

Administrative Policies Table of Contents

Introduction

Purpose of Policies

AP 1 Purchasing

AP 2 Requesting Price Quotes

AP 3 Contracts

AP 4 Use of Library Credit Cards

AP 5 Use of Electronic Signatures

AP 6 Investment Policy

AP 6.1 Policy Statement and Scope

AP 6.2 Investment Objectives

AP 6.3 Delegation of Authority

AP 6.4 Standard of Prudence

AP 6.5 Ethics and Conflicts of Interest

AP 6.6 Authorized Investments

AP 6.7 Maturity of Investments

AP 6.8 Diversification

Personnel Policies Table of Contents Section 1

Introduction

Purpose of Policy

P 1 Organization of the Library

P 1.1 Chain of Command

P 2 Employment

P 2.1 At-will Employment

P 2.2 Opportunity for Employment

P 2.3 Hiring

P 2.31 Open Positions

P 2.32 Nepotism

P 2.33 Background Checks

P 2.34 Appointment

P 2.4 Job Performance Evaluation

P 2.41 Probationary Period

P 2.42 Annual Performance Evaluations

- P 2.5 Employee Conduct and Disciplinary Policy
 - P 2.51 Employee Conduct
 - P 2.52 Employee Participation in Election Campaigns
 - P 2.53 Dress and Appearance
 - P 2.54 Disciplinary Policy
- P 2.6 Separation from Service
 - P 2.61 Termination
 - P 2.62 Resignation
 - P 2.63 Retirement
 - P 2.64 Abandonment
 - P 2.65 Death
- P 2.7 Reductions in Force
- P 2.8 Personnel Records
 - P 2.81 Record Requests
 - P 2.82 Contents of Personnel Records

P 3 Hours, Wages, and Benefits

- P 3.1 Types of Positions
- P 3.2 Job Classifications and Descriptions
- P 3.3 Work Schedules
- P 3.4 Payroll
 - P 3.41 Time Keeping
 - P 3.42 Wage Structure
 - P 3.43 Deductions from Wages
- P 3.5 Overtime and Compensatory Time
 - P 3.51 Vacation time
 - P 3.52 Holiday Pay
 - P 3.53 Sick Leave
 - P 3.54 Family/Medical Leave
 - P 3.54 Bereavement Leave
 - P 3.55 Paid Time Off
 - P 3.56 Jury Duty/Court Leave
- P 3.6 Non-scheduled/Emergency Closings
- P 3.7 Honoraria
- P 3.8 Health Insurance
- P 3.9 Tuition Reimbursement
 - P 3.91 Tuition Reimbursement Application

P 4 Procedures

- P 4.1 Pest Procedure

Public Services Policies Table of Contents

Introduction

Purpose of Policies

PS 1 Operation Policies

PS 1.1 Service Area and Governance

PS 1.2 Location and Hours of Service

PS 1.21 Holidays

PS 1.22 Scheduled or Emergency Closings

PS 1.3 Staff in Charge

PS 1.4 Public Information and Media Relations

PS 1.41 Library Spokesperson

PS 1.42 Newsgathering in the Library

PS 1.43 Photography or Video Recording in the Library

PS 1.5 Meeting Rooms and Exhibit Spaces

PS 1.51 Meeting Rooms

PS 1.52 Exhibits and Displays

PS 1.53 Holiday Decorations

PS 1.6 Display and Distribution of Non-Library Materials

PS 1.61 Bulletin Boards and Literature Display Racks

PS 1.62 Voter Information

PS 1.7 Gifts and Donations

PS 1.8 Disposal of Surplus Materials and Equipment

PS 1.9 Recruitment and Use of Volunteers

PS 2 Library Materials Evaluation and Selection

PS 2.1 Responsibility to the Community

PS 2.2 Responsibility for Selection

PS 2.3 Criteria for Addition and Retention of Library Materials

PS 2.4 Collection Maintenance

PS 2.5 Request for Purchase

PS 2.6 Notice of Concern about Library Resources

PS 3 Circulation of Library Materials

PS 3.1 Borrower Registration

PS 3.2 Lost, Stolen, or Damaged Cards

PS 3.3 Restriction of Borrowing Privileges

PS 3.4 Borrowing Periods

PS 3.41 Borrowing Limits

PS 3.5 Fines and Fees

PS 3.51 Overdue Fines

PS 3.52 Fees for Lost or Damaged Material

PS 3.53 Refunds

PS 3.54 Overdue and Fine Notices

PS 3.55 Collection Agency

- PS 3.56 Bankruptcy
- PS 3.6 Placing Holds or Requesting Materials from Other Libraries
 - PS 3.61 Placing Holds
 - PS 3.62 Interlibrary Loan

PS 4 Public Access to Library Records

- PS 4.1 Public Records Policy
 - PS 4.11 Record Requests
- PS 4.2 Confidentiality of Library Records
 - PS 4.21 Confidentiality of Patron Records
 - PS 4.22 Exceptions to Confidentiality
 - PS 4.23 Releasing Patron Information
 - PS 4.24 Records Retention

PS 5 Reference and Information Services

- PS 5.1 Service Standards
- PS 5.2 Service Limitations
- PS 5.3 Fees for Research Services
- PS 5.4 Local History and Genealogy

PS 6 Technology

- PS 6.1 Internet Access Policy
 - PS 6.11 Printing
- PS 6.2 Library Website
 - PS 6.21 Social Networking Software
- PS 6.3 Wireless Internet Access
- PS 6.4 Equipment Available for Public Use
 - PS 6.41 Use of Workstations
 - PS 6.42 Laptop Computers for Borrowing
- PS 6.5 Use of Personal Technology
 - PS 6.51 Plugging In
 - PS 6.52 Personal Communication or Entertainment Devices
 - PS 6.53 Social Media

PS 7 Patron Conduct and Library Security

- PS 7.1 General Code of Conduct
 - PS 7.11 Refusal to Leave the Library
 - PS 7.12 Dress and Attire
 - PS 7.13 Food and Drink
 - PS 7.14 Personal Transportation Items
 - PS 7.15 Animals in the Library
 - PS 7.16 Possession of Weapons
 - PS 7.17 Soliciting, Surveying and Signature-Gathering
- PS 7.2 Eviction and Suspension of Library Privileges
 - PS 7.21 Reinstatement of Library Privileges

- PS 7.3 Unattended Minors
- PS 7.31 Unattended Minors at Closing Time
- PS 7.4 Personal Property Disclaimer
- PS 7.5 Video Surveillance and Recording

PS 8 Outreach Services, Interagency Relationships, and Partnerships

- PS 8.1 Home Delivery of Library Materials
- PS 8.2 Services to Educators
 - PS 8.21 Teacher or Educator Card
 - PS 8.22 Teacher or Educator Collections
 - PS 8.23 School Visits and Off-site Programs
- PS 8.3 Institutional Cards
- PS 8.4 Partnerships
- PS 8.5 Library Friends
- PS 8.6 Library Foundations and Endowment Funds

PS 9 Special Services

- PS 9.1 Printing and Related Services
 - PS 9.11 Photocopiers
 - PS 9.12 Printing from Public Workstations
 - PS 9.13 Fax Service
- PS 9.2 Exam Proctoring
- PS 9.3 Notary Service
- PS 9.4 Forms and Registration Services
 - PS 9.41 Voter Registration
 - PS 9.42 Golden Buckeye Cards
 - PS 9.43 Income Tax Forms

Introduction: Administrative Policies

Purpose of Policies

The Administrative Policies of the Newcomerstown Public Library explain and regulate certain internal operations of the library, many of which are the responsibility of the fiscal officer. These policies directly affect neither the way the library interacts with its patrons and community (interactions covered by the Public Service Policies), nor the way the library interacts with its employees (interactions covered by the Personnel Policies). Policies are approved by the Newcomerstown Public Library Board of Trustees and are reviewed and revised as necessary.

Administrative Policies

AP 1 Purchasing

All expenditures of library funds require a purchase order. A purchase order represents the library's agreement to pay funds for goods or services described in the purchase order. When accepted by a vendor, and in the absence of other controlling terms, it constitutes the agreement between the library and vendor with respect to the stated goods and services. Purchase orders must be signed by the fiscal officer or deputy fiscal officer and signed or initialed by the director, who certify that the expense is legal, that funds have been previously appropriated by the Board of Trustees, and that monies are either available or in the process of being collected prior to signing.

AP 2 Requesting Price Quotes for the Provision of Goods or Services

For those purchases not falling under the requirements of sections 3375.41 (bidding) and 153.65-153.71 (professional design services) of the Ohio Revised Code, quotations for prices are required for the purchase of any good or service over \$5,000 in total. Contracts with one vendor for a similar good or service cannot be split in order to override this requirement. Price quotations from multiple vendors are preferred. However, if it is determined by the director that there is only one vendor that specializes in this type of good or service, a quotation from only one vendor will be acceptable. Final selection of quotations for goods and services will be those that are in the best interest of and/or represent the best value to the library.

The only exceptions to the \$5,000 threshold are:

- Telecommunications services which are governed through the Universal Services Administrative Company (USAC) federal E-rate program for public libraries.
- Proprietary software systems and support agreements used by the library.
- Ongoing purchases of library materials.
- Legal services for library administration.
- Emergency situations.

AP 3 Contracts

The director or director's designee is authorized to negotiate contracts or agreements for the purchase or lease of goods or services for the library. Current contracts and amounts will be presented to the board as part of the annual budget approval process.

Prior formal approval of the Board of Trustees is required for contracts that exceed \$5,000, or that cause an overage in the budgeted line item, except in cases of emergency or where the security and protection of library property, patrons, or staff is threatened. The director or the fiscal officer is authorized by the board to sign contracts subject to the approval threshold of \$5,000.

AP 4 Use of Library Credit Cards

Library credit cards are to be used only for official library business and may not be used for personal purchases.

The following staff members are authorized to use a library credit card: director, department managers, and fiscal officer. Other staff members may use the card only after authorization by the director. The director will provide a credit card for use by any of these staff members when needed. Once the transaction has taken place, the receipt must be given to the fiscal officer to allow a reconciliation of account information. Use of a library credit card may be authorized for the following types of expenditures:

- Expenses associated with travel by library staff to attend meetings, conferences, or workshops on behalf of the library or for staff development, including airline tickets, hotel accommodations, car rentals, and meals.
- Placing reservations for facilities, materials, or equipment for library programs or events.
- Orders for materials, equipment, or supplies.
- Other purposes as determined by the director or the board.

Library staff who have been provided with a library credit card are expected to retain receipts and return them to the fiscal officer; to exercise all reasonable care to protect the security of the card, and to report immediately a lost or stolen card, or any suspected fraudulent use of the card. A written report to the board regarding the same is required as promptly as possible. Library staff will relinquish a library credit card immediately upon termination of employment.

AP 5 Use of Electronic Signatures

Electronic signatures are not approved by the Newcomerstown Public Library Board of Trustees.

AP 6 Investment Policy

AP 6.1 Policy Statement and Scope

This document will govern the investment activities of the Newcomerstown Public Library (hereafter, the library). It is designed to cover all monies under the control of the library. Except as restricted by law or resolution, the library may consolidate cash balances from all funds to maximize investment earnings.

It is the policy of the library to invest public funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands. All investments will conform to all applicable laws and regulations governing the investment of public funds, including Chapter 135 of the *Ohio Revised Code*.

AP 6.2 Investment Objectives

The primary objectives, in priority order, of the library's financial investments are safety, liquidity, and yield.

AP 6.3 Delegation of Authority

The Newcomerstown Public Library Board of Trustees authorizes the Fiscal Officer to make investments of available moneys from the funds of the District.

AP 6.4 Standard of Prudence

The standard of prudence to be applied to the investment of the library's funds shall be the "Prudent Investor Rule," which states:

"Investments shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

AP 6.5 Ethics and Conflicts of Interest

Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or that could impair their ability to make impartial investment decisions. Further, no employee involved in the investment process shall use the authority or influence of office or employment to secure anything of value or the promise or offer of anything of value that would create an improper influence upon the public official or employee with respect to that person's duties.

AP 6.6 Authorized Investments

The Newcomerstown Public Library Board of Trustees authorizes the Fiscal Officer to make investments of available moneys from the funds of the District in securities in accordance with ORC 135.14 which shall include but not limited to:

1. Bonds, notes, or other obligations of or guaranteed by the United States, or those for which the faith of the United States is pledged for payment of principal and interest thereon;
2. Bonds, notes, debenture, or any other obligations or securities issued by a federal government agency or instrumentality;
3. Interim deposits in Board-approved depositories;
4. Bonds and other obligations of the State;
5. No-load money market mutual funds consisting exclusively of obligations described in 1 and 2 above or repurchase agreements secured by such obligations, provided such investments are mad only through banks and savings and loan institutions authorized by ORC 135.03 or
6. The Ohio Subdivision Fund (STAR Ohio).

Under no circumstances may the Fiscal Officer invest in a derivative as defined by the Ohio Revised Code, reverse repurchase agreements, or other funds prohibited by law. The fiscal officer shall also not make investments which she/he does not reasonably believe can be held until the maturity date or leverage any investment.

Investments made by the Fiscal Officer must mature within five years, unless they are matched to a specific obligation or debt of the library.

The fiscal officer is also authorized to enter into repurchase agreements in accordance with 135.14 (E) of the Ohio Revised Code. Such agreements may be either overnight or within a time not to exceed thirty days and may only involve securities listed in 1-4 above.

Earnings on an investment may become a part of the fund from which the investment was made or placed in the general fund, unless otherwise specified by law.

The fiscal officer, acting in accord with the law, may withdraw funds from approved public depositories or sell negotiable instruments prior to maturity.

AP 6.7 Filing the Policy with the Auditor of the State of Ohio

Upon adoption, the board will direct that the Investment Policy of the library is to be filed with the Auditor of the State of Ohio.

AP 6.8 Distribution of Policy

The fiscal officer shall distribute a copy of the investment policy and any revisions or updated versions to each of the public depositories desiring to do business with the Newcomerstown Public Library.

Introduction

Purpose of Policies

The employees of the Newcomerstown Public Library are its most important asset, and contribute directly to the growth and success of the library, and to the satisfaction of all who use it. These Personnel Policies describe the expectations the library has of its staff, the policies which govern their employment, and the benefits which accrue to them as employees of the library. Library staff, under the authority of the library director, develops and implements practices, procedures, and regulations to carry out these policies.

These policies supersede any formerly published personnel policies of the Newcomerstown Public Library. Library policies are always subject to modification as conditions change, and the library's Board of Trustees may at its discretion change policies and employee benefits at any time. Future revisions of these policies approved by the board will take precedence.

It is the responsibility of all employees, and a condition of their employment, to abide by current library policies and procedures. It is the responsibility of each supervisor to administer these policies in a consistent and impartial manner. If the meaning of a particular policy or procedure is unclear, employees should consult the director or department managers. In cases where interpretation is necessary, the director will make the final judgment in interpreting the policies.

P1 Organization of the Library

The Newcomerstown Public Library is a school district library governed by a Board of Trustees consisting of seven members who are appointed by the Board of Education of the Newcomerstown Exempted School District.

According to Ohio Revised Code, legal responsibility for the library is vested in the library's Board of Trustees. The board is the policy-forming body of the library, and its responsibilities include selection and hiring of the director; appointment of the fiscal officer; promotion of library interests, securing of funds adequate for a progressive, expanding program; and control of library funds, property and equipment. Subject to existing statutes and ordinances, it has power to determine the rules and regulations governing the library.

