall be permitted that advocates or solicits considerations of any product or item sold by any commercial or charitable enterprise.
5. Posters announcing bazaars or programs sponsored by local educational, religious, or fraternal organizations may be displayed provided there is room for such displays and they are of a reasonable size. Such displays shall be on a “first come, first served” basis.
6. Our display case is for individuals to display hobbies, collections, and other items of interest to our patrons. The Director or Library Assistants will schedule the displays. Each display lasts one month. People wishing to display their items must be registered through the Director.

4.2-Use of the Meeting Room

Our Juvenile Fiction Room may be used for meetings. Each request is considered on an individual basis. Requests may be made to the Director. No smoking or refreshments are allowed and the organization holding the meeting is responsible for cleaning the room before leaving. Organizations assume responsibility for any damage to the room or its contents. No fee will be charged, however, a donation is acceptable.

Chapter 5: Gifts and Memorials

5.1-Gifts

1. Books

Gift books will be accepted as long as there are no conditions imposed upon their use, location, rebinding, or disposal.

2. Periodicals

All gift copies of periodicals, including those that the library does not subscribe, will be accepted, with the exception of periodicals not conforming to the standard of the Library.

3. Other Gifts

Any other items or money offered as gifts to the library will be accepted as long as there are no conditions imposed by the donor and the gift is compatible with the purposes of the library.

5.2-Memorial Gifts

Memorial gifts are handled in the following manner:

- a. The article itself may be presented to the library.
- b. The donor may select a particular article (book, magazine, subscription, etc) and pay for it immediately or be billed when the item is received.
- c. The donor may request the Director to select the article and either donate a specific amount of money then or be billed when the exact cost is known.
- d. The donor may donate a certain amount of money to the Gift Fund for purposes determined by the Director.
- e. Acknowledgement is sent to the donor and to the family of the deceased and newspaper publicity is given, if desired.
- f. All money is deposited into the Gift Fund, and when expenditures are made for a gift item, the item is paid for from the Gift Fund.

5.3-Withdrawal and Disposal of Gift Items

All memorial and gift items (books, magazines, etc.) will be subject to the same considerations as the regular collection in the matter of withdrawal since normal wear and tear, as well as outdated information, eventually necessitate the replacement of all library materials. However, care will be taken to remove the memorial bookplate when the items is discarded and will be withdrawn in the regular manner. If at all possible, memorial gifts will be returned to the family of the deceased.

Chapter 6: Personnel

6.1-Equal Opportunity

Oxford Public Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics, in addition to federal law requirements, Oxford Public Library complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment including; recruiting, hiring, placement, promotion, termination layoff, recall, leaves of absence, compensation, and training.

Oxford Public Library expressly prohibits any form of workplace harassment or discrimination based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status or other protected category. All employees have the right to report claims of violation of these terms. Claims may be made to the Library Director or to the Library Board of Trustees. All claims will be investigated fully. Employees making claims will be protected from retaliation in any form. Any obstruction of claims by another employee or retaliation for claims will be subject to discipline up to and including termination.

6.2-Americans with Disabilities Act

It is Oxford Public Library's policy that we will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Oxford Public Library is committed to complying with the Americans with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. Oxford Public Library recognizes that some individuals with disabilities may require accommodations at work. If you are currently disabled or become disabled during your employment, you should contact the Library Director to discuss reasonable accommodations that may enable you to perform the essential functions of your job.

6.3-Recruitment

It is the policy of the Oxford Public Library to provide equal opportunities for all employees and job applicants. The library will recruit, hire, and train all persons without regard to race, color, national origin, sex, age (except where sex or age is a bona-fide occupational qualification as required by law), or physical or mental disability (except where the disability prevents the individual from being able to perform essential functions of the job and cannot be reasonably accommodated in full compliance of the law). Applicants shall be screened by the Director and approved by the Board of Trustees.

6.4-Employment-At-Will

Employment with Oxford Public Library is voluntarily entered into, and you are free to resign from your position with the library at will, at any time, with or without cause. Similarly, Oxford Public Library may terminate the employment relationship at will, at any time, with or without

notice or cause, so long as there is not violation of applicable federal or state law. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the library and the employee.

6.5-Employment Definition and Status

Definitions of Employee Status

- a. "Regular Employee"-minimum 35 hours/week. Regular employees are salaried and may have an annual Performance Review. The Director is considered exempt. All other regular employees are non-exempt.
- b. "Part-Time Employee" -29 hours or less/week and is hourly and non-exempt. Employee may have an annual Performance Review.
- c. "Temporary Employee"- hourly and hired for a specific assignment, usually seasonal.

6.6-New Employee Probationary Status

Each new employee is considered on probation for the first six months, with the exception of professional employees who are considered on probation for one year. During this time the employee's performance is subject to close examination as to his or her competency to carry out the responsibilities and assignments of the position.

The Director may release an employee at any time during his or her probation period, after being given two weeks' notice, if his or her services are unsatisfactory or if he or she proves to be unqualified for the position to which he or she was appointed. The consideration and approval of the Board of Trustees is necessary before discharging an employee whose probationary period has expired.

6.7-Job Descriptions

The following are the current approved positions available at the Oxford Public Library:

1. Library Director

Salary, exempt

Reports to: Oxford Public Library Board of Trustees

The Director of the Oxford Public Library is responsible for the administration of the library, carrying out policies of the Board of Trustees and supervising all other Library employees. The Director must possess a Bachelor's Degree and meet state requirements for a LC4 Certificate or be willing to complete the required coursework within the first three years of employment.

