Historical Background

Financial Support of the Library

3D Printer Policy/Procedure

Access to Public Records

ADA Compliance

Agency/Business Borrowers Policy

Agency/Social Service Agencies Digital Card Borrowers

Child Sexual Abuse Prevention Policy

Collection Development Policy

Computer Usage & Internet Acceptable Use Policy

Data Retention

Employment Applications

Equal Opportunity Employment

Exhitits/Displays/Bulletin Board & Handouts

Freedom to Read Statement

Freemdom to View Statement

Homebound Services Policy

Immigration Law Complaince

Interlibrary Loan Policy

Library Bill of Rights

Library Card Holders Policy

Library Hours

Library Program Policy

Library Volunteer Policy

Material Collection Fees Policy

Materials Loan Policy

Nondisclosure of Public Records Policy

Patron Code of Conduct

Photography and Videography Policy

PLAC Policy

Public Comments Policy

Public Meeting Rooms Policy

Requests for Reconsideration Policy

Resident/Non-Resident Library Card Issuance Policy

Social Media Policy

Unattended/Missing Child

Virtual Reality Policy

Historical Background

1914 Twelve women's groups initiate the formation of a public library.
1915 First Board of Trustees was appointed for Warsaw-Wayne Township Public Library with an income of $2,000.
1916 Received $15,000 Carnegie Corporation grant to build on corner of Detroit and Center Streets.
1917 Library opened with 5,000 items and 6,134 square feet, and served a district of 12,800 people.
1927 Children's room opened in former basement auditorium.
1931 Held 21,912 volumes with 5,830 users.
1964 Library name changed to Warsaw Community Public Library.
1966 Library remodeled with 8,833 square feet of space added, totaling 14,967. Collection size was 51,272.
1981 Hours expanded from 43 to 63; created meeting room in basement; collection size was 116,716.
1986 Adjacent house purchased through donor gift.
1987 Masonic property donated to library; lot north of library purchased.
1989 Collection size was 144,650, with 91,170 books.
1992 Hours expanded to 66; total registered borrowers were 11,141.
1993 Circulated items were 329,140.
1994 Collection size was 165,000.
1995 The InterDesign Group architectural firm designed a 28,000 square feet addition and an existing building renovation; the board approved the design and the funding of the building project through a bond issue.
1995 The library system was automated, and the card catalogues were removed.
1996 Construction began.
1997 The addition complete; moved from old building into the addition in November.
1998 Renovation of old building and Grand Opening.
2007 Front entrance addition and renovation.
2008 Hours reduced to 56 per week due to delays in revenue distribution.
2009 Circulated items were 592,810. New library website created.
2010 Property west of the library was purchased.
2011 Library board approved new five-year strategic plan. Hours expanded to 60.
2017 The library celebrated 100 years of service at the corner of Detroit & Center.
2020 The library building closed to the public March 17 - June 14 due to the COVID-19 pandemic. Library staff returned to work on May 4. Curbside service started on May 6 and 6,006 items were delivered to 673 scheduled pickups in May. Hours reduced to 48 per week.

2023 Library Director Ann Zydek retired after 42 years of service, and Heather Barron assumed the role in October 2023.

Financial Support of the Library

(Taken from *IN the Public Trust & LAR-1 Annual Financial Report*)

The Warsaw Community Public Library is funded mainly by a combination of local taxes, state taxes and library generated revenues. Other sources generate some amount of funding. Sources include:

General Property Tax
Auto & Aircraft Excise Tax Intergovernmental
Commercial Vehicle Excise Tax Intergovernmental (CVET)
Financial Institution Tax Intergovernmental (FIT)
Local Income Tax (LIT)
Statewide Library Card Program--PLAC
Charges for Services-Other
Copy Machine Charges
Fees
Interest Earned—(e.g. Investments, Savings, Checking, etc)
Miscellaneous Revenue
Sale of Capital Assets
Contributions & Donations
Levy Excess—General Property Taxes
Bond Issues
Rainy Day
State Tech Grant

Revised 12.10.18
Effective 1.1.19

Section 11 – Public Service Desk Policies/Procedures

3D Printer Policy/Procedure

The Warsaw Community Public Library strives to offer our community of users access to new and emerging technologies to inspire a new interest in creation and collaboration. This policy establishes how and under what circumstances patrons may use the 3D printer.

The WCPL's 3D printer is available to the public to have three dimensional objects printed in PLA plastic using a design that is uploaded from a digital computer file. The 3D prints are to be used for lawful purposes only. Patrons will not be permitted to have projects created that are:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or that may pose an immediate threat to the well-being of others, for example, guns, knives or other possibly lethal weapons.
- Obscene or otherwise inappropriate items for the library environment.

The library reserves the right to refuse any 3D print request.

3D printing at the library will cost $1.00 per hour plus tax, with a one hour minimum. All times will be rounded up to the next hour. For example: a print that took an hour and twenty minutes will be rounded up to two hours and be charged $2.00+tax.

Items printed from the 3D printer that are not picked up within seven days will become the property of the library. A requesting patron who does not pick up their print: first offense: 6 months forfeit use of the 3D printer; second offense: forfeits all future rights to use the 3D printer.

It is the responsibility of the requesting patron to design their own creation and prepare it for printing as a .stl file format. Acceptable medium: flash drive, SD card or the file can be submitted via email as an attachment.

Once review of the file has been completed printing will be scheduled within a reasonable period of time. Same day printing is not assured. No printing will occur overnight. The library reserves the right to schedule only one print per day per person or entity.

Print times are estimates and cannot be guaranteed.
The requesting patron must pay for the 3D print before it can be turned over to them.

The requesting patron is responsible for all design errors that occur during the printing process. If the object does not print correctly, it is the responsibility of the user to pay for the

object. It is recommended that before you submit your file, you utilize a software that checks for errors and helps to repair them.

You must clean your own rafts and supports. Small bumps or holes and rough edges on the object may occur. These can be cleaned up with fine sand paper or other tools.

Disclaimer: This policy and procedure may change at any time. While the library staff make every effort to oversee the use of the equipment in the printing of an object the use of the printed object upon completion is not under the direction or control of the library. The library is not responsible for any object created with use of the 3Dprinter, including any harm or injury incurred as a result of any usage of the 3D printer or the object which is printed.

Issued 5.8.17
Revised 10.20.25

Access to Public Records[IC 5-14-3]/Property

Access to public records is governed by IC 5-14-3. The official policy of the State is: "all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. Providing persons with the information is an essential function of a representative government and an integral part of the routine duties of public officials and employees, whose duty it is to provide the information." [IC 5-14-3-1]

A public record is defined as any writing, paper, report, study, map, photograph, book, card, tape recording, or other material that is created, received, retained, maintained, or filed by or with a public agency and which is generated on paper, paper substitutes, photographic media, chemically based media, magnetic or machine-readable media, electronically stored data, or any other material regardless of form or characteristics. [IC 5-14-3-2]

ADA Compliance

The Warsaw Community Public Library will make every reasonable effort to comply with the Americans with Disabilities Act; both in the area of employee and patron concerns. As concerns are discovered, the library board will address each issue, attempting to find a way to accommodate qualified individuals with physical or mental disabilities without imposing undue hardship on the library.

Agency--Business Borrowers

Many agencies (companies, businesses, and institutions) within the library district need library services. Warsaw Community Public Library will accommodate the needs of an agency and its employees by issuing a special borrower's card registered in the name of the agency. All businesses, companies, and institutions within the library taxing district are eligible for an agency card. Any professional person who is the principal lease holder or renter of a business property within the library taxing district is eligible for an agency card. Agencies must meet the qualifications for registration and complete the requirements of the policy.

The initial request for an agency/business card is to be submitted to the library in person - not through the mail - on agency/business letterhead stationery. The letter should state the person's name that will be responsible for the card at the agency/business and the letter must be signed by the person-in-charge at the agency or the owner/manager of the business. Only one person should be listed on the letter as the responsible person. Should the custody of the card be reassigned to another person, the agency is responsible for notifying the library of that change. This registration will allow full borrowing privileges for the agency.

The library will only issue more than one card to an agency/business when approved by one of the following people: circulation assistant, department head, or executive director. The registered agency is responsible for the controlled use of assigned cards. When more than one card is requested, each card must have a different responsible party. These people should be listed in the letter.

Agency/business card holders can choose to have all library notices sent to their email address or through SMS instead of receiving the notices through standard postal mail. The library cardholder is responsible for notifying the library of any change in email address or mobile phone number. The cardholder is responsible for all fees incurred on the card even in the event that a notice is not received by the cardholder.

Agency/business cards are valid for one year from the date of receipt. The cards may be renewed in person or by mail. The agency/business is required to bring to the library or send a letter on letterhead listing the person who will be responsible for the card.

Agency--Social Service Agencies Digital Card Borrowers

Social service agencies can request an Agency digital card to accommodate the needs of their clients.

The initial request for the agency digital card must be submitted to the library in person – not through the mail – on the agency letterhead. The letter should state who would be responsible for the card at the agency. The agency director, manager or supervisor should sign the letter.

Once the agency digital card is issued, the card can act as a 'family' card; which means clientele of the agency will be able to apply for an individual digital library card that will be attached to the agency card. Each person from the agency must bring a letter acknowledging that they are receiving services from that agency.

The agency digital card is valid for one year from the date of receipt. The cards may be renewed in person or by mail. The agency is required to bring or mail to the library a letter on agency letterhead listing the person who will be responsible for the card.

The individual cards attached to the agency will need to be renewed after 3 months from the date of receipt. Each person will need to bring a letter acknowledging that they are still receiving services from that agency.

Agency digital cards will not receive notices since checkouts and renewals are handled by the various digital applications.

Issued 3.14.2022

Child Sexual Abuse Prevention Policy

Preface

The Board of the Warsaw Community Public Library to ensure the safety of youth in their interactions with employees/volunteers and with each other will review all formal written policies with child abuse prevention components (e.g., Expected Behavior Policy, Harassment/Discrimination Policy, Unattended/Missing Child Policy) and the Child Abuse Prevention Policy yearly. This policy will be circulated to all departments of the WCPL and incorporated in each employee and volunteer handbook.

Definitions

Children/Youth/Young People

- Anyone between the ages of zero and 17 years.

Child Sexual Abuse

- "Child sexual abuse involves any sexual activity with a child where consent is not or cannot be given. This includes sexual contact that is accomplished by force or threat of force, regardless of the age of the participants, and all sexual contact between an adult and a child, regardless of whether there is deception or the child understands the sexual nature of the activity. Sexual contact between an older and a younger child also can be abusive if there is a significant disparity in age, development, or size, rendering the younger child incapable of giving informed consent. The sexually abusive acts may include sexual penetration, sexual touching, or non-contact sexual acts such as exposure or voyeurism." (Myers JEB, Berliner L. Briere J., Hendrix CT, Jenny C, Reid TA, editors. The APSAC Handbook of Child Maltreatment. 2nd ed. Thousand Oaks (CA): Sage Publications; 2002. p. 55)

Guiding Document

The following components of child sexual abuse prevention as listed in the Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures, 2007 publication issued by the U.S. Department of Health and Human Services were used in the creation of this policy as laid out below:

- Screening and Selecting Employee/Volunteers
- Guidelines on Interactions Between Individuals
- Monitoring Behavior
- Ensuring Safe Environments
- Responding to Inappropriate Behavior, Breaches in Policy, and Allegations and Suspicions of Child Sexual Abuse
- Training about Child Sexual Abuse Prevention

1: Screening and Selecting Employee/Volunteers

To select the best possible people for staff and volunteer positions and to screen out individuals who have sexually abused youth or are at risk to abuse, the following critical strategies will be used:

- Education about the library and youth-protection policies
    - Child sexual abuse prevention is one of many areas considered when selecting employees and volunteers.
    - All employees are required to sign a written acknowledgement that they have received, read, and understand the library's formal written policies including but not limited to policies on library conduct, unattended/missing child, and harassment/discrimination.
    - Volunteers are required to sign a written acknowledgement that they have received, read, and understand the library's formal written Child Sexual Prevention Policy.
- Written application (all applicants)
- Personal interview (when seriously being considered for a position or assignment)
- Reference checks (when seriously being considered for a position or assignment)
- Criminal background checks

  Yearly the type and level of background check required for each applicant will be reviewed and which offenses will be examined and which offenses will disqualify applicants. For child sexual abuse, absolute disqualifiers include violent behavior and child sexual abuse perpetration history. Depending on the risk of the situation, drug and driving offenses may also be disqualifiers. Arrest data are not grounds for disqualification; only offenses resulting in convictions. Results of background checks are confidential.

