



# OPERATIONAL POLICIES

LAST UPDATED

01/23/2024

***The Library's mission is to empower our community through free and open access to relevant, informative, and engaging resources and services.***

# Contents

Rules of Conduct Policy .....	4
Food And Drink.....	5
Organized Groups.....	6
Minors Accompanied By Adults .....	6
Minors Alone .....	6
3D Printer Policy .....	7
Policies.....	7
Quality .....	8
Borrower's Policy .....	9
Alternative Account Types .....	10
Check Out Policy .....	11
Material Totals .....	11
Loan Periods .....	12
Overdue Fines.....	13
Lost, Damaged, and Overdue Materials Policy .....	14
Copyright Policy .....	15
Deadly Weapons on Library Property Policy .....	16
General Statement Of Policy .....	16
Deadly Weapons Discouraged.....	16
Juveniles and Firearms .....	16
Digital Media Lab Policy.....	17
Procedures: .....	18
Digital Media Lab User Agreement and Waiver .....	19
Distribution of Free Material and Public Posting Policy .....	20
Emergency Operations Policy .....	22
Inclement Weather .....	22
Site Specific Issues.....	22
Pandemic Operations .....	23
State of Emergency Operations .....	23
Exhibits and Displays Policy .....	24
Guidelines.....	25
Fixed Asset Capitalization Policy.....	26
Capitalization Defined .....	26
Capital Asset Classifications .....	26
Depreciation Guidelines .....	27

Physical Inventory .....	28
Disposition.....	28
POLICY 7.9 SURPLUS BOOKS, FURNITURE AND EQUIPMENT POLICY.....	28
POLICY 7.10 FUND BALANCE POLICY .....	29
Fundraising in the Library Policy.....	30
Genealogy and Local History Research Policy .....	31
Examples Of Appropriate Research Requests: .....	31
Examples Of Research Requests We Cannot Handle: .....	31
Gifts and Appraisal Policy .....	32
Memorial and Naming Rights.....	32
Holiday Decorations Policy .....	34
Homebound Delivery Policy .....	35
Information Security Policy .....	36
Patron information.....	36
Staff information .....	37
Security Measures.....	37
Security Breaches and Notifications.....	38
Interlibrary Loan Policy.....	39
Bullitt County Public Library Patron’s Borrowing Guidelines .....	39
Bullitt County Public Library Lending Guidelines.....	39
Laptop/Chromebooks Borrowing Policy.....	40
Library Fee Policy .....	42
Maker Lab Policy.....	43
Procedures: .....	45
Maker Lab Agreement.....	46
Bullitt County Public Library Maker Lab Liability Waiver.....	47
Materials Selection Policy.....	48
Library Aims.....	48
Equal Access and Censorship .....	48
Criteria For Selection .....	48
Responsibility For Materials Selection .....	49
Gifts .....	49
Collection Maintenance, Replacement, And Weeding.....	49
Reconsideration Of Material .....	50
Meeting Room Use .....	51
Outdoor Spaces Policy .....	54

Parking Lot Policy .....	55
Policy Statement .....	55
Policy .....	55
Removal Procedure .....	55
Patron Records Policy .....	56
Release Of Patron Information.....	56
Purging Patron Records .....	56
Pest Control Policy .....	57
Prevention .....	57
Pests In Library Materials .....	58
First Occurrence .....	58
Second Occurrence .....	59
Program Policy .....	60
Public Attendance of Meetings .....	62
Public Internet Access Policy .....	64
Smoking, Tobacco Use, and Vaping Policy.....	66
Study Room Use Policy .....	67
Thermostat Settings Policy .....	68
Unattended Children Policy.....	69
Definitions .....	69
Neglect or Abuse .....	69
Disruptive Behavior .....	69
Children Left After Closing.....	69
Reports .....	70
Vulnerable Adults Policy .....	71
Definitions .....	71
Neglect or Abuse .....	71
Disruptive Behavior .....	72
Vulnerable Adults Left After Closing .....	72
Reports .....	72

# Rules of Conduct Policy

*Revised 2/28/2023*

It is the policy of the Bullitt County Public Library to provide a comfortable environment that is conducive to the use of library materials. The Library was created and is made available for the use of all members of the public and, in exchange, patrons are expected to observe the rights of other patrons and staff members and to use the Library for its intended purpose.

The Board of Trustees of the Bullitt County Public Library has adopted the following policy regarding conduct to ensure the comfort and security of all Library patrons. Any behavior or activity that interferes with legitimate Library business will be prohibited. Persons who fail to observe the following guidelines may be asked to leave the Library and Library grounds, either for the remainder of the day or an extended duration, or be subject to arrest.

The following kinds of behavior will not be allowed in the Library or on Library grounds:

- Any behavior that endangers safety or health.
- Any behavior that is a violation of any local, state, or federal law.
- Being intoxicated or under the influence of drugs, chemicals, or other substances.
- Vandalism or deliberate destruction of Library property or materials.
- Theft of Library materials or the personal property of other patrons or staff members.
- Deliberate disruption of Library services.
- Harassment of other patrons or Library staff.
- Sleeping.
- Misuse of the restrooms, including but not limited to:
  - Shaving and/or washing clothing or person.
  - Smoking.
  - Stealing supplies.
- Loud talking, laughing, or the making of other noises that could disrupt other patrons.
- Being offensive or a nuisance in language, action, or body odor to other patrons or staff.
- Smoking, eating, and/or drinking in areas not designated for these activities.
- Entering or staying in the Library without proper attire which conforms to the standards of the community for public places, including shoes and shirts.
- Loitering.
- Soliciting, including but not limited to:
  - Selling goods and services.
  - Distributing literature without proper approval.
  - Soliciting donations or otherwise raising funds.
  - Panhandling.

