

EMPLOYEE CONDUCT

PROFESSIONAL CONDUCT

Issue Date: 2/9/98

Revised 3/8/10

Employees owe impartial, courteous service to all persons using the Library. In meeting the public, employees are representatives of the Warsaw Community Public Library. If employees are rude, careless, or indifferent, it is not the employee, but the Library that is blamed for poor service. Service is an essential part of the Library organization. It is the staff member who must see that the right material and the right person get together at the right time. No distinction between patrons, whether on the basis of creed, race, appearance, social or intellectual status may be shown. Patrons have a right to expect alert and interested service at all times. It is necessary to remember that any question that is presented is important or the patron would not have asked. There is no better advertising for the Library than a satisfied patron. An appearance of indifference or an attitude of superiority or amusement can undo in a single instant the goodwill which may have been built up through years of friendly service to a patron.

~~Service desk attendants are reminded that while on duty they may not drink, eat food, chew gum, lounge or sit on the desks. They should always wear their name badges. Staff should limit possession and/or consumption of food and beverages to the staff lounge, meeting rooms, study rooms, and non-public work areas. Library staff and others who work for or volunteer for the library may bring food and drink into library buildings and carry them discreetly to non-public areas of the buildings.~~

Employees should keep their voices low and well modulated at all times, and refrain from discussing personal issues while at the service desk. Employees are requested while on duty or in any way representing the Library not to voice opinions about controversial matters of any sort whether political, religious, or social. Employees should also be aware that discussions in private offices maybe overheard by the public and co-workers who may be offended by the topic being discussed. The Warsaw Community Public Library is an impartial institution supplying, as near as possible, material on all aspects of controversial questions, but offering no personal interpretations.

Conflicts of Commitment

1. It is the policy of the Warsaw Community Public Library that its employees conduct the affairs of the library in accordance with the highest legal, ethical and moral standards.
2. It is the policy of the Warsaw Community Public Library that employees are expected to devote their library work activities to official functions of the library, and to use library resources only in the interest of the library. An employee may not commit library resources to activities not in the interest of the library.
3. It is the policy of the Warsaw Community Public Library that employees should not allow external activities to impede the fulfillment of library responsibilities.
4. Nothing in this policy shall be construed to permit any activity that is prohibited by law.

WEAPONS POLICY

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The Warsaw Community Public Library will abide by IC 35-47-5 Prohibited Instruments of Violence which includes knives, guns and other weapons that will cause bodily injury.

Warsaw Community Public Library understands that people may feel a need to protect themselves, but the Library is no place for weapons. In order to provide the most secure environment, no weapons ~~guns~~ will be allowed in the library facilities, other than those carried by police officers. A staff member who carries a "License to Carry Handgun Permit" may be required to have a copy of their permit on file with the Administration Office. All weapons need to be securely locked in their vehicles out of view of the public.

~~brings a gun to work must inform the Director and show a permit to carry the gun. A copy of the permit will be made and kept in the employee's personnel file. At the Director's discretion, coworkers may or may not be advised of the gun on the premises. Knives or other bladed weapons with blades over four inches are not appropriate in the workplace. Other types of weapons not specified here but capable of harming others should be brought to the Director's attention ahead of time to receive approval. This policy should extend to patrons as well as staff.~~

CONFLICTS OF INTEREST

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Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Such a conflict occurs when an employee is in a position to influence a decision that may result in a personal gain for the employee or for a relative as a result of the Library's business dealings.

No presumption of guilt is created by the mere existence of a relationship with outside firms. However, if such employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that such is disclosed to a supervisor or the Director immediately, so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Library does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or dealings involving the Library.

Because misuse of information and the exercise of judgment where a conflict of interest exists impair working relationships and lessen public confidence in government entities, the Board of Trustees of the Warsaw Community Public Library has adopted the following code of ethics respecting these matters.