- Internal records (Check to make sure the applicant has not been previously disqualified or dismissed.)

2: Guidelines on Interactions Between Individuals

It is the policy of the WCPL to maintain a life-long learning and recreational environment that is safe for youth and free from sexual harassment and inappropriate conduct.

Violating state law regarding interactions with youth, such as providing them alcohol or illegal drugs, is forbidden. It shall be a violation of this policy for any board member, WCPL employee or volunteer of the WCPL to sexually abuse a child through conduct or communication of a sexual nature. Interactions with youth must both be appropriate and appear appropriate. This policy applies to employees as well as to non-employees and volunteers who work subject to the control of library authorities. It shall also be a violation of this policy for children and/or young adults to harass other children and/or young adults or adults through conduct or communication of a sexual nature.
Types of sexual harassment or inappropriate conduct:

- Sexual harassment or inappropriate conduct shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a child, when made by any employee to another employee, when made by any child to another child, or when made by any child to an employee or adult.
- Unwelcome conduct of a sexual nature may include verbal or physical advances and/or comments regarding physical or personality characteristics of a sexual nature. Verbal or physical conduct of a sexual nature constitutes sexual harassment or inappropriate conduct when the alleged victim has indicated, by his or her conduct or verbal objection, that it is unwelcome.
- Examples of sexual harassment or inappropriate conduct, as set forth in the Harassment/Discrimination Policy and below, may include but is not limited to:
    - Unwelcome sexual comments, touching, advances or suggestions, pressure for sexual activity.
    - Verbal comments about an individual's body.
    - Sexually suggestive or offensive dress.
    - Any repeated remarks (e.g., words, jokes) and actions to a person with sexual or demeaning implications.
    - Any other actions, words, jokes, or comments, which interfere with a person's ability to perform his/her job/assignment, or adversely affect the library environment (e.g., suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's status).

Critical strategies to balance positive and negative interactions include:

- Appropriate/inappropriate/harmful behaviors
    - Young people look to adults for examples of appropriate behavior. Use appropriate language and model honorable behavior, such as respect, integrity, honesty, and excellence. Appropriate, positive interactions among youth and between employees/volunteers and youth are essential in supporting positive youth development, making youth feel valued, and providing the caring connections that serve as protective factors for youth.
    - Inappropriate or harmful interactions put youth at risk for adverse physical and emotional outcomes.
    - The benefits of appropriate interactions must be carefully balanced with the risks associated with inappropriate interactions.
- Appropriate/inappropriate/harmful behaviors identified will be reviewed yearly
    - Sometimes it is unclear if a behavior is appropriate, inappropriate, or harmful. *The following are only examples, not a comprehensive list. Other actions not listed could result in suspension or dismissal as an employee or volunteer.*
        - Physical behavior:
            - Take particular care when touching youth. Avoid the head/face. Consider how any physical contact may be perceived.

        - Most people understand the difference between appropriate touching, like a handshake or pat on the back or shoulder, and touching which is sexual or disrespectful.
        - Inappropriate/harmful behavior includes but is not limited to: patting the buttocks, intimate/romantic, sexual contact, corporal punishment, showing pornography or involving youth in pornographic activities.
        - Intimate contact, such as kissing, may be developmentally appropriate for older youth, but inappropriate within the confines of the library. It may even be harmful if the kissing is coercive.
        - Hugging may be appropriate and positive in some circumstances, but it can also be inappropriate if the child is not receptive, if the employee/volunteer is hugging too often or for too long, or if the contact is romanticized or sexually intimate.
    - Verbal communication:
        - Praise and positive reinforcement for good work/behavior is appropriate.
        - Inappropriate/harmful behavior includes but is not limited to: sexually provocative or degrading comments, profanity and risqué jokes.
- Ratios of employees/volunteers to youth
    - The goal of setting ratios for the number of employees/volunteers to youth is to ensure the safety of the youth. There is no standard ratio for all situations. For each situation, contextual variables will be considered such as age and developmental level of youth and employees/volunteers, risk of the activity and level of isolation from others, and location of the activity. If youth or employees/volunteers are young, a lower ratio of youth per adult is acceptable (e.g., 1 to 10).
- One-on-one interactions
    - Employees and volunteers will spend most of their time with young people in groups (e.g., family units, student classes, library programs, summer reading program activities). When youth-attended library-sanctioned group activities and programs are held at the library or at approved off-site locations "behind closed doors" (e.g., door(s) shut and no windows), the library strongly encourages at all times the buddy system--at least two adult library employees/volunteers present when youth are present. But in group situations, where the space is open or the enclosed space (e.g., meeting room, study room) has doors open or a closed door with a clear viewable window, at least one adult employee/volunteer must be present.
    - Occasionally one-to-one interaction may be required in an enclosed space (e.g., meeting room, restroom, elevator, staff office). Prior to any one-to-one interaction "behind closed doors", a library employee/volunteer will ensure another adult employee/volunteer is present.
    - Favoritism, or the appearance of favoritism, should be avoided.
    - Library employees/volunteers are responsible for the quality of interactions. Young people often find it difficult to state discomfort or objections. Therefore, be especially sensitive to physical and verbal cues that youth send.
- Risk of interactions between youth

    - Yearly review all situations where unsupervised youth can sexually or physically abuse other youth and reinforce using the buddy system for adults working with youth.
    - Bullying and sexual abuse between youth is prohibited and will result in immediate investigation. Consequences can include immediate removal for a set period of time or permanently from the library premises depending on the situation.
- Prohibitions and restrictions on certain activities
    - Some activities, such as overnight reading lock-ins, bathroom interactions, and nighttime activities (e.g., star gazing) pose greater risks for child sexual abuse and will be restricted and/or closely monitored on a case by case basis.
    - Bathroom interactions pose greater risks for child sexual abuse and are prohibited unless two adults are available.
- Out-of-program contact should remain on a professional "work" level not "friends" level
- Caregiver information and permission
    - Obtain addresses and contact information for youth and caregivers when obtaining permission for youth to participate in rare activities such as field trips, late-night activities, and overnight trips. Inform caregivers about what their children/youth will be doing and where they will be going. Allow caregivers to have input on what activities or interactions they are comfortable with for their children.
- Responsibility for youth
    - Parents/guardians may not leave their children under age nine at the library by themselves.
    - Parents/guardians are responsible for the behavior of their children and young adults who may disrupt library service.

3: Monitoring Behavior

Critical strategies to monitor inappropriate or harmful behaviors, potential risk situations, and appropriate behaviors:

- Responding to what is observed
    - Yearly the library's monitoring protocol will be reviewed so that employees/volunteers are clear about their roles and responsibilities working around youth. Employees/volunteers should be prepared to respond immediately to inappropriate or harmful behavior, potential risk situations, and potential boundary violations.
    - Supervisors will redirect inappropriate behaviors to promote positive behaviors, confront inappropriate or harmful behaviors, and report these behaviors when necessary.
- Roles and responsibilities
    - All employees/volunteers shall be responsible for monitoring behavior and interactions within the library premises. Employees/volunteers working with youth will need to do more supervision and monitoring. Youth often lack judgment, creating more risk for inappropriate or harmful behavior to happen.
    - Employees/volunteers will report any inappropriate/harmful behaviors or practices observed to administration using the reporting structure below.
- Clear reporting structure within organization

- Any person who alleges sexual harassment or inappropriate conduct by any employee, volunteer or child may use the complaint procedure or present a written report to the most immediate supervisor not involved in the harassment or inappropriate conduct. Or a complaint may be shared directly to a library supervisor, department head, business manager, assistant director, or director.
- Filing of a complaint or otherwise reporting sexual harassment or inappropriate conduct will not reflect upon the individuals' status nor will it affect future work assignments.
- The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the library's legal obligations and the necessity to investigate allegations or misconduct and to take corrective action when this conduct has occurred.

- Observation and contact with employees/volunteers
  - Both formal evaluations by a supervisor and informal observations (e.g., roving and checking interactions throughout an activity period), and frequent contact with employees/volunteers and youth who interact off-site will be used yearly.
- Documentation that monitoring has occurred
  - Supervisors will emphasize to employees/volunteers that written records, positive reinforcement, and good supervision are essential and nonnegotiable as part of the library's child sexual abuse prevention efforts.

4: Ensuring Safe Environments

The risk of the environment will be considered yearly. Critical strategies include:

- Visibility
  - The library facility and its public spaces are open and visible to multiple people.
  - Retain clear lines of sight throughout the building and adjust library furnishing (e.g., shelves) for optimum visibility when able.
  - Secure areas not used for program purposes are secured to prevent youth from being isolated (e.g., lock closets and storerooms).
  - Public space doors has windows.
  - There will be "no closed doors" when youth are present.
  - Bright lighting in all areas is important to ensure open visible spaces with no possible concealment.
- Privacy must be ensured when youth are in restrooms and/or changing clothes
- Access control

  The library supports the American Library Association (ALA)'s Library Bill of Rights:
  - "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." (See WCPL Patron Services Polices Appendix: The Library Bill of Rights.)
  - The ALA's Access to Library Resources and Services for Minors states:

    "…[P]arents—and only parents—have the right and responsibility to restrict access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot

assume the role of parents or the functions of parental authority in the private relationship between parent and child…librarians cannot act *in loco parentis…"*

- Transportation policies
    - A child may not ride alone in a car with only one employee/volunteer present.
    - Parents and guardians will provide transportation to off-site library activities and must pick-up their child or children before the end of the day or the event.
- Monitoring devices (e.g., video cameras)
    - Areas for monitoring at the library will be defined on a yearly basis.

5: Responding to Inappropriate Behavior, Breaches in Policy, and Allegations and Suspicions of Child Sexual Abuse

Under Indiana law, an individual who has reason to believe that a child is a victim of child abuse or neglect must immediately make a report to the Indiana Department of Child Services or the local law enforcement agency. Even if the individual makes a report to the library, making a report to the library does not relieve the individual of the obligation to make a report to the Indiana Department of Child Services or the local law enforcement agency on the individuals own behalf, unless a report has already been made to the Indiana Department of Child Service's or the local law enforcement agency to the best of the individual's belief.

6: Training about Child Sexual Abuse Prevention

General guiding principles include:

- Overarching frame in training employees/volunteers
    - Healthy sexuality (distinguish child sexual abuse from something that is healthy and normal).
    - Rights and responsibility (teaching individuals that they have the right to be treated appropriately and the responsibility to treat others appropriately).
- Integration of content into the entire organization
    - Modeled by everyone from management to employees/volunteers.
    - Content evident in performance measures, supervisors' feedback, etc.
- Creation of a safe space in which to ask questions, report, and be proactive
- Point of contact for child sexual abuse questions and concerns

Critical content for training employees/volunteers:

- Yearly employees/volunteers will re-sign the Adult Behavior Expectations form
- Employee/volunteer education and training will be offered yearly to help keep the library environment safe for children and empower caring adults to protect children. Includes:
    - All related policies and procedures that the library chooses.
    - Initially use local expert for child sexual abuse information program presenter.
    - Importance of preventing child sexual abuse.
    - Personal conduct.
    - Healthy development of youth.
    - Protective factors.

- Handling disclosures.
- Immunity and support for reporters.
- The key message to be sent is that:
  - Child abuse is not tolerated,
  - Children are vigilantly protected,
  - Victims are listened to, heard, and shielded from further abuse, and
  - Offenders are identified and punished.

Critical content for training parents/guardians when offered will include:

- Child sexual abuse information
- The importance of recognizing and taking advantage of teachable moments with children (e.g., The American Academy of Pediatrics recommends age-appropriate conversations with children.)
- Parents and guardians need to understand child sexual abuse and their role in preventing it in the context of explaining healthy sexual development (e.g., what is appropriate and when). Possible examples to include:
  - Do NOT insist that children hug or kiss others. Let children express affection on their own terms.
  - Caregivers can let a child know that their feelings are important to them.
  - Caregivers should intervene if it is noted that a child is uncomfortable doing something that another adult asks him or her to do.
- Education about WCPL's child sexual abuse policies and procedures

Critical Content for training youth when offered will include:

- Local experts as program presenters so that the training for youth will be both developmentally appropriate and at the proper skill level.
- A library collection of materials on sexual abuse prevention for youth will be maintained.
  - Provide youth with basic information about child sexual abuse, including what constitutes appropriate, inappropriate, and harmful behavior for adults and other youth. (e.g., Youth need to know that no one has the right to force, trick, or coerce them into sexual situations and that sexual offenders, not their victims, are responsible for their behavior.)
  - Teach youth how to interact appropriately with each other.
  - Discuss the importance of reporting inappropriate or harmful behavior.
- Protective factors:
  - Educate youth about the bystander approach. Empower youth to intervene or tell someone when they see inappropriate or harmful interactions between adults and youth or between youth. Encourage youth to tell a trusted adult about inappropriate or harmful things that have happened to themselves.
  - Empower and encourage youth to adopt healthy strategies to protect themselves, such as checking with an adult before doing activities, going places with friends instead of alone, and identifying trusted adults.
  - Teach youth to recognize appropriate behavior and to avoid exploitive or inappropriate behavior toward others.