The Director shall:

- a. Be responsible for the day-to-day function of the library in serving its patrons.
- b. Act as technical advisor to the Board of Trustees and recommend needed policies for Board action.
- c. Hire, train, and supervise Library staff with Board of Trustee approval.
- d. Be knowledgeable of local and state laws that apply to libraries.
- e. Prepare reports promptly and as required by the Indiana State Library, Indiana State Board of Accounts, State of Indiana, Federal Government, and any other agency relevant to the operation of the Library.
- f. Help prepare an annual budget for the Library in consultation with the Board of Trustees.
- g. Maintain ledger and all financial records as prescribed by the State Board of Accounts.
- h. Give current report of expenditures against the budget at each Board of Trustees Meeting.
- i. Collect monies for copies, fines, fees, donations, etc. Keep a written record of all money collected/received.
- j. Manage all banking needs.
- k. Purchase all needed janitorial and office supplies.
- l. Select and order all books and materials, as well as, weed outdated, worn, and aged material.
- m. Attend all Board of Trustees meetings other than those in which Director salary or tenure is under discussion.
- n. Represent the Library at the Indiana Library Federation (ILF) and regional district meetings.
- o. Maintain an active program of public relations.
- p. Share circulation desk responsibilities with other library staff, which includes but is not limited to, checking in and out material, shelving material, maintaining the record of requests for material on reserve, field reference questions, and assist patrons with using the library.
- q. Be a positive advocate for the Library and Library services.
- r. Daily periodic assessment of library holds.

2. Assistant Director/Adult Services Coordinator
Hourly, non-exempt
Reports to: Library Director

The Assistant Librarian/Adult Services Coordinator is a dual position. Not only does this position serve as Assistant Librarian but also maintains the adult division of the library. A High School Diploma or GED is required. Some college education and/or library related training or experience is desired.

Assistant Director duties include:

- a. Assist Director as needed in library functions.
- b. Prepare InfoExpress deliveries each week.
- c. Check and empty book return daily.
- d. Process and catalog library materials.
- e. Assist with signing up new patrons, as well as, maintaining current patron index.
- f. Collect monies for copies, fines, fees, donations, etc. Keep a written record of all money collected/received.
- g. Record and fulfill any donations given to the library with the assistance of the Director. Send thank you letters and notifications to appropriate parties.
- h. Prepare marketing materials.
- i. Devise and conduct adult library programs.
- j. Share main circulation desk responsibilities with other library staff, which includes but is not limited to, checking in and out material, shelving material, maintaining the record of requests for material on reserve, field reference questions, and assist patrons with using the library.
- k. Be a positive advocate for the Library and Library services.
- l. Daily periodic assessment of library holds.
- m. Other duties as assigned.

Adult Services Coordinator duties include:

- a. Oversee the Adult Department of the library, which includes the appearance and use of the department.
- b. Shelve adult books, audios, DVDS, and magazines.
- c. Create materials order list for Adult Programming.
- d. Assist with Children’s Librarian duties when needed.
- e. Decorate bulletin boards and library as requested by Director.

3. Children’s Library Assistant
Hourly, non-exempt
Reports to: Library Director

The Children’s Library Assistant maintains the Children’s and Juvenile Departments of the Library. A High School Diploma or GED is required. Some college education and/or library related training or experience is desired.

Children’s Library Assistant duties include:

- a. Oversee the Children’s and Juvenile departments of the Library, which includes the appearance and use of the departments.
- b. Innovate new ideas, services, and programs to promote library use throughout the year.
- c. Devise and conduct Children’s programs.

- d. Plan, develop, and implement Outreach programs, with final approval from the Director.
- e. Plan, develop, and implement the Summer Reading Program, with final approval from the Director.
- f. Plan, develop, and implement Story Time, with final approval from the Director.
- g. Create a materials order list for programming.
- h. Decorate bulletin boards and library as requested by the Director.
- i. Share circulation desk responsibilities with other library staff, which includes but is not limited to, checking in and out material, shelving material, maintaining the record of requests for material on reserve, field reference questions, and assist patrons with using the library.
- j. Assist Director as needed in library functions.
- s. Collect monies for copies, fines, fees, donations, etc. Keep a written record of all money collected/received.
- k. Process materials as requested by Director.
- l. Annually weed the Children and Juvenile collections with assistance from the Director.
- m. Be a positive advocate for the Library and Library services.
- n. Daily periodic assessment of library holds.
- o. Other duties as assigned.

4. Circulation Clerk

Hourly, non-exempt

Report to: Library Director

- a. Share main circulation desk responsibilities with other library staff which includes but is not limited to, checking in and out material, shelving material, maintaining the record of requests for material on reserve, field reference questions, and assist patrons with using the library.
- b. Assist other employees as needed in library functions.
- c. Prepare InfoExpress deliveries each week
- d. Collect monies for copies, fines, fees, donations, etc. Keep a written record of all money collected/received.
- e. Check and empty book return daily.
- f. Process library materials.
- g. Assist with signing up new patrons, as well as, maintaining current patron index.
- h. Assist with planning library programs.
- i. Responsible for the Adult Department of the library, which includes the appearance and use of the department.
- j. Shelve books, DVDS, and magazines upstairs.
- k. Decorate bulletin boards and library as requested by Director.
- l. Innovate new ideas, services, and programs to promote library use throughout the year.