The director is appointed by the board and is responsible to them for the administration of the library. As chief administrative officer, the director is empowered to carry out the policies and decisions of the board as they affect both the public and the employees. All employees of the library are under the authority of the director either directly or indirectly through the director and department managers.

P 1.1 Chain of Command

In the absence of the director and he/she cannot be reached, the department managers and if necessary the board president shall have the authority to apply discretionary judgments in interpreting board and administrative policy with regard to special or emergency situations.

P 2 Employment

P2.1 At-Will Employment

Every employee has the right to terminate his or her employment at any time without cause or notice, and the library director and/or the board has the right to terminate the employment of any employee at any time with or without cause or notice. Unless authorized by a written agreement, signed by the president of the board, no manager or other representative of the library has the authority to enter into any agreement for employment for any specified period of time.

P 2.2 Opportunity for Employment

The Newcomerstown Public Library is an equal opportunity employer providing employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, disability, national origin, veteran/military status, genetic information, sexual orientation, gender identity or any other characteristic protected by law.

In compliance with the Americans with Disabilities Act, the library will provide reasonable accommodation to employees who are qualified individuals with a disability as long as it does not cause undue hardship for the library. Employees should request accommodations from the director.

P 2.3 Hiring

P 2.31 Open Positions

Most open positions will be posted internally for one week, and then outside applicants may be considered. It may be in the best interest of the library to advertise some positions externally simultaneously with posting them in-house. The library accepts employment applications only when an open position is posted or advertised.

P 2.32 Nepotism

Ohio ethics law and the related statutes found in the Revised Code generally prohibit public officials and employees from misusing their official positions for their own personal benefit or the benefit of their family members. The purpose of this policy is to ensure the hiring and supervision by and within the Newcomerstown Public Library is conducted in compliance with the Ohio ethics laws and in a manner that enhances public confidence in the Library, prevents situations which give the appearance of partiality, preferential treatment, improper influence, and conflict of interest.

Relationship by family, marriage, or domestic partnership will not preclude hiring, promotion, or transfer, as long as the individual meets and fulfills the appropriate appointment standards. This policy provides guidance regarding the initial employment of family members and influencing employment of, or employment decisions regarding family members. This policy also applies to situations where there is a change in family status for employees after employment. For example, the marriage of a supervisor to a supervisee would be a change in status that would cause the parties to be subject to this policy.

Definitions

"Library Employee" means any person of the Exempt or Non-exempt and Full-Time or Part-Time appointment by the Library Board of Trustees.

"Family member", for purposes of this policy only, includes but is not limited to the following: spouse, domestic partner, child (biological, step, adopted, or foster), sibling, parent, grandparent, grandchild, uncle, aunt, in-law, and other persons related by blood, adoption, or marriage.

"Supervision" means the direct ability to affect, or the power to effectively recommend, the hiring, renewal, evaluation, assignment of duties, establishment or adjustment of compensation and benefits, transfer, suspension, layoff, recall, promotion, discharge, reward, discipline, or settlement of the disciplinary grievances or appeals of another library employee.

Hiring of family members

All library employees are prohibited from recommending, nominating, authorizing, or using the authority or influence of their position to secure the authorization of employment, for a family member.

Supervision of family members

No library employee shall supervise any family member or participate (formally or informally) in any decision, or use their position to secure any decision, which affects the continuation, implementation, or terms and conditions of a family member's employment, nor provide direct approval of a family member's time sheets or payroll.

Permitted circumstances

Nothing in this policy prohibits two family members from being hired and working for the library, even within the same department, provided all parties comply with the terms of this policy. The following circumstances are permitted by this policy:

A family member is not prohibited from obtaining employment within the same department as a result of hiring, bumping, displacement, recall, promotion, appointment, or some other non-discretionary personnel action. Employment within the same department may also occur when a marital or other significant relationship develops subsequent to the employee's employment with the department. The family members are not prohibited from continuing to work for the library or specific department.

A supervisory employee is not prohibited from working in the same department as a family member, provided the supervisory employee does not participate in the hiring of the employee and alternative arrangements have been made ensuring the avoidance of a direct line of supervision.

P 2.33 Background Checks

Prior to extending an offer of employment, or at other times during employment with the library, as appropriate, the library may conduct a detailed reference/background/credit/criminal check of an applicant or employee. All reference/background/credit/criminal checks will be in compliance with the Fair Credit Reporting Act.

The library will conduct a criminal background check of any candidate who is being considered for employment.

The library will conduct a driving record check of any candidate who is being considered for employment in a position where driving a library vehicle is one of the job duties.

P 2.34 Appointment

Except for the positions of director and fiscal officer, appointments to the library staff are made by the director and subject to approval by the board. Notice of appointment is made in writing to the selected candidate and acceptance of the appointment is also made in writing and addressed to the director. No person shall be considered to hold an appointment with the library until a letter of appointment is issued and a letter of acceptance received by the director and the selected candidate has completed an Employment Eligibility Verification Form I-9.

P 2.4 Job Performance Evaluation

Job performance evaluation is designed to provide an opportunity for open discussion between the employee and her or his immediate supervisor concerning job performance and work relationships. Each employee's performance is evaluated formally at regular intervals by her or his immediate supervisor. Informal performance feedback should be a routine part of the supervisor/employee relationship. An employee with substandard performance may be considered for remedial action or dismissal.

P 2.41 Probationary Period

The Newcomerstown Public Library does not classify new employees under a probationary status (see At-Will Employment above).

P 2.42 Annual Performance Evaluations

The annual performance evaluation process is an opportunity for supervisors and employees to discuss job-related tasks, goals, and skills, and to acknowledge accomplishments and performance. It is also a time to set goals, evaluate training needs, and help with career planning. The evaluation may also provide information for future decisions, such as, but not limited to, promotions or transfers.

Each regular full-time and part-time employee, who have completed one year of service in his or her current position, is evaluated annually prior to the anniversary date of his or her employment in the current position. Substitute employees are not required to be reviewed.

Evaluations are completed by the director.

The completed evaluation form is reviewed by the director and the employee together. Employees are encouraged to openly discuss their performance and goal attainment with the director.

Completed performance evaluations are to be signed by the employee and the director. By signing the evaluation form, the employee indicates that she or he has read and discussed it with the supervisor, not necessarily that the employee agrees with the evaluation. The employee is encouraged to attach written comments to the evaluation form; all such comments will be read and initialed by the director. The director is the final decision-maker in all cases.

The evaluation will be maintained in the employee's official personnel file.

P 2.5 Employee Conduct and Disciplinary Policy

P 2.51 Employee Conduct

Certain infractions may warrant immediate suspension or termination. Repeated infractions of a less serious nature may result in progressively more serious disciplinary actions, up to and including termination. At all times, the administrators may take the disciplinary action it believes is appropriate under the circumstances. Behavior which will result in disciplinary action includes, but is not limited to:

- Unsatisfactory work performance;
- Violation of the library's ethics policy;
- Theft or inappropriate removal of library property;
- Falsification of timekeeping or any other library records;
- Misrepresentation on any library document, including resumes and employment applications;
- Working under the influence of alcohol or illegal drugs or controlled substances;
- Possession, distribution, purchase, or sale of alcoholic beverages, illegal drugs, or controlled substances while on duty;
- Working on your personal matters while on duty;
- Disruptive activity in the workplace;
- Rudeness to patrons or fellow employees;
- Negligent or improper conduct leading to damage of library property;
- Excessive absenteeism and tardiness;
- Absence without notice or any unauthorized absence;
- Unauthorized use or possession of library documents or property;
- Disregard of safety rules or practices;
- Creating or contributing to hazardous, unhealthy, unsafe, or unsanitary conditions;
- Fighting, provoking a fight or altercation, engaging in any act or threat of violence, or any conduct that causes any individual to reasonably fear for his or her safety or the safety of his or her family, friends, or property;
- Sleeping during working hours;
- Insubordination;
- Possessing weapons on library premises;
- Unauthorized disclosure of confidential information;
- Violation of the library's policies regarding use of computers, e-mail, telephone, or other electronic communications equipment;
- Smoking in unauthorized areas;
- Refusing to cooperate with a library investigation;

- Failing to make work accident reports;
- Unlawful or inappropriate harassment or discrimination.

Nothing in this policy limits an employee's right or the library's right to terminate employment at any time, with or without cause or notice.

P 2.52 Employee Participation in Election Campaigns

Employees are entitled to exercise their right to support or be involved in the political campaign of a municipal, state or federal candidate or party, provided they do so on personal time and do not hold themselves out as representative of the Newcomerstown Public Library. Employees are permitted to participate in electioneering, canvassing or actively work in support of a political candidate or party provided they do so outside of normal working hours, or during an authorized leave of absence without pay for this purpose, by using lieu time, adjusted work week time, or vacation time. Such activity must be as a citizen and not as, or appear to be as a representative of the Newcomerstown Public Library. Examples of campaigning include telephone and e-mail solicitation, distribution of brochures, the display of campaign signs and the wearing of candidate buttons.

To maintain a positive public opinion of the Library, employees are expected to avoid expressing their personal views on matters of political controversy or on town, library or administration if the comment is likely to impair public confidence in the library or town.

When an employee wishes to run for office of Council or a Local Board, state or federal office, he or she must first seek a leave of absence for the period between nomination day and voting day. If elected, he or she will be deemed to have resigned from his or her positions with the Newcomerstown Public Library, immediately before making the declaration of office.

If employees are unsure about the appropriateness of their participation in election activities, they should consult with the director.

P 2.53 Dress and Appearance

Newcomerstown Public Library establishes standards for grooming, dress, and appearance that define appropriate attire for its workplace and activities. Newcomerstown Public Library staff is required to dress according to the standards established by this policy.

Purpose

Newcomerstown Public Library's reputation in the community is unsurpassed by our commitment to the public. In this regard, the staff should maintain a Casual Professional Appearance and Atmosphere. In which, the Newcomerstown Public Library will enhance the quality of our mission, to enhance the quality of life of those in the Newcomerstown Library District.

In addition, Newcomerstown Public Library employees who interact directly with patrons and the public represent the library and are held to a higher level of professionalism in appearance.

Remember, all Newcomerstown Public Library employees represent our commitment to our patrons, the community, and the commitment for excellence. In addition, it helps to ensure employee health and safety within our organization.

Scope

This policy applies to all Newcomerstown Public Library staff members.

Definition

Staff, Staff Members, and Employees: Means all employees, Director, Fiscal Officer, Department Managers, Library Assistants, Pages, Custodians, Volunteers, and any other person whose conduct in the performance of work for Newcomerstown Public Library, is under the direct control of the library, whether such individuals are paid by Newcomerstown Public Library.

Responsibility

Director, Administrative Officers, and Department Heads are responsible for establishing, communicating, and enforcing the dress and appearance policy within their respective sanctions.

General Requirements

Clothes must be clean, neat and reflect casual professionalism. Clothing and appearance should ensure modesty at all times.

Any dress, appearance, or hygiene factor that interferes with safety, productivity, workforce relations or customer relations, or otherwise compromises the image or reputation of Newcomerstown Public Library is prohibited.

Individual sections must adopt this general policy as written. Supervisors may initiate department-specific supplemental policies. Any such additions must be approved by the Director and the Board of Trustees.

Employees working directly with the public should not conflict with the dress and appearance rules for the organization.

General Hygiene and Personal Appearance

- Hair must be clean, groomed, lack of excessive coloration
- Facial hair, groomed mustaches, sideburns, and beards are acceptable.
- Fingernails should be neat and clean.
- Make-up should be conservative.
- All workforce members should practice good personal hygiene.

- Ear and Facial piercings, if distracting is the sole of the Library Director, shall be covered or removed during work hours.
- Employees may wear the following appropriate piercing jewelry.
 - Earrings that are not overly large or dangling
 - Nose piercings, two small nose studs or rings (Nostril)
 - Lip piercings, one small stud (Madonna, Monroe, Single Dahlia, Side Labret)
- Unacceptable jewelry prohibited to wear at work in the library includes, but is not limited to:
 - Jewelry that expound content that is suggestive or sexual in nature, disparages others, contains slurs or stereotypes, words, symbols, pictures, that are crude, offensive, obscene or profane or is contrary to the Library's ethical conduct, harassment, or other policies.
 - Other than described above as appropriate jewelry, all other facial, body, tongue, hand, arm piercing studs, bars, dermals, rings, or stakes shall be removed while at work.
 - Wearing of gauges at work is not permitted. If an employee wears a gauge or gauges during non-working time, then at work the hole created by the gauge, such as in the ear lobe(s), must be filled by a plug that matches the employee's skin tone.
- Earrings that are overly large or dangling are not appropriate
- Ear gauges, individuals may not wear ear gauges to work unless they are using flesh-colored inserts
- Tattoos may be visibly displayed during work time if the tattoo is not located anywhere on the employee's head or neck and the tattoo does not:
 - Expound content that is suggestive or sexual in nature, disparages others, contains slurs or stereotypes, or is contrary to the Library's equal employment opportunity policy.
 - Displaying words, symbols, pictures that are crude, offensive, obscene or profane in content that are contrary to the Library's ethical conduct, harassment, or other policies.
 - Displaying words, symbols, pictures that are crude, offensive, obscene or profane in content or images that portray, suggest, or may be associated with violent or illegal acts, use of weapons, degradation of any person or group, gang affiliation, extremist groups or acts of terrorism, or hateful words or images.
 - Displaying words, symbols, pictures that are crude, offensive, obscene or profane in content or images that display obscene, demeaning, or vulgar words or images; alcohol, tobacco, or illicit substance; political statements.

Dress and Apparel

- Clothing should be appropriate for the job and must be clean, neat, and in good repair.
- Clothing, especially tee shirts, displaying pictures or comments must not be worn to work. While pictures or comments may not be offensive to the wearer, they may be offensive to others. Logos, if displayed, may not be commercial slogans or advertisements, branded tee shirts/sports teams are permitted.
- Modest dress is required. Revealing or excessively tight clothing is unacceptable. Visible cleavage, hips, stomach, or lower back are not allowed. spaghetti-strap shirts, sleeveless shirts, belly shirts, tank tops, tube tops, bare midriffs, and deep U or V necks are not appropriate for Newcomerstown Public Library casual professional work environment.
- Dresses and skirts should be of a modest length. No more than 3 inches above the knee.
- Jeans may be appropriate attire based on the section in which the employee works. Jeans, when worn, must be clean, neat, and in good repair.
- Shoes are at the discretion of the employee. Remember books can fall. We encourage all employees wear closed toe shoes.
- Undergarments, including bra straps, should not be visible at any time.
- Offensive, harassing or derogatory words, symbols or pictures toward any persons or groups are prohibited from clothing or jewelry and are not to be worn in the workplace.
- Headwear (baseball caps, sweatbands, sweatshirt hoods, etc.) is generally not allowed.
- Athletic shorts or sweat suits (sweats) at work are generally not allowed. Sweat suits and athletic shorts do not promote an appropriate image of Newcomerstown Public Library.
- Casual Professional attire is the standard for the workforce. Those representing Newcomerstown Public Library during work or volunteer hours in which there is direct contact with patrons, potential patrons, or the community, should chose appropriate attire for the event.

Appropriate attire includes but is not limited to

- Males: Casual Professional pants and shorts, slacks with a nice shirt, collared or not, depending on the situation, casual dress including athletic shorts, sweats, and headgear may be appropriate for particular activities.
- Females: Casual Professional pants and shorts, slacks, skirt with a nice shirt collared or not, or a dress with at least capped sleeves, depending on the situation, casual dress including athletic shorts, sweats, and headgear may be appropriate for particular activities.