Revised 1.11.2021

The Collection Development Policy upholds the mission of the Warsaw Community Public Library, which is to provide cultural, informational, and recreational services for all; to build a basic collection of print and non-print materials with access to lesser used materials through library networks; and to provide services that promote lifelong education, communication of ideas, enlightened citizenship, and enrichment of personal lives.

The Collection Development Policy directs Library staff in the maintenance and development of the library's physical and digital collections. The policy also defines collection development practices, and provides continuity to selection, purchasing, and retention decisions. As part of strategic planning, the Collection Development Policy will be reviewed regularly to ensure it is a living document that addresses up-to-date collection concerns.

The collection supports the interests and needs of people of all ages, starting with early literacy and including children, teens, and adults.

COMMUNITY PROFILE

Knowledge of our community is essential in making decisions about the Library's collection. Our collection reflects the diverse, dynamic community we serve. Our community has a rich cultural tradition and is proud of its arts, civic, philanthropic, educational, sports, and recreational opportunities and institutions. The Library defines its primary service audience as residents of Wayne Township and the City of Warsaw.

COLLECTION DEVELOPMENT RESPONSIBILITIES

Ultimate responsibility for collection development rest with the Executive Director, who administers under the authority of the Board of Trustees. The Executive Director in turn, delegates the authority to department head professionals who oversees this responsibility and designated staff who make individual selection decisions that are responsive to public demand.

All Library staff members and the public are encouraged to recommend items for consideration. Recommendations are evaluated with the same criteria for acquisition as items purchased for the collection.

CRITERIA FOR ACQUISITION

Library staff utilize professional judgment and expertise, training, subject knowledge and selection criteria to identify collection development goals. These goals inform their collection development decisions to meet community wants, needs, and interests, including decisions about choosing titles, identifying quantities for purchase, and selecting locations for materials.

Heavy emphasis is placed on obtaining materials in multiple formats when appropriate, including, print, audiovisual, and digital resources and of broadest appeal and usefulness to the general public. Budget allocation by subject and format is based on public demand, strengths and weaknesses of the existing collections, physical space requirements, acquisitions procedures, usage statistics, and available budget resources. Items may be added to the circulating, reference, or digital collections. Request levels in the circulating and digital collections are monitored after purchase to respond to public demand. An item added need not meet all criteria for inclusion in the collection.

Evaluation criteria selectors use for all acquisitions include, but are not limited to:

- Public demand and anticipated demand
- Relevance to the interest and needs of the community
- Attention of critics and reviewers, award winners, or inclusion in bibliographies
- Significance, timeliness, or permanence of subject matter
- Relevance and suitability of physical format
- Representation of diverse points of view
- Clarity, accuracy, and logic of presentation
- Relevance to early literacy
- Responsiveness to school-age and teen interest, and scholastic support and enrichment
- Literary merit and contribution to the field of knowledge
- Relationship to the existing collection
- Reputation or qualifications of the author, creator, or publisher
- Value of the resource in relation to its cost
- Suitability of subject and style for intended audience
- Availability of content through the Internet, subscription databases, or other means

Condition of material
Language of item

Additional criteria for electronic resources

include:

Ease of use and remote access potential
Hardware, software, networking, and storage requirements
Licensing requirements
Comparison of content and cost with other available formats
Long-term availability and perpetual access rights

ADULT COLLECTION

Although the adult collection is technically intended for adults, ages 18 and up, it is recognized that many materials throughout the various adult collections and formats will be of interest to younger persons as well.

Nonfiction and fiction titles are chosen to support the informational and recreational needs of adults in the community. Genres are popular subsets of the fiction collection and are therefore considered separate collections and shelved accordingly when possible.

TEEN COLLECTION

The Library supports the development of a specialized collection to serve young people in the transitional period between children's and adult reading. Print and non-print materials are selected using the same overall criteria for acquisition applied to all materials; however, emphasis is also made to include materials that support the educational curriculum from local schools. Fiction and nonfiction book titles are chosen based on literary merit and popularity with the view of encouraging young adults to read for pleasure and to gain information about the world around them. Although the emphasis in the young adult collection is on contemporary material, the collection also includes some standard works which show excellence in content and writing style.

CHILDREN'S COLLECTION

The children's collection provides materials in a variety of formats to satisfy the cultural, informational, and recreational needs of children from birth through age 12, their

caregivers, as well as adults interested in children's literature. Print and non-print materials are selected using the same overall criteria for acquisition, with particular regard to the stages of emotional and intellectual development of children.
Fiction and nonfiction materials are selected with the view of encouraging children to read for pleasure and to gain information about the world around them. The collection includes early literacy formats that target the importance of reading aloud to children during the first five years.

DESELECTION AND COLLECTION MAINTENANCE

Deselection of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate, and appealing collection and to facilitate its ease of use.

An item may be deselected for several reasons, including:

Information is out of date or superseded by a newer edition
or source Item is worn, musty, or damaged
Item no longer responds to current needs or
interests
Materials in the format are no longer collected

Deselected items may disposed of through book sales, giveaways, exchanges, or recycling.

GIFTS

The Library accepts donations that supplement and enhance its collections. Gifts are evaluated according to the same overall criteria for acquisition applied to purchased materials. Unused gifts may be given to the Friends of the Library for public sale or further disposal as the Friends deem suitable, or they may be disposed of through other means determined by the Library.

INTELLECTUAL FREEDOM

The Library respects the freedom of information for its users and adheres to the principles expressed in the American Library Association's Library Bill of Rights and Freedom to Read and Freedom to View statements. The Library's goal is to offer a diversity of ideas and opinions, including those which may be unorthodox or controversial. The Library opposes any attempts by individuals or groups to censor items in its collection. Responsibility for the reading choices of minors rests with their

parents or legal guardians. Selection of adult materials will not be restricted by the possibility that these items may come into the possession of children, nor does the Library use any system of coding, rating, or labeling to identify or segregate materials for purposes of censorship. Challenges regarding Library materials are handled in accordance with the Library's Requests for Reconsideration policy.

Revised 4.17.17

Computer Usage & Internet Acceptable Use Policy

Introduction

Freedom of speech and freedom of the press are rights of our heritage, guaranteed to each of us by the Constitution, and defended by our courts. The right to have access to the diverse opinions and ideas of our human record, both past and present, is essential if we are to intelligently and humanely exercise our rights and responsibilities to make decisions affecting our families, community, and nation. Libraries facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding patron access to the Internet, Warsaw Community Public Library (WCPL) considers its own stated mission, goals, and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees. Access to the Internet enables patrons to explore thousands of libraries, databases, web sites, and other resources. Library staff will provide basic instruction to patrons in its use. At this time, the library does not offer e-mail accounts or chat assistance.

Purpose

The purpose of library-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, patrons' use must be consistent with library policies. Guest computer user cards will be available at the circulation desk for those who are visiting our community. However, we do recommend that you apply for a computer user card if you will be using our computers more than once. Access is a privilege, not a right. Access entails responsibility.

Confidentiality

Internet access may be monitored for policy violations (see below). In general, however, the library will treat information viewed or stored on computers as confidential. Requests for disclosure of information will be honored only under one of the following conditions:

- when approved by the appropriate library administrator;
- when authorized by the owners of the information;
- when required by local, state or federal law.

When possible and appropriate, computer users will receive prior notice of such disclosures. (Information viewed by staff in the course of normal system maintenance does not constitute disclosure.)

Minors

It is WCPL's intent to make internet access available to all library patrons in order to further educational and informational goals and objectives. Due to the concern for safety and security of

minors, WCPL encourages caution when using the internet, electronic mail, and other forms of electronic communication. Parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. Families should be aware that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people.

The Internet contains material of a controversial nature. WCPL will apply a filter solution in accordance with the Child Internet Protection Act (CIPA) and other federal, state, and local legislation. The library Board of Trustees will review this policy annually. Parents of minor children assume full responsibility for their children's use of the Internet through the library's connection. WCPL's technology protection is a specific system that blocks or filters specific internet sites. Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that are offensive, but does not eliminate that possibility. Filters sometimes block access to sites that users would consider both inoffensive and useful. WCPL staff reserves the right to check all workstations of suspicious/inappropriate activity. In accordance with the Children's Internet Protection Act (CIPA), no one under the age of 18 may have unfiltered access to the Internet.

Parents and children are encouraged to read materials the library provides about this issue. One good source for your child's safety on the Internet is "Child Safety on the Information Highway", reprinted and distributed with permission of the National Center for Missing and Exploited Children.

Violations

The following uses of library-provided Internet access are considered inappropriate or illegal and are not permitted:

a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
b. to transmit obscene, abusive, or sexually explicit language;
c. to violate any local, state, or federal statute;
d. to vandalize, damage, or disable the library property or of another individual or organization;
e. to access another individual's materials, information, or files without permission;
f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;

Examples of other violations include, but are not limited to, the following:

a. harassment of other users;
b. libeling or slandering other users;
c. disruption or unauthorized monitoring of electronic communications;
d. violation of computer system security;
e. unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;
f. use of computer communications facilities in ways that unnecessarily impede computing activities;
g. violation of software license agreements;
h. violation of network usage policies and regulations;
i. violation of another user's privacy.

WCPL reserves the right to terminate any patron's Internet use privileges if inappropriate sites are accessed, displayed or posted. *(When written evidence of policy violations or illegal activity, WCPL, reserves the right to refer to in-house documentation and logs—including but not limited to records of recent Internet sites visited by the individual user, computer use times and registration information, and screenshots of the offence in progress.)*

Any violation of library policy will result in loss of library-provided access to the Internet. Violations may include, but are not limited to, users whose account has been turned over to the library's material collection agency for owing $25 or more and users who write a check to the library for non-sufficient funds (NSF). Violators will forfeit the ability to borrow library materials and will lose their Internet privileges until full restitution is made. Additional disciplinary action will be dealt with in a serious and appropriate manner and will be determined in keeping with existing library procedures and practices regarding inappropriate language or behavior. It is possible for violators of this policy to lose all library privileges *(i.e. borrowing materials and computer usage.)* (Staff will be subject to normal disciplinary procedures as well.).

A person who knowingly or intentionally… displays matter that is offensive and harmful to minors in an area to which minors have visual, auditory, or physical access…commits a Class D felony. IC 35-49-3-3.

Users whose WCPL Internet conduct violates federal, state or local laws may be prosecuted to the full extent of the law. WCPL will cooperate with the proper authorities in the investigation and prosecution of illegal activities.

Disclaimer

The library makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The library is not responsible for lost or corrupted data due to network or hardware failure or power loss, or due to the activities of others. The library is not responsible for lost or corrupted data due to viruses, or other detrimental code or programs. Users of electronic mail, online banking, social networking sites or any other online activity should make all efforts to protect their privacy and secure all usernames, passwords, or other information they deem private. Patrons should log out of public Internet stations before they leave the station. There is no guarantee that WCPL or its staff can protect the user's privacy at library computers. Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rest with the user. WCPL assumes no liability for loss of damage to the user's data or for any damage or injury arising from invasion of the user's privacy. The library will not be responsible for the accuracy, nature, or quality of information stored on library diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through library-provided Internet access. The library will not be responsible for unauthorized financial obligations resulting from library-provided access to the Internet.

Library staff cannot control the availability of information links, which often change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information.

Users need to be good information consumers, questioning the validity of any and all the information gathered through Internet resources.

Time limits for public Internet computer use will be devised and enforced to ensure all patrons are able to fairly utilize Library resources. Patrons providing their own equipment and utilizing wireless connectivity are not currently time restricted but have reduced maximum bandwidth. Wireless Internet connectivity is not guaranteed due to the nature of wireless networking, and quality of signal or connection is not guaranteed.