- Political or other canvassing.
- Religious proselytizing.
- Circulating petitions.
- Otherwise disturbing customers or the public for purposes of eliciting or influencing their opinions and associations, or promoting any causes other than those directly related and beneficial to the Library.
- Entering the Library before or after hours without prior permission.
- Trespassing in non-public areas.
- Failing to supervise a child, of whom you are a parent or legal guardian, so that he or she does not disturb other persons in the library or damage library property.
- Failing to provide proper supervision of children or adults in need of care.
- Bringing animals in the Library, with the exception of assistive/service animals or animals involved in library programs or events.
- Bringing trash, articles with foul odor, or articles which impede or discourage the use of the Library by others.
- Bringing into the public area of the Library, or possessing or controlling while in the public area of the Library, any large bag(s) or other large items, including but not limited to suitcases, duffle bags, large backpacks, bedrolls, blankets/bedding, and plastic garbage bags. Diaper bags and bags measuring 10" x 16" x 24" or smaller are permitted.

These rules are not all inclusive of every behavior that will be regulated on library property. The Bullitt County Public Library reserves the right to prohibit any behavior or actions which prove to be inappropriate or disruptive. We appreciate your cooperation in maintaining a pleasant atmosphere in the library.

## **Food And Drink**

Types of food and drink allowed in areas designated food and drink appropriate include:

- Non-alcoholic beverages in covered beverage containers with an opening no larger than that of a standard soda bottle
- Non-messy snack foods, such as fruits, vegetables, or premade bars

Types of food and drink not allowed in areas designated food and drink appropriate include:

- Beverages without lids
- Beverages in containers with large openings
- Messy snack foods, such as pudding cups or apple sauce
- Meals or components of meals, including items like fries, sandwiches, pizza, or leftovers

## **Organized Groups**

Visiting organized groups including minors must have an adult with them at all times. This includes school classes, day care groups, scout troops and outside groups using the library meeting rooms. An adult from the group must be present at all times to supervise the minors as they arrive before a program, during the program and as they leave after the program. The adult is responsible for the behavior of the minors in the group. The library reserves the right to expel any group that does not adhere to the code of behavior.

## **Minors Accompanied By Adults**

It is the responsibility of the adult to ensure that the minors in their charge adhere to the stated code of behavior in the Library. The library staff may politely ask the adult to correct the child if the child's behavior is disruptive. If the adult cannot control the child so the child's behavior falls within the code of behavior, or the child's behavior presents a threat to the safety of himself, to others, or Library property, the adult and child may be asked to leave the Library.

Staff may ask a patron to leave the Library; may call for assistance from other staff, a parent or a guardian; may refer the child to a supervisor or to the Director; may call the police for assistance; and/or may, with approval of the supervisor and Director, suspend Library privileges of any patron who is not appropriately respecting the Library, Library staff or Library furniture or equipment.

## **Minors Alone**

Pre-school children should not be in the Library without an adult or responsible sibling. The Library does not provide a babysitting service or act as does the school system, in loco parentis.

If a child's behavior threatens the safety of the child, of others, or of Library property, and the parent or other adult responsible for the child is not present, the police will be called to take charge of the child.

Minors who are left alone and do not have anyone here to pick them up when the library is closing may be turned over to police custody for their own safety.

# 3D Printer Policy

*Adopted 7/26/2022*

*Revised 2/28/23*

The Bullitt County Public Library maintains and furnishes a 3D Printer for use by Library patrons. Use of the 3D Printer is subject to the following policies and procedures, as well as the Library's Rules of Conduct.

The Library strives to offer the community access to new and emerging technologies, such as 3D printing. This policy establishes how and under what circumstances the public may use the Library's 3D Printer.

## Policies

1. The Library's 3D Printer may be used for purposes that are lawful and/or safe. Patrons are not permitted to use the Library's 3D Printer to create material that is:
  - a. Prohibited by local, state or federal laws.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of the user, or others, including, but not limited, to manufacturing of weapons, or any dangerous instrument or object, including any and all deadly weapons and weapons of mass destruction as defined in KRS 500.080. This policy also prohibits the copying or manufacture of all forms of knives, including buck knives and pocket knives. This policy also prohibits the copying or manufacturing of any look alike weapons, parts or pieces of lookalike weapons, or dangerous instruments.
  - c. Obscene or otherwise inappropriate for a Library environment.
  - d. In violation of another's intellectual property rights. For example, the printer is not to be used to reproduce material that is subject to copyright, patent or trademark protection, or which the manufacturer's labels prohibit copying.
  - e. The 3D Printer is a resource available for educational and personal use, and is not to be used for commercial purposes or to manufacture or copy materials or goods to be sold to the public at large.
2. The Library reserves the right to refuse any 3D print request.
3. Cost: The Library will decide on fair pricing for use of the 3D printer. Failed prints will be added to the final cost.
4. Patrons are required to go through the training process set up by BCPL. Appointments for training can be set up through the BCPL website.
5. Patrons must have a valid BCPL library card in good standing.
6. Reservations to use the 3D Printer are required and are on a first come basis. Reservations are for a maximum of 4 hours and printing ends at Library closing time.