In general, Casual Professional, Clean, and Neat

Safety, common sense, and good taste should adequately guide your selection of clothing.

Comfort and appropriateness for tasks requiring bending, climbing, and reaching should be taken into consideration. Extremely tight or baggie clothing, shoes with thick soles or high heels make climbing on stools or ladders dangerous and are highly discouraged. Some tasks require standing for long periods of time and high heeled shoes will not be comfortable.

This requirement does not apply to workforce members attending classes, seminars, or conferences. However, Newcomerstown Public Library employees should always strive to represent the library in the best possible appearance when attending classes, seminars, and conferences at the organizations expense.

General Notes

The Newcomerstown Public Library Director reserves the right to use professional judgment to address employees with regards to their attire. Individuals questioning or requesting an accommodation to the Dress and Appearance guidelines should contact the library Director.

Appendix: Guidance for Casual Professional Attire

Appropriate Casual Professional Attire	
<ul style="list-style-type: none"> • Jeans (newer, dress or fashion) • Slacks or khakis (below the calf) • Suits, sport coats, or blazers • Skirts/Dresses, no shorter than 3 inches above the knee • Skorts, worn with stockings • Shorts of modest length • Shirts with collars, nicer tee shirts • Capri Pants 	<ul style="list-style-type: none"> • Blouses, not backless or low cut, if sleeveless, must have 3-4 inches of material covering the shoulder • Dresses, not backless or low cut, if sleeveless, must have 3-4 inches of material covering the shoulder • Denim skirts, dresses, or shirts • Turtlenecks, sweaters, nicer hooded sweatshirts

Inappropriate Daily Attire	
<ul style="list-style-type: none"> • Sweats • Tank Tops • Tube Tops 	<ul style="list-style-type: none"> • Tee Shirts with slogans, without sleeves • Overalls

Unacceptable Items: These are some items that are unacceptable regardless of the situation, event, or activity.	
<ul style="list-style-type: none"> • Unauthorized hats, caps or other head coverings in the building 	<ul style="list-style-type: none"> • Clothing that reveals too much cleavage, back, chest, or stomach

<ul style="list-style-type: none"> • Any excessively tight or baggie apparel • Any ripped or torn clothing (mgrs. discretion of current trends) • Dirty or foul smelling clothing • Displaying of undergarments of any kind • Potentially offensive language or slogans on any piece of attire or conspicuous part of the body 	<ul style="list-style-type: none"> • Athletic wear, spandex, workout attire, unless specifically involved in an athletic activity • Excessively, revealing, distracting, or provocative clothing • Excessive/Strong aftershave or cologne, perfume • Shaggy, unkempt hair including facial • Facial piercings other than specified ears, nose and lip
---	--

P 2.54 Disciplinary Policy

Discipline is intended to serve as corrective action and provide an employee notice of a problem and an opportunity to improve. Objectionable and unsatisfactory conduct or performance will not be permitted and may result in disciplinary action, including but not limited to one or more of the following, depending upon the severity of the infraction:

- Verbal warning
- Written warning
- Final written warning
- Probation and/or suspension
- Termination of employment

Employees in violation of policy P 2.52 will be sent home on their own time to correct the situation. Repeated infractions are considered grounds for further disciplinary action, up to and including termination.

P 2.6 Separation from Service

At the time of separation, employees are entitled to vacation pay (in the amount of any vacation earned but not taken) provided they have completed one year of employment. Unused hours in sick leave accounts will not be paid unless stipulated by law. Employees are required to turn in all library property prior to last day worked.

P 2.61 Termination

All employees of the library serve at-will, which means that the employment relationship may be terminated at any time with or without notice or cause by either the employee or the library.

P 2.62 Resignation

A minimum of two weeks written notice is requested and longer notice would be appreciated, from all staff members prior to resignation. The reason for resigning and the date upon which the resignation will take effect should be included in this notice.

P 2.63 Retirement

Under the Ohio Public Employees Retirement System (OPERS), which covers public library employees, the age of retirement and years of service credit required for retirement benefits are determined by the Ohio Legislature.

To determine eligibility for retirement and to determine the best means to maximize benefits, employees approaching retirement should contact OPERS directly for information on retirement options.

There is no mandatory retirement age.

Employees who have retired may be considered for re-employment in compliance with the rules of OPERS.

P 2.64 Abandonment

Unless an employee is on an approved leave, failure to report to work or contact the employee's work location regarding an absence from work for two days consecutive scheduled work days shall constitute job abandonment. Job abandonment shall be grounds for termination of employment, effective retroactively to the end of the employee's last work shift prior to the unexcused absence. Extenuating circumstances will be taken under consideration.

P 2.65 Death

In the event of the death of an employee, final wage payment shall be made to the estate of the deceased. Payment of accrued vacation leave shall be made to the estate of the deceased.

P 2.7 Reductions in Force

In the event that the Board of Trustees determines that there is a financial emergency or needed retrenchment, it may be necessary to terminate the services of some employees by eliminating certain positions or by declaring certain positions vacant. Positions may be eliminated only by the board. Positions may be declared vacant by the director. In these situations, as much advance notice as possible will be given to the affected staff.

P 2.8 Personnel Records

P 2.81 Records Requests

Personnel records are retained in the administrative office and the fiscal officer's office, depending on the type of record.

Requests by members of the public, or non-supervisory or administrative library staff, for access to employee personnel records will be honored as required by law following the procedures described in the library's Public Access to Library Records Policy, and the employees affected will be informed of any request to view their personnel records. All employees have the right to inspect their own personnel files.

P 2.82 Content of Personnel Files

Personnel files may include a variety of documents relating to a staff member's employment including: forms relating to hiring, transfer, and promotion; performance evaluations and supporting documents; disciplinary records; letters of reference; records of attendance at workshops and other training; emergency contact information; letters of commendation, etc.

Any individually identifiable health information covered by the Health Insurance Portability and Accountability Act of 1996 Privacy Rule is filed separately from an employee's personnel file and is not subject to public records requests.

Any documentation pertaining to an individual employee's behavior or work performance that is placed in an employee's permanent personnel folder must be initialed or signed by the employee as indication of the employee's knowledge of the document (the employee's signature does not necessarily imply agreement). The employee may write a response to any material in the file; the response will be attached to the file copy of the material at the written request of the employee.

Employees may submit materials for inclusion in their personnel files.

P 3 Hours and Wages

P 3.1 Types of Positions

Regular employees work in one of three types of positions.

- A regular **full-time position** is one in which the employee's regularly worked hours are 40 hours per week. The 40 hour threshold for full time benefits may be temporarily reduced to 32 hours at the director's discretion for the employee to further his/her education.
- A regular **part-time position** is one in which the employee's regularly worked hours are fewer than 40 per week.
- A **substitute position** is one in which the employee's work hours will vary from 0 to a maximum of 40 hours per week depending upon the scheduling needs of the library. Substitutes are called and scheduled on an as-needed basis. While substitutes are not required to work if called, they must maintain work skills and stay current with library practice and procedure in order to provide effective service. Substitute employees do not earn any time benefits.

P 3.2 Job Classifications and Descriptions

Positions in the library are classified. Positions that are generally equivalent in the following respects: kind, complexity, and difficulty of duties; responsibility involved; and qualifications required, including education, technical training and experience, are grouped in the same classification.

A job description is a written statement of the essential functions of the job. These descriptions also contain information regarding the skills and abilities required in order to perform the essential functions of a job as well as information concerning reporting relationships and working conditions.

Current job classifications are Library Assistant, Cataloging Manager, Custodial & Maintenance Manager, Public Relations & Program Manager, Youth Department Manager, Adult Department Manager, Fiscal Officer and Executive Director.

Current job descriptions, classifications and pay ranges are available from the director.

P 3.3 Work Schedules

The employee's regular hours worked are usually spread over five days, but may be worked in as few as one day or as many as six days. Evening and weekend work may be required of any staff member. Employees are scheduled to meet the needs of the library, and schedules may change from week to week.

An employee may arrange to trade an occasional day or evening off with another staff member, subject to the approval of the employee's supervisor, and provided that the trade does not interfere with the routine of the library.

An employee unable to report to work at the scheduled time due to an unanticipated emergency, illness, or for any other reason such as bereavement, is required to notify the director or department managers at least one hour prior to the scheduled time. Failure to do so may lead to disciplinary action up to and including termination of employment.

P 3.4 Payroll

All employees are paid on the 15th and last day of each month, and checks are to be distributed by no later than 5 PM on those days. When the payday falls on a holiday, pay will be distributed on the workday preceding the holiday. Inquiries regarding payroll should be directed to the fiscal officer. The library must have written permission from employees who want paychecks released to anyone besides the payee. Paychecks for absent staff members will be held until the next payday unless instructions to mail them have been left with the fiscal officer.

When an employee loses a library paycheck, the employee will be responsible for the fees charged to the library to void that check and issue a replacement one.

P 3.41 Timekeeping

It is the responsibility of each employee to keep an accurate time card which covers the period from the first day of the month through the fifteenth day of the month; and from the sixteenth day of the month through the last day of the month. Each employee is expected to total the hours on the time sheet, sign it, and submit it to the director or department managers. Time off work for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time), should be verified by the supervisor before he or she signs the time card. When necessary, incomplete time cards may be completed by the director or Adult Department Manager or Youth Department Manager.

Employees are not permitted to sign in or commence work before their scheduled starting time or to sign out or stop work after their scheduled quitting time without the prior approval of their supervisor.

P 3.42 Wage Structure

Each job classification corresponds to a range of pay. An employee's wages will fall within the pay range where his or her position is classified.

Wages are reviewed annually by the board. Its decision about the rate of any raise for staff takes into account the anticipated income for the upcoming year. Before any raise is computed, the pay ranges may be adjusted for the upcoming year using federal cost of living information. This adjustment is not a raise; however, it establishes new pay ranges for the upcoming year.

The library's complete, current wage schedule is available from the fiscal officer.

P 3.43 Deductions from Wages

Automatic deductions from employee wages include the following:

- City Income Tax (where applicable)

School District Income Tax (where applicable)

- Federal Income Tax
- State Income Tax
- Medicare for employees hired after 4/1/86
- OPERS

Voluntary automatic deductions can be made for:

- Dental Insurance (full-time employees, part-time employees, as eligible)
- Life Insurance
- Medical Insurance (full-time and eligible part time employees)

P 3.44 Employee Reimbursement

Newcomerstown Public Library shall reimburse employees for reasonable out-of-pocket expenses incurred while traveling on authorized assignments or while engaged in authorized business. In the case of expenses covered by agreements with bargaining units, the expense reimbursements shall be in accord with the conditions of said agreements.

This policy is intended to provide guidance to employees, assure compliance with Library policies and IRS guidelines and promote the prudent and accurate expenditure of Library resources.

Entities Affected by this Policy

- All Employees
- Board of Trustees
- Newcomerstown Public Library

Who Should Read this Policy

- Administrative employees authorizing employee reimbursement requests
- All employees who will be seeking reimbursement

Procedures

- Approved leave forms must be on file if required.
- Employees are required to submit claims for reimbursement within 60 days from the end of the month in which claimed expenses were incurred (However, if the yearend is prior to the 60 days, the employee is required to submit claims before December 31st). This requirement is in accordance with IRS Publication 15 (Circular E) – Accountable Plans. Failure to submit claims within 60 days will result in the reimbursement being treated as taxable income.
- Requests for reimbursement shall be prepared on an appropriate Purchase Order with all information complete including director's signature.

- Credit card slips and other bona fide “paid” receipts must accompany the Purchase Order for reimbursement. Meal and hotel receipts must be itemized. Non-itemized receipts will be reimbursed at the maximum allowed by IRS of \$25.00.
- Submit Purchase Orders for reimbursement as a hardcopy document following the Employee Reimbursement Procedures.
- Allow 7 – 10 business days for payment.
- Expenditure Limits:
 - Newcomerstown Public Library will reimburse actual expenditures for meals by an employee not to exceed the Federal Per Diem Rates for high cost areas as established by the Internal Revenue Service, except where meals are part of a conference or workshop and are included in the registration fee. Alcohol is not an allowable expense.
 - Actual costs for lodging will be reimbursed at no more than the single room rate or the approved conference negotiated rate. In no instance shall the reimbursement exceed the employee’s actual costs, such as could be the case if two employees shared a room. If an employee shares a room with a person other than another employee, the employee will be reimbursed for the room at the single room rate. Personal items such as in-room movies, laundry service or gym use are not reimbursable.
 - Gratuities shall not exceed 20% for meals. Reasonable tips for bellhops, cab service, etc. will be allowed.
 - Reimbursement for the cost of conference, convention, travel or other official function expenses for a spouse/guest is not allowed unless the official function requires the attendance of the spouse/guest and then only with the prior written approval of the Director and Fiscal Officer or The Board of Trustees.
 - Actual costs for purchase of supplies, rental of audio-visual materials, or other similar items will be reimbursed upon presentation of proper approvals and documentation. (Employees should primarily utilize Newcomerstown Public Library established programs, e.g., office supplies, printing whenever possible.)
 - Expenses that are not business related or are deemed inappropriate by the Director and Fiscal Officer or The Board of Trustees for Finance & Administration or designee will be disallowed.

Forms

- Purchase Order for Employee Reimbursement Request, Found on Shared-Drive

P 3.5 Overtime and Compensatory Time

Employees who are not exempt from the overtime provisions of the Fair Labor Standards Act and whose actual hours worked are more than 40 per week are entitled to be compensated for the extra hours worked. The week is defined as the seven days beginning with Sunday and ending with Saturday. There shall be no pyramiding of hours or pay.

Non-exempt employees should be scheduled in such a way as to avoid the necessity of overtime pay. The director and department managers are expected to maintain employee work schedules so that, whenever possible, the employee is not scheduled more than 40 hours per workweek. Adjustments in an employee’s normal schedule should be made by the director or department managers to keep hours worked within the 40-hour limitation.

Excess hours above 40 hours require the director's prior approval for all non-exempt employees. Only in an emergency situation will an employee be allowed to work without prior approval, and when that occurs, the employee will be required to notify the director at the earliest possible time.

P 3.51 Vacation Time

Vacation time is available for full-time and part-time employees. Vacation time is accrued from the employee's date of hire. Part-time employees accrue vacation hours at their rate of employment. For example, a half-time employee (50%) with one year of service accrues one week of vacation, or twenty (20) hours.

Vacation time and vacation compensation do not accrue beyond the amounts granted each year. Employees may carry over up to **one (1) week or five (5) days of unused vacation time** into the following year. Any vacation time in excess of one week that is not used within the year it is earned will be forfeited.

Vacation time must be used within the year it is available or, if applicable, within the allowable carryover period. For example, if an employee's hire date is May 1 and the employee receives five (5) vacation days, up to five (5) days may be carried over and must be used by April 30 of the following year. Any remaining unused vacation time beyond the one-week carryover limit, and the associated compensation, will be lost.