The library will not be responsible for personal property or equipment, which is lost, damaged, stolen or used to access Library computers or networks or for library-provided Internet access.

Generally, the library does not offer technical support for equipment not owned by the library. However, we will try to accommodate requests for technical assistance within our ability and if time permits.

The Internet contains material of a controversial nature. WCPL will apply a filter solution in accordance with the Child Internet Protection Act (CIPA) and other federal, state, and local legislation. In accordance with CIPA regulations the library will provide unfiltered Internet access to adults if they request it. The library Board of Trustees will review this policy annually

Addendum for Staff Computer Users

Library Mission

Library computing resources are to be used to advance the library's mission. Staff may use them only for purposes related to the discharge of their duties as employees, their official business with the library, and other library-sanctioned activities.

Guidelines for Staff Use of External Networks

Members of the library community who use networks or facilities not owned by the library will adhere to the policies and procedures established by the administrators of these networks and facilities. (These can usually be obtained from the network information center of the network in question.) Use of library computing resources must follow the guidelines of all of the networks traversed.

Guidelines for Staff Internal Use of Library Computers

The library's internal network is connected to the Internet. Everyone with computer access to the internal network has the ability to access the Internet, including use of electronic mail and the World Wide Web. While the Internet is a great resource for our organization, it is the responsibility of each employee to use this resource responsibly and respectfully. Library staff are subject to the Computer Usage and Internet Acceptable Use Policy in its entirety. It is assumed that the predominant use of these resources will be for work use, and that any personal use of electronic mail or the World Wide Web will be limited; never a priority over work matters. If an employee violates the Computer Usage Policy, disciplinary action will be taken, up to and including dismissal.

Passwords assigned to staff members allowing access to the library's internal network and subscription databases are confidential and should not be shared with anyone. Indiscriminate sharing of passwords could compromise the library's network and subscriptions and may subject the employee to disciplinary action.

Electronic mail sent from the library by staff should be treated the same as any other communication that is sent. All communications represent WCPL as a whole, and as such, should be written in a professional and appropriate manner. Employees cannot use library resources to view or send any inappropriate materials or messages. This also applies to any material that is published on WCPL's Web site.

Staff should not use departmental computing resources for private business purposes unrelated to the mission of the library without approval by the department head. Family and friends are also not allowed to use library computers.

The appropriate department head with the following minimum guidelines in effect may approve personal use of library computing resources:

a. personal use will be on an employee's personal time.
b. it will not interfere with any work-related activity.
c. the person will supply his or her own expendable materials.
d. hard disk space should be reserved for departmental administrative tasks rather than for personal use.

The library has the right and capability to monitor email and computer usage. Computers assigned to library staff are property of WCPL and as such are subject to periodic scrutiny. Employees have no right of privacy as to any information or files maintained in or on library property or transmitted or stored through the library's electronic information systems or other technical resources.

The library encourages staff to use e-mail for job-related communication and professional development. Use of e-mail for personal interest is not permitted on library time.

The use of computer games or social networking sites for personal interest is also not permitted on library time.

If there are any questions regarding this policy, please contact the executive director or your department head.

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Reviewed: 11.14.2022
Reviewed: 11.13.23

Data Retention Policy

PURPOSE

The purpose of this policy is to outline Warsaw Community Public Library's retention schedules and establish best practices for data retention at WCPL, using established guidelines as outlined for state and local government agencies. Referenced material includes IC 5-14-3-3, IC 5-14-3-7 and IC 5-15-5.1-10, the Commission on Public Records Email Retention Policy, and the Public Libraries General Retention Financial Schedule.

SCOPE

This policy affects all library staff and all information generated in the process of providing library services.

ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

LITIGATION

In the event of receipt of an official court order requesting information, all pertaining documents types (email, user files, etc.) deletion permissions will be suspended, or copies of said information will be made and maintained for the duration of the order as needed, with the possibility of network services being suspended if required to fulfill the order.

DIGITAL ARCHIVES

Where not explicitly restricted by state or federal guidelines, any and all information required to be retained more than 1 year will be archived in digital formats as possible. Digital formats allowed include Portable Document Format (PDF) and text (TXT). Digital documents will be stored at server level (nightly backup with Windows Server Volume Shadow Copy) as well as external hard drives and at times, flash drives. Original hard copies of digitized information will only be kept if required by law.

1.0 EMAIL RETENTION

1.1 Purpose

The Email Retention Policy is intended to help employees determine what information sent or received by email should be retained and for how long. The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies. All employees should familiarize themselves with the email retention topic areas that follow this introduction. Questions about the proper classification of a specific piece of information should be addressed to your manager. Questions about these guidelines should be addressed to the Administration Office.

1.2 Scope

Any email that contains information used to conduct library business should be treated as subject to this retention policy. All WCPL email information is categorized into four main classifications with retention guidelines:

- Administrative Email Correspondence (4 years)
- Fiscal Email Correspondence (4 years)
- General Email Correspondence (1 year)
- Ephemeral Email Correspondence (Retain until read, then destroy)
- Terminated employees Email Correspondence and Google Drive (Retain for a minimum of six months or longer as needed)

1.3 Policy

1.3.1 Administrative Email Correspondence

Administrative email correspondence includes, though is not limited to, clarification of established company policy, including holidays, time card information, dress code, work place behavior and any legal issues.

1.3.2 Fiscal Email Correspondence

Fiscal email includes, though is not limited to, clarification of established policy or procedure involving staff payroll, benefits, paychecks, banking information, or tax information.

1.3.3 General Email Correspondence

General Email Correspondence covers information that relates to customer interaction and the operational decisions of the business. The individual employee is responsible for email retention of General Correspondence.

1.3.4 Ephemeral Email Correspondence

Ephemeral Email Correspondence is by far the largest category and includes personal email, requests for recommendations or review, email related to collections, reference questions, project development, updates and status reports.

1.3.5 Google Chat

Google Chat General Correspondence may be saved with the logging function or copied into a file and saved. Google Chat conversations that are Administrative or Fiscal in nature should be copied into an email message and sent to the appropriate email retention address, although it is not recommended to carry on Administrative or Fiscal oriented conversations through Google Chat.

1.4 Notes

1.4.1 Approved Electronic Mail

Business G-Mail through the domain of Warsawlibrary.org will be provided to all active staff of WCPL. This account will be monitored and maintained by the Systems Administrator.

1.4.2 Approved Instant Messenger
Google Chat is-the only IM client that is approved for use on WCPL computers.

1.4.3 Encryption
International issues regarding encryption are complex and far reaching, requiring explicit adherence to federal guidelines on export controls on cryptography. Consult IT Services and Administration for further guidance. Administration should contact IT Services and/or the library's legal services before authorizing encrypted communication outside the US.

WCPL communications are not encrypted, and should not be used outside of authorized testing purposes only. No correspondence or information should be transmitted in an encrypted form without express permission and cooperation of IT Services.

2.0 Computer Log Retention Policy

2.1 Purpose & Definition:

Log Retention Policy is intended to help employees determine what log information should be discarded or retained and for how long.

A log is a (typically electronic) information set that lists all actions that have occurred on a device, within an application, or on a server. Log information can be used to generate reports or documents and can include raw information, computer code, warning IDs, images, or error codes such as given by printers. Logs typically include information to assist in software troubleshooting, or in the generation of a draft or final report or piece of information.

2.2 Scope:

Any logs generated by library owned computers should be considered subject to this policy. All employees should familiarize themselves with the log retention topic areas that follow this introduction. By their nature, logs have a limited useful lifespan. Logs consume resources and space, and should be routinely cleared/deleted. Questions about the proper classification of a specific piece of information, or about these guidelines, should be addressed to IT Services.

- Specific logs: Specifically named logs identified as required to perform reports/services, typically deleted as determined by the need of the contained information.
- Computer logs: Clear as needed
- General retention: (Including all other logs not specified above) Not more than 3 months.

2.3 Policy:

2.3.1 Specific logs
Specific logs are identified by IT Services as abnormal, having information needed for extended periods. Specific logs will be identified and documented by IT Services, along with their retention duration.

2.3.2 Computer logs
Computer logs include those found in Microsoft Windows computer's Event Viewer utility, and many other products, including the library's ILS system. Software log files are used for PC troubleshooting purposes, and are therefore subject to frequent deletion during the troubleshooting process.
2.3.3 General Retention
Generally retained logs include all other logs not discussed here.

3.0 Document retention policy

3.1 Purpose

The Document Retention Policy identifies information required to be maintained by the library and for how long. All employees affected should familiarize themselves with this policy.

Questions about the proper classification of a specific piece of information should be addressed to your manager. Questions about these guidelines should be addressed to the Administration Office.

3.2 Policy

Documents required to be retained are as follows:

- Documents as described by the Public Libraries General Retention Financial Schedule. Durations for each type of information are defined in that document. Guidelines for this are defined in IC 5-15-1-1 et seq. (the Public Records Law) and the Kosciusko County Commission on Public Records as prescribed by IC 5-15-6-2.5.
- Board minutes shall be kept indefinitely.
- Patron library card applications are digitized by circulation for long term storage. The applications are archived in IT Services for reference. Applications are kept for at least 10 years for reference.

Confidentiality:

The contents of electronic media are to be used for library purposes only, and are not to be used, sold, given, or transmitted outside of library personnel for any purpose other than library business, or under legal request in the form of a court order.

Summary of Responsibilities:

This policy should be reviewed for changes or updates on an annual basis.

Revised 3.10.2025

Employment Applications

To help ensure a safe environment, Warsaw Community Public Library relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Applications of those who are hired become part of the personnel file of the employee. If a diploma or transcripts are required for a position, they must be in the personnel file by the end of the first month of employment. The Warsaw Community Public Library uses the services of ADP Screening and Selection Services to perform criminal background checks for individuals who are more than 18 years of age. All applicants will need to sign the release authorization form along with their application. Failure to sign this form will eliminate that applicant from the interview process.

Employment applications for those not hired are kept on file for one year, after which time they will be properly disposed.

Revised 12.14.2020

Equal Opportunity Employment

It is the policy of the Warsaw Community Public Library to promote equal opportunity in the areas of recruitment, employment, training, development, transfer, promotion, discipline, termination, and all other conditions or privileges of employment. Our employment practices are without regard to race, color, religion, sex, national origin, age, disability, genetic information, citizenship status, military status, sexual orientation, gender identity, ancestry, veteran status, and all other categories protected by federal, state, and local anti-discrimination laws.

The basis for selection of persons for positions at the Warsaw Community Public Library is qualifications and abilities required to do the job.

The library takes appropriate steps to provide reasonable accommodation upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship. Management also takes appropriate steps to provide reasonable accommodation upon request to employees whose religious beliefs or restrictions create a conflict with the library's policies, practices, or procedures so long as doing so does not cause an undue hardship. If you need accommodation, please provide a written description of your situation and your needs to the library director, and someone will contact you to discuss your request.

Revised 1.11.2021

Exhibits/Displays/Bulletin Board & Handouts Policy

As part of its mission, the Warsaw Community Public Library is a forum for information and ideas to the community through displays, handouts, announcements, and exhibits provided from the library's own collection and/or services or through those of other non-profit organizations, community groups and individuals, and educational or governmental agencies. Though the Library may provide space, from time to time, for a display, handout, announcement or exhibit, this does not mean the Library endorses the activity and/or information. The uses made of these spaces will conform to the Library Bill of Rights included in WCPL's Patron Services Policies. Article I state, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Due to space constraints, a limited amount of exhibit case and display area space is occasionally available for use by non-profit organizations, community groups, and educational or governmental agencies. The Library reserves the right to limit the size, the number of items, the schedule of any display, and the frequency with which the group or organization may have a display. All exhibits and displays are offered to the Library on a voluntary, non-fee basis. Displays of a commercial nature will not be accepted. Materials that constitute advertising for a business will not be accepted for any of the spaces.

In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. The utilization of exhibit space by any group or individual shall not imply endorsement or approval by the WCPL. A disclaimer stating that the library does not advocate or endorse the artistic expression, beliefs or viewpoints of topics, which may be the subject of library exhibits, will appear in the display area. Each display will prominently indicate who prepared it and who to contact for information.

The library reserves the right to reject any display or item, which, in the judgment of the director, is illegal or which may interfere with the normal operation of the library. The library will not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library will be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library (e.g. reconsideration of library materials procedure.)

Exhibits/Displays

The library limits access to exhibit space to groups and individuals from within the community served by the library or to displays of interest to the community served by the library. The display should be related to the work of the eligible group.