Extra time is given at the discretion of the staff. Reservations are subject to staff and printer availability.

7. Privacy cannot be guaranteed for patrons while printing.
8. Due to the nature of 3D printing, BCPL cannot guarantee patron designs will print successfully

## **Quality**

Users may see slight imperfections in their prints. Small bumps or holes and rough edges at the base of an object may occur with 3D printing. You can clean up some of the imperfections with fine sandpaper or other tools. Our 3D printers are very accurate, but there may be some instances where objects do not fit precisely together.

The printers build objects from the ground up. There are instances where certain prints will require support material and / or rafts to ensure proper printing. Support material is often needed if the design has large overhangs or parts suspended in mid-air. Rafts are often used as support at the base of the model. These types of additions are easily removable by the user. Staff is not responsible for removing any supporting material and/or drafts for the user.

The Bullitt County Public Library, its staff, and its trustees are not liable for any injuries, damage, or failure to function caused by materials or objects made through the utilization of the Library's 3D Printer, or for any 3D objects that violate any patent, trademark, or copyright.

**These procedures and policies are subject to change at any time.**

# Borrower's Policy

*Reviewed 1/25/2022*

*Reviewed 2/28/2023*

The Bullitt County Public Library encourages everyone to use and enjoy public libraries. While many of our services are available to everyone, the ability to sign up for a library account and borrow library materials does have certain eligibility requirements that must be met. In order to be eligible for a Bullitt County Public Library account, a patron must either be:

- A Bullitt County resident;
- A resident of a neighboring county (Hardin, Meade, Nelson, Spencer, or Jefferson);
- A Bullitt County land owner;
- An employee of a business within Bullitt County; or,
- A student attending a Bullitt County school

Visitor accounts can be obtained on a month-to-month basis with proof of current address (see below for requirements).

To apply for a library account, all patrons or their parent, guardian, or responsible party must show identification and proof of current address. Acceptable forms of identification include:

- Driver's license
- Picture ID
- Work ID

Acceptable proof of current address includes:

- Current billing statements
- Recent mail addressed to a residence
- Current pay stub

Adult accounts will be issued to patrons aged 18 and older. Patrons under the age of 18 will be issued a juvenile account and must have a parent, guardian, or responsible party sign their application form; the person that signs the application card must also have a Bullitt County Public Library account in good standing. Patrons must be present to sign up for a library account. Patrons under the age of 18 are eligible to receive an adult account if a parent, guardian, or responsible party signs a permission form. Adult patrons, once they agree to be the responsible party for any account, are financially responsible for any fines and fees charged to the account.

Parents and/or caregivers of those patrons over the age of 18 that require special care may be listed as the responsible party upon request.

Bullitt County Public Library accounts are valid for periods of one year. Accounts may be renewed as long as the patron is still eligible, in good standing, and not over any fine limit. Proof of current address is required in order to renew a library account.

### **Alternative Account Types**

Restricted accounts may be issued to patrons below 18 years of age if they are unable to have a parent, guardian, or responsible party sign their application form. These accounts allow the checkout of a limited number of items and access to some online resources. Restricted accounts expire annually on the date determined by the Bullitt County Board of Education as the beginning of the new school year.

Digital Only account registration allows patrons to sign up to use a collection of Library databases and digital services via the Bullitt County Public Library website. Digital Only accounts may not be used to check out physical materials. Patrons may convert a Digital Only account to a regular adult or juvenile account by visiting a branch and presenting acceptable identification. The Digital Only account is available to patrons of all ages; however, in compliance with the Children's Online Privacy Protection act, registration for children under the age of 13 must be completed by the parent or legal guardian.

A specific card type will be assigned to patrons who are eligible for homebound delivery services, with appropriate item checkout limits and loan periods to fit the needs of the patron and the library.

Bullitt County Public Libraries will issue a library card to an entity instead of an individual, if the organization is willing to assume responsibility for materials checked out to them. The agency will be subject to all the normal library lending policies including fees or lost, stolen, damaged or overdue materials. On a case-by-case basis, branch managers may partner with the Library administration to allow exceptions for agencies to check out restrictions, such as in the case of reference materials. The agencies that check out materials agree to keep them at their facility and not lend them out to third parties to take home. It is the responsibility of the agency to keep track of the material and return them to the library in a timely manner.

# Check Out Policy

*Revised 4/26/2022*

*Revised 2/28/2023*

The Bullitt County Public Library provides access to a broad range of circulating resources that consist of different media formats. In order to make these resources available to as many patrons as possible while minimizing time spent waiting by other interested patrons, the Library has to implement the following rules governing the circulation of Library materials:

## Material Totals

Library patrons with regular accounts in good standing may borrow up to a maximum of 50 items total on their account. Patrons with restricted accounts may borrow up to a maximum of 5 items total. Patrons with digital only accounts may not borrow any physical items. Some material types have borrowing limits regardless of the total number of items a patron currently has checked out, and some are not available based on the type of account. Those include:

FORMAT	LIMIT
Books Books on CD Playaway Books	Limit of 50.
Hotspots Chromebooks	1 Hotspot 1 Chromebook <i>Only adults, 18 and up, can check out Hotspots and Chromebooks. A waiver must be signed.</i>
Blu-rays DVDs Video Games	8 items per format.  <i>Only adults can check out Blu-rays, DVDs, and Video Games. Children under 18 can obtain adult privileges if a parent or legal guardian signs an Adult Privileges Form.</i>

Board Games	1 board game
GO! Totes  Library of Things	1 Go! Tote  1 Library of Things  <i>Only adults, 18 and up, can check out. A waiver must be signed for Library of Things.</i>
Downloadable Materials	Limit varies per platform. As these materials do not show up on patron library accounts, these materials do not count toward the maximum item limit.