- m. Assist in weeding of library collections.
- n. General upkeep of the library, including dusting upstairs.
- o. Be a positive advocate for the Library and Library services.
- p. Daily periodic assessment of library holds.
- q. Other duties as assigned.

5. Janitor

Hourly, non-exempt

Report to: Library Director

Responsible for the general appearance of the Library.

Janitor duties include, but are not limited to:

- a. Trash cans emptied three time per week minimum or as needed, with all trash removed from the building for weekly trash pick-up.
- b. Bathrooms cleaned and disinfected thoroughly three times per week.
- c. Vacuum thoroughly three times per week.
- d. Windows (within reach) and display case cleaned once per week.
- e. Bathroom , children’s area, and juvenile area mopped at least weekly or as needed.
- f. Clean utility sink in break room once per week.
- g. Bathroom paper products replenished three times per week.
- h. Spot clean carpets as needed.
- i. Recycling items taken to the recycle bins weekly.
- j. Big windows cleaned once a year.
- k. Any special occasion that requires special cleaning as requested by the Director.

Areas the janitor is not responsible for:

- a. Director’s office, except for trash and vacuuming.
- b. Behind circulation desk, except for trash and vacuuming.
- c. Top of children’s circulation desk.

6. Part-Time (Temporary Employees)

The Director, with the approval of the Board of Trustees, will select part-time help as needed for Summer Reading, snow shoveling, lawn maintenance, etc. Temporary employees work less than 800 hours in a year and are usually seasonal workers. Duties will be as directed by the Director.

Common responsibilities of all Library personnel:

- a. Be courteous, friendly, and professional to patrons and Library personnel.
- b. Be familiar with the Library and its materials.
- c. Be familiar with and follow all Library policies and procedures.

- d. Assist in occasional odd duties when the need arises such as; raking, shoveling, salting sidewalks, custodial duties, etc.
- e. Maintain open lines of communication with all personnel.
- f. Work to always improve library services.
- g. Attend workshops, meetings, and continuing education opportunities as approved by the Library Director and/or Board of Trustees.

6.8-Volunteers

The Oxford Public Library's volunteer program is designed to assist staff, promote services, and create educational opportunities. All volunteer duties are assigned by the Library Director. Volunteers must be 15 years of age or older to volunteer. Volunteer opportunities are offered on an as-needed basis.

6.9 Attendance

1. General Attendance

Employee work hours vary depending on job responsibilities. The Library Director will provide employees with their work schedule. Should an employee have any questions regarding his/her work schedule, the employee should contact the Library Director.

Employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Employees who will be late to, or absent from, work should notify the Library Director as far in advance as possible, but not later than one hour before his/her scheduled starting time if he/she expects to be late or absent, or as soon as practical in the event of an emergency. Chronic attendance violations, including tardiness and absenteeism, may result in disciplinary action. An employee who fails to attend work or contact the Library Director for two consecutive work days will be considered as having voluntarily resigned, unless the Library decides to excuse the absences based on the circumstances. Employees who need to leave early, for illness or otherwise, should inform the Library Director before their departure. Unauthorized departures may result in disciplinary action.

2. Tardiness

Employees are expected to arrive on time and ready for work. An employee who arrives at least 15 minutes after their scheduled arrival time is considered tardy. The Library recognizes that situations arise which hinder punctuality; regardless, excessive tardiness is prohibited, and may be subject to disciplinary action.

3. Breaks

Staff receive a 15 minute break for each 4 hours worked. These will be taken at the convenience of the library work schedule. If an employee is working a full day (6-8

hours), they may have a 30 minute meal break. Meal breaks will also be taken at the convenience of the library work schedule.

On Election Day, time may be given to staff members who find it impossible to vote before or after their regularly scheduled hours. This time is not to be used for any other purpose.

Staff members will also be given time off with pay for jury duty.

6.10-Vacations

Annual vacation with pay is granted to those employees who work at least 25 hours per week. New employees, with the exception of the Director, must work 800 hours before they qualify for Vacation pay. Vacation days do not accumulate year to year.

The Director receives 2 weeks (12 days) annual vacation the first year of employment beginning on January 1st if hired before June 30th. If hired after June 30th the number of Vacation days will be prorated to the date of hire.

For all full-time employees: One day of vacation may be added for each year of employment until the maximum 3 weeks (18 days) is reached.

Assistants who work at least 25 hours per week receive 6 days of vacation with pay after 800 hours of work and each year thereafter.

Vacations may be taken at any time of the year except when the demands of the library workload have priority. The Director will decide if the vacation request is approved or denied.

Where the leave request of one employee conflicts with the request of another, the senior employee's request will be honored.

Holidays falling in a vacation period will be repaid to the employee at the convenience of the library.

6.11-Sick Leave

Sick leave allowances are granted to employees when incapacitated by illness, injury, pregnancy, or confinement. Employees will not "bank" unused sick days. Any sick days not used within the calendar year will be forfeited.

- a. The Director receives 12 sick days for the first year of employment beginning on January 1st (if hired before June 30th, if hired after June 30th the number of sick days will be prorated to the day of hire), and each year thereafter.
- b. Assistants who work at least 25 hours per week are granted 6 sick days per year after 800 hours of work, and each year thereafter.