All exhibits/displays are subject to the approval by assigned staff (e.g., Technical Librarian, Adult Librarian, and Executive Director) and will be accepted or rejected in their sole discretion based on the exhibits'/displays' artistic, educational, cultural, intellectual, charitable activities, and/or informational merit.

Exhibits in the library will be viewed by individuals of all ages. The materials of the exhibits must therefore visually meet "a standard acceptable to the community."

All exhibitors must complete a display application and should check with the library for available dates. Applications for displays are made through the Circulation Supervisor and/or Public Relations and/or Information Services areas and are on a first-come; first-served reservation basis for educational, artistic, informational and cultural displays and exhibits or as otherwise decided upon by the library.

All exhibitors must sign an 'Exhibit Release Form' freeing the library from any responsibility for loss, damage, or destruction of exhibited items while they are being displayed at the library. Regular library security will be given to the display; however, the library provides no insurance.

Exhibitors are responsible for the setting up and dismantling of their exhibits/displays. Unless special arrangements have been made, items are normally kept on display for one calendar month. Displays in locked cases must be attractive and visible from all sides. It is required that all items exhibited remain in the library and on display for the length of the exhibit, regardless of whether one or more items may have been sold while on display. The Executive Director shall have the right to discard or otherwise dispose of any exhibits/displays that are not dismantled and removed from the Library in a timely fashion, and shall not, in such event, be responsible for the value of these discarded or disposed of items.

While the Library avoids canceling or suspending displays or exhibits, the Library reserves the right to do so if facilities are needed for library purposes.

Exhibitors are responsible for repair/replacement if the display case is damaged during set-up or removal of display items.

Exhibits/displays will be available to the public during regular library hours.

Items on display may not be purchased in the library itself. No provision will be made for the taking of orders or for joining the organization that provides the display.

Exhibitors are responsible for all publicity material relating to the exhibits/displays, which shall be submitted for approval by the library. The name of the exhibitor and contact information must be prominently displayed on the exhibit. Publicity written by library staff will be done in consultation with the exhibitor and based on the information provided.

The Executive Director must approve any exceptions to these guidelines.

Art Exhibits

Several spaces have been defined within the library for hanging art exhibits. These spaces are specially designed for ease of hanging art, with little disruption to the interior walls. Spaces for sculpture within the library are at the discretion of the library. Artists should be aware that their artwork might be touched.

Individual artists who wish to exhibit their artwork must submit slides or photos of artwork to be hung or displayed prior to receiving approval. The library reserves the right to make the final selection on what shall be displayed. Exhibits will be scheduled at the discretion of the Circulation Supervisor. Prices may not be displayed for items being exhibited. Interested patrons will need to contact the artist to decide for making a purchase off the library premises.

The WCPL accepts no liability for loss or damage for artwork either while being transported to and from the library, packed or unpacked, or exhibited in the library. The artist understands that his/her work will often be unsupervised, and that the building is open to all members of the community. The artist agrees to hold WCPL harmless from any damage or loss due to theft, vandalism, fire, water, wind, damage from visitors to the space or other calamity while the work is on exhibit at the library (see required agreement.)

The artist understands that insurance to protect his/her work is not available and thus not carried by the library while the work is in the care of and on exhibit at the library. Any insurance carried on this work shall be paid for and carried by the artist if the artist so chooses.

Handouts and Public Bulletin Boards

The Library acts as a distribution point for handout materials for public awareness from community groups and educational or governmental agencies, as well as handouts prepared by the Library to promote materials and services. Specified areas within the Library are made available for such handouts. Handouts of a commercial nature are not typically accepted unless there is a strong education or informational connection.

The Library, at its discretion, will provide reasonable space for announcements and notices of programs and activities of public interest sponsored by cultural, and educational groups through bulletin board space. Final authority for all handouts and bulletin board announcements rests with the Library. The Library reserves the right to remove inappropriate and/or unapproved items from the bulletin boards at any time, as well as outdated items and those that have been posted in excess of established time limits.

WCPL items will take precedence over all other items for display on the WCPL Bulletin boards. The next highest priority is then given to local government and community groups and organizations. Items displayed on the WCPL Bulletin Board:

Shall be Announcements NOT advertisements.

Shall be of interest for this community

Shall identify the sponsoring group or organization

Shall include a way to contact the sponsoring group or organization

Shall be no larger than 11" x 17"

Shall be done in good taste (i.e. inoffensive to children; the bulletin boards are located where children pass by them constantly)

Shall not include tear-off strips

Shall not include handout pamphlets, etc.

Shall be signed and dated by the Circulation Staff indicating approval for display

Shall be displayed for a two-week time period

Shall be taken down as soon as possible following the event.

The Library does not allow petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals by members of the public within the facility. Failure to comply will result in expulsion from the facility. No activity shall be permitted on the library premises, which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library. Groups or individuals who wish to petition, canvass or distribute literature to the public outside of the building may not impede access by the public to the facility or interfere with the use of the facility.

The Freedom to Read Statement

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

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

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

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

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

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

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

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society.

   Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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

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

   We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions

may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

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

Adopted by the Board of Trustees of the Warsaw Community Public Library November 20, 2000

Homebound Services

The Warsaw Community Public Library (WCPL) offers a free homebound service for those Wayne Township residents who cannot get to the library because of:

Permanent physical disability
Visual impairment
Temporary convalescence for illness, injury or surgery
Age
Have no other means of receiving library service such as delivery through family members or friends

Applicants must be eligible for a resident library card. If the applicant is already a member of WCPL and has charges on their card or overdue items, they will not be eligible for homebound service until the card is clear. Applicants may be required to present a physician's statement indicating the necessity for homebound service.

A WCPL staff member will contact each applicant to discuss the program, fill out the Homebound Services Application, and discuss reading preferences. If the applicant is not a current member of WCPL, a card will be issued in their name at that time. The library card will remain at WCPL if the patron is part of the homebound program. If a patron comes into WCPL to obtain materials, they will be removed from the program. Patrons with inactive checkouts for 12 months or more who have not had a discussion with a WCPL staff member about checking out eBooks will be removed from the program.

Patrons who participate in the homebound program must agree to allow WCPL to turn on their loan history to avoid duplication of material. The loan history will only be used for internal purposes and will not be shared publicly.

A WCPL staff member will select the materials based on known reading preferences or from a specific book list given by the patron, deliver the items at a scheduled time, and retrieve items previously checked out. WCPL reserves the right to restrict the format of materials based on availability

Included with each delivery is an interest form that patrons can fill out for their next month's delivery. Staff will bring a homebound bag with the patron's materials to each delivery that includes the patron's name and address secured to the outside of the bag. The bag will remain with the patron, and all the materials picked up must be in the bag when a staff member arrives for delivery. All materials must be returned by the next delivery date. Patrons may renew material one time by calling the library prior to pick-up date to request a renewal. If materials are not returned after two consecutive deliveries, patrons will be suspended from further delivery of material until all materials are returned. Failure to return library materials may result in a ban from the program. Patrons are expected to be punctual and available at

their scheduled delivery time. WCPL reserves the right to leave if a patron does not come to the door within five minutes. If at any time, a staff member is unable to reach their homebound patron, and feels that there is cause for concern, the emergency contact and/or police will be notified.

Patrons requesting homebound services must provide a safe and appropriate environment for staff members who make deliveries to their home. Staff members may choose not to deliver to a residence or leave a residence immediately and recommend suspension of service if staff do not feel safe. Safety issues may include, but are not limited to:

- Pets not confined, except for service animals
- The path to the residence is not safe and clear of snow or ice
- Any person in the residence is not fully clothed or dressed in revealing attire
- Any person in the residence uses abusive language, makes obscene gestures, or displays obscene images
- Any person in the residence harasses the staff member

Separate delivery schedules are set for each individual and for each facility. WCPL will work with staff from each senior home facility to identify a party responsible for each location who will then distribute and prepare the resident's materials every four weeks.

WCPL does not charge overdue fees, but participants may be required to pay for lost or damaged items.

Emergency contact information is required for each participant not residing in a nursing home or similar facility. WCPL staff will periodically check to ensure that all contact information remains valid.

Revised 8/11/2025

The Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Adopted by the Board of Trustees of the Warsaw Community Public Library November 20, 2000.

Homebound Services

The Warsaw Community Public Library (WCPL) offers a free homebound service for those Wayne Township residents who cannot get to the library because of:

Permanent physical disability
Visual impairment
Temporary convalescence for illness, injury or surgery
Age
Have no other means of receiving library service such as delivery through family members or friends

Applicants must be eligible for a resident library card. If the applicant is already a member of WCPL and has charges on their card or overdue items, they will not be eligible for homebound service. Applicants may be required to present a physician's statement indicating the necessity for homebound service.

The Homebound Coordinator will visit each applicant to discuss the program, fill out the Home Services Application, and discuss reading preferences. If the applicant is not a current member of WCPL, a card will be issued in their name at that time. The library card will remain at WCPL as long as the patron is part of the homebound program.

A staff member will be assigned to each participant. This employee will select the materials based on known reading preferences, deliver the items at a scheduled time, and retrieve items previously checked-out. Although the intent is to retain the same delivery person throughout the patron's involvement in the program, changes may be required due to staff turnover or participation fluctuation. Separate delivery schedules are set for each individual and/or facility.

Homebound patrons are not charged overdue fees. Participants may be required to pay for lost or damaged items.

Emergency contact information is required for each participant not residing in a nursing home or similar facility. The homebound coordinator will periodically check to ensure that all contact information remains valid. If at any time, a staff member is unable to reach their homebound patron, and feels that there is cause for concern, the emergency contact and/or police will be notified.

Homebound patrons who reside in an area with limited internet access and desire items digitally, may have the option of using a pre-loaded library provided device to access WCPL e-content.

Revised 3.9.2020

Immigration Law Compliance

Only individuals legally authorized to work in the United States are eligible for employment. Warsaw Community Public Library does not unlawfully discriminate because of citizenship status or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Revised 1.11.2021

Interlibrary Loan Policy

Interlibrary loan is a transaction in which material in one library is made available to another library upon request. Interlibrary loan is an integral part of the Warsaw Community Public Library's information service. Through the cooperative efforts of libraries, WCPL is able to provide materials and information not available within its own collections to our patrons. In turn the WCPL shares its resources with other libraries. The WCPL does adhere to the policies and procedures outlined in the interlibrary loan codes of the Indiana Library Federation and the American Library Association.

Any borrower in good standing with a valid WCPL borrower's card may request interlibrary loan service. WCPL does not request:

More than five items per person
Movies
Duplicates of titles already owned, unless the library's copy is missing or additional copies are needed for reading clubs

The library will endeavor to secure material for borrowers in a timely manner. Lending libraries are chosen using a hierarchical order: state, regional, and national, The WCPL does not charge borrowers a service fee for providing interlibrary loan service. If charges are levied from the lending library, the borrower is notified before the item is sent. The WCPL contracts with a shipping service to transport materials throughout the state. The items sent through this service will have no mailing fees, but postage will be charged for items returned through standard mail or shipping services. Return postage charges and lending library service fees will be the responsibility of the borrower, payable upon receipt of the requested item. Borrowers may indicate on the request form that they are not willing to pay postage charges. In this case, the requests are submitted only to Indiana libraries.

The lending library will set the duration of the loan period and may impose further use restrictions. The WCPL notifies the borrower by phone, mail, or e-mail of the requested item's arrival. If the item is not picked up by the due date, it is returned to the lending library and may not be reordered by the same patron for three months. Return postage charges for the item will still be added to the borrower's record. Renewals may be requested according to the lending library's policy.

Unfilled requests will be resubmitted according to the availability of holding libraries. All unfilled requests will expire 90 days after the Date of Request. Borrowers may re-petition for the materials after 30 days.

The borrower also assumes responsibility for costs associated with the loss of or damage to interlibrary loan items while in his/her possession. Overdue charges are $1.00 per day with no maximum fine. The lending library sets the replacement fee for damaged or lost materials.

Borrowing privileges are revoked until overdue items or missing material are paid for. (The library assumes ultimate responsibility for reimbursing the lending library for lost or damaged material and paying any handling fees in the event the borrower fails to make restitution.) The library assumes the responsibility for returning interlibrary loan items promptly and in good condition to the lending library.

If there is a continuing demand for requested material, the item will be considered for purchase by the library. The library complies with the Copyright Law (Title 17, U.S. Code) and its accompanying guidelines.

