

KEWANNA UNION TOWNSHIP PUBLIC LIBRARY POLICY MANUAL

Our mission: The Kewanna Union Township Public Library is the center of community life, offering opportunities for people to learn grow and succeed.

The guidelines provided by this policy and procedure manual have been developed to assist in maintaining more consistent and efficient operations of the library. This manual will be reviewed, revised and added to as needed. The Library Board may act upon any special situation as it arises.

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Library hours: Monday through Friday, 10:00am to 6:00pm: Thursday, 10:00am to 8pm, and Saturday, 9:00am to 3:00pm. Closed Sunday.

(ADA) Americans with Disabilities Act: This library will follow ADA Requirements/Service Animals policies that the U.S. Department of Justice published revised final regulations on September 15, 2010. See attachments.

Holidays: In general the following days are considered holidays:

New Year's Day	Labor Day
Martin L. King Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Lincoln's Birthday
Independence Day	Christmas -- close December 24
	New Year's Eve

1.1) PATRON BEHAVIOR POLICY

KUTPL is dedicated to providing a welcoming, pleasant, and safe environment for all patrons. Patrons are encouraged to use the Library's resources and services, to enjoy the Library as a place of study and inquiry, and to participate in Library's programs.

The Library Board of trustees is responsible for determining the rules for public behavior in the Library that are necessary to protect the rights of individuals to use the Library property, materials, and services; to protect the rights of Library employees and volunteers to conduct Library business without interference; to preserve Library materials and facilities from harm; and to ensure the safety of Library patrons, employees, and volunteers.

Adults and children are expected to adhere to the Library's Behavior Policy. For the safety and comfort of children, a responsible adult or caregiver should accompany children while they are using the Library.

Incidents of problem behavior. Problem behaviors are specific instances of disruptive actions that interfere with staff work or patron use of the library.

Disorder. The Board reserves the right to cause to be ejected from the Library and to refuse further admission to those individuals who display inappropriate behavior, may violate the rights of the staff or Library users, or create disorder on Library property including the following:

Any situation in which the actions of a person present an imminent danger to the life or safety of others on Library property, or

Any situation in which a person is observed in an attempt to steal Library property or that of another Library user or employee, or to maliciously destroy Library property, or

Any situation in which a person willfully and purposefully disturbs the staff or other Library users or whose behavior is in any way disruptive to the legitimate use of Library facilities by others, or

Any situation in which a person's behavior is inappropriate to the use of the Library building or outside the grounds for the purposes for which it is legally constituted.

Inappropriate Behavior. Inappropriate behavior includes but is not limited to:

Neglecting to provide proper supervision of children

Sleeping

Smoking or "vaping" inside, or within 8 feet of the library building.

Gambling

Begging/ Panhandling/ Solicitation for unlawful purposes

Voyeurism/ Public indecency/ Molestation

Unwanted sexual advances

Using threatening or abusive or obscene language

Possessing Alcohol, Illegal drugs/ Public Intoxication

Carrying a firearm, or weapon (other than lawfully allowed)

Fighting/ Vandalism

Misuse of library computer resources

Not wearing shoes and clothing that substantially covers the torso

Exhibiting a pervasive odor that unreasonably interferes with others use of the library

Violating any Federal, State, or Local laws, codes, or ordinances

Threatening Behavior. Threatening behavior includes any situation in which a person exhibits an expressed or implied threat to interfere with an individual's health or safety, or with the property of the Library, or property on the Library premises belonging to others, which causes a reasonable apprehension or fear that such harm or injury is about to occur. Examples of threatening behavior include, but are not limited to:

Direct or indirect threats of harm or injury

Words or gestures which create a reasonable fear of harm or injury

Prolonged or frequent shouting which creates a reasonable fear of harm or injury

Threats to employees, staff, patrons, volunteers, or Board members.

Public Meetings. The Library prohibits the intentional display of firearms during public meetings.

Violators. Those persons who violate these rules will be asked to leave the Library, or, when appropriate, be subject to arrest. Further, any patron who violates the rules and regulations of the library may be denied the privilege of access to the library by the Board of Trustees, on recommendation of the Director. Therefore the Board of trustees reserves the right to cause to be ejected from the library premises and refuse further admission to any individuals, and /or groups, who violate the rules and regulations of the library, who infringe upon the rights of any library staff or patrons in their proper use of library facilities, or who create disorder on the premises of the library in any situation so as to interfere with the functions which the library was designed to fulfill. Repeated violators and/or those who refuse to leave will be subject to arrest and prosecution under IC35-43-2-2 entitled "Criminal Trespass". Records of violators will be maintained.

Documentation of Offense. The library will use a written documentation record of each offense. The first document will be a written statement of a verbal warning. The second documentation will be a written statement of a 90 day suspension. The third documentation will be a written statement of revoked library privileges. Records of violators will be maintained by the Director. The Library Board and Director reserve the right to suspend Library privileges to any patron during review of the offense. Upon approval by the Board of Trustees and the Director a suspended patron may have their library privileges reinstated. Posting of rules as stated will be prominently displayed in a public area in all Library buildings.

1.2) BORROWING PRIVILEGES:

Issuance of a KUTPL card: KUTPL will issue a library card to any resident, or person paying county property taxes, in Kewanna or Union Township. The person seeking a library card shall present two (2) pieces of identification to verify address (Drivers license; envelope with cancelled stamp showing name and address, social security, student I.D., etc.). KUTPL issues a universal library card (Evergreen Indiana), which provides unrestricted access to the library's collections for everyone regardless of age. Children under the age of fourteen must have a parent/guardian's signature to obtain a KUTPL card. Parents/guardians are responsible for the materials checked out on the card.

Library personnel will not censor materials of minors. The responsibility for monitoring what children borrow rests with the parents or caregivers. However, as some parents or caregivers may wish to restrict their children's borrowing privileges and cannot accompany them to the library, those wishing to restrict a minor's Internet use may have their child's card marked.

New patrons: Employees must explain the use of the card. The patron fills out registration and signs with permanent pen. All information must be legible. Employee must check identification to verify name and address. Verification may be in the form of driver's license, mail, vehicle registration, etc. Enter patron data into the computer database.

Replacement of card:

Check registration card file/computer database.
Verify name, address, and phone number.
Record new library card number and any changes.
Collect replacement card fees.
Up-date computer database files.
Have patron sign new card.
\$2.00 for every replacement card

Non-resident cards: Non-residents who do not own property within the county, but reside in the county may borrow library materials with a reciprocal borrowing agreement. If they work within the county, or pay a non-resident fee they may be issued a KUTPL library card. KUTPL Non-resident fee is **\$115.00**

Privileges and responsibilities of KUTPL cardholder: Those seeking any of the aforementioned cards agree to follow the rules and procedures of KUTPL in exchange for the privileges afforded to them by KUTPL. Violation of the borrowing agreement could result in the suspension of privileges.

Circulation of materials:

Books, magazines, videos, and various other formats are available for the patron to checkout of the library.

All materials are to be returned on time and in good condition.