In case of illness extending beyond the allotted sick leave, vacation leave and holidays may be used. A leave of absence may need to be considered.

6.12-Bereavement Leave

Bereavement leave is as follows:

- a. Five calendar days absence, with pay, shall be allowed for a death in the immediate family. The immediate family is defined as a father, mother, brother, sister, daughter, son, wife, husband, or anyone living in the home.
- b. Two calendar days absence, with pay, will be allowed for the death of a father-in-law, mother-in-law, daughter-in-law, son-in-law, or grandparents.
- c. One calendar day absence, with pay, will be allowed for the death of an uncle, aunt, niece, nephew, or cousin.

A reasonable extension of the allotted leave or a leave requested under extenuating circumstances may be granted if approved by the Board of Trustees.

6.13-General Leave of Absence

An employee who anticipates an absence of more than 5 days from work because of illness, health condition, or any other reason should request a leave of absence. This request will be considered and approved or not approved by the Board of Trustees.

A leave of absence of 6 to 90 days can be approved by the Board of Trustees. The terms of leave (number of days, special considerations, etc.) will be worked out between the Board of Trustees and the staff member before the leave begins. The Library will hold the employee's position during the leave of absence. If necessary, the Board of Trustees may hire a short-term substitute.

Unused sick leave and/or vacation days must be used first during the leave of absence. Holidays that fall during the leave will be paid. After all days are used, it will be at the Board of Trustees' determination whether the remaining leave will be paid or unpaid and at what percentage.

An employee failing to return to work at the expiration of the leave or failing to secure an extension by the Board of Trustees may be dismissed at the Board of Trustees' discretion.

6.14-Resignation/Dismissal

Indiana is an Employment-At-Will state. All employment is subject to the hiring entities (Board of Trustees) determination. Dismissal for unfitness or incompetence is made for the good of the Library.

Resignation is defined as willingly terminating one's own employment. Resignations should be submitted in writing to the Board of Trustees and the Library Director. Regular employees should give a minimum of 4 weeks notice under ordinary circumstances. Part-time employees should give at least 2 weeks notice. Employees that resign will only receive payment for vacation days that have accrued and not been taken. Any remaining sick leave, personal leave, and holiday credits are forfeited.

Dismissal or involuntary termination is defined as the termination of employment by the Library of any employee due to unsatisfactory conduct, attendance, or job performance. The Director or Board of Trustees will determine appropriate period of notice, if any, and will inform the employee in writing for the reason of dismissal. Employees dismissed from the Library will not receive payment for accumulated sick leave, vacation leave, personal leave, or holiday credit.

6.15-Dress Code

Work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. The Library requires a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. This policy is intended to define appropriate attire and appearance during normal business operations. This dress code should be followed at all times when an employee is representing the library at any community activity, convention, or other library event.

General Guidelines

1. Clothing should be neat and clean. Torn, dirty, or frayed clothing is unacceptable.
2. Any clothing or accessory that has words, terms, or pictures that may be offensive to others is unacceptable.
3. Clothing or attire must not interfere with the safe operation of duties and equipment.
4. Piercings and tattoos are allowed. The Library Director reserves the right to require employees to cover tattoos or remove piercings that may be considered offensive or interfere with normal library operations.
5. Undergarments should be covered at all times and should not be visible through clothing.
6. Sleeveless tops may not be worn without a long sleeve shirt underneath or a jacket, sweater, or other cover.

Acceptable business attire:

Men:

- a. Sport coats or blazers
- b. Slacks, chinos, or dockers
- c. Clean and professional jeans
- d. Polo shirts
- e. Button-down shirts with or without a tie
- f. Sweaters and cardigans

Women:

- a. Dresses
- b. Skirts (no shorter than 2 inches above the knee)
- c. Dress slacks
- d. Dress capris (no shorter than mid-calf)
- e. Clean and professional jeans

- f. Blouses
- g. Polo shirts
- h. Sweaters

Unacceptable attire:

- a. Jeans that are torn, faded, or overly worn
- b. Logo clothing
- c. Shorts
- d. Athletic wear
- e. Spandex or lycra
- f. Tank tops, tube tops, halter tops, spaghetti straps
- g. Beach wear
- h. Midriff tops
- i. Off the shoulder tops
- j. Stretch pants or leggings (unless worn under a skirt)
- k. Backless top or other cut out attire
- l. Mesh clothing
- m. Sweatpants and sweatshirts
- n. Plunging necklines
- o. Hats

Personal Hygiene and Grooming

Employees are expected to meet the following standard or guidelines with respect to personal grooming and hygiene upkeep

- a. Consistent bathing and oral hygiene
- b. No heavily-scented perfumes, colognes, or lotions
- c. Clean, well-groomed hair; including facial hair

6.15-Personal Conduct

The Library respects the privacy of its employees and recognizes their right to conduct their personal lives free from interference from the library. Nonetheless, employees are advised to keep in mind that, even while off-duty, they represent the Library to the public and should strive to preserve the Library's reputation.

In addition, certain types of off-duty conduct may reflect poorly upon an employee's character and judgment and thereby influence his or her standing as an employee.

Therefore, employees who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by the Library, including termination of employment, if such conduct is determined by management with expectations of our employees, or otherwise adversely affects our legitimate service interests.

6.17-Work Environment

Employees of the Oxford Public Library, regardless of position, should feel positive and comfortable in the workplace. If an employee feels that the integrity of the library is at risk or the library is not conducive to a positive and productive work environment, it is the obligation of that employee to notify the Director. Any concerns should be discussed initially with the Director.