Definitions:

1. Conflict of interest: A conflict of interest exists when a Board member, member of a committee, or employee has a direct relationship, family relationship, or financial interest in the outcome of any decision-making process.
2. Direct relationships: A direct relationship exists when a Board member, committee member, or employee is employed by or is a member of a governing board or agency having business with the library.
3. Family relationship: A family relationship exists when a Board member, committee member, or employee is related as either spouse, child, parent, in-law, sibling, aunt, uncle, niece, nephew or is domiciled with such person.
4. Financial interest: A financial interest exists when a Board member, committee member, employee, an agency employing that person, or an agency on whose governing board the person serves may experience financial gain or loss as a result of an action of the library.
5. Appearance of conflict: An appearance of conflict exists when a Board member, committee member or employee had any relationship (family, business, etc) beyond mere acquaintance with other persons who will be affected by the decision.

6. Privilege information: Information that Board members, committee members, or employees have access to which may not be divulged to the public.

General Standards:

1. Board members, committee members, or employees shall not use, or attempt to use, their position in the library to secure unwarranted privilege or advantage for themselves or others, or for other institutions with which they have a direct relationship.
2. Board members, committee members, or employees shall not, directly or indirectly, accept any gift, favor, reward, service, retainer, discount, compensation, or thing of value or promise thereof, that may reasonably tend to influence them in the present or future discharge of their duties.
3. Board members, committee members, or employees shall not divulge privileged information.

Warsaw Community Public Library
Conflict of Interest Disclosure Statement
Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee as defined in IC 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from IC 35-44-1-3. Care should be taken to review IC 35-44-1-3 in its entirety.

1. Name and address of Public Servant Submitting statement:

2. Title or Position with Warsaw Community Public Library:

3. Warsaw Community Public Library, Kosciusko County, Warsaw, Indiana

4. This statement is submitted (check only one):

- a. ___ as a 'single transaction' disclosures statement, as to my financial interest in a specific contract or purchase connected with the Warsaw Community Public Library, proposed to be made by the Library with or from a particular contractor or vendor; or
- b. ___ as an 'annual' disclosure statement, as to my financial interest connected with any contracts or purchases of the Warsaw Community Public Library, which are made on an ongoing basis with or from particular contractors or vendors.

5. Name(s) of Contractor(s) and/or Vendor(s):

6. Description(s) of contract(s) or purchase(s) (describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship:

7. Description of my financial interest: (Describe in what manner the public servant or 'dependent' expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

8. Approval of appointing officer or body: (to be completed if the public servant was appointed by an elected public servant.):

I (We) being the _____ of the Warsaw
(Title of Officer or Name of Governing Body)

Community Public Library and having the power to appoint the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchases(s) in which said public servant has a conflict of interest as defined in IC 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Elected Official

Office

9. Effective dates: (conflict of interest statements must be submitted to the Administration Office prior to final action on the contract or purchase.):

Date Submitted

Date of Action on Contract or Purchase

10. Affirmation of Public servant: This disclosure was submitted to the Warsaw Community Public Library and accepted by the Warsaw Community Public Library in a public meeting to the Warsaw Community Public Library prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signature of Public Servant

Date

Within 15 days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts, and the Clerk of the Circuit Court of the county in which the Warsaw Community Public Library executed the contract or purchase. A copy of this disclosure will be forwarded to the Indiana State Ethics Commission.

CELL PHONE USAGE

5/14/07

Revision Date:

~~To avoid disrupting the research and study of library users and to minimize noise at reference and circulation service and the marked "quiet" zone areas, WCPL recommends that cellular telephones only be used in the entrance lobby area. If you must receive a call, when in the library, please be considerate of the other library users and set your phone to vibrate or some other non-sounding setting. If you must carry on a conversation on a cell phone within the library, please keep your voice level low.~~

VOID POLICY

MATERIALS/EQUIPMENT LOAN POLICIES

MATERIALS LOAN POLICY

Issue Date: 9/1/97

Revised: 03/08/2010

All materials available for loan may be borrowed by presenting a valid Library card.