The WCPL participates in lending materials to requesting libraries. Regular WCPL loan periods apply to interlibrary loan items.

WCPL does not typically loan the following items:

- Items in high local demand
- Reference books
- Newspapers
- Genealogy materials
- Rare or unique materials that would be difficult to replace
- Indiana and local history items
- Movies, with a few exceptions
- Any collection with a reduced loan period

WCPL endeavors to fill all requests as quickly as possible and to the best of its ability. The library does not charge a fee for providing interlibrary loan service to requesting libraries. Overdue, lost, or damaged items are processed according to the current policies and procedures. Borrowing libraries are not charged overdue fines.

Loaned items may be renewed according to current policies and procedures', providing the item has not been reserved by a local borrower. The requesting library assumes full responsibility for interlibrary loan items from the time it leaves this Library until it is returned to this library.

Interlibrary loan statistics are collected and reported monthly to the library Board of Trustees.

Revised 12.10.18

The Library Bill of Rights

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Adopted by the Board of Trustees of the Warsaw Community Public Library
November 20, 2000

Library Card Holders Policy

With the rise in identify theft; Warsaw Community Public Library is adding patron photos to all user cards. Anyone refusing to have their photo taken will need to show WCPL staff their Indiana Photo Exempt driver's license or Indiana Photo Exempt I.D. card. WCPL also advises that all cardholders should present their valid library card to library staff when borrowing library materials. If the library card is not available, a current, official picture I.D. must be shown to check out materials. The photograph attached to the card holder's library account may also be used for identification purposes. Youth under the age of 18, if accompanied by their parent/guardian, may use the parent/guardian picture I.D. card or the parent/guardian library account picture. A second photo I.D. may be required if WCPL staff is not able to identify the patron with the current photo on their user card.

To replace any card issued by the library, the charge is $1.00. Completed replacement cards will be issued immediately to users who can show identification, with street address, OR they know their personal identification number (PIN). Users without identification or PIN will be mailed their replacement card.

Library Hours

Warsaw Community Public Library is open for public use 48 hours a week as follows:

Monday .....10 AM - 8 PM
Tuesday.....10 AM - 8 PM
Wednesday .....10 AM - 6 PM
Thursday.....10 AM - 6 PM
Friday.....10 AM - 6 PM
Saturday.....10 AM - 2 PM
Sunday ..... Closed

These hours are subject to change by the Executive Director.

Effective 4.5.17
Revised 3.13.17

Library Program Policy

The Warsaw Community Public Library develops, implements, and sponsors programs designed to meet the educational, cultural, and recreational needs of the community.

Ultimate responsibility for programming at the Library rests with the Library Director, who administers under the authority of the Board of Trustees. The Executive Director, in turn, delegates the authority for program management to the appropriate staff.

The Library utilizes staff expertise, collections, services and facilities in developing and delivering programs. Staff uses the following criteria in making decisions about program topics, speakers and accompanying resources:

- Community needs and interests
- Budget and cost of program
- Availability of program space
- Presentation quality
- Presenter background/qualifications in content area
- Relevance/appropriateness of program to library's mission
- Staff time

In addition, the Library seeks to form partnerships with various community groups, institutions, organizations, and individuals to develop and present co-sponsored public programs using the criteria above. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants.

Programs and events sponsored by the Library are open for the general public without regard to residency. Programs may be designed and limited to specific age groups. Registration may be required for planning purposes or when space is limited. The Library reserves the right to limit the number of participants in a program.

A fee to cover the cost of speakers, instruction or materials may be assessed for certain Library programs. All fees must be noted in program publicity.

Performers, authors and craft instructors may not sell books, CDs or supplies unless authorized by the Executive Director or designee.

No individual or organization other than the Library or Friends of the Library shall use a program to recruit members, customers, or solicit business.

Issued 6.12.17

Library Volunteer Policy

The Warsaw Community Public Library (WCPL) encourages and welcomes persons who believe in the library's mission and wish to volunteer their time and energy toward its accomplishment. Volunteers are not intended to replace staff members but help them in their assigned tasks. Volunteers become an integral part of the library team with rights and advantages, as well as responsibilities and expectations. Volunteers are expected to adhere to the same rules and regulations as staff. Following is a list of Rules and Regulations:

All Adults (over 18) wishing to volunteer must fill out a volunteer application including the criminal/background check form. The HR Department will conduct the criminal/background check. Upon approval, the volunteer information will be placed in our volunteer sign-in binder.

All adult volunteers must sign in upon starting their assignment, and sign out at the end of their shift.

All volunteers must abide with our confidentiality policy. You may hear or see something about another library user while on duty. All information, including addresses and telephone numbers, is confidential, and is not to be discussed outside the library.

Rules and Regulations for Junior & Senior Volunteers

1. Junior volunteers are students in 7th and 8th grade. Senior volunteers are students in 9th grade through age 17. Once a volunteer turns 18, they must fill out a criminal/background check to continue volunteering at the library. Junior and Senior volunteers are supervised by the Youth Department.

2. You may select a specific day and time to volunteer on a regular basis or a sign-up sheet is available for scheduling volunteer hours. If you are unable to volunteer on a scheduled day, please call 574.267.6011.

3. Assigned library staff will give you instructions regarding your specific project. We will consider your talents and preferences as stated on your volunteer application. A library member will be present during your volunteer time.

4. Maximum time allowed to volunteer is two hours per day unless approved to help for a specific program.

5. Quiet and respectful behavior is expected while on duty. A neat and clean appearance is required.

Revised 11.14.22

Materials Collection Fees Policy

Indiana Code 36-12-2-25 states, "the Library Board may fix and collect fees and rental charges and assess fines, penalties, and damages for the: loss of; damage to; or failure to return; any library property or material."

Fines and fees for overdue/lost interlibrary loan items are set in the Interlibrary Loan Policy. Interlibrary loan items have no maximum fine.

NOTICES

Notices will be sent to patrons who have long overdue items (seven days overdue) that are moving to a "lost" status. When the item becomes "lost", the borrower will be charged the cost of the item. The cardholder is responsible for all fees incurred on the card, even in the event that the cardholder does not receive a notice. Hotspots and State Park Passes that are three days overdue will be changed to "lost" status.

DAMAGED/LOST ITEMS

The borrower assumes full responsibility for all damages to, or loss of, any library material checked out on his/her library card and agrees to make full restitution of lost or damaged items. To ensure the availability of resources, WCPL will charge patrons the list price set by our vendors, publishers and binderies for any necessary replacements. No refunds will be issued.

If an item is returned damaged, dirty, or bug infested, the circulation staff, with prior approval by the Adult Services Librarian, the Youth Services Librarian, the Technical Services Librarian, or the Executive Director, will assess partial damage charges based on the replacement cost of items and the cost of needed repairs.

BORROWING AND COMPUTER PRIVILEGES

Until full restitution is made, borrowing and computer use will be blocked and/or forfeited for the following: borrowers who owe for lost or damaged materials, borrowers with print and/or copy charges over $1.00, borrowers with more than ten overdue items.

Delinquent accounts of $25.00 or more will be sent to an outside materials recovery agency 20 days after the final bill has been sent to the borrower. A collection fee will be charged based on the recovery agency's current rate rounded to the nearest dollar.

CHARGES

Equipment	Fee	
B&W copies/prints	$0.10	Per page
Color copies/prints	$0.25	Per page
Poster Printer	$1.00	Per foot (always rounded up)
Microfilm/fiche Printer	$0.10	Per page
Fax – Outgoing	$1.00	Per FAX
Fax – Incoming	$0.10	Per page
Laminator	$1.00	Per sheet (all sizes)

Revised 4.14.25

Revised 3.10.2025

Materials Loan

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

TYPE OF MATERIAL	DEFINITION	LOAN PERIOD	RENEWAL	BORROW/ CARD
New Adult*	Under 500 pages*	7 days	1	10
New Adult—Lengthy*	Over 500 pages	14 days	1	10
Special Collections	Materials pulled for a limited time and given special loan periods and borrowing limits.	7 days	1	Varies by collection
Non-Fiction, Fiction, & Genre	Adult, Youth, & YA books	21 days	4	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 days	4	10
Music CD's	Adult & Youth sound recordings	21 days	4	10
Audio Books	Adult, YA & Youth	21 days	4	10
Videos**	Adult, YA & Youth	7 days	1	10
Library of Things (LoT)****	Unique collections e.g. equipment, toys, games, makerspace materials, etc.	Varies	Varies	Varies
Video Games**	Adult, YA & Youth	7 days	1	5
eCollections***	Digital collections accessed online	Varies	Varies	Varies

* Between Jan-June previous year publication date is used. Between July-Dec only current year publication date is used.

** Youth & YA cardholders may only check out videos & video games from the Youth and YA collections.

***Only Resident & Non-resident cardholders may check out material in eCollections. Loan periods, renewals, and borrowing limits vary by service/vender.

****Loan periods for LoT items may vary by collection. Not all borrower types may be able to checkout items in all LoT collections.

All materials except items on hold may be renewed a various number of times (see chart above). Materials can be renewed in person, over the telephone, through self-renewal on the library's website or app, or through automatic renewals.

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

Revised 4.14.2025

Nondisclosure of Public Records

Protection of confidential business information is vital to the interests and success of Warsaw Community Public Library. The public library must preserve each individual's freedom to read or view the materials it provides without fear of public disclosure, which amounts to the invasion of the individual's privacy. To do otherwise would jeopardize the educational and social value of the library.

Such information includes, but is not limited to: information about the termination of a staff member, patron information including borrowing records, names, addresses, or other information about patrons, except under specific court order.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, and possible legal action, even if they do not actually benefit from the disclosure of the information.

Patron Code of Conduct

The Warsaw Community Public Library (WCPL) makes every effort to accommodate and serve with dedication and respect people of every background, opinion, socio-economic status, appearance, and lifestyle. Although all visitors are asked to respect the Library's mission and are required to behave appropriately while on the premises, we do require certain standards of behavior, decency, respect, and decorum from those who use our facilities. A public area is any area that is open to, or used by, patrons and other visitors to the Library.

The Code of Conduct is designed to protect the rights of individuals who are in the library or use library materials and/or services, to protect the rights of staff members to conduct library business without interference, and to preserve and protect library materials and facilities.

To ensure that all patrons and visitors are able to use the Library's resources and services effectively, WCPL requires all visitors to comply with all applicable federal, state, and local laws as well as the following rules and regulations.

All briefcases, handbags, luggage, backpacks, packages, overcoats, and shopping bags may be subject to inspection by library staff or police.

1. Behavior that interferes with library services and activities (including the ability of library staff to perform their work and the ability of other patrons to effectively use and enjoy the library facilities) is prohibited in all areas of the library building and grounds.

   This includes:

   a. Unauthorized removal or attempted removal of materials without proper checkout or other official library authorization; Mutilation, defacement, or misuse of library property; obstruction of the use of library equipment, resources, or facilities
   b. Being in an unauthorized area; remaining in the library after closing or after being asked to leave; failure to evacuate in an emergency or during a drill
   c. Disorderly or disruptive conduct such as noisy or boisterous activities that can be reasonably expected to disturb others
   d. Obscene or abusive language or acts
   e. Possession, use or being under the influence of alcohol or illegal drugs
   f. Use of furniture, library equipment or facilities in a manner for which they were not intended or designed
   g. Sleeping
   h. Bodily hygiene, including perfume and unsanitary personal conditions, that is so offensive as to constitute a nuisance to other persons

i. Threatening or intimidating others (for example: abusive language, threats of violence or harassment, staring at or following others through the building, engaging in unwanted or inappropriate touching, unwanted or inappropriate sexual advances, innuendo, or jokes)
j. Selling, soliciting or mass distribution of materials; posting materials in the library or on library premises
k. Gambling of any kind, including games of chance, lotteries, raffles, or the sale of tickets for the same, are prohibited on library property
l. Smoking (Library building/grounds is a smoke/tobacco free zone)
m. Bringing animals in the building [except service animals, which must remain under the handler's control and be housebroken. Handler must take corrective action in the event a service animal is aggressive and/or not behaving (for example: barking, jumping up on other patrons, roaming)]
n. Carrying or possessing illegal weapons or explosives
o. Any behavior that is potentially unsafe or harmful to self or others
p. Use of restroom facilities for any purpose other than that which is intended

2. Consumption of snack food and beverages are permitted only in designated areas. No food is permitted on the upper level. No food or beverages permitted in the Indiana Room.
3. Roller skates and/or roller blades must be removed before entering building, may be carried inside. Wheeled shoes may be worn inside, however for walking, not for rolling along the wheels. Skateboards must not be ridden inside building, may be carried inside library.
4. Patrons will not be permitted to enter the building without a shirt or other covering of their upper bodies, without pants or other covering of their lower bodies, or without shoes or other footwear. These must be worn at all times.
5. Patrons will keep the volumes of their conversations as low as practical; will use headphones with all audio/video and computer equipment with sound; and ringers on cell phones must be low or muted and no cell phone conversation via speakerphone while in the building.
6. Any violation of federal, state or local law, ordinance or regulations will be reported to the local Police Department.