However, if the individual does not feel that they can discuss issues with the Director or wish to remain anonymous, a Board member should be notified.

6.18-Wages

1. Pay Schedule

All employees are paid bi-weekly on Thursdays. If the Friday is a holiday, it is up to The Board's discretion to change the date.

2. Pay Rates

The Board of Trustees, at the annual budget meeting, determines the salary of the Director and the wages/salary of the Assistants. The hourly wage for part-time help and the substitute shall be determined by the Board of Trustees with the recommendation of the Director at the annual budget meeting. The salary of the Janitor is determined by the Board with the recommendation of the Director at the annual budget meeting.

6.19 Mileage Reimbursement

Personnel may receive mileage reimbursement when on Library business at the current rate recommended by the Federal Government. All mileage must be submitted on the appropriate form approved by the State Board of Accounts.

6.20-Professional Development/Professional Memberships

The staff shall be encouraged to attend workshops and state and district meetings with expenses paid, plus mileage.

The institution and trustees shall be enrolled as members in appropriate state and national associations, with dues being paid from the annual budget.

6.21-Nepotism

The Library will always hire employees based on their experience, skills, and merit. If a family member of a Board Member or current staff member is interested in a position with the Library, that person should apply through standard channels. The Board Member will abstain from all personnel issues and will abstain from wage negotiations.

6.22- Background Check Policy

Employees

The Library will conduct a criminal background check on all job applicants as part of an offer of employment that is contingent upon the results of said check. The Library will renew background checks every 5 years.

Volunteers and Library Board Trustees

The Library will conduct a criminal background check on all volunteer applicants age 18 and over and all new trustees appointed to the library board. The Library will renew background checks every 5 years.

Procedure

Job and volunteer applicants will be informed that criminal background checks will be conducted and will be asked to complete and sign a Background Check Authorization Form. Refusal to submit to a criminal background check will disqualify the applicant from employment or volunteer placement.

Criminal background checks will be administered by the Library Director, using a qualified background check company.

Results of criminal background checks will be shared with the applicant and the Director. A copy will be kept in the personnel files secured in the Director's office and will be stored according to the Retention and Disposal of Records Policy and Procedure.

When the results of a criminal background check indicate that the applicant has an offense on record, the Director will determine if the offense disqualifies the applicant for employment or volunteer placement at the Library.

If the applicant is applying for the Director's position, the Library Board of Trustees will determine if the offense disqualifies the applicant for employment.

Any applicant with a criminal history that includes sex abuse or crimes against children convictions will be automatically denied employment or volunteer placement.

If an existing employee or volunteer is under investigation for or charged with crimes against a child, the individual will be suspended or disqualified from working or volunteering until the issue is resolved.

Chapter 7: Health and Safety of Employees

7.1-Inclement Weather/Emergencies

The Library will be closed when Benton County Emergency Management declares a “Travel Warning”. Each employee will be paid according to their regular hourly schedule for the time the Library is closed. Should the employee be unable to get to work when the library is open, they will not get paid for day or hours they missed but will be excused from work. The Library may close for additional hours or for an entire day at the discretion of the Library Director if a weather emergency is present.

7.2-Reporting Injuries and Accidents

All employees are protected under the Worker’s Compensation Insurance for injury on the job. All accidents or injuries that occur while working in the Library must be reported immediately. Failure to report injuries may result in difficulty obtaining Worker’s Compensation Insurance. Any accidents involving patrons or staff must also be reported immediately regardless of the willingness of the parties involved to report the accident or seek treatment. All injuries and accidents must be reported to the Library Director within 24 hours.

7.3-Substance Abuse Policy

The Oxford Public Library complies with all Federal and State regulations regarding alcohol and illegal drug use on the job. It is our desire to maintain a drug-free, healthy, and safe workplace.

While on Library premises and while conducting business-related activities off Library premises, no employee may use, possess, manufacture, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees may keep prescription medications on Library premises when ordered by a medical physician, as well as over-the-counter medications that are used on an as-needed basis. The employee will be responsible for keeping the medications in a secure area.

If an employee gives reasonable suspicion of suspected alcohol or drug use, the Director will complete the appropriate form (copy attached) which sets forth observations leading to the determination of reasonable suspicion. The Director has the right to send the employee home on an unpaid suspension until further notice. The employee will need to find a ride home, walk or a Library staff or Board Member will take the employee home. The employee will be strongly encouraged not to drive him/herself home. If the employee insists on driving, the appropriate authorities will be notified. The employee may be immediately requested to submit to a drug screen. The Oxford Public Library is contracted with IU Health to perform body substance samples (blood, urine, hair) to determine illicit drug or alcohol use. If the employee refuses to submit to the drug screen the employee will be immediately dismissed.

A positive test result of illicit drugs or alcohol, which determines violation of this policy, will lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

Employee Behavior Observations

Date: _____

Time: _____

Person Completing Form: _____

Employee Name: _____

Position: _____

Reason for Observation (ie; smelling of alcohol, weaving, erratic behavior): _____

Describe in detail behavior witnessed: _____

Portion Completed by Director or Board Member:

What were the actions taken by the Director/Board Member? _____

Signed: _____ Date: _____

7.4-Smoking, Vaping, and Use of Tobacco.