Board Updated: 11/12/2024

- Year 1, Zero vacation is offered, 1 week is earned after year 1
- 1-2 years of full time or part time employment = 1 week of vacation time
 - Years 2 and 3 of full time or part time employment, 1 week of vacation equivalent to the employee's typical work week
- 3-7 years of full time or part time employment = 2 weeks of vacation time
 - Years 4-7 of full time or part time employment, 2 weeks of vacation equivalent to the employee's typical work week
- 8-11 years of full time or part time employment = 3 weeks of vacation time
 - Years 9-11 of full time or part time employment, 3 weeks of vacation equivalent to the employee's typical work week
- 12-19 years of full time or part time employment = 4 weeks of vacation time
 - Years 13-19 of full time or part time employment, 4 weeks of vacation equivalent to the employee's typical work week
- 20 years or more of full time or part time employment = 5 weeks of vacation time (5 weeks is the cap)
- All vacation is subject to approval of the director.

P 3.52 Holiday Pay

Full time employees are paid for eight hours for the following holidays:

New Year's Day, January 1

Martin Luther King Day, third Monday in January

Presidents Day, third Monday in February

Memorial Day, last Monday in May

Juneteenth, June 19

Independence Day, July 4

Labor Day, first Monday in September

Veterans Day, November 11 (or nearest weekday)

Thanksgiving Day, 4th Thursday in November

Friday after Thanksgiving

Saturday Following Thanksgiving (None Scheduled, No Pay)

Christmas Eve, December 24

Christmas Day, December 25

Part time employees do not receive holiday pay. However, the Board of Trustees encourages part time employees to schedule an additional shift for each holiday in the same pay period so that their income is not adversely affected.

P 3.53 Sick Leave

Exempt and non-exempt employees

- If full-time (*P 3.1 Types of Positions*) the employee shall be entitled to 1.5 days (12 hours) each month for a total of 18 days (144 hours) each year with full pay. Sick leave may be accumulated up to a total of 90 days (720 hours). Upon actual retirement from PERS, the board will pay one fourth of any accumulated sick leave. This compensation is not due if the employee leaves the job but does not retire. **Board Updated: 1/20/2026**
- If part-time (*P 3.1 Types of Positions*), the employee is not offered Sick Leave benefits.

Use of Sick Leave

- Sick Leave is intended to be used for employee's personal illness, injury, exposure to a contagious disease, a disability where the employee is unable to perform his/her assigned duties, or the employee's appointments with health care providers. Personal illness includes disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, or recovery therefrom.
- An employee may also use sick leave for an immediate family member's illness, injury, or appointments with health care providers; or for the death of an employee's family member or close friend not determined by the bereavement policy (P 3.55 Bereavement Leave). The employee may also take an extended bereavement with sick leave for immediate family. Discussion with and approval by the director or his/her designee is necessary for extended leave.
- An employee may also use sick leave for other reasons that may be determined appropriate by the director or his/her designee in their absence.
- An employee must make every effort to notify his/her supervisor, as soon as possible, prior to the start of the workday when he/she is unable to report to work due to his/her personal illness or injury, or the illness/injury of an immediate family member. Preferably, a 2-hour notice.
- After absence, the director may request a medical certification before authorizing any additional use of Sick Leave. This is at the discretion of the director and may be in the best interest of the employee to provide record regardless of request.
- An employee may only use the amount of Sick Leave that is necessary to bring the employee's hours up to 40 hours for the workweek.
- Requests to use Sick Leave for the employee's appointments with health care providers or the employee's immediate family member's appointments with health care providers must be submitted to the employee's supervisor, in advance, whenever possible.

Preferably, a 2-week notice so the employee or the supervisor may seek staff trade/change or to seek substitute help.

- An employee who becomes eligible for the use of sick leave while on another approved paid leave shall, upon notifying the supervisor, substitute the use of accrued sick leave to cover such circumstances.
- Sick Leave is earned and accrued when the employee is in pay status, and is credited to the employee on the first day of each month for the previous month worked.
- Sick Leave may not be used before it is earned and accrued.

P 3.54 Family/Medical Leave

The library provides family/medical leaves of absence without pay to full-time employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider while recuperating at home; and temporary disabilities associated with pregnancy, childbirth, and related or other medical conditions. The library also provides family/medical leaves of absence without pay to full-time employees who are temporarily unable to work in order to provide care for a child, spouse, or parent with a serious health condition or for family obligations relating directly to childbirth, adoption, or placement of a foster child.

Eligible employees may request family/medical leave only after having completed one year of service. Eligible employees should make requests for leave to their supervisors at least 30 days in advance of foreseeable events or as soon as possible.

A health care provider's statement must be submitted verifying the need for family/medical leave, whether for illness or serving as a caregiver, and its beginning and expected ending dates. Any changes in this information should be promptly reported to the library. Employees returning from medical leave must submit a physician's statement of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period with the period beginning at the onset of need. Employees are required to first use any accrued paid leave time (that is, vacation and sick leave) before taking unpaid family/medical leave. Employees may use family/medical leave intermittently (e.g. for treatments or to avoid financial hardship) but time may not exceed 12 weeks or 60 days.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the library provides single coverage health insurance benefits for the full period of the approved medical leave.

So that an employee's return to work can be properly scheduled, an employee on family/medical leave is required to provide the library with at least two weeks advance notice of the date the employee intends to return to work. When a family/medical leave ends, the employee is reinstated to the same position. If the employee fails to return to work on the agreed upon return date, the library assumes that the employee has resigned.

P 3.55 Bereavement Leave

Three (3) days of leave is granted for bereavement to Full Time Staff (P 3.1 Types of Positions) for immediate family (Spouse, Significant Other, Parent, Child, Sibling, Grandchild, or Grandparent) related by birth or marriage. These days do not come from accrued sick leave.

Bereavement to Full Time Staff (P 3.1 Types of Positions) for extended family (Great Grandparent, Aunt/Uncle, Niece/Nephew, or Cousin) related by birth or marriage may be granted from accrued sick leave.

Bereavement to Part Time Staff (P 3.1 Types of Positions) for immediate or extended family, may be granted by trading of hours or requesting leave without pay.

All bereavement leave is subject to approval by Director.

P 3.56 Paid Time Off

Paid Time Off (PTO) to Full Time Staff (P 3.1 Types of Positions) is granted with the flexibility to use time off to meet personal needs or obligations, while recognizing individual responsibility to manage paid time off.

Paid Time Off (PTO) to Full Time Staff (P 3.1 Types of Positions) will accumulate one (1) day of Paid Time Off (PTO) for every three (3) months worked. A maximum of four (4) days may be accumulated. These days do not come from or replace accrued vacation or sick leave.

Paid Time Off for Part Time Staff (P 3.1 Types of Positions) will not be granted. Part Time Staff may be granted leave by trading of hours or requesting leave without pay.

The employee is responsible to allocate how the time will be used (E.g. vacation, illness, caring for another, school activities, medical/dental appointments, leave, personal business or emergencies). All earned paid time off (PTO) must be used by December 31st with the exception of one (1) day of carryover to allow adequate time for usage. Any additional unused paid time off (PTO) will be forfeited and unpaid.

In the event of separation of employment (resignation or termination) any unused paid time off (PTO) will be forfeited and unpaid.

This policy is intended to help Staff manage personal needs or obligations as necessary.

All paid time off (PTO) is subject to approval by Director.

P 3.57 Jury Duty/Court Leave

The Newcomerstown Public Library provides jury duty and court duty leave in accordance with the laws of Ohio. This policy addresses compensation for such leaves for full time employees (P 3.1 Types of Positions).

1. Jury Duty

In the event that jury duty conflicts with an employee's normally scheduled work hours, the Library shall grant paid leave for those hours served on jury duty when the employee is subpoenaed for such duty by any court of the United States, the State of Ohio or any political subdivision thereof.

- a. The employee must provide proof of the subpoena issuance in a timely manner.
- b. Fee, other than expense payments, received by the employee for jury duty must be remitted to the Library within seven (7) calendar days of receipt. Such fees need

only be considered for remittance if said fee was paid for duty conflicted with normal working hours.

- c. If the fee received for such duty exceeds the normal pay received by the employee, he/she is to contact the Library to work out the reimbursement to the employee.
- d. Should an employee be dismissed early from jury duty, they should contact the Director to arrange their return to work.
- e. The Director will work with the employee to accommodate such duty.

2. Court Leave

In the event an employee is subpoenaed for a court appearance and such appearance conflicts with the normally scheduled work hours, the Library shall grant paid leave if such subpoena is for any court governed by the United States, the State of Ohio or any political subdivision thereof to the following provisions:

- a. Any fee received by the employee, excluding expense payment, must be remitted to the Library within (7) days of receipt. Only those fees paid for duty that conflicted with normal working hours need be considered for remittance.
- b. If the fee received for any such duty exceeds the normal pay received by the employee, he/she is to contact the Director to work out the reimbursement.
- c. Court leave will **not** be granted for the following:
 - Appearing voluntarily
 - When the employee is the defendant in a criminal or civil matter, unless it is related to their position with the Library
 - When the cause is in consequence with personal matters. However, the Employee may request other leave (examples: vacation, authorized absence without pay) subject to provisions of that particular leave. Leave will not be unjustly withheld by the Director.

Note: Refers to part time employees (P 3.1 Types of Positions). This policy provides understanding for part time employees. Part time employees are subject to guidance of this policy with the provision that they do not receive paid leave for Jury or Court Absenteeism. However, the Board of Trustees encourages part time employees to schedule an additional shift for each day of leave in the same pay period so that their income is not adversely affected. with the additional understanding that the employee will not be compensated for time missed, but is encourage to reschedule those days as to receive normal pay.

P 3.6 Non-scheduled/Emergency Closings

In order to provide the best service to our patrons and community, the Library is open for scheduled hours whenever possible. In the event of a non-scheduled or emergency closing (e.g., weather, failure of the heating system, disruption of utility services, maintenance, environmental or safety hazards, etc.), the Director will make all decisions concerning the closing of the library.

In the Director's absence the department managers or the President of the Board of Trustees may authorize Library closings.

These administrative closings shall be restricted to the immediate and short-term requirements of the library. Extended or long-term closings (e.g., loss of structure, loss of collection, etc.) shall be handled on a case-by-case basis.

In the event that the library must use non-scheduled/emergency closing time, all scheduled non-exempt staff members will be compensated at their hourly rate. Staff members scheduled for paid leave, on the day of a non-scheduled/emergency closing must use the time benefit as scheduled. If staff members are given permission to leave early due to weather conditions, and the library is not closing, any time not worked may be taken as earned paid time off or, with the permission of the Director, made up within the pay period.

In addition, if an employee is making a good faith attempt to get to work (determined by the Director), and the Library closes prior to his/her arrival and less than two (2) hours after the start of the employee's shift, the employee shall be compensated for the shift they intended to work.

When a non-scheduled/emergency closing is declared, the Director or other designated individual will notify the cargo delivery system, contracted individuals, and staff. He/she will also disseminate information to the news media; and place a notice through other common forms of communication to the public.

Staff members are responsible for checking their messages about closings and instructions about reporting to work. At times, scheduled staff may be required to work and/or be on-call during non-scheduled/emergency closures.

To address the inevitable question about how a decision is made to close the Library, here is a list of some of the criteria used to make that decision:

1. Unfortunately, the Tuscarawas County Sheriff's Department does not declare leveled road emergencies.
2. The Director, since Newcomerstown has the unique circumstance of being the corner of a tri-county connection, may close the Library if there is a Level II emergency and the conditions are worsening in Coshocton or Guernsey county.
3. Again, with Newcomerstown having the unique circumstance listed above, the Library will likely close immediately if there is a Level III emergency in Coshocton or Guernsey county.
4. The Director may close the Library if he/she feels the direct safety of the staff may be at risk during an emergency.
5. The Director will consider school system closings, but not as standard criteria for closing the Library.
6. The Director will consider closing if government offices, businesses, and local colleges are closing due to severe weather.
7. If the Director is not available to determine the state of a possible non-scheduled or emergency closing, a department manager consensus or the President of the Board of Trustees may make the decision based on the criteria stated above.
8. In the event of overnight snowfall, ice, and hazardous driving/parking conditions, a decision to close will be made as early as possible, preferably by 8:00 a.m. in order to notify scheduled staff as far in advance as possible. *"If applicable"* A decision to close when excessive snowfall occurs during normal library operating hours will be made, if at all

possible before shift change. However, changing or uncertain weather conditions may make this impossible at times.

P 3.7 Honoraria

Library staff members requested to speak at job-related meetings or workshops, are encouraged to do so, but must have approval in advance to participate in such programs during time they would normally be scheduled to work. If the staff member presents the program on library time, any cash honoraria paid to the staff member shall be turned in to the fiscal officer. If the program preparation and presentation is done on the employee's own time, the employee may keep the honorarium. Staff members may keep any non-monetary material gift received (e.g., pen and pencil set) regardless of whether the program is presented on library time or not.

P 3.8 Health Insurance

Following the completion of a prescribed waiting period, employees working twenty-five (25) hours or more during a regular work week are eligible to apply to join the group health insurance program offered by the Library.

Premium information that applies to Full-Time or Part-Time employees are as follows:

The Library will pay one hundred percent (100%) of the premium on an individual policy for full-time (P 3.1 Types of Positions) employees. Eligible family members may be enrolled on the employee's policy at the full expense of the employee.

The Library will pay zero percent (0%) of the premium on either an individual or family policy for eligible employees that meet twenty-five (25) hours in a regular work week and who are considered part-time (P 3.1 Types of Positions) at the full expense of the employee.

The Library will continue to pay its portion of the premium for an employee who is on an approved unpaid leave of absence. The employee is required to pay their portion of the premium by the first of each month while he/she is on leave. An employee for whom the Board maintains health coverage during an unpaid leave of absence and who does not return to work at the end of the leave, will be required to repay the amount the Library paid to maintain the coverage.

P 3.9 Tuition Reimbursement

The Newcomerstown Public Library supports its staff who wish to further their education and experience through formal continuing education opportunities. Applications are competitive based upon funds available in the library's budget and applying does not guarantee reimbursement. Eligibility requirements, application process, and reimbursement requirements are listed below:

A staff member with at least one year of employment at the library shall be allowed to use up to \$1000.00 per semester or \$2000.00 per year of coursework related to his/her library duties in pursuant of a MLIS (Master in Library and Information Science) graduate degree from an ALA-Accredited program/institution, through application to the Director.

Employees wishing to receive reimbursement for course work taken must apply (see attached Tuition Reimbursement Application form) and receive approval by the Director prior to the beginning of coursework.

An employee who receives tuition reimbursement agrees not to leave the Newcomerstown Public Library employment for 12 months following the last reimbursement check, unless the library deems it necessary to terminate employment. An employee who chooses to end employment within 12 months of receiving tuition reimbursement agrees to repay the Library the full reimbursement amount received.

To be eligible for and request tuition reimbursement, an employee must provide documented proof of 1) paid school expenses by receipt, and 2) a minimum of 3.0/B grade average or a “pass” in a “pass/fail” class to the Director. This proof along with a completed Tuition Reimbursement Application will be presented to the Board for final approval and reimbursement.

P 3.91 Tuition Reimbursement Application

To apply for education reimbursement, please complete the following steps:

1. Complete the Education Reimbursement Application and attach any additional descriptive information regarding the course(s) or degree program you wish to enter.
2. Meet with the director to discuss your educational assistance request. If it is agreed that your request meets policy guidelines and budgetary restrictions, they will grant preliminary approval.
3. Submit the original, signed form to the Library Board for final review.
4. Upon completion of the course, submit a copy of your grade report to the Director and it will then be forwarded to the Library Board. If the course was successfully completed your tuition will be reimbursed to you.