## Loan Periods

Loan periods, the amount of time between when an item is checked out and when it is due back, vary by format. Some formats do offer the opportunity to renew, though the option to renew an item is dependent on whether or not the item is being requested for check out by another patron or patrons.

FORMAT	BORROWING PERIOD
Books  Books on CD  Playaway Books	Initial Loan Period: 28 Days  Renewals: Up to two renewals for 28 days each
Hotspots  Chromebooks	Initial Loan Period: 28 days  Renewals: One renewal for 28 days

Blu-rays DVDs Video Games	Initial Loan Period: 14 Days  Renewals: One renewal for 14 days
GO! Totes Library of Things Board Games	Initial Loan Period: 14 Days  Renewals: One renewal for 14 days
Downloadable Materials	Loan periods vary per platform.

## Overdue Fines

Overdue Fines typically occur when an item is returned after the due date has passed. The Bullitt County Public Library recognizes the importance that access to library materials has in improving quality of life, the impact it has on early childhood literacy rates, and how we stand to make a difference. In order to remove barriers to access for all, BCPL will no longer charge overdue fines on any item. If materials are not returned within 45 days of the due date, replacement charges will be incurred.

# Lost, Damaged, and Overdue Materials Policy

*Reviewed 10/18/2022*

*Revised 8/22/2023*

The library believes that, as part of the borrowing contract, borrowers are responsible for returning library materials in a timely manner and those items must be in the same condition that they were in when checked out. The types of materials that the library circulates, along with corresponding check out limits and due dates, can be found in the library's Circulation Policy.

If an item checked out to a patron is reported lost, or if it is not returned within 45 days of the due date, the library will charge the patron a fee equal to the full retail price of the material. Once the item is paid for, it becomes the property of the patron. The library is not able to refund a patron if he or she finds the item after paying the lost materials fee. The library is not able to accept replacement copies of lost materials in lieu of payment.

The library charges to replace missing parts or to repair or replace damaged library items. Water, food, and dirt can cause mold growth in books. Extreme heat or direct sunlight may harm audiovisual library items. Patrons are responsible for paying replacement charges for any materials that are damaged while checked out on their library account.

Library items that are returned with parts missing will remain checked out to the borrower until all the parts are returned. If the parts are not returned within 45 days of the due date a replacement fee will be charged to their account. The replacement fee will be waived if all parts are returned before billing.

The library assumes no liability for the use of audiovisual library items. If an audiovisual item that a patron has borrowed malfunctions or has sustained damage from the previous user, please notify a library staff member so it can be repaired or replaced.

Patrons will be notified of their overdue material by telephone, postal mail, or email. Telephone calls will be made after a Hotspot, Chromebook, or Library of Things (LOT) item is 7 days overdue. Letters will be sent after an item is 15 days overdue. This gives the patron one week to return the item before a letter goes out. If a patron does not return overdue material within 45 days of the due date, the material will go to lost status and a notification will be sent to inform the patron of lost material.

If a patron's unpaid fees exceed \$10.00, the borrower's card will be blocked until fees are under the \$10.00 threshold, returning the patron to good standing. Adult patrons who are the designated responsible parties for additional borrowers are financially responsible for maintaining those accounts' good standing, as well as their own. No renewals or new checkouts of items will be permitted on accounts that are not in good standing, or whose responsible party is not in good standing. Patrons and linked accounts with materials overdue for more than 45 days will have their cards blocked until the overdue materials are returned.

# Copyright Policy

*Reviewed 1/25/2022*

*Reviewed 2/28/2023*

The Copyright Law of the U.S. (Title 17 U.S. Code) governs the making of photocopies or other reproduction of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. Responsibility for possible copyright infringement lies solely with the user and Bullitt County Public Library District disclaims any responsibility or liability resulting therefrom. The person using this equipment is liable for any infringement.



# **Deadly Weapons on Library Property Policy**

*Reviewed 2/28/2023*

## **General Statement Of Policy**

Bullitt County Public Library strives to provide a safe, inviting environment for its patrons and staff members. The Library holds that carrying a deadly weapon or dangerous instrument in the library may not be conducive to fostering such an environment for all staff and patrons.

The Library acknowledges that many objects, even ones commonly found in library facilities, could become a deadly weapon or dangerous instrument. For the purposes of this policy, however, a “dangerous instrument” is any instrument readily capable of causing death or serious physical injury, and a “deadly weapon” includes “firearms” and “handguns” along with other instruments as defined in the Kentucky Revised Statutes.

## **Deadly Weapons Discouraged**

KRS 65.870 allows the open or concealed carrying of firearms in many public facilities. While the Library will tolerate the possession of such weapons in accordance with the law and will not abridge the protections and rights set forth in this statute, the Library requests that patrons and staff members refrain from carrying a dangerous weapon onto library property.