Oxford Public Library is a smoke-free facility. Smoking, tobacco use in any format, and vaping shall not be permitted in any Library facility. This includes common work areas, conference and meeting rooms, private offices, hallways, employee break area, restrooms, and all other enclosed facilities. This policy applies to all employees, clients, contractors, and visitors. Smoking, vaping, and the use of tobacco in any format shall not be permitted on library property.

7.5-Zero-Tolerance Violence Policy

Oxford Public Library has a zero-tolerance policy concerning threats, intimidation, and violence of any kind in the workplace, either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

Employees are not permitted to bring weapons of any kind on library property or to library functions, except in locked vehicles per state law. Any employee who is suspected of possessing a weapon will be subject to search at the library's discretion. Such searches may include, but not be limited to, the employee's personal effects, desk, and workspace.

If the employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor, or customer, the employee should notify the Library Director or Board of Trustees immediately.

7.6-Harassment Policy

This policy applies to all employees of Oxford Public Library and to all contractors, vendors, and other associated people. All workers will be subject to discipline, up to and including termination, for any act of harassment they commit.

Sexual Harassment

Sexual harassment is defined by unwanted sexual advances; or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.

- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment,
- Submission or rejection of the conduct is used as a basis for making employment decisions,
- Or the conduct has the purpose or effect of interfering with work performance or creating an intimidation, hostile, or offensive work environment.

Unlawful Harassment

Other unlawful harassment is any verbal or physical conduct that disparages or shows hostility or aversion toward an individual because of that person's race, color, religion, gender, sexual orientation, national origin, age, or disability. Harassment does one or more of the following,

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment, or
- Has the purpose or effect of unreasonably interfering with an individual's work performance.

Harassing behavior or conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, or disability. This includes jokes or pranks that are hostile or demeaning with regard to race, color, religion, gender, national origin, age, or disability. Harassing conduct may also include written or graphic material that disparages or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is displayed on walls, bulletin boards, computers, or other locations, or circulated in the workplace. This is a representative list of harassing conduct or behavior and is not intended to be exhaustive.

Reporting

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately. If the Library Director is not available or you believe it would be inappropriate to contact that person, you should immediately contact the President of the Library Board or any other member of the Board. You can raise concerns and make reports with fear of reprisal or retaliation. Any employee who knowingly allows or tolerates sexual harassment or retaliation, including the failure to immediately report such misconduct, is in violation of this policy and subject to discipline up to and including termination.

All allegations of sexual harassment will be investigated, and action will be taken as deemed necessary by the Library Director and the Board of Trustees.

If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for very serious repeat violations is termination of employment. People who violate this policy may also be subject to civil damages or criminal penalties. The procedures available under the policy do not preempt or supersede any legal procedures or remedies otherwise available to a victim of harassment under local, state, or federal law.

7.7-Lockdown Policy

The Oxford Public Library will “lockdown” the building at any time a “lockdown” is called at Prairie Crossing Elementary or Benton Central Jr./Sr. High School due to an outside threat. Doors will be locked, blinds closed, and lights shut off. Staff and patrons will hold in the basement in the employee breakroom.

7.8-Child Abuse and Neglect

All individuals are mandated reporters as required by the State of Indiana (IC 31-33-5). As such, all individuals are required to report suspected child abuse or neglect to the Department of Child Services and/or local law enforcement. In the case of institutions, a report must be made to the person in charge of the institution. If an employee suspects child abuse or neglect they must report it immediately to the Library Director. The Library Director or the individual will immediately file a report with DCS and/or local law enforcement.

7.9-Policy for Wide-Spread Viral Contagion

Safety Objective

In the case of a wide-spread health crisis where there is concern about the spread of contagion, the library will abide by steps outlined below. Additionally, the library will follow all recommendations from local health officials such as the Benton County Health Department and the Indiana State Department of Health, as well as, Federal agencies such as the Centers for Disease Control and the US State Department.

The library will utilize a rational, measured approach to continue service and mitigate risk, while keeping the health and safety of staff and patrons as its number one priority.

Expectations of Staff

Mitigating risk at the library should be regular practice of all staff, no matter the status of any health crisis. Staff are encouraged to wash or sanitize hands often and to provide routine environmental cleaning by frequently sanitizing heavily used, shared surfaces. Examples include the circulation desk, keyboards, mice, copy machines, telephones, and door handles.

Library employees are instructed to stay home if they exhibit ANY signs of acute respiratory illness or flu-like symptoms. Employees should NOT return to work until they have been free of fever for at least 48 hours, without the use of fever-reducing or symptom-altering medication. A note from a health care provider is not required for staff members who are using consecutive days of PTO for the purpose of recovery and/or isolation. However, if a staff member tests positive for the contagion of concern or receives a quarantine order from a healthcare professional, they will be granted an additional two-week period of PTO, or additional PTO that covers the full duration of the quarantine order whichever is longer, not exceeding 4 weeks.

Staff members who are caring for diagnosed or quarantined family members or are required to stay home with children due to school closure will be handled on a case-by-case basis with input from the Library Board of Trustees.

Staff members who disregard recommendations and official warnings from local or federal agencies and engage in high-risk activities (i.e. traveling to area labeled high-risk) that potentially put themselves and others in danger will be told to not return to work for 14 days after the conclusion of the high-risk activity. Staff must use accumulated PTO to cover this time. Staff without accumulated PTO will be unpaid for the duration of the two weeks.