Tuition Reimbursement Application

Date: _____

Name: _____

Course Name (s): _____

Course Dates: _____ to _____

Degree Sought: _____

(if applicable)

If degree program, estimated time period for completion: _____

Name of Institution: _____

Address of Institution: _____

Course(s) Expenses:

Tuition: _____

Registration: _____

Fees: _____

Total: _____

Development Objective (what long-term goal is this program/course(s) intended to help you reach):

What is the value of Degree Program/Course(s) to the public library?

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

I understand that if this request is approved, reimbursement will be contingent upon successful completion (a grade of **B** or better) of each course and submission of all receipts. I further understand that failure to successfully complete any course(s) will result in no reimbursements granted.

Employee Signature

Date

DIRECTOR RECOMMENDATION

Approved

Disapproved

Reason:

Does this application meet the established guidelines of the Education Reimbursement Program?

YES

NO

Was this expense included in the Library's budget?

YES

NO

Further Explanation:

Signature

Date

BOARD APPROVAL

This request is { } Approved { } Disapproved { } Disapproved at this time

Reason (if disapproved):

Board President

Date

REIMBURSEMENT

Date: _____

Reimbursement in the amount of \$ _____ is approved.

Expenses should be charged to “School Reimbursement”

Attested

Board Secretary

P 4 Procedures

P 4.1 Pest Procedure

1st Incident:

- Use returned items to obtain patron name and account number.
- Photograph and print pictures of offending items if possible & log incident in pest control folder.
- Place any outstanding items on the patron's card on hold with the quarantine card. If those items are returned with bugs, photograph, print, and document again (still same incident)

2nd Incident

- Follow 1st Incident Procedure
- Telephone the patron and explain situation; be open, honest and understanding. They may be unaware there is an issue.
- Offer solutions such as keeping library items in a sealed tote.

3rd Incident

- Follow 1st Incident Procedure
- Telephone the patron; inform them this is the third time they have returned infested materials.
- Inform patron if they return infested materials again their borrowing privileges will be suspended until they show proof of extermination (a letter or receipt from a licensed pest control company showing the residence has been treated).

4th Incident

- Follow 1st Incident Procedure
- Telephone patron and inform them borrowing privileges have been suspended until proof of extermination at their residence is provided.
- Provide resources if they are open to it.
- Place a note on patron's symphony record "Borrowing privilege suspended: See Supervisor" Change user status in Symphony to "barred"

Public Services Policies

Introduction

Purpose of Policies

The Public Services Policies of the Newcomerstown Public Library explain and regulate the manner in which the library directly interacts with library patrons and the community it serves. These policies describe the variety, extent, and limit of services and materials offered by the library, and ensure that patrons and staff alike may understand what those opportunities and limits are. Policies are approved by the Newcomerstown Public Library Board of Trustees and are reviewed and revised as necessary.

Service Philosophy

The Newcomerstown Public Library provides free, open, and equal access and service to all individuals and groups in the community. In the selection of library materials and the use of the library by the community, the Newcomerstown Public Library subscribes fully to the principles adopted by the American Library Association in *Libraries: An American Value*, *The American Library Association Code of Ethics*,” and in *The Library Bill of Rights* and its subsequent interpretations. Copies of these documents are in the appendices.

PS 1 Operation Policies

PS 1.1 Service Area and Governance

The Newcomerstown Public Library (hereafter referred to as the library) is organized as a school district library. It’s legally defined service area is that portion of the Newcomerstown Exempted Village School District that lies within Tuscarawas County. The library is governed by a Board of Trustees (hereafter referred to as the board) which consists of seven members appointed by the Newcomerstown Exempted Village School District Board for terms of seven years. The board’s operating policies are described in its bylaws.

PS 1.2 Location and Hours of Service

Newcomerstown Public Library
123 East Main Street
Newcomerstown, Ohio 43832
Phone: (740) 498-8228
FAX: (740) 498-8221
www.nctlib.org

The library is open to the public Monday through Friday 10 AM to 6 PM and Saturdays from 10 AM to 1 PM.

PS 1.21 Holidays

The library is closed for the following public holidays:

New Year's Day, January 1
Martin Luther King Day, third Monday in January
Presidents Day, third Monday in February
Memorial Day, last Monday in May
Juneteenth, June 19th (or nearest weekday)
Independence Day, July 4
Labor Day, first Monday in September
Veterans Day, November 11th (or nearest weekday)
Thanksgiving Day, 4th Thursday in November
Friday after Thanksgiving
Christmas Eve, December 24
Christmas Day, December 25

Also, the library will be closed on the Saturday after Thanksgiving and at 4 PM on December 31st

PS 1.22 Additional Scheduled, or Emergency, Closings

The board reserves the right to close the library at additional times when appropriate (e.g. staff training). When possible, the public will be notified in advance of closings that fall outside the regular library schedule. The library director or his or her designee is authorized to close the library in emergencies or exigent circumstances.

PS 1.3 Staff in Charge

The board has the final responsibility for establishing policies for the library. Daily operations and general supervision of the library fall to the library director (hereafter director), with the department managers, and then the most senior staff member on duty, acting as person in charge in the director's absence.

PS 1.4 Public Information and Media Relations

PS 1.41 Library Spokesperson

In order to provide the most current and consistent information about the library, the director is the official media spokesperson for the library. In the event of an emergency, the director, the president of the library board, or when designated, the department manager's consensus, will be responsible for all official statements to the public and the media. Questions from the public regarding the general operations or direction of the library should be referred to the director.

PS 1.42 News gathering in the Library

Members of the media who wish to conduct newsgathering in the library in any manner disruptive to the operation of the library or its use by other patrons (e.g., interview at other than normal conversational voice level, photograph, video record, or audio record patrons or staff) must make themselves known to either the director or department managers or to the staff member in charge of the building in the director's absence. Staff members witnessing members of the media in this situation must inform them of the policy and ask that they request and gain permission from the director before further conducting newsgathering in the library. This policy does not apply to a member of the media in his or her capacity as a patron using the library's resources.

PS 1.43 Photography or Video Recording in the Library

Photography or video recording in the library is generally permitted if it is for library promotion, a student project, or strictly for personal use. In order to protect the rights of individual patrons and to reduce distractions, photographing and video recording on library property is restricted as follows:

- Under no circumstances may the public, members of the media, or library staff take photographs or record video without the express permission of any library patron or staff member who would be prominently included within the composition. Release forms for staff to use when photographing patrons for library publicity are available at the main desk.
- Photography or video recording for commercial purposes is not permitted without approval by the director; such approval must be requested in writing and in advance.

PS 1.5 Meeting Rooms and Exhibit Spaces

PS 1.51 Meeting Rooms

The primary purpose of the library's meeting rooms is to provide a space for library and library-related activities. The needs of the library and the Friends of the Library will take precedence. The library reserves the right to cancel or reschedule any meeting at any time.

Group size must comply with fire code. Library meeting rooms are available during regular library business hours (with the exception of Friends of the Library and other events and groups permitted by the director), subject to the stipulations below, to educational, cultural, civic, social, political, religious, professional, or other non-profit organizations, or to persons volunteering as tutors as part of a non-profit program. Meeting rooms are available to local businesses for training purposes and as emergency meeting or call centers. Meeting rooms are not available to non-library groups or individuals for the promotion or sales of services or products, fundraising, conducting classes for profit, or private social functions. No admission or attendance charge or required donation may be assessed by any non-library group using a meeting room. Groups using the meeting rooms shall vacate the room ten minutes before closing time of the library. Any exceptions must be approved by the director.

The library may permit presenters at library-sponsored programs to sell merchandise related to the subject or activity of their programs. Likewise, a library-sponsored program may have a registration charge to defray or reduce the cost of the program to the library.

A meeting room may be reserved up to six months in advance of the meeting date(s), and a group may have no more than one meeting scheduled at any time. A representative of the group should complete and sign a Meeting Room Request Form prior to the meeting date. The signer of the Meeting Room Request Form, who must be an adult, is responsible for the orderly conduct of the group; and in the event of any damage to library property and/or equipment that individual will be liable. A group using a meeting room more than once for the same purpose need only complete the form every six months; the dates and times for all the meetings for that six-month period should be listed on the form. A copy of the completed form will be kept on file at the library. The director or his or her designee must approve all reservations.

Refreshments may be served. Smoking and alcoholic beverages are prohibited. A group serving refreshments is responsible for providing all serving utensils and for cleaning up following its meeting.

Groups are responsible for arranging the chairs, tables, and other equipment to meet their own needs. Following their use of the room, groups must return the room to its original state.

The library makes no endorsement, expressed or implied, of any non-library event or activity held in the meeting room. Publicity for such events must include a disclaimer to this effect.

The board and the library staff do not assume any liability for groups or individuals attending any meeting or program in the library.

PS 1.52 Exhibits and Displays

Exhibit and display spaces are used primarily for the promotion of library materials, programs, and services, and preference shall always be given to library needs. When these spaces are not otherwise in use, the library may provide, at its discretion and subject to the stipulations below, space for the display or exhibit of collections or materials which are of general interest to the public.

Displays or exhibits promoting local educational, cultural, or recreational opportunities are encouraged. A personal or private collection must be of interest and acceptable to the general public. The following categories of exhibit material are specifically excluded: displays which only serve to advertise active business or commercial ventures; and partisan materials which promote current political candidates, campaigns, parties, or issues. The library reserves the right to approve the content and arrangement of all exhibits, and the director shall make the final determination as to whether materials comply with these guidelines or to allow an exception.

Requests for display space will be made on the Display Case Request Form and approved by the director or Public Relations & Program Manager or department managers. Displays will stay up one month. Groups or individuals may reserve the Display Case up to one year in advance, but may not reserve the Display Case for more than one month for the same exhibit. The library does not limit the number of times a group or individual requests the Display Case as long as the exhibits are different. Requests for space are filled on a first-come, first served basis.

The presence of a particular display in the library does not necessarily indicate that the library either advocates or endorses the viewpoints of exhibits or exhibitors.

The library assumes no responsibility for the preservation, protection, or possible damage or theft, of any item exhibited or displayed. Items are placed on display in the library at the owner's risk. All exhibitors will sign a form that releases the library from any responsibility for exhibited items.

PS 1.53 Display of Holiday Decorations

The library may decorate the building or grounds in an attractive manner to reflect the various holidays and celebrations of the community. In its decorations, it will refrain from using any symbols or items that are specifically religious.

The following are examples of the types of decorations that may be used: Santa Claus, Easter bunnies, Easter eggs, candy canes, snowmen, wreathes, Christmas trees with ornaments that are not representations of religious figures or objects, Chanukah (Hanukkah) dreidels, happy holidays signs or banners for Christmas, Chanukah (Hanukkah), Kwanza, and Easter.

The following are examples of types of decorations that will not be used: nativity scenes, crosses, crucifixes, menorahs, or other clearly religious icons and symbols including those of other religions not specifically mentioned in this policy. Secular decorations may be displayed for other holidays such as Valentine's Day, the 4th of July, Halloween, Thanksgiving, etc.

PS 1.60 Display of Non-Library Materials

PS 1.61 Bulletin Boards and Literature Racks

The bulletin boards and literature racks in the library are set to allow community groups and individuals space to publicize information of general interest to area residents. Programs and events publicized through the library's community-information areas should be compatible with the library's purpose of providing educational, cultural, recreational, and information services to the community. The presence of a poster, brochure, flyer, or any other notice in the library does not necessarily indicate that the library either advocates or endorses the viewpoints expressed.

Materials to be posted are approved at the discretion of the Director or department managers. Materials posted without approval will be removed. Permission shall be given based upon the limitations of display space, the timeliness of the material, and the relevance of the material to the civic, educational, informational, cultural, recreational, or vocational life of the community. Local organizations and events may be given preference. The library will not display personal advertisements, for-profit, commercial materials, or items that violate/are questionable to any other library policy.

All announcements must adhere to the following criteria:

- Announcements may be no larger than 8 ½ X 11
- No announcement can overlap or cover another
- Announcements must be approved at the discretion of the Director or department managers
- All announcements will be clearly dated with the date they are posted and the date they are to come off the bulletin board to a maximum of 30 days

PS 1.62 Voter Information

Political materials may provide information on ballot issues only and will be non-partisan.

PS 1.7 Gifts and Donations/Incentives, Prizes, and Awards

PS 1.71 Gifts and Donations

The library welcomes citizens and organizations to support its service program through contributions of book or non–book materials for library collections, contributions of appropriate gifts that will enhance the library’s physical environment, and bequests, trusts, or donations of monetary or other assets for library purposes. Materials and equipment given to, and accepted by, the library shall become the sole property of the library to be managed as the director or his or her designee deems appropriate. The library is unable to furnish appraisals of donated items, and reserves the right to refuse any donation. The library may accept gifts of miscellaneous books or other materials with the understanding that items not added to the library’s collection will be disposed of at the discretion of the library. The library may then use any proceeds derived from such disposal for library improvement or staff development.

Patrons or organizations who wish to donate gifts of a more specific nature, such as works of art, furniture, equipment, special collections, and real property, shall be referred to the director who will determine whether or how to accept such gifts. If a patron or organization wishes to donate funds for specific purposes, the nature of the purpose must be broad enough to allow the library latitude in its purchasing. For example, a monetary gift restricted to children’s books is acceptable; a list of specific titles or authors to be purchased with donated money may not be acceptable; acceptability in the latter case will be determined by the director. Items so purchased become the property of the library and may be disposed of accordingly.

PS 1.72 Incentives, Prizes, and Awards

Newcomerstown Public Library strives to connect to its patrons to share resources and ideas, to foster literacy, to promote public library use, and to prepare for the future.

Library sponsored programs are critical tools to foster these goals. They serve an important public purpose when they are used as catalysts for a particular message or service to a specific or general clientele. When focused on identifiable patron needs that correspond to the goals, library sponsored programs are active services that improve public literacy, support the educational development of children, and increase the public’s skills in accessing library resources.

Newcomerstown Public Library uses public funds to purchase and distribute items of nominal value as incentives, prizes, or awards to foster participation in and reward completion or winning of library programming. Newcomerstown Public Library finds that the purchase of such promotional items with public funds is a public purpose provided that the items are not meant as mere subterfuges for the transfer of public funds to private individuals.

Guidelines:

- Use of Public Funding in order to ensure that promotional items purchased with public funds meet the tests of “public purpose”, Newcomerstown Public Library requires that the prizes, incentives, or awards are of a nominal value and/or are clearly Identified with a logo or other reflection of the items’ origins.

- Newcomerstown Public Library uses private donations and grants to purchase promotional items only as approved by the grantor or donor. Accordingly, if any library grantor proscribes the use of grant funds for the purchase of prizes, incentives, or awards for library programs, Newcomerstown Public Library complies with any such proscription. Conversely, if any private grantor specifically permits its grant funds to be used for purchasing prizes and incentives for library program participants, this permission negates any public purpose issue.

Distribution of Library Incentives or Prizes:

- Newcomerstown Public Library may distribute promotional items through the use of drawings or winning effort when the number of items available is not sufficient to provide them to all program participants who qualify and provided that participants are not required to pay a fee or make any other contribution or consideration to join or participate in the program.
For example, The Friends of Newcomerstown Public Library occasionally donate limited prizes or monies to purchase incentives, prizes, or awards for the Newcomerstown Public Library Summer Reading Program. For the purpose of distributing these limited number of items, Newcomerstown Public Library authorizes the drawing of names of library reading program participants from a hat or some other receptacle or by winning efforts by the participant(s) geared towards guidelines set forth by the administrating party prior to the programs start. Because the reading program participants do not have to pay any fee or other consideration to join the reading program or make any payment or contribution for the privilege of participating in the Summer Reading Program, Newcomerstown Public Library does not consider such a drawing to be a lottery under state law.
- Further, Newcomerstown Public Library concludes that this option extends to other types of library program incentives, prizes, or awards provided that participants do not have to pay fees to participate.