The Library may establish special loan periods for special collections or materials, which are temporarily in great demand, such as special school projects or for other special reasons. These collections would be placed on reserve at the front desk.

14 day circulation:

KUTPL will circulate all items for 14 days. Patrons may renew items through the Evergreen system.

Suspension of KUTPL privileges: Patrons who do not return materials in a timely manner will be assessed a fine or charged for the replacement of materials. Borrowing privileges may be suspended if patron has unreasonable number of overdue items or unpaid fines (over \$10.00). If materials are not returned and fees paid promptly, patron may be subject to a small claims court suit. These fees shall apply to all persons responsible for library materials.

Service fees and fines: Daily service fees are .25 cents per day per item overdue.

1.3) LIBRARY OPERATION POLICYS:

Meeting room use: KUTPL will provide local residents and organizations space at no charge. Donations will be accepted. A "first come, first served" policy will be used for scheduling all non-library programs. Therefore, groups wishing to use the space provided must schedule in advance, but no more than six months in advance. If janitorial services are needed following the event, the group could be charged a minimum of \$25.

When scheduling space, priority is to be given to;

Library Programs.

Non-profit educational and cultural events.

For-profit educational and cultural events.

Other activities as reviewed and approved by the Director.

No activity will be scheduled that:

Does not have the sponsorship of a Kewanna or Union Township resident or organization.

Approval of the Director.

May endanger the safety and security of library patrons.

Leaves minors unsupervised by an adult.

Sells products or items for profit.

Will extend beyond regular library hours, without prior approval of the Director at least two weeks prior to the event.

The library reserves the right to cancel or move any meeting that conflict with the priorities of the library or if the group fails to comply with library rules of behavior.

Library staff members will enforce all library rules and guidelines during scheduled events and check conference rooms after the conference, to insure the rooms have been left in the appropriate condition.

School or class visits:

Classroom teachers may schedule classroom visits to the library to allow students to become familiar with the library. These visits may be a one-time field trip or a reoccurring activity throughout the school year. Those classrooms making the library a regular part of their schedule may check out materials during this time.

Teachers wishing to visit the library must:

Make prior arrangements with the library for class visits.

Determine and communicate the purpose before each visit.

Provide the library with a class roster before the first visit with registration cards for those students needing new library cards.

Enforce the library rules of behavior, policies and procedures as well as school rules.

Provide guidance and assistance to students and teacher aids or volunteers.

Make parents aware of the following:

Students using the library are responsible for the library materials and all fees.

Parents are responsible for any materials checked out on the student's library card.

Make the students aware of the following:

Library rules of conduct.

They and their parents are responsible for all materials that are checked out on their card and any fines charges against that card

Library materials must be returned prior to or during each class visit to the library

Fines must be below \$10.00 before any additional items can be checked out.

1.4) EMERGENCY PROCEDURES:

Fire procedures: Employees will determine where the fire is located and check the area to determine if it is a false alarm or an actual fire. Listen to what the staff or patrons are saying about the situation.

Announce for patrons to evacuate the building. Instruct them to meet in the grassy area next to the bank across the street. Organize staff for the exit procedures.

Check all library areas to make sure the patrons have left the building. Responsibility for checking these areas should be divided among the staff.

If a fire:

Library staff should evacuate the building. Staff should check all the emergency exits outside and get any patrons at those locations to the meeting area. Assemble the staff. Check. Assemble the patrons. If anyone is missing, report this to the emergency personnel immediately. DO NOT go back into the building yourself.

Inform patrons when they may return to the building.

Extreme weather policy: Amended 10/30/2017

To enact the Emergency Conditions Policy there will be two options with two conditional checkpoints. If conditional checkpoints are met the library will stay open longer to better serve to community in the harsh or catastrophic times.

Cold Conditions

Conditional Checkpoint 1 – Power Outage. The town of Kewanna, Indiana must have a power outage exceeding twelve hours to one quarter of the town.

Conditional Checkpoint 2 – Temperature. The town of Kewanna Indiana must have an ambient temperature at or below fifteen degrees Fahrenheit.

Duration – The Library will stay open indefinitely until electricity is restored or the ambient temperate exceeds 25 degrees Fahrenheit.

Other Conditions

Conditional Checkpoint 1 – Power Outage. The town of Kewanna, Indiana must have a power outage exceeding twelve hours to one quarter of the town.

Conditional Checkpoint 2 – Temperature. The town of Kewanna, Indiana must have an ambient temperature at or exceeding 95 degrees Fahrenheit.

Duration – The library will stay open from sun up to sun down until electricity is restored or the ambient temperature falls below 90 degrees Fahrenheit.

During emergency conditions the library must be staffed by no less than two people. People staffing may include the director, staff, board members, or director approved volunteers. The staff will be paid normal hourly rate and the director will have paid compensation as time off in the following week. If Fulton County Indiana declares a State of Emergency restricting driving on roads the library will remain closed until restrictions are lifted or the Kewanna Union Township Public Library’s Emergency Conditions Policy is enacted.

Unsafe situations:

Employees or patrons experiencing unsafe or hostile situations should evacuate the library. Employees must contact the KUTPL administration, or the Kewanna Police Department to report all situations.

KEWANNA UNION TOWNSHIP PUBLIC LIBRARY PANDEMIC POLICY

I: Purpose; To establish the protocol to be used in the event of a pandemic. If there is a pandemic, the library may be required to operate on limited staffing or take unique measures to help slow the spread of the illness, including service restrictions, limited hours of operation, or possible closure by order of local public health officials. Recovery from a pandemic may be slow, as compared to a natural disaster or other physical crises. It is important to ensure that core business activities of the library can be maintained for several weeks or more with limited staff and reduced hours due to a pandemic.

II: Definitions; Pandemic Plan; A pandemic plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin rebuilding, almost immediately after the event or crisis (such as after a fire or storm, or if there is a utility shortage). Recovery from a pandemic may be slow and limited staff, services, and hours may be necessary for an extended period of time.

Pandemic A pandemic is the worldwide spread of a new disease. (World Health Organization <https://www.who.int>)

Appropriate Staffing Level For the purposes of this policy, Appropriate Staffing Level refers to the minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Library Director or his/her designee.

III: Library Closure

Public Health Mandate; The Kewanna Union Township Public Library will close due to pandemic illness in the event of a mandate order or recommendation for closure issued by public health or government officials on the local, county, or state level.

Discretionary Service Level Changes; At the discretion of the Library Director, the Library may close, reduce its operating hours, or limit services temporarily in the event that there is not sufficient staff to maintain appropriate staffing levels or if unable to maintain adequate social distancing for health and safety. In the event of closure or reduction in operating hours, the Library Director or designee will maintain communication with staff, Library Board of Trustees, and the Town Office.

IV: School Closure Due to Pandemic; In the event that the Caston School System is closed due to pandemic illness, the Kewanna Union Township Public Library may choose to remain open, but with the possibility of reduced hours and services, unless one of the aforementioned requirements for closing is also met. During a pandemic, library programs, special events, and meeting room reservations may be canceled or postponed.