The Library recognizes that the display of dangerous instruments and deadly weapons may create an uncomfortable environment for patrons or staff members. Library staff members are instructed to contact the police immediately in any situation where the behavior of a person causes a substantial disturbance or threat, with the presence of a dangerous instrument or deadly weapon being of special significance. The unnecessary brandishing of a dangerous instrument or deadly weapon, under any circumstances, will be considered just cause for contacting the police.

## **Juveniles and Firearms**

KRS 527.100 specifically prohibits the carrying of a firearm by a person under the age of eighteen. The police will be contacted in any instance where it is reasonably believed a juvenile possesses a deadly weapon on library property.

# Digital Media Lab Policy

*Adopted 04/25/2023*

1. The Digital Media Lab, located at the Central Library, is a space for learning and exploration. The Digital Media Lab offers space, equipment, and software for patrons to record and edit audio and video. The Digital Media Lab is intended for programming and patron use to promote creativity, innovation, and technology education. The Library encourages users to learn new skill sets.
2. All visitors to the Digital Media Lab must adhere to the Library's Rules of Conduct.
3. The Digital Media Lab is available to all patrons in the community, provided that they have a Bullitt County Public Library card in good standing and a signed Digital Media Lab User Agreement and Waiver agreeing to all terms and conditions set forth therein on record.
4. Individuals or groups shall not use the Library's name, address, telephone number, or website as the address or headquarters of any business or imply Library sponsorship or endorsement on any product created in the Digital Media Lab.
5. The Digital Media Lab should be left in a neat and orderly condition. An individual or group assumes responsibility for any damage to the Digital Media Lab or its contents. Individuals or groups using the Digital Media Lab shall promptly pay for all repairs or damage done to any property or equipment in the Lab resulting directly or indirectly from the conduct of any member of their party.
6. The patron assumes all risk for loss of patron's property or damage to patron's materials. The Bullitt County Public Library makes no representations or warranties whatsoever regarding the abilities, quality, or efficacy of the Digital Media Lab. Patrons will hold harmless the Bullitt County Public Library and their employees from any and all liability for loss of property or damaged materials which may occur through use of the technology and tools.
7. Patrons must be sixteen (16) or older to reserve the Digital Media Lab. Anyone under the age of eighteen (18) must have a parent or responsible adult signed waiver on record and may use the Digital Lab provided they are fully supervised by adults connected with the group or receive prior approval from the Director.
8. The Digital Media Lab may only be used for lawful purposes. The public is forbidden from using the Digital Media Lab equipment to create material that is:
  - a. A violation of applicable federal, state, or local laws;
  - b. Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others;
  - c. Obscene, threatening, harassing, defaming, vulgar, pornographic, or otherwise inappropriate for the library environment. Creating content that contains hate speech is strictly prohibited. Users are expected to create content that is appropriate for the space and audience;

- d. In violation of another's intellectual property rights. Users are responsible for abiding by copyright law and licensing agreements. Users may not use the intellectual or artistic work of others without their permission. Each user is personally responsible for appropriate and legal use of library tools.
9. Bullitt County Public Library reserves the right to halt, delete, or disallow the creation of material that violates library policies.
10. The Digital Media Lab requires an approved reservation before use.
11. Users will not modify the Digital Media Lab's hardware or software, or install new programs onto the computers. Equipment is intended for use in the Lab, but exceptions may be made with approval from the Digital Media Lab Assistant.
12. There are no fees charged for use of the Digital Lab.
13. There is no food or drink allowed inside the Digital Media Lab.
14. The Director is authorized to deny permission to use the Digital Lab to any individual or group that is disorderly or violates this policy in any way. Bullitt County Public Library staff is authorized to enforce this policy.

Patrons may be asked to leave the Digital Media Lab or library property at large if they fail to comply with any of these rules.

### **Procedures:**

1. The Digital Media Lab is open when the Digital Media Lab Assistant is available. The Digital Media Lab will be locked when not in use.
2. Reservations are required and will not exceed three (3) hours a day. The Digital Media Lab may be requested by filling out the online form, but a request is not complete until approved by the Digital Media Lab Assistant.
3. The Digital Media Lab is restricted to five (5) individuals. Anyone in the Digital Media Lab must be a participant. The Library reserves the right to amend that as needed, depending on the complexity of the content.
4. Reservations will be canceled for anyone that is fifteen (15) minutes late.
5. Users must check in with the Digital Media Lab Assistant, using their library card, each time they use the Digital Media Lab.
6. When hardware or software is out of order, staff will attempt to contact users with any reservations. This courtesy cannot be guaranteed.
7. Patrons will be provided with both a raw file and an edited file via e-mail, as well as receiving a USB with files during their time in the Digital Media Lab. All copyright is transferred to the patron.
8. All created work will automatically delete from library computers and cannot be recovered after thirty (30) days from creation.

### Digital Media Lab User Agreement and Waiver

By signing this agreement, I indicate that I understand the terms of this Policy and Procedures and agree to abide by it when using the equipment.

---

User's Signature

---

Date

---

User's Name (Printed)

---

Email Address

---

Telephone Number

---

---

Parent or Responsible Adult's Signature (if under 18)

---

Parent or Responsible Adult's Signature

---

Date

*The Library reserves the right to change this policy at any time.*

# Distribution of Free Material and Public Posting Policy

*Reviewed 04/26/2022*

*Reviewed 03/28/2023*

The Bullitt County Public Library strives to provide access to community information by providing specific spaces for the posting of flyers and other notices, and the distribution of handouts and pamphlets. Though the Library provides space for such material, the distribution and/or posting of materials in no way indicates the Library's endorsement of the ideas, events, or issues promoted by the materials.