Employee and Family Involvement:

- It is acceptable for employees and their family members to receive the incentives, prizes, or awards distributed in Newcomerstown Public Library sponsored events, if they are not directly involved in the implementation of the program, and if they wholly participate, complete, or win in the program. No special favor should be given to an employee or their family member to receive the incentive, prize, or award. In the event that the incentives, prizes, or awards are more than a nominal value, provided by public monies, or given only through drawing, staff members and family shall not be eligible to win. This process may be evaluated by the director and/or the board of trustees to provide equality and fairness to all participants of library programs.

PS 1.8 Disposal of Surplus Materials and Equipment

The director is authorized by the board to dispose of library materials, furniture, or equipment that staff have determined is no longer functional or useful. The director or his or her designee may sell or discard such items, or, when an item cannot be readily or practicably sold by the library, may give such items to an organization or governmental unit. That organization or governmental unit's mission must be in line with the mission of the library, and preference is given to qualifying agencies serving residents of the library's service area.

If an item of surplus inventory is believed by the director or fiscal officer to have unusual, historic, or artistic value, such items may be referred to the board for determination of value; that evaluation process may require the services of a professional appraiser or outside expert opinion.

PS 1.9 Recruitment and Use of Volunteers

The library's volunteer program is designed to support programming and work on ongoing or special projects. Volunteers learn more about the library and its place in the community and observe firsthand the way the library serves the community's needs. Priority will be given to Friends of the Library volunteers. Volunteers will not be recruited for tasks requiring close supervision by a staff member over extended periods of time.

A person who would like to volunteer, other than members of the Friends volunteering for a single programming event at the library, must complete a volunteer application. If volunteer opportunities exist, the director or his or her designee will review the application, interview appropriate candidates, assign tasks, establish a schedule, and train and supervise the volunteer.

The library does not make use of community service workers provided by the court.

PS 2 Library Materials Evaluation and Selection

Introduction

Building a library collection is an ongoing activity: the collection evolves as the needs of the community evolve and as changing technology provides additional or alternative resources. Because no library budget or building is large enough to permit the purchase of every worthy resource, this policy guides the library staff in most effectively using the library's financial resources to meet the present and anticipated needs of the community it serves. A policy cannot replace the judgment of trained and experienced staff, but stating goals and indicating boundaries will assist staff in selecting library resources, evaluating the collection, and maintaining the collection's currency, relevance, and usefulness.

Library staff has a professional responsibility to be inclusive, not exclusive, in selecting materials for the library collection and in providing access to materials through resource sharing. The library should work to provide access to legally obtainable materials, and policies should not exclude access to materials even if such materials offend a library staff member or some members of the community. When staff consider an item for addition or retention, that item is evaluated as a whole, not on the basis of a particular section or sections. An item will not be added to, or barred from, the collection solely because of:

- An author's race, religion, nationality, sexual orientation, or political or social views.
- A work's depictions or descriptions of violence or sexual activity.
- A work's controversial content.

- An author or work's endorsement or disapproval by any individual or community group

PS 2.1 Responsibility to the Community

The Newcomerstown Public Library plays an active and positive role in the community. The Board of Trustees, administration, and staff of the library are committed to these tenets: (1) that free and open access to information is necessary for citizens who think and make choices for themselves; (2) that by providing access to a wide variety of facts, opinions, and ideas the library helps to create a well-informed and enlightened populace.

The library fulfills its mission when it selects and makes available materials for the education, recreation, entertainment, and enrichment of the public: that public includes patrons of all ages, of many levels of interest and ability, and of differing views and opinions. The library's collection should include both materials that represent topics of current interest, as well as those of enduring value.

The *Standards for Public Library Service in Ohio, 2010 Revision*, states: "The library considers the diversity of community needs, interests and demands for titles and formats in the materials selection process." Material that inspires one patron may also sometimes offend another. However, by providing free and open access to diverse information and viewpoints, the public library may serve as a cornerstone of the principles of democratic society. Inclusion of materials in the library's collection acknowledges the importance of a diversity of views and interests; it does not represent an endorsement or imply agreement with any particular viewpoint, or suggest approval or certification of the content of any item.

The library does not label materials except to aid the public in finding them in the library. Labels or ratings that provide assessments such as "This material contains language which some may find offensive" are not applied by the library.

The responsibility for monitoring a child's reading, listening and viewing rests with the parent or legal guardian. Selection of materials for the library is not restricted by the possibility that children may obtain materials that their parents or guardians consider inappropriate. Though the library is divided into age-appropriate areas and posits age-appropriate items in those areas, parents and guardians should be aware that all items in the library are available to everyone. Parents or guardians who want a child's borrowing privileges restricted should accompany child to the library. Library systems, staff, and administrators do not serve as surrogate parents or guardians.

All libraries are likely to contain materials that some patrons may find objectionable. In addition, collections may not contain all materials that some patrons feel are important. In both cases, the library has established procedures to hear the voices of the community. (see below).

The Newcomerstown Public Library's Board of Trustees supports the latest revisions to the American Library Association's Library Bill of Rights and the interpretations of that document including: *The Freedom to Read Statement*; *The Freedom to View Statement*; *The Statement on Free Access to Libraries for Minors*; *The Statement on Labeling and Rating Systems*; *The Statement on Expurgation of Library Materials*; and *The Statement on Diversity in Collection Development*. Copies of these documents are in the appendices.

PS 2.2 Responsibility for Selection

The policies and mandates of the board govern the inclusion of materials in the library collection. Overall responsibility for the collection is delegated to the director, and through him or her to library staff who are qualified by education, training, interest, and job classification to select materials.

PS 2.3 Criteria for Addition and Retention of Library Materials

Because its ability to purchase and store materials is limited by the size of both its budget and its building, the library has established criteria for the addition and retention of library materials. These criteria may be applied to all formats, and include, but are not limited to:

- Current interest
- Timeliness
- Patron requests
- Educational significance
- Positive reviews
- Recommendations by professionals
- Accuracy
- Contribution to the breadth of representative viewpoints
- Value commensurate with cost and/or need
- Reputation of author/publisher/producer

The library strives to provide material that promotes continuing, independent learning, and makes an effort to provide some curriculum-related materials for area schools and other teaching situations. However, the library does not usually acquire textbooks, subscriptions to professional or academic journals, or other materials that directly support a particular curriculum except as such materials might also serve the general public, e.g. basic science books. Nor does the library purchase multiple copies in sufficient quantity to meet the assigned demands of local institutions, schools and colleges, or non-library reading groups

PS 2.4 Collection Maintenance

In order to maintain a collection that is current and relevant to the community's needs, library staff periodically evaluates the collection as a whole and specific items within it. When deciding what items to withdraw from the collection, staff may consider the material's condition, use, timeliness, and accuracy, among other factors. When withdrawn materials cannot be readily or practicably sold by the library, it may offer withdrawn materials to the library Friends Group or other groups or organizations whose purpose is consistent with, or furthers, the library's mission. These groups may resell these materials, or use them for other purposes consistent with the library's mission.

PS 2.5 Request for Purchase

The library serves a diverse public, and, on occasion, a patron may think that the library should add a particular title to the collection. Patrons may request the addition of a title by contacting library staff in person, and most requests are handled in this manner. However, if a patron wishes, the request may be handled more formally by using the "Patron Order/Request" form (see appendix). Forms are available at the library service desks. The completed form will be referred to the staff member responsible for selecting in that area of the library's collection, and the patron will be contacted about the library's decision.

PS 2.6 Notice of Concern about Library Resources

The library serves a diverse public, and, on occasion, a patron may believe that a specific title or source should not be in the collection. In this instance, the patron should first discuss his or her concerns about the material with the library staff. If, following the discussion, the patron still wishes the library to reconsider the title or source, he or she must fill out a "Request for Reconsideration of a Title" form (see appendix). Forms are available at the library service desks. Because items are evaluated as a whole, a title will not be reconsidered unless the patron making the request has read/viewed/heard the entire item. A reconsideration form submitted without the name of the person making the objection will not be considered. Also, if the material has been previously reconsidered, it will not be reconsidered again unless the more recent request is based on substantially different reasons than an earlier request.

The request will be referred to the director for review. The patron will be informed in writing of (1) the receipt of the request and (2) the decision. If the patron is not satisfied with the decision, he or she may appeal in writing to the Board of Trustees. The letter should be addressed to "President, Board of Trustees, Newcomerstown Public Library, 123 East Main Street, Newcomerstown, Ohio 43832. The board will make a decision and inform the patron in writing, usually following the next regularly scheduled board meeting.

The title under consideration will remain in the collection throughout the process to support the freedom of other patrons to read, view, or listen.

See appendix for Notice of Concern about Library Resources.

PS 3 Circulation of Library Materials

General Statement of Patron Responsibility

A library card is a valuable resource. A library patron is responsible for all materials checked out on his or her library card, and if such materials are returned late, damaged, or lost, the patron is responsible for paying fines or replacement fees. The parent or legal guardian of a minor patron is responsible for all materials checked out on the minor patron's card. Parent access to a minor's record is restricted to the parent(s) whose name appears on the minor's record as "Guardian." A patron must present a library card or photo identification in order to check out materials. With a minor's lack of opportunity to a photo identification card, identifying questions will be asked if the library card is not presented. Borrowing privileges are not transferable. In other words, a patron cannot use someone else's card to borrow items, use the computers, or for any other action (see Holds section PS 3.61 for proxy situations). A patron with a library card from an SEO library may not have a card from any other SEO library. However, the patron may choose the library he or she prefers. Patrons may not hold more than one library card or account with the Newcomerstown Public Library.

Because minors do not usually have access to photo identification, library staff will provide services to a minor for that minor patron's account, provided that minor patron can verify his or her name, address, and birth date.

PS 3.1 Borrower Registration

Any person residing, owning property, working or attending school in the state may apply for a Newcomerstown Public Library card. Proper identification with a current mailing address must be provided for adults 18 and over. Anyone who holds a library card from SEO member libraries has library privileges with Newcomerstown Public Library. However, if a person wants to get one of our cards, any previous cards should be fine free and be deleted from the SEO system before issuing a Newcomerstown Public Library card.

A patron under age 18 may register for a library card, but must have the signature of his or her parent or guardian on the registration form. The parent or guardian must be present and show the required identification as outlined above.

By signing the library card application or by presenting a card from another SEO library, the patron agrees to abide by library policies and rules including fine or fees for late or misused borrowed items.

PS 3.2 Lost, Stolen, or Damaged Cards

A patron should report a lost or stolen library card to the library as soon as possible. The owner of a lost or stolen library card is responsible for all material checked out on that card up to the time that he or she reported to the library that it was lost or stolen. The patron may request a replacement for a lost or stolen card in person at the library. A replacement card costs \$2.00. Badly damaged cards will be replaced upon request.

PS 3.3 Restrictions of Borrowing Privileges

Borrowing privileges will be suspended when unpaid fines and/or fees reach \$5.00.

PS 3.4 Borrowing Periods

- Movies on DVDs and games circulate for 7 days.
- Books on tape, books on CD, puzzles, and music CDs circulate for 21 days
- Browsing Collection books circulate for 14 days
- Mobile Hotspots circulate for 7 days
- Preloaded Game Consoles circulate for 7 days
- Digital Binoculars circulate for 7 days
- Magnifying Lenses circulate for 21 days
- All other books circulate for 21 days
- All magazines circulate for 21 days

Most items can be renewed twice. Items can be renewed online or by calling 498-8228. Items with holds cannot be renewed. Browsing collection items cannot be renewed.

Interlibrary loan item loan periods are set by the lending library and items cannot be renewed. Borrowers have 7 days to pick up interlibrary loan materials before they are returned to the lending library.

PS 3.41 Borrowing Limits

- A patron may have no more than 50 items checked out at once on his/her card
- A patron may have no more than 8 DVDs checked out on his/her card
- A patron may have no more than 4 music CDs or audio books checked out on his/her card
- A patron may have no more than 2 games checked out on his/her card
- A patron may have no more than 1 mobile hotspot checked out per household
- A patron may have no more than 1 preloaded game console checked out per household

PS 3.5 Fines and Fees

PS 3.51 Overdue Fines

The library charges overdue fines of \$1 per day on DVDs, Video Games, Preloaded Game Consoles, Tech Items, and Browsing titles in all formats. Overdue fines of \$5 per day are charged for Mobile Hotspots. Overdue fines are not charged for any other items. In addition, fines are not charged on children's or teen items. Items included are books, movies, magazines, and other borrowable items marked with labels starting with E (Early), J (Juvenile), or YA (Young Adult).

By not charging fines for the specified items above, it does not remove the need and use of lost or damaged material fees.

BOARD UPDATED: 11/18/25

PS 3.52 Fees for Lost or Damaged Materials

Fees for lost materials or materials deemed unusable because of damage are determined by the price of the item entered in the catalog plus a \$5.00 processing fee. The director reserves the right to determine the definition of useable condition.

PS 3.53 Refunds

A patron who has paid a lost item charge is entitled to a refund of the price charged for the item if returned within thirty days, but not the processing fee. Processing fees are not to be waived. Note: No refund will be given once an item has been replaced.

PS 3.54 Overdue and Fine Notices

The director reserves the right to send out overdue or lost book notices. Patrons may sign up for text and email notices.

An item 45 days overdue is considered lost and the price of the item and processing fee are posted to the patron's account, as determined by the director.

PS 3.55 Collection Agency

In certain circumstances, the director may choose to employ a collection agency.

PS 3.56 Bankruptcy

Once the director or fiscal officer is notified that a bankruptcy has been filed, collection activity is suspended on the patron's account and on the accounts of any minor children (to the extent that the charges existed prior to the date of the bankruptcy filing) until the library is

notified of the outcome. If a bankruptcy results in a discharge of debts, all fines, fees, and collection agency charges on the account are waived.

PS 3.6 Placing Holds or Requesting Materials from other Libraries

PS 3.61 Placing Holds

Patrons may place holds on most materials found in the library catalog. The library belongs to the SEO consortium and thereby shares a catalog and materials with nearly 200 libraries. There is no charge for borrowing materials from other SEO member libraries, and patrons may initiate their own requests through the library catalog or website or ask for staff help. A patron may have up to 50 outstanding holds on his or her record at one time.

PS 3.62 Interlibrary Loan

Materials may be requested from libraries outside of SEO for educators and for specific academic situations as determined by the director or department managers.

PS 4 Public Access to library Records

PS 4.1 Public Records Policy

It is the policy of the Newcomerstown Public Library that openness leads to a better informed citizenry, which leads to better government and better public policy.

In accordance with the Ohio Revised Code and applicable judicial decisions, records are defined as any item that (i) contains information stored on a fixed medium (such as paper, electronic—including but not limited to email—and other formats); (ii) is created or received by, or sent under the jurisdiction of a public office and (iii) documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

As required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Records will be available for inspection and copying at all reasonable times during regular business hours.

PS 4.12 Record Requests

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian may deny the request, but shall provide the requester with an opportunity to revise the request by informing the requestor of the manner in which the library keeps its records and how those records are accessed. The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record.