V: Staffing; Minimum staffing level for a temporary period of time is defined as two healthy employees available to be present at the library during all open hours with a maximum 8 hour workday and 40 hour workweek per full-time employee, and no more than a 28 hour workweek per part-time employee. An inability to maintain this temporary minimal level or a necessity to maintain this temporary minimal level for more than two consecutive days will result in reduced hours or closing the library.

In providing service safely and efficiently, the following actions may be taken at the discretion of the Library Director or designee.

- Increased health/safety measures for staff (e.g., wearing of gloves, wiping down work areas, etc.);
- Restricted access to areas in the library (e.g., closing floors or unmonitored areas for safety);
- Social distancing practices in public areas;
- Reduction of open hours;
- Cancellation of all programs, special events, and meeting room reservations;
- Reallocation of employee responsibilities and shift/schedule changes to provide coverage during open hours;
- Closure of the library.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy. In the event of closure, employees shall be compensated for their regularly scheduled hours.

If the Library is closed or hours reduced, healthy employees may be assigned work-at-home tasks to be completed in their compensated hours. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees by the Library Director or designee for work-at-home assignments.

VI: Communication; In the event of closure necessitated by pandemic, effective communication about any reduction in services or open hours must be announced in a timely manner. Library staff should follow the

normal procedure used for any unexpected closure/program cancellation, which includes posting on Facebook, and the library website.

VII: Prioritization of Services; Priority will be given to the following essential services:

- Information services for the public, both in-person and online;
- Payroll;
- Accounts Payable;
- Facility Maintenance.

In the case of reduced staffing or reduced hours of operation, the Library Director or designee will prioritize service-related tasks and assign the daily work plan to staff. *Approved 9/28/2020*

2) PERSONNEL POLICIES AND PROCEDURES

2.1) EMPLOYEE PROFESSIONALISM:

KUTPL is a public institution, which belongs to the community. Each patron, whatever their age, sex, sexual orientation, race, appearance, social, or intellectual status, should be given prompt, efficient, impartial, and courteous service. Staff members will show children and young adults the same courtesy as adults. Staff members in contact with the public should bear in mind that they are immediate representatives of the library and do much to form public opinion regarding the institution.

As an employee of The Kewanna Union Township Public Library I will:

Protect each user's right to privacy with respect to information sought or received, and materials viewed, consulted, borrowed, or acquired.

Distinguish clearly, in my actions and statements, differences between my personal philosophy and attitudes and those of the library.

Not speak or act in ways that are detrimental to my fellow staff members, the library, or the library board.

Exercise discretion in public discussion of library matters. Criticism of policies, service, and personnel will be directed to those individuals in authority for the purpose of improving the library.

Always be alert and approachable to patrons seeking assistance.

2.2) EMPLOYEE DRESS CODE, EXPECTATIONS:

Employees will dress in clean, neat, respectable clothing while on duty for the library. Jeans and slacks are permitted with no rips or holes. Pants should be of proper waist size and be worn at the waist. Cuff length can touch the floor but not be able to be walked on. Extreme baggy/sagging jeans, slacks and shorts are not acceptable. Skirts and dresses must be knee length or longer. Shirts must be able to be tucked in or else they are too short. Shirts must have some type of sleeve and, for girls, cover bra straps. Employees must wear some kind of soled footwear. For safety reasons, "flip-flop" type footwear will not be permitted. Employees clothing, person, and hair must be neat, clean, and appropriate at all times. Hair must be natural colors, neatly groomed and well kept, not to bring undue attention or be a distraction to others. Employees who wear unacceptable clothing will be sent home to change clothes. The absence will count as an unexcused absence.

The following will not be allowed:

Any head wear, unless for Religious reasons.

Clothing with unacceptable writing or pictures (advertising, tobacco, alcohol, obscene language, sexual innuendoes, or drug use, etc.).

No type of cloth, such as handkerchief or other material wrapped around the head, legs, or arms.

Wearing of sunglasses, pajamas, shorts or slippers, unless for a designated programs. (Face masks for personal protection will be allowed)

Hooded sweatshirts and shorts.

Tattoo's must not be visible.

Piercings in the eyebrows, chin, lips or "gauges" in the ears.

In order to maintain good working conditions for all staff members adherence to the following are expected:

PUNCTUALITY: Staff members should be ready to work at assigned times. Excessive tardiness is unacceptable.

CONVERSATIONS: At no time shall a patron be left waiting while a personal conversation is being held.

READING: Personal reading and class work are to be held to a minimum.

SMOKING: Smoking and "vaping" is not permitted anywhere in the Library.

EATING: Eating or chewing gum in public service areas is discouraged. Eating, other than lunch periods should be limited to appropriate snacks at the desk.

PHONE CALLS: Always identify the library and yourself when receiving or making a phone call. Be cordial, gentle and smile on the telephone. The quality of your voice is important. Sometimes how something is said is as important as what is said. Be understanding. Our job is to educate, not dictate, accuse, or abuse. When taking a message get as complete information as possible. Take the name, company, return phone number, and record the date and time of the call. Personal phone calls are to be held to a minimum.

WORK AREAS: All work areas should be neat in appearance at all times. All full-time and part-time staff members have assigned work areas. Staff members are to respect the privacy of one another and are not to remove items from one another's work areas.

PERSONAL HEATERS, AND OTHER ELECTRIC DEVICES: They shall not be permitted. Issues of heating and air conditioning must be addressed via the central systems.

2.3) HIRING PROCESS:

KUTPL is an equal opportunity employer. All appointments are made by the Director and are based upon job-relevant qualifications. Appointment titles: Director, Assistant Librarian, Programing Librarian, Information Technology Technician.

When positions became vacant the library will seek qualified individuals to fill those positions. The best candidate for the position will be selected after applications have been reviewed and interviews conducted by the Library Board, Director or his/her appointee. All appointments will be free from discrimination on the basis of sex, sexual orientation, age, race, national origin, religion, or physical disability.

The Library Director shall avoid appointing, to a permanent position, more than one member of the same family to work in the same building, the same hours or have direct supervision of a family member.

Those seeking employment with the Library should be aware of the following:

Application forms are available at the Circulation Desk.

Unsolicited applications will be accepted.

Fair Employment and Sexual Harassment Policies:

Every employee and candidate for employment has the right to be judged on his or her job-relevant qualifications and job performance, free of discrimination on the basis of sex, sexual orientation, age, race, national origin, religion or physical disability. The library shall maintain an environment free of employee intimidation and harassment. Sexual harassment is any unwelcome sexual advances, requests of sexual favors and other verbal, physical or visual conduct of a sexual nature. Any person aware of or experiencing such behavior from an employee or patron shall report it immediately to the Director.

CRIMINAL BACKGROUND CHECK POLICY FOR EMPLOYEES & VOLUNTEERS

The Kewanna Union Township Public Library will conduct background checks to follow Indiana Law SEA410.