Response Levels

During a health crisis, there are three levels of service that may be enacted: Limited, Essential, and Digital-Only.

1. Limited Service

Limited service will be enacted when local and federal agencies require limited social gatherings and social distancing.

Under Limited Service, social distancing is encouraged. All library programs will be cancelled. The public use of the meeting room for groups of 5 or more will no longer be allowed. Scheduled meetings that reach that threshold will be cancelled. The library will use promotional and social media channels to communicate restrictions to the public, encouraging the public to stay home and not visit the library, especially if they are ill or in a high-risk category susceptible to illness. Only certain public computers will be available to allow for social distancing and duration and frequency of sessions may be limited. Unattended children will not be allowed at the library during this time to mitigate the risk of community spread. Operating hours may be decreased, dependent upon staffing and public demand for services.

2. Essential Service

Essential service will be enacted when school closes.

Under essential service, patrons are strongly discouraged from visiting the library and unattended children will not be allowed. Patrons may only use the front entrance. Exceptions will be made for use of the handicap accessible entrance. Any materials checked out will be retrieved by staff and checked out to patron in the main area of the library and handed to them in the same area (upstairs). The children's area will be closed to the public to mitigate community spread. All materials returning to the library will be returned to either the outside drop box or placed on the cart in front of the circulation desk. Materials will then be sanitized and checked in. Environmental cleaning will take place on an hourly basis for shared surfaces.

3. Digital-Only Services

Digital only services will be enacted when a staff member tests positive, there is a public mandate to do so, or a decision is made by library administration.

Under Digital-Only Services, the library will be closed to the public. The public is encouraged to utilize the library's digital services. Staff, including part-time and janitorial, will receive pay during the closure, in accordance with the salary schedule.

Throughout the duration of the health crisis, the library will continually refer to the latest, factual information from the Benton County Health Department and the Indiana State Department of Health, as well as the CDC and the US State Department. The library will follow any local, state, or federal mandates in accordance with the law.

Chapter 8: Board of Trustees

8.1-Trustee Bylaws

Article 1: Membership

1. In accordance with the provisions of IC20-14, the Library Board of the Oxford public Library shall consist of seven (7) members chosen for their fitness of public library trusteeship.
2. Members shall be appointed by the following authorities:
 - a. Three (3) by the Benton Community School Corporation
 - b. One (1) by the Oxford Town Board
 - c. One (1) by the Benton County Council
 - d. One (1) by the Benton County Commissioners
 - e. One (1) by the Oak Grove Township Advisory Board
3. Members shall be appointed for four (4) year terms and may serve a maximum of four (4) consecutive terms, unless they complete a partial term; this then counts as a full term.

Article II: Officers and Committees

1. Officers of the Board shall be a President, Vice President, Secretary, and Treasurer.
2. The officers shall be elected at the January meeting for a term of one year. Vacancies in office shall be filled at the next regular Board Meeting.
3. Committees will be appointed as needed.

Article III: Duties of the Board of Trustees

The Library Board of Trustees shall:

1. Govern and set written policy for the Library. It has the power to make all rules and regulations for the discharge of responsibility.
2. Employ a competent and qualified Library Director to carry out its policies and shall evaluate the Director on an annual basis.
3. Plan for the future of the Library in light of the needs of the community, securing adequate facilities and funds to carry out the Library's program of service.
4. Monitor and evaluate the overall effectiveness of the Library.
5. Act as an advocate for the Library in the community and actively support Library legislation.
6. Monitor financial affairs of the Library by discussing and approving the proposed annual budget, studying monthly financial reports, and approving all claims lawfully incurred on behalf of the Library.
7. Attempt to attend all Board Meetings.

Article IV: Conflicts of Interest

1. Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

2. Board members shall promote a high level of service while observing ethical standards.
3. Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.
4. Board members will not use the library for personal advantage or the personal advantage of friends or relatives.
5. Board members will declare any conflict of interest between their personal life and their position on the Library Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse him/herself from voting immediately whenever the appearance of a conflict of interest exists.
6. If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form annually.

Article V: Nepotism

The Library will always hire employees based on their experience, skills, and merit. If a family member of a Board member or current staff member is interested in a position with the Library, that person should apply through standard channels.

Article VI: Meetings

1. The Board of Trustees will meet once a month; the first Monday of the month at 4:15 pm has been chosen whenever possible. Special meetings may be called by the President whenever necessary.
2. All meeting agendas will be posted at least 48 hours prior to the meeting.
3. All meetings, except Executive Meetings, shall be held in accordance with the Open Door Law of Indiana.
4. Four members shall constitute a quorum for the transaction of business. A majority vote of any quorum present shall pass any resolution or motion.
5. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board.

Article VII: Personnel

1. The Board will be responsible for the recruitment and employment of a Library Director.
2. The Board shall follow the Indiana Library Certification requirements for the Library Director.
3. The Director will act as technical advisor to the Board, recommend needed policies, endorse personnel for employment, and supervise staff.

Article VIII: Amendments

These by-laws may be amended at any regular meeting of the Library Board of Trustees with a quorum present, by majority vote of members present, providing the amendment was stated in the agenda for the meeting.