As space is limited within each Library building, the Library Director will identify locations within each branch that are designated strictly for use for the display of Library materials and separate locations for use by outside organizations.

Community notices of a cultural, recreational, educational, or community service nature may be posted at Bullitt County Public Library locations, subject availability of posting space, with priority given to items ranked on the following criteria:

1. Programs within Bullitt County or accessible by Bullitt County residents sponsored by other tax-supported agencies.
2. Programs within Bullitt County or accessible by Bullitt County residents of a cultural, recreational, educational, or community service nature sponsored by non-profit organizations.
3. Community notices of an informative nature.
4. Programs of a cultural, recreational, educational, or community service nature sponsored by for-profit organizations.

Display items should be of reasonable size for the display space available. Materials for free distribution should be of suitable quantity. The Library assumes no responsibility for restocking or copying materials for any outside organization, nor does it assume any responsibility for the preservation or protection of said materials. The appearance and content of the notice must be suitable for the Library's general public service area. Therefore, the Branch Manager or a designee of the Library building must approve each item for posting or free distribution, based on the guidelines set forth by this policy. All materials posted or left for free distribution without approval from the Library will be discarded.

Materials known to be illegal will not be posted or placed for free distribution.

The Library will not display posters, petitions, or notices for political parties or candidates or those advocating a position on a public issue. The Library also will not display company promotional material, product advertisements, legal notices, or notice of fund raising drives.

The Library may distribute multiple copies of ongoing publications, informational brochures, pamphlets, etc. of a cultural, recreational, or educational nature.

Consideration for distribution of non-library materials is subject to distribution guidelines with library materials distributed first. Distribution or requests to distribute materials will be made through the Library Administration.

City-specific material should be taken to individual Library locations for distribution.

Questions about this policy may be directed to the Library Director in writing.

# Emergency Operations Policy

*Revised 3/24/2020*

*Reviewed 03/28/2023*

The Bullitt County Public Library makes all attempts to provide high levels of service during all operating hours and at all locations. If, in case of an emergency, the Library becomes unable to provide service without putting the staff or patrons in harm's way, then the Library will make modifications in order to maintain safety for all.

## **Inclement Weather**

The Library will make every effort to remain open during inclement weather, assuming safe travel is feasible. Staff members are expected to make every attempt to report to work. Severe weather conditions, however, may cause transportation difficulties. In the event of severe weather conditions or other emergency situations, employees will be notified as to the state of operations of the Library per the current Emergency Information Sharing procedure.

The Library will close early or for the entirety of the day should current and pending weather conditions be deemed unsafe for travel during the Library's regular hours. In the case of full-day or early closing, employees scheduled to work that day will be paid for the time they were scheduled to work while the Library was closed. Employees not scheduled for that time will not receive any additional compensation and employees already taking vacation, sick, or personal leave will still be charged for the time off. Neither compensatory time nor overtime will be allowed for those employees affected by the closing.

If weather conditions are such that the Library can open safely by delaying the opening time, employees scheduled to work while the Library was closed will be paid for that time if they report to work for their remaining scheduled time after the library opens. If an employee chooses not to report to work for their remaining scheduled time, they may charge the day off to vacation leave or leave without pay but they will not be paid for any time the Library was closed.

When the Library is open but extreme weather conditions make it impossible for a staff member to arrive at the regular time, reasonable allowances for lateness will be made. If the employee cannot report for work within a reasonable time, they may charge the day off to vacation leave or leave without pay. The employee's supervisor must be notified as soon as possible if an employee chooses to not report.

## **Site Specific Issues**

If one or more locations needs to close because of a situation outside the control of the Library, such as HVAC unit issues or a pipe breaking, the staff working at those locations will finish their hours at one of the other Library locations as directed by their supervisor, or can use personal

time or vacation time for their normally scheduled hours. The Library administration will make the decisions regarding the need to close or change hours.

## **Pandemic Operations**

In the case of a substantial local, state, or national event, the Library will work with local and state Departments of Health to best determine a course of action. Should it seem possible that the Library can continue operations safely, the Administration and Board of Trustee will work together to determine what services will be available. At their discretion, the Library may:

- Reduce or cancel programs and/or outreach services
- Consolidate available staff and operate a reduced number of branches
- Operate at a reduced schedule
- Limit or suspend types of materials available for checkout
- Limit access to public spaces, remove furniture, and modify other contributors to increase social distancing
- Limit or suspend other services as determined necessary to help reduce the spread of illnesses

## **State of Emergency Operations**

In the case of a substantial local, state, or national event, the Library will work with local and state officials to best determine a course of action. Should it seem possible that the Library can contribute to relief efforts, the Administration and Board of Trustee will work together to determine what services will be available. At their discretion, the Library may:

- Reduce or cancel programs, outreach, and/or circulation of physical materials
- Consolidate available staff and operate a reduced number of branches
- Operate at a reduced schedule
- Limit access to public spaces, remove furniture, and modify other access to improve relief efforts
- Provide access to meeting rooms and bathrooms outside of regularly scheduled hours



# Exhibits and Displays Policy

*Reviewed 10/18/2022*

*Reviewed 03/28/2023*

Bullitt County Public Library provides art exhibit and display spaces for public use. The Exhibits and Displays Policy is developed in accordance with the Library's mission, vision, and values. This policy is for use of the Library by external groups and individuals and does not apply to use by Library staff and groups collaborating with the Library on an exhibit or display. It applies to all spaces used by the public for display or exhibit.