EMPLOYEES; The library will conduct a criminal background check and sex offender registry check on all employees, Board members and potential employees as part of employment, that is contingent upon the results of said checks. **VOLUNTEERS;** Depending on the nature of the work, volunteers age 18 and over will have a criminal background check and a sex offender registry check. The library will make a decision on the background needs of the volunteer based on the level of direct supervision provided for the task, and the nature of the work performed. Background checks will not be required for service organizations that volunteer as a group and are supervised by the organizations staff or representative, for which the volunteer activity is a single event or restricted to custodial work or material handling.

In performing a criminal background and sex offender registry check; Job applicants, employees and volunteers will be informed that the checks will be conducted and will complete a **Background Check Authorization Form** enabling the checks. The Director of the Library will initiate all background checks. The Director of the Library will ensure the privacy of all checks, and keep all information confidential. All results from the checks will be maintained in a secure file in the Administration office and stored according to the Retention and Disposal of Record Policy and Procedure. When the results of the checks indicate the candidate has an offense on their record, the Director will review the results to determine if the offense disqualifies the candidate from employment. Any criminal activity related to Identity theft, or similar crimes will disqualify the candidate from employment. Any applicant with a criminal history including sex or child abuse convictions or deferments will be disqualified from employment. Any applicant under investigation, or charged with child or sex abuse or criminal acts will be suspended or disqualified from employment of volunteering at the Library until the issue is resolved.

2.4) APPOINTMENT CATEGORIES:

Full-time exempt employee: an employee who has successfully completed the probationary period and has been appointed to a full-time position. Full-Time position is 40 hours per week.

Part-time: an employee who normally works 28 hours and/or less per week.

Hourly: an employee who receives strictly an hourly rate and is not eligible for employee benefits.

Temporary: an employee who has been appointed to a position which is expected to last three months or less or is hired to fill a position of a staff member on leave. Temporary employees shall be paid an hourly rate for actual hours worked.

2.5) SCHEDULE OF WORK HOURS:

Work must be scheduled between the hours of 9:00 AM and 8:00 PM Monday - Friday; and 8:00 AM - 4:00 PM Saturdays.

Minimum hours that may be scheduled any one day for a full-time employee shall be 4 hours and the maximum hours that may be scheduled any one-work day shall be 12 hours. Part-time staff will be scheduled for the convenience and needs of the library. The Director will prepare and/or approve the library work schedules. Employees' preferences will be followed when possible and only if they are consistent with other Library policies. Any change in work schedules must be reported to Director.

At least two (2) employees will be scheduled during times the library is open for public service. Exceptions for the Director working alone or the event of an employee emergency will be allowed.

2.5 A.) PERSONNEL POLICY—OVERTIME/COMP TIME POLICY

AMENDED March 18, 2019 board meeting as follows.

Non-Exempt Full-time Employees:

The library's policy is to avoid, whenever possible, overtime for non-exempt staff. Over time is defined as time worked above 40 hours in library's workweek. If overtime is necessary, nonexempt employees are eligible for compensatory time in lieu of overtime payments at the rate of one and one-half (1 1/2) hours for each hour of overtime worked. Overtime does not include hours worked in excess of 8 hours a day unless more than 40 hours are worked in Library's one-week pay period. Overtime pay is based on actual hours worked. Under the FLSA (Fair Labor Standards Acts), vocation, holidays, and sick leave will not be considered as time worked in computing overtime. Due to budgetary constraints, the Library encourages the use of compensatory time in lieu of overtime pay for non-exempt employees. Employees are limited to an accrual of 40 hours of compensatory time. Upon the accrual of 40 hours of compensatory time, the employee must utilize this time over the course of the following 30 day period, at a rate not to exceed one day (8 hours) per week. Employees will be permitted to use compensatory time off as long as the use of compensatory time does not "unduly disrupt" the operation of the Library. All unused compensatory time accrued by the employee will be paid on the payday in December. Under no circumstances will compensatory time be allowed to accrue from one year to the next. Upon termination of employment, employees will be paid for all accrued, but unused compensatory time in accordance with the standards set forth in the Fair Labor Standards Act (FLSA).

Part-time Exempt and Non-Exempt Employees:

The Fair Labor Standards Act applies to employees working over 40 hours a week. When part time staff members work more hours than their normal workweek, they are paid on a straight time, hour-for-hour basis. Supervisors must approve, in advance, additional hours for part-time staff.

Exempt Employees:

If an employee is exempt (these would be executive, professional, and administrative positions) then the employee would not be eligible for overtime pay if he/she works over 40 hours in a week. But would be eligible for compensatory time but on an hour-for-hour basis with all other limits and restrictions as a non-exempt employee.

2.6) TIME RECORDS:

Employees will submit a signed claim, bi-weekly to the Director itemizing the hours worked to obtain wages due. The Director's pay record will be signed by the Treasurer, or another office holding Board member.

Breaks of fifteen minutes are allowed for every four hours an employee is scheduled to work. Staff members are allowed and encouraged to take breaks of no greater than 15 minutes after completing at least 2 hours of work. No more than two breaks should be taken for an eight-hour shift. Break time may not be accumulated or used for other purposes. Disciplinary action may be taken if this privilege is abused.

Each staff member is responsible for cleaning up after using utensils and workspace provided. Additionally, the Library cannot be responsible for lost or stolen personal possessions.

2.7) SALARY PAYMENT:

Salaries are paid every 2 weeks. There are 26 pay periods in a year.

If payday falls on a holiday, or when the library is closed, salaries will be paid on the last workday proceeding the regular day of payment. Salaries will be paid by Friday of that week.

If an employee wishes someone else to pick up his/her paycheck a signed authorization must be on file.

Deductions from the paycheck are automatically withheld for Federal, State, Local income taxes Medicare and Social Security.

2.8) WAGE SCHEDULE: Amended 10/26/2020

Librarian: As approved by Board of Trustees (Starting \$11.00 per hour).

All others starting pay will be \$9.50 unless agreed upon by the Board of Trustees.

2.9) EMPLOYEE BENEFITS:

Holidays:

The Library Board gives time off with pay for holidays as determined yearly. To receive pay for a holiday a full-time staff member must work either the scheduled day prior to the holiday or the scheduled day after the holiday. Days that the library closes early for a holiday: Full-time staff will adjust their work hours to equal a regular Saturday workday.

Full-time staff members will be granted a compensatory day off when a legal holiday falls on a day off or during a scheduled vacation day.

Unemployment insurance:

The library carries unemployment insurance as required by law.

Retirement benefit:

The Library participates in the Public Employee Retirement Fund (PERF). The Library pays the full amount for full-time employees.

Professional meetings and organizations:

All staff employees are encouraged to join professional organizations. Employees attending professional association meetings with the approval of the Board will be reimbursed the costs associated with their attendance: mileage (mileage is based on the State Standard found at in.gov/idoa2454), meals (employees will be reimbursed \$10 per day of training for meals), lodging (the library does not reimburse lodging costs), etc. The associated costs of attendance to other meetings or trainings will be reimbursed if attendance is approved by the Board.