TYPE OF MATERIAL	DEFINITION	LOAN PERIOD	RENEWALS	BORROW/CARD
New Fiction	Adult, YA, Youth under 500 pages*	7 days	1	10
New Fiction—Lengthy	Adult, YA, Youth over 500 pages	14 days	1	10
Youth Holiday Books & Special Collections	Seasonal materials pulled for a limited time and given special loan periods and borrowing limits.	7 days	1	Determined by the holiday and collection
Non-Fiction, Fiction, & Genre	Adult, Youth, & YA books	21	2	50
Reference & Archival	Adult & Youth materials	Non-circulating	NA	NA
Newspapers		Non-circulating	NA	NA
Magazines	Current issues of adult magazines do not circulate	21	1	10
Cassettes	Youth sound recordings	21	2	10
Music CD's	Adult & Youth sound recordings	21	2	10
Audio Books	Adult, YA & Youth	21	2	10
Videotapes**	Adult, YA & Youth	7	0	10
DVD**	Adult, YA & Youth	7	0	10
Computer Software	Adult & Youth	21	1	10
Realia	Youth Toys & Games	21	1	10
Kit	Youth Preschool kits	21	1	5
Video Games	Adult/Youth video games	7	0	2
Netbook PC***	Internet computer	1.5hr	0	1

* Between Jan-June previous year pub date is used, July-Dec only current year used for pub date

** Youth cardholders can check out videos/DVDs only from the Youth Collections. Young Adult cardholders can check out anything but restricted titles in the Adult collection.

***Netbook computers can only be checked out for in-house use to individuals at least 18 years old

All materials except videotapes, DVD's, video games, netbook computers, and items on hold may be renewed a various number of times (see chart above). Materials can be renewed in person, over the telephone, or through self-renewal [on the library's website](#).

The library reserves the right to recall material (i.e. for special collections) to reclassify.

LIBRARY CONDUCT

PATRON BEHAVIOR POLICY

Issue Date: 4/14/98

Revision Date:

3/8/10

The Board of Trustees of the Warsaw Community Public Library reserves the right to eject from the Library and to refuse further admission to those individuals who may violate the rights of the staff or Library users, or who create disorder in the Library in any of the following situations:

1. Any situation in which the actions of a person present an imminent danger to the life or safety of others in the Library.
2. Any situation in which a person is in the possession, transferring, purchasing or selling any illegal or non-prescribed drug, including alcohol during library hours or on library property.
3. Any situation in which a person is observed in an attempt to steal Library property or property of another Library user, or to destroy or deface Library property.
4. Any situation in which a person willfully and purposefully disturbs the staff or other Library users or whose behavior is in any way disruptive to the legitimate use of Library facilities by others. ~~This includes sitting, standing or lying on tables; sitting in traffic ways inside or outside of the Library building; roaming, blocking or interfering with the free movement of library patrons anywhere on the premises.~~
5. Any situation in which a person's behavior is inappropriate to the use of the Library building and property for the purpose for which it is legally constituted.

Inappropriate/**harmful** behavior may include but is not limited to:

- a. Leaving children under age nine unattended
- b. ~~Playing in the elevator or doorways~~
- c. **Disruptive behavior, horseplay or potentially causing damage to library property and/or people**
- d. Giving unwanted attention to another (i.e. staring, following, etc.)
- e. Public intoxication and/or lewdness
- f. Assault/Fighting
- g. ~~Theft~~
- h. ~~Unauthorized use of or playing audio/electronic equipment loudly~~
- i. ~~Sleeping~~
- j. ~~Pets inside building (except service animals)~~
- k. ~~Placing feet on tables or chairs~~
- l. ~~Running/playing/skateboarding/skating/bicycles in library~~
- m. Soliciting/Surveying/Trespassing
- n. Using obscene language
- o. Smoking within 30' of exterior doors/ramps
- p. Entering with no shoes, pants and/or shirt

Those persons who violate these rules may be asked to leave the Library, or, when appropriate, may be subject to arrest.

AUTOMOBILES:

Automobiles may not be parked on library property when the driver is not using the library. Automobiles parked illegally may be towed at owner's expense.

Repeated violators and/or those who refuse to leave will be subject to arrest and prosecution under 35-43-2-2 or the Indiana Code entitled "Criminal Trespass".