Visitors whose conduct or activities violate the Patron Code of Conduct policy will be asked to modify their behavior. Further failure to comply with this policy will result in the suspension of library privileges and removal from the building. The length of the suspension of library privileges and/or eviction from the library premises shall depend on the nature and seriousness of the offense that require removal, the extent of the disruption caused, any history of prior infractions of this policy or other library policies, and any other relevant circumstances. Any patron who is aggrieved by a WCPL conduct decision may appeal in

writing to the Executive Director. Loss of library privileges exceeding thirty (30) days may be further appealed in writing to the WCPL Library board of Trustees. Appeals must be made within thirty (30) days of the effective date of the suspension of library privileges or eviction from the building.

Revised 5.13.19

Photography and Videography Policy

The purpose of this policy is threefold. 1) Inform patrons and staff of their rights. 2) Dictate how the library will collect and use photos and videos for library use. 3) Explain in which scenarios 3rd Parties can film and take photos in the library.

Individual Rights

Patron Rights
Patrons, regardless of their age, that are located on the property or using library facilities or services are not entitled to any privacy in the public areas of the library. Patrons may be photographed or videotaped without their knowledge or consent. The library is considered a public place, and thus the library is not permitted to restrict the filming or videography of the building by 3rd parties.

Staff Rights
Staff that are located on the property or in library facilities are not entitled to any privacy in the public areas of the library. Staff may be photographed or videotaped without their knowledge or consent. The staff of the library are doing public work and may be recorded doing so.

Expectation of Privacy
Some areas of the library have an expectation of privacy. The following is a list of areas where filming or photographing may be restricted. This list is not all-inclusive and only contains examples of places where filming or photography may be prohibited.

- Restrooms
- Staff Offices
- Staff Only Areas
- Areas the public are not permitted.
- Closed door meeting rooms…
    - ❖ That were reserved by a non-public entity.
    - ❖ That are being used solely by staff for library purposes.
    - ❖ That are being used by staff in a manner that a personal office would be used.
- Executive Sessions of the Library Board of Trustees.

Library Filming Procedure

Warsaw Community Public Library staff may take photographs and videos of people attending library events and using library services.

Use
Images and videos may be used on the library website, library social media, or in any other communication to the public. All images and video taken by library staff are used solely for the purpose of promoting library events and services and none of the images will be used to generate a profit or for commercial purposes. No names or other identifying information will be used in these photographs or videos.

Opting Out
A library staff member must be notified if an individual does not wish to be photographed or recorded. Notification may be given at any time; however, the library will not be at fault for any photographs or recordings published prior to notification.

3rd Party Filming Procedure

Opting Out
3rd parties that are taking images or video of library patrons or staff are requested to respect the wishes of those individuals that request not to be photographed or recorded. 3rd parties are under no obligation to respect those wishes, however library patrons and 3rd parties are required to abide by the Patron Code of Conduct policy.

Restrictions
The taking of video and images is prohibited where individuals have an expectation of privacy. Please see the Rights section for more information.

Any 3rd party taking video or images are required to abide by the Patron Code of Conduct policy. The taking of videos and images grants no special privilege or access to the library.

Staff workstations, desks, files, paperwork are prohibited from being photographed or filmed. Some of those files contain the personal identifiable information of patrons and staff and are thus protected.

Patrons using the computers may be looking at sensitive information on the computer screens, such as medical information, passwords, user-IDs, banking information, and similarly sensitive information. Taking images or video of this type of information is prohibited.

Facility Access Request
The following categories will need the Photography and Filming on Library application submitted at least 10 business days in advance and authorized by the Executive Director. Approval is contingent upon facility, equipment and staffing availability and may be granted under limited conditions.

- Non-Profit
- Commercial Photography

- Wedding and Portrait Photography (must take place before/after Library's normal operating hours)

The Library may request a Certificate of Insurance naming the Library as additional insured for the day(s) of filming, load-in, and strike 48 hours prior to filming and/or load-in. Based on the nature of the project insurance coverage may be from $1 million to $5 million or less if an indemnity form is filled out.

The use of the facility during the project, including use of electrical power for cameras and/or floodlights, will be supervised by assigned library employee(s). Any damage done to library or property is the responsibility of the person signing the Photography and Filming on Library application.

Revised 6/10/2024

Public Library Access Card (PLAC)

The Public Library Access Card allows the holder to access all public libraries in the State of Indiana. A patron in "good standing" at his/her home library, holding a valid Resident or a Non-Resident library card, qualifies to purchase an annual individual PLAC at the fee set by the Indiana Library and Historical Board. Notification of the rate for the following year arrives in October and is based upon forty percent (40%) of the current average operating fund expenditure per borrower by all public libraries as reported annually by the Indiana State Library. No partial year or discount cards are available. PLAC card holders 18 years and older can choose to have all library notices sent to their email address or to their mobile phone through SMS instead of receiving the notices through standard postal mail. The card holder is responsible for notifying the library of any change in email address or mobile phone number. The cardholder is responsible for all fees incurred on the card even in the event that a notice is not received by the cardholder. Young adult or youth borrowers must list a parent and/or guardian name for our records.

The Warsaw Community Public Library will collect the fee for the PLAC according to the current cash handling policy. The PLAC is issued for twelve months from the date of application of the card.

A PLAC expires twelve months from the date of issue.

PLAC borrowers are allowed to check out physical books, magazines, and the audio-visual collections authorized for their borrower type. PLAC borrowers are not eligible to checkout materials in eCollections and Library of Things (LoT) collection.

PLAC borrowers are not eligible for Interlibrary Loan service through WCPL. Patrons needing ILL service should go through their home library.

Revised 4.14.2025

Public Comments Policy

The Warsaw Community Public Library protocol for public hearings and public comments is one of respect for the process and for others. There are two types of government meetings:

The WCPL Board of Trustees meetings are open to the public. These monthly meetings are for the purpose of conducting library business. The public is welcome to observe and listen, but are not typically invited to speak.

Public hearings are a special kind of government meeting where the purpose is to gather input on a particular topic from those in attendance.

The following guidelines have been established in order to ensure that everyone who wishes to speak has an opportunity to do so.

The President of the Library Board will call upon those who wish to speak.

Comments are limited to 5 minutes per person unless the Board President allows an extension.

Comments should be directed to the Library Board as a body, not to individual trustees, staff members, or members of the audience.

Comments should not include personal attacks directed at any individual or group by name or inference.

Inappropriate or abusive language will not be tolerated.

Trustees may ask questions, but will not debate the topic with the speaker.

Any speaker who, at the direction of the Board President, is escorted from the meeting will not be readmitted for the remainder of the day.

In addition, specific guidelines have been established for the two types of government meetings.

Meetings open to the public guidelines.

Personnel concerns should first be directed to the Executive Director and finally in writing to the Library Board of Trustees if unresolved.

For all other comments/concerns contact the Executive Director to see if a solution can be reached. If the issue is unresolved, it may be placed on a future agenda and brought before the Library Board.

To reserve time on the agenda, contact the Administration Office by NOON on the Wednesday before the monthly meeting. Monthly meetings are held the second Monday of each month at 4 PM. In the case of a holiday the meeting moves to the following Monday. Include your name and a written summary to help the Board understand, investigate and respond to the concern, suggestion or request.

The names of persons providing public comment and a brief summary of the topic or input will be included in the public meeting minutes.

Public hearing meetings guidelines.

Respect the time limit allotted to each speaker. Unused portions of individual allotted times may not be yielded to other speakers. Limit comments to only the topic of the hearing.

Issued 6.12.17

Public Meeting Rooms Policy

The Warsaw Community Public Library welcomes public use of its meeting facilities in keeping with the Library's mission "to provide quality customer service, to provide open access to information and promote literacy, love of reading, and lifelong learning opportunities for all members of the community".

General Guidelines

Use of Library meeting rooms is normally limited to groups within the Library service area. A group must consist of at least five individuals. Groups of four and under are welcome to use a table in the Library if they are quiet and considerate of other patrons. Maximum attendance is limited by the size of the room. Based on usage patterns and availability the director sets the maximum hours groups are able to use the meeting rooms per month and the maximum limits of days or evenings allowable per month. (See "Public Meeting Rooms Procedures").

Study Rooms/Literacy Room/Seminar Room**,** when not being used for Library activities, may be made available to groups or individuals on a first-come, first-served basis during Library business hours. Check at the Adult/Circulation Desk for availability. Use may be restricted at the discretion of the Library. No patron reservations are taken.

Meetings held at the library must be educational, cultural, intellectual, or charitable in nature. The Library board is the sole arbiter of any questions as to which groups may meet on its property. Priorities for use of the meeting rooms are as follows: 1) library sponsored meetings or programs, 2) library co-sponsored or library related programs, 3) unrestricted public attendance meetings, and 4) restricted public attendance meetings. While the meeting room may be a public forum for First Amendment expressive rights, it is secondary to the primary and fundamental purpose of the library. Therefore, the meeting rooms and the library premises are "limited public fora" and the library can prevent uses, which disrupt or undermine its basic purpose.

Library meeting rooms are free of charge. The official representative of the group must be 18 years of age or older.

Only the Library or a Library related group may sponsor fund-raising or purely social programs in the Library.

No soliciting. That includes but is not limited to: no buying, selling, offering to sell (e.g. no order or name taking), or trading of products or services will be allowed except in support of the Library.

Programs and meetings conducted at the Library may not be used to promote any private commercial interests or products.

The name, address, or telephone number of the Library must not be used as the official address or headquarters of an organization. Any publicity prepared by an organization about its meeting, i.e. brochures, fliers, radio and TV announcements must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor. In any publicity, the Library name must be given as "Warsaw Community Public Library", 310 East Main Street, Warsaw, IN. The Library telephone number may not be given for information access to the group.

At least one person, 18 years of age, or older must be present at all meetings. Children and young adults must be supervised at all times by at least one adult. One adult per ten children or young adults is preferred.

Music and noise must be kept to a reasonable level as determined by Library personnel. No activity shall be permitted on the library premises, which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library.

Library staff is not responsible for handling registrations for groups meeting in the Library and must not be involved in the collection of fees.

The Library does not provide any office services, equipment or supplies including but not limited to fax, telephone, photocopying and computers except as available in regular patron areas. Free parking is available at the Library but is not guaranteed.

The Library does not have staff available for loading, unloading, or carrying of group's materials. This is the sole responsibility of each group. The Library does not assume responsibility for the security of clothing, valuables, etc., nor for personal or group equipment.

Smoking is not permitted anywhere in the Library, including the restrooms. Neither alcoholic beverages, nor any abusive substances of any kind are permitted on Library property. Open flames are prohibited unless pre-approved by the Library Director or in a Library sponsored event.

The Executive Director will review groups failing to abide by the Meeting Room Policy and Meeting Room Procedures. Meeting room privileges may be lost.

Revised 1.8.18

Requests for Reconsideration

Complaints about any materials owned by the Warsaw Community Public Library and part of the Library's materials collection will be handled as follows:

1. The party making the complaint must be eligible to receive a resident WCPL borrower's card. Initially, the patron should address the complaint to a staff member at either the Youth or Adult Service desk who will explain the Library's selection policy and offer a copy of the Library's "Collection Development Policy." If there is still a question, a Department Head will seek to clarify the Library's policy to the patron.

2. Appropriate actions for the Department Head include, but are not limited to, explaining why the item will be maintained by the Library in its present location, moved to a different area of the collection, moved to non-circulating status, or removed from a display area. The Department Head will send a written explanation to the patron upon request.

3. After speaking with the Department Head, the individual or group wishing to continue protesting the presence of an item in the collection should contact the Executive Director who will review the item(s) in question from the standpoint of the concerns expressed.

4. Appropriate action options for the Executive Director include, but are not limited to, explaining why the item will be maintained by the Library in its present location, moved to a different area of the collection moved to non-circulating status, or removed from a display area. The Executive Director will send a written explanation to the patron upon request.