Staff and employee purchasing:

Staff and board members may order materials through the library's vendors and receive the library discount.

2.10) LEAVES OF ABSENCE:

Reporting sick leave and leaves of absence: Any staff member who takes leave (sick, vacation, or, without pay) must record such leave on the weekly time sheets maintained by the Director for payroll purposes. If it becomes necessary to remain at home due to illness, the employee shall notify the Library Director as soon as possible, but no later 1 hour prior to their shift, to allow schedule adjustments to be made. If all of available sick leave is used, absences will be automatically charged against available vacation. Further absence may be considered for emergency leave without pay.

Snow days:

The Director will close the Library when they feel it is unsafe for patrons to use the Library. Staff scheduled to work on a snow day may make up scheduled hours.

Sick leave:

Sick leave and Personal days, with pay is granted to Full Time employees and Part-time employees working 20 hours or more per week, when they are incapacitated by illness, injury or for medical, dental and optical examination and treatment. The Director, in the interest and welfare of the staff, may determine that an employee is too ill to work and ask the employee to take a sick leave. A doctor's certificate of illness is required to return to work if more than (3) consecutive scheduled days are missed due to illness. A doctor's certificate to return to work is required with any type of surgery; stating, if any restrictions are in place. Failure or inability to

comply may result in dismissal. Sick Days: Two (2) days each year, any days in excess will be unpaid. Personal Days: Four (4) days each year, any days in excess will be unpaid. Employees must pass the probationary time before any benefits can be accumulated.

Vacation leave:

Vacations are figured from January 1 to December 31 and are prorated for the length of time employed. After 1 year of employment, an employee is entitled to all vacation they are eligible for as of January 1; an employee may take all vacation for which they are eligible. It is preferred that vacation days be scheduled 1 week at a time. Vacation time does not carry over to the next year.

Vacations are scheduled at the convenience of the Library. In an emergency, vacations may be cancelled until a more convenient time for the Library.

Vacations: There will be one (1) week paid vacation after one full year of employment. After five years of employment, two (2) weeks with pay each year. After ten years, three (3) weeks with pay each year.

Part-time employees are not eligible for vacation leave. Part time employees years worked will be counted towards vacation accrual if and when they are promoted to full time status.

The number of eligible vacation days shall be determined by the seniority as of January 1 of the incoming year. Seniority is determined by uninterrupted service from time of employment. In the case of conflict on vacation schedules, seniority will determine eligibility.

Compassionate leave:

Three (3) days leave with pay is allowed in the case of the death of a member of a full-time or part time employee who has passed the probationary time. A member is considered anyone in the employee's immediate family or household.

Part-time employees shall have compassionate leave proportional to their hours worked.

If travel out of state is required, or in the case of the death of a spouse, child, or parent, an additional 2 days with pay will be granted. If still further time is required, or in the event of other deaths, personal business leaves, vacation, or leave without pay may be used. A member of the immediate family is considered: spouse, parent, child, parent-in-law, brother, sister, grandparent or grandchild.

Pregnancy leave:

A full-time employee who becomes pregnant may continue in active employment as late into the pregnancy as she desires, as long as she is able to perform the requirements of her work assignment. The Director may request a doctor's certificate of ability to work.

In case of medical emergency, she shall be granted leave immediately upon request and with later certification of the emergency from her physician.

This policy would also apply in the case of adoption of a non-school age child.

Paternity leave:

Any employee may request up to 1 week of leave without pay at the time of birth to attend to the delivery and/or aid their spouse upon return home.

If additional leave is desired, sick leave or vacation time may be used.

This policy would also apply in the case of adoption of a non-school age child.

Jury duty:

All staff members who are called for jury duty or as a witness in court will be granted leave with pay.

Military leave:

A military leave of absence without compensation shall be granted to any full or part time employee called to active duty.

A staff member who is a member of the reserve component shall be granted a leave of absence without pay during his/her annual tour of duty.

Vacation and sick leave accrue during leave for reserve duty.

Leave without pay:

If convenient to the Library, a staff member may be granted, upon the Director's recommendation to the Board (and their approval) leaves of absence without pay. Leave without pay will not count for accumulation of sick leave or vacation and will not affect seniority.

Provisions to continue benefit payments on an individual basis must be arranged during an employee's extended leave.

2.11) CHANGE OF STATUS (NAME, ADDRESS, ETC.)

Any change in status, such as a change in name, address or phone number, must be reported to the Director within 5 working days so that an up-to-date record can be maintained for office information, insurance and tax purposes.

2.12) SEPARATIONS OF SERVICE:**Dismissal:**

All employees must meet reasonable standards of performance required by the position.

The Director may dismiss employees with due cause, which includes, but is not limited to: employee's incompetence, willful neglect of duties, or insubordination.

Due cause may also include such infractions as habitual tardiness, excessive absenteeism, objectionable treatment of the public or a fellow employee, infractions of library policies, or sleeping while on duty.

Immediate dismissal:

Employees may be dismissed immediately for any of the following reasons: insubordination to the Director, conviction of a crime, theft of library materials, intoxication or drug abuse during working hours, and any other misconduct in serious conflict with the best interests of the Library.

Absenteeism:

For annual absenteeism rates greater than 3%, the following steps shall be followed:

The Director may place the employee on a probationary period of 30-90 days.

If absenteeism continues the Director may re-classify the position held by a full-time employee to a part-time position.

The Director shall authorize the reduction of hours for a part-time position.

Absenteeism shall be calculated after all, sick, and vacation time has been used.

A reasonable time, to be determined by the Director, will be allowed for the employee to correct such deficiencies.

Two weeks' notice of dismissal will be given in writing if the deficiencies are not corrected.

Resignations:

If an employee wishes to resign, a letter of resignation shall be presented to the Director.

Full-time employees are asked to give four (4) weeks' notice and part-time staff is asked to give two (2) weeks notices to maintain smooth operations of the library.

Layoffs:

Whenever it becomes necessary to lay off an employee because of elimination of the employee's position or reduction in force due to budget cuts or changes in service, the Director shall notify the employee in writing at least 2 weeks prior to the effective date.

Every effort will be made to place an employee in good standing in another position in the Library.

Retirement:

It is suggested that an employee anticipating retirement should notify the Director at least 3 months in advance of the scheduled leave.

2.13) JOB TITLES AND DUTIES:

General duties:

In addition to assigned responsibilities, all employees of KUTPL will share in the completion of the following duties.

Completion of these duties will be determined by the Director. It is understood that all staff members will share in fulfilling the functions of the Circulation desk at assigned times.

Stated qualification statements are minimal requirements.

Circulation Desk

- Keep library clean and accessible at all times.
- Check materials in and out
- Handle renewals
- Operate the fax machine
- Collect fees and fines
- Answer reference questions
- Assist patrons in locating materials, basic computer help, etc.
- Issue new and replacement cards
- Input and update patron records
- Issue overdue notices
- Other duties as assigned by the Director

Temporary Help

Duties and Responsibilities:

- Assist in circulation, reference, and reception areas
- Assist in processing and mending of library materials
- Other duties as assigned by the Director.