Chapter 9: Finance and Investment Policy

9.1-Board of Finance

1. The duly appointed members of the Oxford Public Library are the fiscal body of the Library and this constitute the Board of Finance of the Oxford Public Library.
2. The Oxford Public Library Board of Finance shall meet annually during the regular February Board Meeting to elect a president and secretary, review the written report of the Library's investments of the previous year and review the Library's finance and investment policy.
3. The duly elected treasurer of the Oxford Public Library Board is the fiscal officer (IC 36-12-2-22). The treasurer shall serve without compensation.
4. Funds received by the Library shall be deposited by the Library Directory in a designated depository.
5. The fiscal officer of the Library is authorized to invest Library funds in the following (IC 5-13-9):
Securities or discount notes backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by the United States, federal agency or a federal government sponsored enterprise.

9.2-Purchasing Policy

The purchasing policy is defined in the Oxford Public Library Purchasing Rules Ordinance. The following are abbreviated points to that ordinance:

1. The Oxford Public Library is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Agency.
2. The Oxford Public Library Board of Trustees is Purchasing Agency.
3. The Purchasing Agent is the Library Director.
4. All **Public Works** purchases under \$25,000 will be made on the open market (IC 36-1-12-5). All items costing between \$25,000 and \$50,000 will be purchased only after inviting at least three quotes (IC 36-1-12-4-7). There will be a wait of at least 7 days. All items costing over \$50,000 will be purchased following a competitive bidding procedure (IC 36-1-12-4) unless another procedure is authorized by statute.
5. All **Non Public Works** purchases will follow the following procedures:
 - a. Small Purchases Policy for purchases under \$50,000.
 - b. The purchasing agent may purchase equipment and supplies costing up to \$500. Any supplies or equipment costing \$501 or more require the approval of the Oxford Public Library Board of Trustees.
 - c. The purchasing agent shall compare prices from as many responsible suppliers of the goods or services required and shall purchase from that supplier where total costs are lowest, when quality and timeliness of delivery are comparable.
 - d. Preferences will be given to products manufactured in the United States.
 - e. Preferences will be given to goods or services from Benton County.
 - f. Purchases will not be artificially divided as to constitute a "small purchase".

- g. The Library Director is authorized to establish charge accounts with businesses from with the Library will make purchases on a continuing basis. Library employees who may make purchases using the established charge accounts shall include the Library Director and Library Assistants. Any purchase more than \$50 needs to be pre-approved by the Library director.
- h. For an expected purchase of \$50,000-\$150,000, the Library will invite at least 3 quotes from those who are known to deal in the line or class of supplies to be purchased.
- i. For the purchase over \$150,000, the Purchasing Agent shall prepare Requests for Proposals as specified in IC 5-22-9 or follow the competitive bidding procedures as specified in IC 5-22-7, except for those conditions which allow for special purchasing methods as defined in IC 5-22-10.

9.3-Disaster Recovery Plan

The definition of a disaster is when a disastrous event has occurred in which the Library will be inaccessible for an extended period of time or the Library's computer system must be replaced. A disaster may be declared by the President of the Board of Trustees under the recommendation of the Disaster.

1. In the event of a disaster the following procedures are in place:
 - a. Ledger and Payroll: All payroll and monthly ledger balances are prepared by the Library Director and saved both onsite and backed up electronically.
 - b. Automation and Circulation: Automation and circulation data is maintained through the Indiana Shared Library Consortium's (ISLC) server, which is remotely housed. Managed and maintained by Koha Corporation's technical staff. In the event of an extended or complete disaster, all patron, circulation, and collection information is still accessible through the Internet.

9.4 Internal Control and Financial Accountability Policy

The Director will provide each month to each Board Member and review at the Board Meetings:

- A balance sheet
- A list of all transactions
- All current vouchers to be signed and reviewed
- A comparison of total expenditures for the year in each category with the budget for that category

The Director will review and approve all bills and all timesheets and compute payroll using the AVC software program. The Director will make deposits but this may be delegated to a board

member or employee to ensure that regular deposits are made. All checks received at the library will be endorsed "for deposit only" to the library's account. Deposits will be made bi-weekly at a minimum.

The Director will record all transactions, prepare deposits, and enter checks into the SBOA-approved AVC accounting software program.

Library staff will collect cash at the Oxford Public Library from library charges such as replacement fees, printing, copying and faxing fees. The person who receives the funds immediately records these receipts on the form available at the circulation desk. These funds will be secured in a cash box during hours of operation. Checks and cash will be secured in the Director's locked office during non-operating hours pending deposit.

Cash receipts will be recorded using AVC software. Cash receipts are reconciled monthly by the Director and reviewed by the Treasurer and will be presented to all board members on the receipt report.

Each Board member will review the list of transactions on a monthly basis. The Board will vote on all transactions at the monthly board meeting by approving or amending the financial report.

Cash Change in the amount of \$20 will remain in the circulation desk cash box. Any amount above \$50 will be secured in the safe until deposits can be made.

The Treasurer and the Board will review all transactions, including cash transactions on a monthly basis. The Director will reconcile the checking account with the bank statement for review by the Treasurer or other designated board members.

The Library maintains its financial records in the AVC software program. Financial records will be kept for 7 years unless required to be kept for a longer time. Audit Reports, Year End Financial Statements and tax records will be retained permanently. The Director will file appropriate reports using Gateway and the State Library's online contractor. All financial work shall be maintained onsite subject to best practices.

The Board will approve all contracts (according to purchasing policy 9.2) to which the organization is a party at a regular or special meeting of the board. Competitive bids will be secured when required. Library records will be fully audited by a representative of the SBOA.