Public records responsive to a request are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

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

Those seeking public records will be charged only the actual cost of making copies.

The Newcomerstown Public Library requires the person making the request to pay in advance the cost of postage if the copy is transmitted by United States mail or the cost of delivery if the copy is transmitted other than by United States mail, and to pay in advance the costs incurred for other supplies used in the mailing, delivery, copying, or transmission.

PS 4.2 Confidentiality of Library Records

PS 4.21 Confidentiality of Patron Records

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

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

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

PS 4.22 Exceptions to Confidentiality

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

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

PS 4.23 Releasing Patron Information

- Library staff will provide access to patron account information at a service desk to a patron who has the library card in hand for that account. Staff may choose to ask for additional identification.

- Library staff will release library information or library records pertaining to a minor child to that child's parent, guardian, or custodian upon presentation of the child's library card, or patron number, or sufficient information to both identify the child's library record, and to provide library staff with a reasonable assurance that the person requesting the information is indeed the child's parent, guardian, or custodian.
- Library staff will provide access to patron account information over the telephone to a caller who can provide both the library account number and the patron's birth date associated with that account.
- When a lost card is reported over the telephone, the patron account associated with that card will be blocked.
- Because identification is difficult to verify over the telephone, library staff will provide only limited access to patron account information to the caller who does not have the patron's library account number but can provide the patron's name, address, and birth date.

PS 4.24 Records Retention

Library records are kept for a period of ten years unless otherwise stipulated by law.

PS 5 Reference and Information Services

PS 5.1 Service Standards

The library recognizes and respects that each question is important to the patron who asks it. Library staff will use authoritative and appropriate sources to respond to all patron questions. In some cases, staff may refer a patron to other agencies that can more completely answer a question. The number of patrons waiting for help may restrict the time available to help any one patron; however, staff will strive to provide effective service to all patrons. During busy periods, preference may be given to the patron in the library over the patron on the phone. Reference questions are confidential.

PS 5.2 Service Limitations

- **Legal and Tax Information:** Staff provide legal definitions and specific citations from the codes, but do not interpret passages. Staff do not recommend specific attorneys, but may suggest the patron contact an attorney or the local bar association for further assistance. Staff assist patrons in locating specific tax forms and publications. Staff do not interpret tax regulations or provide tax advice.
- **Medical Information:** Staff will assist patrons in finding information about diseases, medical conditions, tests, and treatments in print and electronic resources. Staff do not interpret the information found in these medical resources. Staff do not make diagnoses, give advice, or recommend specific health care professionals.

- **Research Requests:** If the information needed to answer a question is very lengthy or must be compiled from several sources, staff help the patron to locate appropriate materials, show him or her how to use them, and check periodically to make sure the patron is progressing well. When a research request is phoned in, staff encourage the patron to come to the library in person if the appropriate materials are accessible in the library. Staff may recommend electronic resources and borrowing from other libraries, and may make referrals to other libraries and organizations when those collections would better meet the patron's needs. It is the policy of the Newcomerstown Public Library to help and encourage patrons with research needs; however, library staff will not perform research for patrons except when authorized by the director.

PS 5.3 Fees for Research Services

The library does not perform fee-based research.

PS 5.4 Local History and Genealogy

The genealogy and local history collection was created to make Newcomerstown and Tuscarawas County-related books, newspapers, photos, other documents, and paper-based realia available to the public in one convenient location within the library. These materials are accessible during regular library hours and are part of the reference collection.

While many libraries, historical societies, and museums in Ohio contain extensive Ohio history collections, genealogical resources, and historical artifacts, none can be expected to maintain a collection pertinent to every locality. The Newcomerstown Public Library assumes the responsibility to collect and preserve old and current materials pertaining to the history of Newcomerstown and Tuscarawas County. In addition, the library collects works about neighboring counties and Ohio that aid customers in understanding the area's history. The library also acquires resource materials of value to local genealogical researchers.

Materials in the reference collection do not circulate except when authorized by the director. When the library purchases a currently published local history or genealogy item for the collection, it may also purchase an additional copy for the circulating collection.

PS 6 Technology

PS 6.1 Internet Access Policy

The library provides access to public computers free of charge. Library computers are equipped with a variety of software packages and include access to online databases and the Internet. Materials may be saved to USB-compatible mobile storage devices.

A valid library card or visitor pass is required to use the computers. Cardholders must be in good standing. Computer sessions are limited and are monitored by software. Time extensions may be provided for legitimate academic research, testing, job applications, and social service and unemployment applications at the discretion of the director or department managers.

Patrons may send and receive email housed on remote servers. The library does not provide email addresses/accounts for patrons.

All users are encouraged to carefully evaluate information from the Internet for quality and appropriateness. The library does not guarantee the reliability of information found on the Internet; the library does not guarantee the safety of personal information entered or shared by patrons over the Internet. The library is not responsible for loss of data or software or hardware damage resulting from patron's use of library computers or through the library web site. Patrons viewing inappropriate web sites (pornography, hate sites) or engaging in illegal activity will lose their library privileges and may face criminal charges. Library staff reserves the right to view any computer screen in the library.

The library uses filters and monitoring software to comply with the Children's Internet Protection Act and to enforce library policies regarding computer use and access. Parents please note: filtering software does not guarantee a safe internet environment. It is the parents' responsibility to monitor their children's internet use.

PS 6.12 Printing

Printers are available for public use. Patrons are expected to pay \$.10 for black and white printing and \$.50 for color printing per page. Patrons will be charged for all pages printed. No exceptions will be made for computer errors by the patron or for pages not needed or wanted by the patron.

PS 6.2 Library Website

The library maintains a website to further communication with its patrons and to provide remote access to its resources. In choosing resources to link directly to its website, the library follows its materials selection policy. However, the library does not monitor or control information accessible through the Internet and is not responsible for the content of that information.

PS 6.21 Social Networking Software

The library may use social networking software to facilitate communication and encourage collaboration between library staff and library patrons. The library reserves the right to monitor content before it is posted on all of its social networking software websites and accounts, and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate for the service. The library also reserves the right to edit or modify any submissions in response to requests for feedback or other commentary. Notwithstanding the foregoing, the library is not obligated to take any such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the service.

PS 6.3 Wireless Internet Access

The library provides wireless Internet access in the library and the Annex. Properly equipped laptop and notebook computers and tablets can be connected to the network by requesting a wireless pass at the circulation desk and showing appropriate identification or a valid library card. The wireless network is unsecured and patrons should use appropriate caution when transmitting personal information over unsecured networks.

PS 6.4 Equipment Available for Public Use

PS 6.41 Use of Workstations

Computer workstations are available for a limited time per day on a first come first served basis. Patrons must have a valid library card or guest pass. Patrons will be required to log onto the computer and thus onto the monitoring system that keeps track of time. Patrons may log onto the computers as many times per day as they wish until they have used their allotted time. Time extensions may be provided for legitimate academic research, testing, job applications, and social service and unemployment applications at the discretion of the director or department managers.

PS 6.42 Laptop Computers for Borrowing

The library does not currently lend laptops to patrons.

PS 6.43 Mobile Hotspots

The library offers 35 Mobile Hotspots for 7-day circulation to those with Newcomerstown Accounts in good standing that reside in Tuscarawas, Coshocton or Guernsey counties only.

PS 6.5 Use of Personal Technology

PS 6.51 Plugging In

A limited number of electrical outlets are available near several seating areas, and patrons are welcome to plug in their laptops or other personal electronic devices. However, power cords and other cables may not obstruct traffic, seating, or tables.

PS 6.52 Personal Communication or Entertainment Devices

Items such as, but not limited to, personal computers, portable listening devices, hand-held game consoles, pagers, and radios, should be kept at a volume that does not disturb other patrons or staff in the library. In general, headphones or similar equipment should be used by patrons who wish to listen to broadcast or recorded materials inside the library. Cellular-phone users are required to converse in the lobby or outside the building.

PS 6.53 Social Media

The library does not restrict the use of social media on its machines or on personal laptops, etc. except where such use violates other stipulated policies.

PS 7 Patron Conduct and Library Security

Out of concern for the safety and well-being of its patrons and staff, and in an effort to enhance its ability to provide high-quality service to all, the Newcomerstown Public Library Board of Trustees has established certain policies.

PS 7.1 General Code of Conduct

The Newcomerstown Public Library Board of Trustees is responsible for determining the rules for public behavior in the library that are necessary to:

- Protect the rights of individuals to use library property, materials, and services.
- Protect the rights of library employees and volunteers to conduct library business without interference.
- Ensure the use of the facilities, materials, and services by the greatest number of individuals.
- Preserve those materials and facilities from harm.
- Ensure the safety of library patrons, employees, and volunteers.

The rules for public behavior are listed below. Any individual who repeatedly violates the library rules and regulations shall be denied the privilege of access to the library by the Board of Trustees, on recommendation of the library director. In case of emergency, the director may take immediate action and inform the board as soon as possible afterward. Any individual whose privileges have been denied may have the decision reviewed by the board. The board authorizes the library director to bring to the attention of law enforcement authorities the identity of and circumstances involving those individuals who violate these rules.

Library employees are authorized to bring an individual's attention to any act or omission which violates these rules and detracts from the decorum of the library. Such an individual will be asked to change the problem behavior to conform to the rules. If such change is not evident or forthcoming, that individual will be asked to leave the library property. Failure to leave if asked will result in the police being called. A violation of section 2911.21 of the Ohio Revised Code (Criminal Trespass) will be considered if the individual does not leave of his/her own accord.

Any misconduct that hinders the use of library materials or services, that disturbs the use of the library by other patrons or library staff, or endangers the safety of the patron in question or other patrons or library staff, is prohibited. Such misconduct might include but is not limited to:

- Illegal activities.
- Loud or boisterous behavior.
- Excessive or repeated rude behavior as determined by the director or his or her designee
- Conversation that is disturbing to other individuals or employees.
- Profanity or other abusive language toward other library patrons or toward employees.
- Abusing library furniture, equipment, or materials.
- Running in the library.
- Harassing others, either verbally or through actions. Harassment may include but is not limited to initiating unwanted conversations; impeding access to the building; or other actions another individual reasonably perceives to be hostile, threatening or offensive, including offensive odors.
- Fighting on library property.
- Using tobacco in any form while on library property.
- Possession, sale, or use of alcoholic beverages, illegal substances, or weapons on library property.
- Eating and/or drinking in non-designated areas.
- Buying, selling, or soliciting for personal or commercial gain.

- Using radios, tape players, or other personal listening equipment at a level that can be heard by other individuals.
- Skateboarding anywhere on library property.
- Bringing animals other than guide dogs and the like into the library.
- Not wearing a shirt or shoes.
- Using the emergency exits at times other than during an emergency.

The library does not permit weapons of any kind, either concealed or in plain view, on its property or in its buildings, unless the owner of the weapon is a law enforcement officer who is actively employed by a Federal, State, or Local Law Enforcement Agency. Allows law enforcement to Open/Conceal Carry while on duty or to Conceal Carry while off duty in the library and annex facilities as well as on library grounds. Any person having written permission (*may be limited to library staff*) by the Newcomerstown Public Library’s Board of Trustees, filed with the Local Law Enforcement Agency (*Newcomerstown Police Department*). Any constitutionally protected activity which cannot be regulated by the state, such as a firearm contained entirely within a locked motor vehicle. **(Continued PS 7.16 Possession of Weapons)**

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

The library reserves the right to inspect all bags, purses, briefcases, packs, personal listening equipment and overcoats for library materials.

The above rules are based on powers granted to a public library board of trustees under the Ohio Revised Code, Section 3375.40(H). Rules will be posted prominently in the library building.

PS 7.11 Refusal to Leave the Library

Library staff may ask a patron who violates the policies regarding patron conduct to leave the library. Any patron refusing to leave the library at the request of library staff or after the hours of business set by the library board for closing is considered in violation of Ohio Revised Code 2911.21 regarding trespass. Staff may ask police officers to assist them if the situation warrants.

PS 7.12 Dress and Attire

Patrons are required to wear shoes and a shirt at all times.

PS 7.13 Food and Drink

Food and drink are not permitted in the library except at the discretion of the director.

PS 7.14 Personal Transportation Items

For public safety, movement on library property by skateboard, scooter, roller blades, shoes with wheels, or roller skates, or other similar devices is not permitted. The only wheeled vehicles that can be used in the library are baby buggies, strollers, or other similar devices, or wheelchairs and other assistive devices for the disabled. Bicycles are to be parked outside of the library proper in the bike rack.

PS 7.15 Animals in the Library

Patrons may not bring animals, except for service or helper animals, into the library. A service or helper animal must stay with its owner while in the library. Service or helper animals that are disruptive may be removed from the building at the staff's discretion. Animals that are part of a program or presentation are allowed for the duration of that event.

PS 7.16 Possession of Weapons

The Newcomerstown Public Library, in order that the Library may operate and be administered in the best interests of the patrons it serves, publishes and posts the Possession of Weapons Policy to the Newcomerstown Public Library and the Annex Facility of the library.

Weapons are prohibited in the library and annex facilities as well as on library grounds. A weapon is defined by the following definitions as a firearm, dangerous weapon, stun gun, and/or any other object whose purpose or use is to inflict physical harm to another individual.

Definitions:

Concealed Carry: Carrying a firearm on or about a person in such a manner as to conceal the firearm from the ordinary sight of another person

Concealed Carry License (CCL): A license issued by the state allowing a person to carry a concealed weapon.

Concealed Carry Weapon (CCW): The practice of carrying a concealed weapon.

Dangerous Weapon: A handgun, rifle, knife (blade over 3 inches), and/or any other object whose purpose or use is to inflict physical harm to another individual.

Firearm: A firearm is any weapon which will, or is designed to expel a projectile by the action of an explosive, and/or which will discharge a shot by gunpowder or air burst.

Open Carry: Carrying a firearm on one's person in plain sight.

Stun Gun: A device used to immobilize an attacker without causing serious injury, typically by administering an electric shock.

1. Carrying weapons is prohibited in the library and annex facilities as well as on library grounds (**PS 7.16 Possession of Weapons**).
2. The provision of this Section shall not apply to:
 - a. A Federal, State, or Local Law Enforcement Officer who is actively employed by a Federal, State, or Local Law Enforcement Agency. (*E.g. any officer currently employed with the Newcomerstown Police Department*)
 - Allows law enforcement to Open/Conceal Carry while on duty or to Conceal Carry while off duty in the library and annex facilities as well as on library grounds.
 - b. Any person having written permission (*may be limited to library staff*) by the Newcomerstown Public Library's Board of Trustees, filed with the Local Law Enforcement Agency (*Newcomerstown Police Department*).

- Allows the trained, CCL individual the right to possess and carry his or her CCW in the library and annex facilities as well as on library grounds. Open Carry is prohibited.
- c. Any constitutionally protected activity which cannot be regulated by the state, such as a firearm contained entirely within a locked motor vehicle.
3. An employee of the Newcomerstown Public Library is prohibited from carrying firearms, or a dangerous weapon as defined in (**P 2.51 Employee Conduct, PS 7.16 Possession of Weapons**) or what is commonly referred to as a stun gun on Newcomerstown Public Library property unless the employee has written permission by the Newcomerstown Public Library Board of Trustees, filed with the Local Law Enforcement Agency; said permission shall identify with specificity the firearm, dangerous weapon, or stun gun that the employee is permitted to carry on the Newcomerstown Public Library premises.