Performance evaluations:

Performance evaluations will take place annually for current employees.

Annual reviews will be done in November.

Performance evaluations will occur for new employees 60 days after start date with 6 month review to follow then they will be part of the annual personnel review.

The Director will do all employee reviews. The Board will do the Directors review.

Additional performance evaluations will take place as Director or Board deems necessary.

Probation:

Each appointment, promotion, demotion or transfer to a full-time or part-time position shall be subject to a probationary period of not less than 3 months.

The Director may extend the probationary period for any position to a period not to exceed 6 months.

The purpose of the probationary period is to allow time to determine the probationary employee's capabilities, compatibility with staff and organization, and adjustment to the objectives of the Library

A probationary employee whose performance, attitude or personal philosophy of library service does not meet the standards, requirements and philosophy of this Library may be dismissed at any time during the probationary period without further recourse.

An employee may be returned to probation if his/her performance at any future time falls below acceptable standards.

2.14) DISCIPLINE POLICY :

KUTPL's best interests lie in ensuring the fair treatment of all employees, making certain that disciplinary actions are prompt, uniform, and impartial. The purpose of any disciplinary action is not to punish, but to correct a problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

KUTPL may use progressive discipline at its discretion. Disciplinary action may call for any of four steps: Verbal Warning, Written Warning, and Suspension with or without pay, or Termination of Employment. Each incidence, depending on its severity and number of occurrences, will dictate which steps are taken. Some circumstances will require one or more steps to be bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

First offense - verbal warning

Repeated offense - written warning

Repeated offense - suspension, with or without pay, for up to 1 day to 2 weeks

Repeated offense - termination of employment

If necessary, written steps or instructions to improve will be given. An evaluation will then be conducted to determine if progress is being made. If little or no progress has been made, the next step will be additional disciplinary action. If no significant change in behavior or attitude becomes apparent, the next step will be additional disciplinary action. The next step will be a decision, made by the Director whether to continue employment for the individual or to dismiss. Dismissal at that time will be immediate. The employee has the option to appeal his/her case before the Library Board, through the use of the Conflict resolution policy. If more than 6 months have elapsed since the last disciplinary action, the process will begin again. Certain types of employee problems are serious enough to justify immediate suspension or termination of employment, without going through the usual progressive steps.

Conflict resolution policy:

The library is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank, atmosphere in which any problem, complaints, if an employee disagrees with established rules of conduct, policies, practices, or has a conflict with another employee, they can express their concern through the conflict resolution procedure. No employees will be penalized formally or informally for voicing a complaint with the library in a reasonable business-like manner or for using the conflict resolution procedure. The conflict resolution policy is an important tool in maintaining staff morale and all complaints will be handled as expediently as possible. Employees are encouraged to offer positive and constructive criticism, and encouraged to take the following steps if they believe that a condition of employment or a decision affecting them is unjust or inequitable.

When a problem arises, the grievant must discuss the matter with the Director rather than fellow employees. This should be done within five (5) working days of the problem.

The Director will review the problem and any relating policies. If possible, the Director will respond through discussion. If not, they will respond within two (2) working days. (This response may be no more than a promise to take the matter to the next level of authority.) The Director will document this discussion, including steps, which are to be taken.

If no satisfactory solutions can be arrived at through this discussion, the grievant is to approach the Director a second time. A record will be written out in duplicate, and should detail what the grievant sees as a satisfactory solution. The Director and the grievant will sign both copies, and each will keep a copy.

The Director will re-assess the problem and meet with the grievant again, in a timely manner, to further discuss the options for solutions.

If no satisfactory agreement for both parties can be reached, the grievant may petition for a private consultation with the Board. The Board will provide 3 members to hear the grievance.

3) ADMINISTRATION INFORMATION:

Internal Controls Policy

This policy is the directive of finance of the Kewanna Union Township Public Library, and the duties of its officers.

The Library Board of Trustees; The duly appointed Board will elect a Treasurer every year according to its By-Laws. The Treasurer will be bonded to the minimum standards proscribed by the State of Indiana and according to the Kewanna library requirements. The Board will hire a Director to operate the library. The Board will approve three members and the Treasurer to approve/sign claims of the library.

Director; The Director will account for all expenditures and receipts. Records of all financial activity will be accessible to the public, and reported to the Board monthly and the Treasurer bi-weekly. The Director will complete all requirements of the SBoA and the DLGF budget process. The Director will communicate all activity with the Treasurer and Board. The Director will prepare all claims, warrants and receipts on State approved forms. The Director will keep records of and prepare all payroll documentation. The Director will verify all employee payroll claims. The Treasurer will approve all of the Directors payroll claims. The Director will not have the ability of withdrawing any funds from library accounts. The Director will have access to all bank account balance information.

Treasurer: The Treasurer will be bonded. The Treasurer will verify all reports of the Director to the Board. The Treasurer will work with the Director in all budget work with the DLGF and SBoA. The Treasurer will ensure all claims are approved by the Board. The Treasurer will verify all of the Director's financial claims. The Treasurer will report any variances in account activity to the Board, and when over the threshold amount, to the SBoA. The Treasurer shall be knowledgeable on procedures of warrants, claims and payroll, and be able to conduct basic business in case of the absence of the Director. The Treasurer will conduct an unscheduled monthly examination of the library financials. The Treasurer will keep a current log of examinations for annual records.

Accountant Ledger; The Director will keep records of all receipts and claims and report them to the Treasurer bi-weekly, and the Board monthly, and annually.

Record Keeping; All receipts will be recorded in a State approved format. All claims will be recorded in State approved format. A general ledger will be kept current by the Director, or Board approved book keeper. All documentation will be made available to the public, and all government agencies. The Director will be granted access to all library accounts for proper record keeping

Checks; The Director will prepare all warrants for approval by the Treasurer or by approved Board signatures. All claims will be properly recorded and reported to the Treasurer bi-weekly, and monthly to the Board.

Bank Automatic Withdraw; The Board will approve all automatic withdraws of funds from its accounts. Prior approval has been granted to PERF, Kewanna Water & Sewage Works, Rochester Telephone and Wells Fargo for Debit Service payments only.

Cash Drawer; Any money from fines, fees, copy's, fax's, and donations made to the library at the circulation desk or from postal mail will be properly recorded and deposited. The cash drawer will be deposited when the amount is over \$50.00, records of every deposit will be recorded on State approved forms.

Staff meetings:

Staff meetings are held at a minimum once a month for all employees. Employees will be compensated for the time spent at the meeting.

Keys:

Key distribution shall be the responsibility of the Director. All keys shall be numbered and recorded.

Community appointments:

Staff members appointed by or approved by the library board to serve on community boards, as official representatives of the library will be compensated at regular pay for official meetings. Staff members may attend during a regularly scheduled workday if schedules can be so arranged.