5. If after talking with the Executive Director, the patron(s) wishes to carry the objection further, the complaint should be made in writing on a "Patron's Request for Reconsideration of Library Material" form. The patron will be asked if they have read WCPL's "Collection Development Policy" in its entirety.

6. The Executive Director will appoint a panel to review the patron's request for reconsideration. The panel will include two professional librarians, two paraprofessional staff, and one Library Trustee. Panel members will read the

material in question, search for critical reviews, and evaluate the material against the selection criteria outlined in the WCPL Collection Development Policy. The panel will submit a written recommendation to the Executive Director supported by its findings and opinions of the work, plus the opinions expressed in the professional reviewing journals. The Executive Director will inform the patron of the panel's recommendation with a letter.

7. The patron may appeal the panel's decision to the Library Board of Trustees by contacting the Executive Director and asking that the written complaint be placed on the agenda of the next scheduled Board of Trustees meeting. The Library shall give a copy of the Patron's Request for reconsideration, the letter(s) sent by the Department Head and/or Executive Director, and other documentation to the Library Board of Trustees for informational purposes in preparation for the Board meeting. The patron may appear before the Board of Trustees, if desired. Action taken by the Board of Trustees will be final.

Revised 4.17.17

Resident/Non-Resident Library Card Issuance Policy

Residents of the Library district support the Library through taxes. A Warsaw Community Public Library card will be issued to individuals applying for the student or individual cards. The applicant must show proof of residence within Wayne Township, which includes the City of Warsaw, the Town of Winona Lake, and the Plain Township Airport area, and be at least 5 years old. The card is only valid at this Library and may not be used at any other public library. (The only exception would occur if the WCPL Board and another library created a local agreement contract.) Resident library cards are valid for one year and must be renewed annually.

A temporary seven-day card can be obtained through the WPCL website. Once the form is completed, the applicant has seven days to come into the library and have the temporary card exchanged to a regular library card. See below for instructions on obtaining a regular library card.

With a current Library card in good standing, a resident has access to materials offered by the Library as long as the rules and policies of the Library are respected. Residents 18 years and older can choose to have all library notices sent to their email address or through SMS instead of receiving the notices through standard postal mail. The library cardholder is responsible for notifying the library of any change in email address or mobile phone number. The cardholder is responsible for all fees incurred on the card even in the event that a notice is not received by the cardholder.

No library cards will be issued for an applicant(s) if a family member at the same residence has a current library card with an active Collection Block (owes $25.00 or more). All Collection Blocks must be paid to a zero balance before another library card will be issued to a family member living at the same residence.

Effective July 1, 2010 pursuant to the provision of IC 36-12-2-25 (HB 1086) which will then be in effect, the Executive Director is hereby authorized to issue free library cards to current library employees and to develop rules and procedures regarding issuance and regulation of the use of cards.

The Library Board must set and charge a fee for a local Library card to an Indiana resident who is not a resident of the Library district who applies for the cards. The Board of Trustees will review the registration fees for Library services yearly.

The non-resident fee by law, IC 36-12-2-25 and IC 36-12-25(c), states "…The minimum fee that the board may set under this subsection is the greater of the following: 1. The library district's operating fund expenditure per capita in the most recent year for which that information is available in the Indiana state Library's annual "Statistics of Indiana Libraries." 2. Twenty-five dollars ($25)." In 2016, HB1273 "requires a library to prorate the cost of a library card that is valid for less than one year." (Effective July 1, 2016)

A full year card may be purchased at any time. There are no refunds.

The current fees are as follows:

Annual Individual Fee is $116.00
Part-Year Individual Fee is $29.00

A full year non-resident card expires one year after purchase, while a part-year non-resident card is valid for 3 months after purchase.

**Pursuant to Indiana Law IC 36-12-2-25 (c) and IC 36-12-2-25(d), IC 36-12-2-25 (e): "A library board may charge a reduced fee or not charge a fee for a local library card under subsection (d) that is issued to an Indiana resident who is: (1) a student enrolled in a public school corporation that is located at least in part in that library district; and (2) not a resident of that library district." Also (e) "A library board may charge a reduced fee or not charge a fee for a local library card under subsection (c) that is issued to an Indiana resident who is a student enrolled in a nonpublic school that is located at least in part of the library district." In 2016 the legislature in HB1273 "authorizes a library to issue library cards at no charge to college students who attend a college in the library district." (Effective July 1, 2016)

A student card may be revoked if privileges are abused, including and not limited to checking out Adult materials, not returning items, etc.

Nonpublic school has been defined by Indiana case law as a private, parochial, or home school. The local public-school corporation is the Warsaw Community School Corporation which encompasses Clay, Lake, Plain, Prairie, and Wayne townships. Students living in Clay, Lake, Plain, or Prairie townships who attend either Warsaw Community Schools, a private, parochial, or home school located in these townships are eligible for a free student non-resident library card. People living in other townships who choose to send their children to WCS may also get a student card, but will need to show either their student ID or a letter from their school Administrator.

Per Indiana State Board of Accounts, Student is defined as a person enrolled in Kindergarten through 12th grade. IC 20-33-2-7 establishes a statewide entrance eligibility date for public school kindergarten and stipulates a student residing in Indiana be at least five years of age on or before August 1.

Proof that their current address is in one of the townships listed above is required. Valid college ID for the current year is required.

Non-residents 18 years and older can choose to have all library notices sent to their email address or mobile phone using SMS instead of receiving the notices through standard postal mail. The library cardholder is responsible for notifying the library of any change in email address or mobile phone number. The cardholder is responsible for all fees incurred on the card even in the event that a notice is not received by the cardholder.

Revised 9.14.2026
Revised 8.11.2025
Revised 4.14.2025
Revised 8.12.2024

Social Media Policy

Purpose

The Warsaw Community Public Library is committed to using social media to inform users about educational opportunities, library programs, events (including those co-sponsored with other organizations) and materials as well as to encourage dialogue between users and library staff. In this context, social media is any website or application that allows people to share information or converse in a virtual environment and to “post” is defined as placing any content in any form on any WCPL social medium. Examples of social media include, but are not limited to, Facebook, Twitter, Pinterest, YouTube, and blogs.

Rights and Responsibilities of the Library

The library's social media sites serve as "limited public forums." The library sets rules for use of its online venues and social media sites, just as it does for use of its other resources and communications.

The Executive Director and Department Head are responsible for making decisions regarding new social media outlets for the library. Departments should not create social media accounts without prior approval.

Comments/posts will be moderated by library staff for content and relevancy. The library reserves the right to deny or remove any comments, tags, and/or images that violate the law, the rights of any third party, or library policies. The library is responsible only for content that it posts. The library is not and cannot be responsible for the content, availability, or accuracy of posts by users or any other entity or for any web sites linked to or from the library’s social media.

The library is not responsible for the content on the pages of friends, fans, or followers of the library. The library does not endorse or review content of third-party sites.

The library does not collect, maintain or otherwise use personal information stored on any third-party social media. Users may add or remove themselves from the library’s list of followers at their discretion, according to the capabilities offered by such third-party sites. Users should be aware that third party sites have their own privacy policies and proceed accordingly. Social media used by the library includes opt-out from further contact.

By participating in WCPL’s social media, each user and employee agrees to abide by the library’s policies and all applicable federal, state and local laws. Users also agree to indemnify the WCPL, its Board of Trustees and employees from and against all liabilities, judgments, damages, and costs (including attorney’s fees) that arise out of or are related to the content posted by said user.

The library's social media may be considered public records under Indiana Public Records laws. If requested, the library may be compelled to disclose public records to third party requestors.

User Responsibilities and Use Restrictions

Users of all ages have the responsibility to protect their privacy and should not post personally identifying information, such as last name, school, age, phone number or address. The library does not act in place of, or in the absence of, a parent. The library is not responsible for any misuse of personal information posted on social media. As with all other resources provided by WCPL, parents or guardians are responsible for the use by their children. The library does not act in place of a parent or guardian and is not responsible for enforcing any restrictions upon minors that a parent or guardian has placed. Parents or designated guardians who wish to limit or restrict the access of their own children should personally oversee their use of social media.

User comments, posts and messages are welcome on WCPL's social media. The library reserves the right to monitor content posted on its social media and to modify or remove any content that it deems, in its sole discretion, to be abusive, offensive, defamatory, spam, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate. The library, in addition, reserves the right to edit or modify posts for space while retaining the intent of the original post, and to reproduce comments, posts and messages in other media outlets. Users should have no expectation of privacy in posts on the library's social media. WCPL also reserves the right to end communication with spam/abusive messaging. Posts do not necessarily reflect the opinions or positions of the library, its employees, or its Board of Trustees.

Users may not post comments, tags and images that impinge on another's privacy or that may be considered objectionable or inflammatory. Violations include, but are not limited to:

- off-topic and/or disruptive posts
- commercial promotions or spam
- duplicated posts from the same individual
- threatening language and personal attacks
- private, personal information published without consent
- obscene or libelous content
- copyright infringement/plagiarized material
- political advocacy
- posts that violate laws or library policies

By posting on the library's social media, users give the library permission to use their name, profile picture, and the content of any posting they make without compensation to them or liability on the part of the library. The library reserves the right to post pictures from library sponsored or co-sponsored programs on social media.

Employee Use of Social Media

WCPL employees have the same right to self-expression enjoyed by members of the community as a whole when discussing matters of public concern. This policy does not prohibit legally protected speech. As public employees, library employees are cautioned that speech made pursuant to official duties is not protected speech under the First Amendment and may form the basis for discipline if deemed a violation of any policy of the Library. Employees should keep in mind the following best practices when posting content about library-related subjects and issues on personal time.

- If you identify yourself as an employee of the WCPL, make it clear that the views expressed are yours alone and do not represent the views of the Library.
- Respect WCPL's confidential and proprietary information. Do not post information that is still in draft form or is confidential.
- Employees shall respect all Library patrons online as they do in person and on the phone. Comments about patrons in general, about specific questions from patrons, or about patron behavior are not appropriate.
- WCPL does not endorse, monitor or review the content of personal, non-library related social media activity of its employees. However, if staff members do see something an employee posted that violates the guidelines of this policy, the conduct will be subject to the Performance Improvement/Discipline Policy.
- Discretion is advised when posting personal information on non-library social media that may have library related implications.
- Employee use of personal social media is not permitted during working hours except for work-related purposes such as professional development or library-related social media outlets.

Cyberbullying

WCPL defines bullying as "inappropriate behavior either direct or indirect whether verbal, physical or otherwise, conducted by one or more persons against one or more persons". Correspondingly, cyberbullying is the use of electronic communication to bully or similarly harass a person. WCPL does not tolerate bullying of any kind. This violates WCPL's Harassment/Discrimination Policy which clearly states that the Library strives to provide a workplace free of tensions involving matters that do not relate to library business. Any cyberbullying, cyberstalking, or online attacks shall be dealt with according to the harassment policy laid out in the library policy manual.

Issued 10.16.17
Revised 11.9.2020

Unattended/Missing Child Policy

In order to protect children using the Library and promote child safety, children ages nine and under must be accompanied by a parent, guardian or a responsible adult. Parents may not leave their children under age nine at the Library by themselves. Children under this age may get confused and wander away outside the Library. Police may be called for unattended children left in the Library. Also, the Library staff cannot take legal responsibility for an unattended child in case of medical emergencies.

Parents are responsible for the behavior of their children and young adults who may disrupt Library service. (Disruptive young people age nine or older may, if necessary, be asked to leave. Younger children who are disruptive must be dealt with by their parents present at the time.)

Virtual Reality Policy

The Warsaw Community Public Library strives to offer our community of users access to new and emerging technologies to inspire a new interest in creation and entertainment. This policy establishes how and under what circumstances patrons may use the virtual reality headset.

The WCPL's virtual reality headset is available to the public for entertainment and educational purposes. It will be available during teen and adult programming. The following conditions must be met in order for a user to gain access to the equipment:

- The virtual reality headset is recommended for those ages 13 and above by the manufacturer. Under no circumstances will any person under the age of 13 be allowed to use the virtual reality equipment. There will be no exceptions to this policy.
- A signed waiver of liability must be on file with WCPL before a person will be allowed access to the equipment. If the person is under the age of 18, a parent/legal guardian must sign the waiver of liability as well.

WCPL reserves the right to deny usage of the virtual reality headset to a user at our discretion.

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