PS 7.17 Soliciting, Surveying and Signature-gathering

Neither soliciting nor pan-handling is permitted on library property. Petitions or surveys may not be displayed, nor signatures or information collected, in the library. The only exceptions will be surveys performed by the library or its designees.

PS 7.18 Pest Policy (bed bugs, etc.)

With procedures, cleaning, and contracted pest control the Newcomerstown Public Library prides itself on maintaining a clean and sanitary facility that is pest free. We expect materials to be returned in the same condition at the time of borrowing. (procedure located P 4.1 Pest Procedure)

PS 7.2 Eviction and Suspension of Library Privileges

A patron who has violated the library’s Patron Conduct Policy may be evicted from the library and refused further admission to the library for a set time. The library recognizes the patron’s right to contest the eviction and present his or her side of the story. The patron may request to speak to the director or his or her designee in order to hear the reasons for eviction and to present any counter-arguments. If possible, such a discussion may take place prior to the patron’s eviction or denial of service. However, the library reserves the right to take immediate action if necessary to answer an ongoing threat to the operation of the library, or a continuing danger to the health or safety of patrons or staff; in these circumstances, the patron may schedule a discussion at a later date.

The director, or his or her designee, may, when possible, send written confirmation stating the period during which the patron may not enter library property. This letter may also include the reasons for the patron’s barring and any conditions under which the patron will be re-admitted to the library. Notices regarding the barring of a minor patron from the library will be sent to the minor patron’s parent or legal guardian.

PS 7.21 Reinstatement of Library Privileges

A patron who has been evicted from the library and permanently refused admission may request both a re-evaluation of the banning and the reinstatement of his or her library privileges. Requests must be submitted in writing to the director and should include a statement

demonstrating that the patron understands why the conduct that resulted in the loss of privileges is unacceptable in the library or on library grounds, and a statement from the patron that he or she understands the library's Code of Conduct.

The director may consider any of several factors when deciding to reinstate library privileges including: the details of the incident that led to the suspension; the length of time since the initial eviction and suspension; the patron's completion of any requirements imposed by the court as a result of the incident; and any other information provided by the patron that suggests that he or she is unlikely to engage in the conduct that led to the suspensions of privileges.

The director will make decisions about reinstatement of privileges in all cases except those based upon threats or physical harm to another person or possession of a weapon within the library or on its grounds. Decisions of the director may be appealed to the board. Decisions to reinstate privileges of customers banned for possession of a weapon or because of threats or physical harm to another person will be made by the board.

PS 7.3 Unattended Minors

The library welcomes and encourages patrons of all ages to visit the library and take advantage of the programs, services and resources that it offers. Responsibility for the safety and behavior of minors always rests with the parent, guardian, or assigned adult caregiver, and not with library staff. Staff cannot act *in loco parentis*, nor can library staff supervise unattended youth. Parents or guardians will be held responsible for damage to items or equipment caused by their minor child.

In any situation that warrants, police officers may be asked to intervene.

PS 7.31 Unattended Minors at Closing Time

In the event that an unattended child is at the library at closing time, staff may call the police and ask them to assume responsibility for the unattended child. Note: There must always be at least two staff waiting with a child after closing time.

PS 7.4 Personal Property Disclaimer

Patrons should be attentive to their property while in the library or on library grounds. The library is not responsible for a patron's lost, damaged, or stolen property.

PS 7.5 Video Surveillance and Recording

The purpose of video surveillance is to deter crime and to aid in protecting the safety of individuals and the property of the library. Video surveillance of areas for security purposes is conducted in a manner consistent with other existing library policies, and is limited to uses that do not violate the reasonable expectation of privacy. Areas under surveillance may include those of public use, staff work areas, parking lots, and grounds. Targeted video surveillance is prohibited if such observation is based on the characteristics and classifications that would be considered discriminatory under law (e.g., race, gender, sexual orientation, national origin, disability, etc.).

The existence of this policy does not imply or guarantee that any or all cameras are recording images, or are monitored in real time, 24 hours a day, seven days a week.

PS 8 Outreach Services, Interagency Relationships, and Partnerships

PS 8.1 Home Delivery of Library Materials

The library currently offers outreach service in partnership with the Rotary. Call the library for an application

PS 8.2 Services to Educators

PS 8.21 Teacher or Educator Card

A Teacher/Educator's card is available to certified educators and those with proper documentation for home schooling. This card is in addition to the teacher/educator's personal card. The card has a maximum item limit of 70 items and allows the patron to borrow materials for a period of no longer than 10 weeks. The individual borrowing the materials is personally responsible for return of the items as well as any fines, damages or replacement costs that may be incurred.

A Teacher/Educator's Card expires annually on June 10th and must then be renewed.

Teachers are restricted from using a Teacher/Educator card for items for personal use.

PS 8.22 Teacher or Educator Collections

Teachers who work or live in the Newcomerstown Exempted Village School District and have a Teacher/Educator's card may request a collection of materials on a particular topic or subject area by completing a class reserve form.

The person borrowing the materials is personally responsible for return of the items as well as any fines, damages, or replacement costs that may be incurred unless waived by the director.

PS 8.23 School Visits and Off-Site Programs

Library staff are happy to work with local educators to enrich children's learning. The library offers programs to Newcomerstown Exempted Village School District schools and educators both in the library and through staff visits. Visits by school classes to the library or visits to schools by library staff are encouraged and will be scheduled as time and staffing permit.

PS 8.3 Institutional Cards

With the director's approval, the library will issue a library card in the name of a nursing home or facility to the activities director of the home or facility. The institution assumes the same responsibilities as an individual cardholder regarding fines or bills for overdue or lost items. Schools, corporations, governmental, and social agencies are not eligible for an institutional card.

PS 8.4 Partnerships

The library actively seeks resource sharing partnerships with other government agencies, non-profit groups, service organizations, and businesses.

PS 8.5 Library Friends

The Friends of the Newcomerstown Public Library is an independent, private, non-profit 501c3 organization dedicated to the support and development of the Newcomerstown Public

Library. The director or his or her designee acts as the official library liaison to the Friends and may suggest ways the Friends can further support the library's mission.

PS 8.6 Library Foundation and Endowment Funds

The Newcomerstown Library Fund is a separate fund in the Coshocton Foundation. The fund is accessed by the Fund Committee comprised of the Library Director, the Fiscal Officer, and the President of the Board of Trustees.

PS 9 Special Services

PS 9.1 Printing and Related Services

Printing is available from all public computers and currently costs 10 cents per page for black and white and 50 cents per page for color.

PS 9.11 Photocopiers

Printing is available from all public computers and currently costs 10 cents per page for black and white and 50 cents per page for color.

PS 9.12 Fax Service

Fax service is available to the public during the library's regular business hours. Library staff members operate the fax machine; patrons are not permitted to use the fax machine.

Patrons expecting an incoming fax should notify the library in advance. Any fees charged by the sender will be passed on to the recipient. Patrons will not be charged for any unsolicited (junk mail) fax messages. Unclaimed faxes will be destroyed after five working days.

PS 9.13 Lamination

Lamination is available to the public, but only through a staff member. Due to liability issues, patrons are not permitted to operate the machine. Patrons are expected to pay \$2.00 for every foot of length (12"H x 27"W). However, those who wish to laminate a size smaller than 12" will still be charged for the full \$2.00. In this case, it is recommended that the patron bring multiple items to receive full worth of the service.

PS 9.2 Exam Proctoring

Proctoring is available for students in accredited degree or certificate-granting programs. The student should discuss with the director, or department managers, or the designated staff member the conditions for proctoring and the arrangements for taking an exam. The library may not be able to meet the proctoring requirements for all institutions.

PS 9.3 Notary Service

The library currently offers a notary service Wednesday through Friday.

PS 9.4 Forms and Registration Services

PS 9.41 Voter Registration

The library provides both Voter Registration and Absentee Ballot Request forms, and will transmit Registration forms to the Ohio Secretary of State's Office or the Board of Elections.

PS 9.42 Golden Buckeye Cards

Ohio residents who are at least 60 years old or disabled can register for a Golden Buckeye card at the library. Staff members must verify proof of age or disability in accordance with the instructions on the registration form. Completed forms are faxed to the State of Ohio at no charge to the patron; no copies of completed forms are retained at the library.

PS 9.43 Income Tax Forms

The library provides a basic selection of Federal, State, and local Income Tax forms free of charge during tax season. Patrons must pay printing and/or photocopying expenses for their tax forms.

Appendix

Notice of Concern about Library Resources

This form may be used to express concern regarding the library collection, programs, displays/exhibits, computers for public use, or meeting rooms.

Concerns will be dealt with promptly and courteously.

Expressions of Concern:

1. Library staff will provide the concerned individual or group with a copy of the appropriate policy and answer questions about the policy. Library staff may answer informational questions only. Under no circumstances will a staff member debate issues relevant to an individual or group's concern.
2. After discussion, if the individual or group wishes, they may discuss their concerns with the library director.
3. An individual or group still concerned about library resources may submit an official statement using this "Notice of Concern about Library Resources" form.

Formal Process:

1. The concern on the "Notice of Concern about Library Resources" form will be considered by a committee of three staff and/or library board members designated by the library director.
2. The committee chair will prepare a written report of the committee's determination which will be submitted to the library director and the individual or group who submitted the concern.
3. An individual or group may submit a written request to the library's board of trustees if not satisfied with the decision of the committee.

Complete this form and return it to: Newcomerstown Public Library, 123 East Main Street, Newcomerstown, Ohio, 43832. You may use the other side of this form or attach additional pages as necessary.

Today's Date _____

Name of Individual or Group

Contact Person _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip Code _____

1. Resource of concern:

- Book or Magazine Video/DVD Audio recording/CD Electronic information

Title, Author, Artist

- Library program Display/exhibit Meeting Room Other _____

Title, Date, Time, Location

2. Have you yes or no (circle one):

- Completely read the Book or Magazine Viewed the Video/DVD
 Completely read the Magazine Viewed the Electronic information
 Listened to the Audio recording/CD Viewed the Display/exhibit
 Attended the Library program Attended the Meeting
 Other _____
-

3. How did you find out about the resource(s)?

4. What are your concerns about the resource(s)?

5. What action do you seek as a result of your concern?

2/8/99

SAMPLE LIBRARY RECORDS RETENTION SCHEDULE

Ohio Historical Society

Local Government Records Program

Accounts Receivable Ledger and Documents

Retention: 5 years, provided audited

Administration Visitors Log

Retention: Permanent

Annual Employee Leave Use/Balance Report

Retention: 5 years

Annual Financial Report to the Auditor of the State

Retention: Permanent

Annual Reports

Retention: Permanent

Annual Report to State Library

Retention: Permanent

Applications for PERS Refund or Waiver

Retention: Permanent

Appropriation Ledger

Retention: 5 years, provided audited

Audit Reports

Retention: 5 years

Bank Deposit Receipts

Retention: 5 years, provided audited

Bank Statements

Retention: 5 years, provided audited

Bids (Successful)

A. Copies of successful bids to provide goods and/or services

Retention: 3 fiscal years after expiration of contract

B. Original, if made part of a contract and filed with contract

Retention: 15 years after expiration of contract

Bids (Unsuccessful)

Retention: 3 years after letting of the contract

Bi-weekly Report of Leave Use and Balances

Retention: Until incorporated in annual leave balance report

2/8/99

Board Policy Files

Retention: Permanent

Board of Trustees Agenda Packets

Retention: Permanent

Budgets Filed with County Budget Commission

Retention: 10 years, provided audited

Building Blueprints

Retention: Permanent

Building Projects Records (successful)

Retention: Permanent

Building Projects Records (unsuccessful)

Retention: 3 years

Building Specifications

Retention: Life of structure

Cancelled Checks

Retention: 5 years, provided audited

Cash Books and Cash Journals

Retention: 5 years, provided audited

Check Registers

Retention: 5 years, provided audited

Circulation Records

Retention: Until no longer of administrative value

Committee Meeting Minutes

Retention: Permanent

Construction Contracts

Retention: 16 years after the project is completed

Consultant Reports

Retention: 4 years

Contracts

Retention: 15 years after expiration

Correspondence-General (Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquiries. This correspondence is informative, it does not attempt to influence agency policy)

Retention: 2 years
2/8/99

Correspondence-Routine (Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard for letters)
Retention: Until no longer of administrative value

Correspondence-Transitory messages (Includes telephone messages, post-it-notes, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communications)
Retention: Retain until no longer of administrative value

Court Orders for Payroll Deductions
Retention: 2 years after termination of employment or order rescinded

Documentation of Leave
Retention: 5 years, provided audited

Depository Contracts and Related Collateral
Retention: 5 year after the contract has expired, provided audited

E-Mail
Retention: Retain according to content

Employee Earning Records
Retention: 5 years after termination of employment or order rescinded

Employee Withholding Requests
Retention: Until replaced or revoked by employee

Employment Applications
Retention: 7 year after receipt

Employer Quarterly Federal Tax Return
Retention: 5 years, provided audited

Expense Records
Retention: 5 years

Formal Legal Opinions
Retention: Permanent

Garnishment Orders
Retention: 5 years after termination of employment or order rescinded

Grant Files
Retention: 5 years provided all state of federal audits have been conducted, the Audit reports released and litigation, claims, or audit findings have been resolved

Incident/Accident Reports

Retention: 5 years

2/8/99

Insurance Policies

Retention: 2 years after expiration, provided all claims settled

Interlibrary Loan Records

Retention: 2 years

Inventories (Property)

Retention: 5 years provided audited

Investments

Retention: 5 years, provided audited

Leases

A. Equipment

Retention: 2 years after expiration

B. Real estate

Retention: 5 years after expiration, provided audited

Library Card Applications

Retention: 6 years

Library News Releases

Retention: 4 years

Library Publications

Retention: 2 years

Litigation Records

Retention: 5 years after case is closed and appeals exhausted

Meeting Room Applications

Retention: 1 year

Minutes of Board of Trustee Meetings

Retention: Permanent

Monthly Financial Reports to Library Board

Retention: 5 years, provided audited

Monthly Statistical Reports

Retention: Until incorporated into year end report

Operating Procedures

Retention: Permanent

Overdue Circulation Records

Retention: 3 years

2/8/99

Payroll Journal/Ledgers

Retention: 5 year, provided audited

Payroll Reports

Retention: 5 years, provided audited

Personnel Files

Retention: 2 years after termination of employment purge extraneous records.
Retain retirement waivers, service record and leave balances permanently.

Personnel Policies

Retention: Permanent

Petty Cash Records

Retention: 5 years, provided audited

Purchase Orders/Requisitions

Retention: 5 years, provided audited

Real Property Acquisition Records

Retention: 5 years after asset is sold

Reports to Retirement Systems

Retention: 50 years

State Income Tax Report

Retention: 25 years

Survey Reports

Retention: 4 years

Training Manuals

Retention: Until no longer of administrative value

Vouchers

Retention: 5 years, provided audited

Tax Withholding Reports

Retention: 6 years, provided audited

Technology Plans

Retention: Permanent

Timesheets

Retention: 5 years, provided audited

Video Recordings/Tape of Proceedings

Retention: 1 year

2/8/99

W-2 Forms

Retention: 6 years, provided audited

W-4 Forms

Retention: Until superseded or employee terminates

Workers Compensation Claims

Retention: 7 years after termination of employment

CONTACT INFORMATION:

Judy Walker

Local Government Records Program Supervisor

Ohio Historical Society

1982 Velma Avenue

Columbus, OH 43211

jwwalker@ohiohistory.org