4) TECHNICAL SERVICES AND PROCEDURES:

LIBRARY SELECTION POLICY:

Purpose of the policy

The Board of Trustees of the Kewanna Union Township public library sets forth policies for the overall operation and service of the library. The Board provides this selection policy to guide the library staff in their selection responsibility, and to inform the public of the principles upon which selection of library materials are made.

Responsibility for Selection

Within the framework of the materials selection policy, the Board of Trustees delegates to the Director the ultimate responsibility of selecting library materials, and collection development.

The Director may in turn delegate selection responsibility to the appropriate library staff.

The general public may also make recommendations for consideration.

Principles of Selection

Library materials selected shall be chosen for values of interest, information and recreation to the people of Kewanna and Union Township.

The Library will be selective and collect items that reflect our understanding of the community, its needs and interests and are consistent with the current objectives of the library. It acquires materials which:

Interpret, document and illuminate the past. Specifically local history.

Represent various contemporary points of view reflecting current conditions, trends and controversies, international, national and local.

Foster knowledge of self and an understanding of others.

Provide information, different points of view and stimulate the imagination.

Improve the individual's understanding of the world in which they live in.

Contribute to the enjoyment of life.

Supplement the reference, research and recreational interests of borrowers of all ages.

Criteria of particular importance in selecting materials are:

- Cost.
- Current demand or interest.
- Local interest in the author, producer or subject.
- Importance of subject matter to the community.
- Availability in other libraries.
- Physical or Specialized format.
- Subject content.
- Literary or performance merit.

Judgment for selection is made on the material as a whole, and not on some passage, page, scene or other parts alone.

In fields, which the local library cannot develop extensively, the aim is to acquire basic bibliographic materials by which readers may gain basic information and prepare for use of the larger or specialized collections of other libraries.

A new acquisition shall be measured against the other materials available to determine which selection seems wisest in view of the library's need, space and available funds. Consideration is given to materials, which may be of interest to a few patrons as well as those of interest to many.

The library does not attempt to acquire textbooks and other curriculum related materials or professionally or technically oriented resources unless it also serves the general public.

The library acknowledges a particular interest in the local and state history and the works of local authors. The library will however, apply the same standards of selection to the works of the local authors as it does to other library materials.

KUTPL recognizes its responsibility to young adults. The use of the library assists in their development toward adulthood, by awakening new interests, by furthering a taste for good and accurate information, by providing an opportunity to explore new ideas, contributing to their personal and intellectual growth.

Selection of youth materials is based on the criteria listed above. Diversified, tastes, interests & abilities are acknowledged. The use of such material by children is the responsibility of their parents or legal guardians. The library's objectives are to:

- Help children widen their interests.
- Stimulate and help satisfy their curiosity.
- Increase knowledge & understanding of the world, varied peoples & cultures.
- Help each child realize his own identify as a person of worth.
- Help children discover reading and research for understanding is fun.

The Library's Board of Trustees believes that anyone is free to reject for him/herself library materials of which he/she does not approve; however, he/she does not have the right to restrict the freedom of others to use the materials. No books or other library materials shall be excluded because of the race, sex, nationally or political, religious or social views of the author.

Discarding items:

The Board of Trustees delegates to the Director the ultimate responsibility of discarding materials. Regularly the library re-evaluates its collection and discards materials because they are out of date, badly worn, rarely used by the public or inconsistent with current selection criteria. Weeding guidelines include; items with copyright dates older than 10 years or has not circulated in 5 years. Inventory will be selected for discarding.

Items selected for discarding will be stamped "WITHDRAWN". The barcode and spine label will be marked through. The item catalog record will be revised.

Gifts and memorials:

The library welcomes gifts, but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the library. Such material may be added to the collection provided that it meets the library's standards of selection. Any book with a "special book plate" shall have the following subject headings: name of donor, or memorial name. All donations become property of the KUTPL. The librarian will review all gift items. Those not selected for the collection may be used as prizes, donations, or for community needs. Gift items that have special significance (memorial, local author, Indiana author, historical) should be kept for community relations.

LIBRARY COLLECTION DEVELOPMENT GUIDELINES:

Purpose:

The purpose of these guidelines is to inform the public regarding guidelines and principles for our collection development. They will provide guidance to the Library Board and staff regarding selection and discarding principles. The staff will use the basic library collection development resources to evaluate the collections. Materials will be cataloged and processed using the following guidelines, youth then adult items as follows.

New items

Donated items

Non print items

Fiction

Non-fiction, Historical, Reference

Collections:

Fiction (F or YA or YF):

The primary purpose of the fiction collection is to satisfy the demand of recreational readers for popular new titles. The collection consists of classics, popular best sellers, critically acclaimed first time authors, donations, and genre fiction.

Genre fiction will have a wide variety including Christmas, religious, romances, crime, suspense, historical, science/fantasy and westerns.

Large type fiction: (LTE)

A collection of large print fiction will be developed. This collection will use the same guidelines as the regular print fiction for adults.

Indiana collection: (IND) Collecting and preserving local history is a high priority of the library. Kewanna and Union Township related items must be available for display and reference. Preserving the history for future generations is done with a collection of items and displays in an "Indiana history" room. These items for example could include Kewanna High School, local business, Township photographs, and library history. While deleting items from the general collections, identifying local historical items for the Indiana room is necessary for developing the Indiana collection.

Nonfiction: (ex: 123.12 AUT or Y 123.12 AUT):

Collections will be labeled and stored based on the Dewey Decimal Classification System.

Materials in the collection have been published in the last ten years.

Older works are retained as use indicates, space allows, if there is a scarcity of current publications, or as the reputation of "classic" status, or timeless quality of the works warrants.

On controversial subjects, the collection reflects a wide diversity of opinion.

The collection level varies depending on the level of demand in each subject.

Generalities (000-099):

The subjects included in the 000's include: mysteries of the universe; computers; bibliographies; library and information science; encyclopedias; news media; and the history, description, and critical appraisal of books.

Considerations: The main considerations will be demand, price, and reputation of the author or publisher. Current editions of titles in demand will be purchased.

Information dealing with the mysteries of the universe is very popular. The library strives to maintain balance (various points of view) in this collection.

The computer book collection is primarily for the nonprofessional user. Materials dealing with the most popular systems, programs and applications are included. Information dealing with the internet will be emphasized.

Library and information science collections will reflect the current interest of staff and the needs for staff professional development.

A basic collection shall be maintained on news media and journalism. This collection will also reflect the needs of local organizations and media.

Philosophy and psychology (100-199):

Subjects covered in the 100's: Metaphysics; epistemology; paranormal phenomena, including works on witchcraft and magic; philosophical schools; psychology; logic; ethics. The library will buy popular and high quality paranormal and behavioral psychology resources of interest to the general reader. Because of the large number of titles available in the subject area, the author or publisher's reputation will be of prime importance in the selection of materials.

Considerations: The library will consider titles of popular appeal to the informed reader, for self-education and pleasure. The collection will strive for a balanced presentation of ethical, social, medical, business, professional and environmental questions.

Philosophy collection is basic. Subject areas will be collected for general interest.

Psychology, self-help and pop-psychology collection is basic. Subject areas will be collected for general interest.