The Library, being a community hub as well as a resource center, would like to support our local arts community by offering artists the opportunity to publicly showcase their work. Using a highly-visible, centrally located wall, our goal is to display high quality original artwork, with preference being given to local artists and subject matter, in order to further cultural activities and engagement in the area. The Library welcomes non-commercial displays and other materials of general interest to the community. It is the policy of the Library not to advertise commercial endeavors unless specifically related to the goals of the Library.

The Library Administration may reject any exhibit or display that does not fit with the mission of the Library or that is not neat and presented attractively. Labels for exhibit items must be neat and legible.

The "Artwork Display Application Form" is available both in-person at the Library and on the Library's website. Submissions can be made in person, by mail, or by email. Applications may be submitted at any time. Previously selected artists may apply again, although only one application from any artist will be considered at any given time. Selected artists will be contacted by a member of the Bullitt County Public Library staff to arrange the dates for the display. Dates offered may be as much as a year or more in advance, allowing the Library to plan up to a full year's display schedule at a time. Each display will remain in place for a mutually agreed upon time – generally for a period of one month. No display will remain in place indefinitely.

The Library will take reasonable care to ensure the safety and security of items displayed, however the Library has no insurance to cover exhibit items and assumes no responsibility in the event of loss, theft, or damage. Exhibitors are encouraged to insure items of value and will be required to sign a form that releases the Library from responsibility for loss, damage, or destruction. Items must be removed from the exhibit area as scheduled by the exhibit coordinator or they will be removed and stored for 30 days by Library staff. After thirty days, they will be disposed of in accordance with local law. Display of items in the Library does not indicate endorsement of the issues, events, or services promoted by those materials.

## Guidelines

- All artists shall present their exhibits in a tasteful, artistic, and professional-looking manner.
- Granting of permission to display materials does not imply Library endorsement of content; nor will the Library accept responsibility for the accuracy or inaccuracy of statements made in such materials.
- All displays must meet existing State and Federal laws on obscenity, libel, defamation of character, and invasion of privacy. Displays may not promote or represent any activity or purpose that is in violation of local, state, or federal ordinances or laws, including copyright and public performance laws.
- Displays may not oppose or support either a candidate for elective office or an issue appearing on the ballot.
- Displays may not be used for either promotion or opposition of specific religious or philosophical/motivational groups.
- No exhibitor may solicit members or contributions in their exhibits.
- Prospective exhibitors should keep in mind that the display space is located in a very open and prominent part of the Library building; as such, it will be viewable by patrons of all ages. Accordingly, the Library discourages proposed exhibitions that include significant elements of sexually explicit imagery, nudity, or graphic depictions of violence.

The name of the artist/group responsible for the display may be included in clear view as a part of the display.

# Fixed Asset Capitalization Policy

*Approved 02/28/2023*

This policy is required to establish a uniform capitalization policy that complies with federal and state financial reporting requirements.

Fixed assets are items of tangible property, both real and personal, having an acquisition value of \$2,500 or more and an estimated useful life of two years or more.

## Capitalization Defined

“Capital Expenditures” are defined as expenditures for the acquisition cost of capital assets (land, buildings, equipment), or expenditures to make improvements to existing capital assets that materially increase the asset’s value or useful life. The acquisition cost of a capital asset includes all of the costs necessary to place the asset in service for its intended use. In general, this should include, but not necessarily be limited to, the net invoice price of the asset including the cost of any attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it was acquired. Also included in the acquisition cost are freight, transit insurance, and installation charges. Management should exercise good judgment and consistent treatment with regard to what costs should be included.

For donated assets, the fair market value at the date of the gift will be used as the acquisition cost.

All capitalized assets must be Library owned.

Repairs and maintenance which do not materially add to the useful life of the asset or increase the asset’s value should be expensed, not capitalized.

## Capital Asset Classifications

1. Land: All purchases or donations of Land will be capitalized regardless of value. The acquisition costs of Land should include the purchase price, closing costs, all costs incurred in preparing the Land for its intended use, and improvements to the Land that have indefinite lives and are permanent in nature. Land is not depreciated.
2. Land Improvements: Improvements to Land with limited lives such as fencing and gates, driveways, paving, parking lots, yard lighting, and landscaping should be recorded as Land improvements. Land improvements in excess of \$2,500 should be capitalized. Land Improvements should be recorded as a separate asset from Land.
3. Buildings: All structures used for operating purposes including all permanently attached fixtures, machinery, and other components that cannot be removed without damage, such as boilers, air conditioners, wiring, and lighting fixtures. If a building is acquired by purchase,

the capitalized cost should include the purchase price plus other expenses incurred at the time of acquisition. A purchase of both land and buildings requires that the cost be allocated between the assets. If a building is constructed, the capitalized cost should include, but not be limited to material, labor, building permit fees, title costs, architectural, engineering, and legal fees.