Paranormal phenomenon is in great demand and subject to frequent theft. Subject areas will be collected for general interest.

Religion (200-299):

The religion collection is an overview of topics of interest to the general public. The collection will include information on world religions and comparative studies. Materials that are of interest to lay readers and relevant to current social issues will be collected. All religions and denominations will be represented as fairly as possible.

Considerations: The collection will reflect the wide range of local denominational literature. Basic information on Mythology of various forms, Eastern and Native America religions, and world religions will be collected.

Social Sciences (300-399):

Subjects covered in the 300's include social sciences; political science; economics; law; public administration; military history; social services; education; commerce; communications and transport; customs; etiquette, and folklore. Patron interest and requests are always considered, as are the popularity of the subjects in current literature. Most of the information in these subject areas changes rapidly, so current, accurate information is important. The collection emphasized the popular rather than the academic treatment of topics and offers good overviews of each of the subjects. Many of the titles are updated annually. Special consideration is given to materials that deal with Indiana, regional and specifically Kewanna and Union Township.

Considerations: Social sciences (301-307): Materials in this section include sociology, anthropology, women's studies, and sexuality. Controversial subjects will be presented with as many points of view as possible. Popular titles will be collected.

Political science (320s): Topics covered will include local, state, regional and national political issues, special interest groups, and the history of political movements and parties.

Economics (330s): This collection covers all aspects of economics, investing, the stock market, currency, property, and credit. Books selected will provide a general overview of each of the subject area. Some specific areas will be developed to reflect current and popular local interest.

Law (340s): Information collected will be for the nonprofessional and of popular interest. Books that provide instruction as well as reproducible forms are preferred over those with long legal narratives. Indiana Code and Administrative code must be current.

Public administration (350s): This area represents public Administration and military sciences.

Social services (360s): Information includes topics related to welfare, adoption, abuse, abortion, environmental concerns, criminology, general clubs, and insurance. Information representing all sides of the controversial topics will be collected.

Education (370s): This area includes issues in education, covering many subjects. These books are subject to theft.

Commerce, communication, and transport (380s): This collection includes history of trains, corporations, radio and television. Railroad history will be collected to represent the local history and interests.

Customs, etiquette and folklore (390s): Information of general interest of the public will be collected. The collection represents and overview of the various topics.

Language (400-499):

The languages/linguistics collection: consists of standard works for the public on subjects such as the use and acquisition of language, and comparisons of languages. Emphasis shall be placed on the English language, its history, structure, and learning. There is also concern for literacy and sign language. Select items that best reflect the needs of the general community. Basic bibliographical lists will be used for guidance.

Considerations: Collection will reflect the interest of the general public regarding language study and issues.

Pure sciences (500-599):

This area includes mathematics, astronomy, physics, chemistry, earth sciences, paleontology, life sciences, botanical sciences, and zoological sciences.

Considerations: Information on basic math, basic science, and identification books. The continuing advancements made in the knowledge of the sciences require up-to-date materials. Overall, factors that are considered include cost and reputation of the authors and publishers.

Applied sciences (600-699):

The applied science and technology section serves a wide range of needs: medical information; all aspects of home economics and management, including cookbooks, gardening, home and appliance maintenance and repair; electronics and engineering, including automobile maintenance and repair; manufacturing and building trades selected for the general interest.

Considerations: Relevant and current information for these high profile subjects.

Medical/health (610s): Attention is paid to authors and books spotlight in the media, with emphasis on materials for the public.

Engineering (620s): Popular areas include computer repair, boats, motors, auto repair. Broad coverage of the range of years and models is especially important in the auto repair books. A collection of "Chilton" books is recommended.

Agriculture (630s): Includes gardening books. Animal information should include local wildlife, and farm production and hobbies.

Home economics/family living (640s): Information in this area deals with home economics, cookery, housing and household management, sewing, clothing, family living, and child rearing. A vast collection of cookbooks of different styles, and preparation should be maintained.

Management/business (650s): Information about resumes, small business accounting, and careers are emphasized.

Chemical engineering (660s): Basic subjects of interest to the public.

Manufacturing (650s-690s): Includes books on home workshops, furniture making, printing, toy making, and construction. This is an area with broad general interest.

Arts and recreation (700-799):

This collection includes a wide range of subject matter of interest: casual art lovers, collectors, and handicraft and sports enthusiasts. The largest sections cover a wide range of arts and crafts, television and motion pictures, and sports. Virtually all items are at a popular level. Standard library selection sources are consulted and reviewed for purchasing plan.

Considerations: Patron interest and demand heavily influences purchasing patterns in arts and recreation. Books on art collections, how to draw, and craft making must be developed, and maintained.

Literature (800-899):

Literature collection consists of writing, literary history and criticism and collections of speeches, essays, humorous writings and anthologies of short studies. Standard library selection tools will be consulted to maintain the literature collection.

Considerations: Collection will reflect the interests of the community. The collection will assist in continuing education, and recreational needs of the public

Geography and history (900-999):

The history and travel collection consists of popular works intended for a general audience, and supplemental material to support student use, such as United States and Western European history.

Considerations: The main emphasis is basic travel books for all parts of the globe. Collect new Indiana history and geography titles and works dealing with Kewanna Union Township.

Biography (B or YB):

This collection consists of materials about people from all walks of life from the earliest times to the present. Autobiographies, memoirs, and collections of letters are included in this collection.

Considerations: General interest of the public will be the guidelines for buying materials in this collection. Subjects of historical, local and educational value must be collected.

Reference (R):

The reference collection is intended to provide basic answers to any number of questions that may come from the public. Sets are added as they become available. Often a decision must be made on the format. If there is significant cost advantage of one format over the other, a decision will be made in favor of the most economical. Nonfiction items that do not fit the collection can be considered for the reference area. Reference items are to be cataloged in the Dewey format.

Periodicals and newspapers:

A general collection of current popular periodicals will be provided. The current issue will always be on display for the public.

Library will rely on the Indiana Inspire (the virtual library) program for academic and special titles.

Most periodicals will be maintained in the collection for 1 year. National Geographic, and Outdoor Indiana will be collected and stored indefinitely.

Local newspapers will be held by the library for one month.

Local newspapers need saved for archival storage. Digitization is preferred by current State standards.

Pamphlets:

The Pamphlet collection will be minimal. Local groups and clubs, State organizations will be provided a place for advertising pamphlets, fliers and general information. Public service and health will take priority. Noncurrent items must be discarded.

Movies (Y VC or A VC or BLU or DVD or Y DVD):

Movies on all available formats are added to the collection as demand develops. A collection of adult and family movies on different formats need to be separated into different collections. New releases, patron demands and suggestions should be added to the collection. Dewey numbers need to be used for nonfiction items.

Ebooks:

The library will maintain an account with OverDrive to offer patrons digital books. Collection development of Ebooks should concentrate on youth, and teen material for use on school devices.

Audiobooks (AUDIO):

One collection of audio books will be developed. Age appropriate labeling should be used. Available formats should be offered to the public.

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