4. **Building Improvements:** All alterations, renovations, and repairs to existing structures in excess of \$2,500 that increase the value of the property, make it more useful, or increase its useful life. This includes additions, roof replacements, and replacement of central air conditioning or heating systems or other major renovations. Work to maintain the facility in its existing condition, such as painting or repairs, should be expensed.
5. **Infrastructure:** Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.
6. **Furniture and Equipment:** Any moveable, nonexpendable personal property, not permanently affixed to a building, with a life expectancy of more than two years and an acquisition cost of \$2,500 or more per single unit. A single unit is defined as a piece of equipment/furniture that when assembled functions as a stand-alone unit. This includes capital equipment, capital furniture & fixtures, computers, and vehicles.
7. **Library Books and Other Materials:** The value of books, art collections, and Library materials are considered to be inexhaustible collections and are therefore not capitalized.
8. **Computer Equipment:** Having a useful life of two years or more and an acquisition cost of \$2,500 per unit.
9. **Construction in Progress:** Construction in progress should be capitalized at the end of each fiscal year. Construction in progress is not depreciated. When the construction is complete and the asset placed into service, the construction in progress total is transferred to the respective asset account such as Building Improvement, and depreciation then begins in accordance with the guidelines below.

## **Depreciation Guidelines**

All depreciable assets will be depreciated using the straight-line method, with half-year convention. The straight-line method allocates an equal amount of the net cost of the asset to each accounting period in the asset's useful life. All depreciable property will have a 0% salvage value. The following useful lives will be used for depreciation purposes:

- Site improvements 15 years
- Building and structures 39 years

- Machinery and equipment 7 years
- Furnishings and Accessories 7 years
- Vehicles 7 years
- Computer equipment 3 years

## **Physical Inventory**

A physical inventory of capital assets must be taken and the results reconciled with the Library's financial records at a minimum of once every two years.

At the close of the inventory process, adjusting journal entries will be done where applicable for assets which have been taken out of service, or otherwise disposed.

## **Disposition**

Capital assets which are obsolete, worn out, or no longer meet the requirements of a department will be disposed of according to the Policy 7.9 Surplus Books, Furniture and Equipment.

## **POLICY 7.9 SURPLUS BOOKS, FURNITURE AND EQUIPMENT POLICY**

A standard method of disposal is required for books, non-print materials, furniture and equipment no longer required by the Bullitt County Public Library.

When any such item is no longer functional or useful, it will be removed from inventory and disposed of as follows:

1. Surplus inventory items that may have unusual, historic, or artistic value will be brought to the attention of the Board of Trustees for determination of value and disposition. Such determination may include the services of a professional appraiser or outside expert opinion.
2. Books and non-print materials other than equipment, furniture, or fixtures no longer deemed appropriate for the collection will be donated to the Friends of the Bullitt County Public Library.
3. Equipment, furniture, or other fixtures no longer of use to the Library may be donated to other libraries, schools, or non-profit organizations.
4. Equipment may be sold to a technology recycling company if no libraries, schools, or other nonprofit organizations express an interest in accepting such as a donation.

5. If there are no non-profit organizations that will accept the donation, equipment may be processed by a technology equipment disposal firm if such firm will do so at no cost to the Library.
6. The Director or Associate Director is authorized to accept trade-in allowances of any item of equipment, furniture, or other fixtures being replaced or upgraded for which a trade-in allowance is offered.
7. In the event surplus equipment, furniture, or fixtures is/are deemed not to have unusual, historic, or artistic value and is/are not disposed of through donations or sale as described above, staff members, Trustees, and their immediate family members may be permitted to acquire said materials with the approval of the Director.

## **POLICY 7.10 FUND BALANCE POLICY**

The Governmental Accounting Standards Board (GASB) adopted Statement Number 54 which changes the reporting requirements for fund balances on the balance sheets of Governmental Funds. Statement 54 requires the use of five new classifications: non-spendable, restricted, committed, assigned, and unassigned.

The Board of Trustees has the authority to set up a restricted or committed fund balance by a formal action of the Board. Amendments or modifications to the restricted/committed fund balance must be approved by formal action of the Board of Trustees. Restricted/committed fund balances do not lapse at year end. The formal action required to restrict or commit fund balances shall be by Board resolution or majority vote.

The Board of Trustees has the authority to assign fund balances for a specific purpose. For the purpose of fund balance classification, expenditures are to be spent from restricted fund balances first and then unrestricted. Expenditures incurred in the unrestricted fund balance shall be reduced first from the committed fund balance, then from the assigned fund balance and lastly, the unassigned fund balance.

# Fundraising in the Library Policy

*Reviewed 11/29/2022*

*Reviewed 03/28/2023*

Fundraising or selling of items at Bullitt County Public Library locations to the public is not permitted unless the fundraising or sale is part of a Library-sponsored event.

The following actions are permitted in the library:

- Artists, Authors, and/or Crafters may display contact information and business cards when displaying their arts on the Library's art walls or during a Library-sponsored program/event.
- Handouts and pamphlets in the Library may advertise fundraising events that are taking place outside of the Library premises if they are for community, educational, and non-profit groups. They can be posted in designated spaces in the Library as long as space is available.

# Genealogy and Local History Research Policy

*Revised 4/26/2022*

*Reviewed 03/28/2023*

Our Reference/Genealogy staff can provide research guidance in person at Central Library. Staff will explain to patrons what is available in the collection and how to use the microfilm machines, computer, printer, scanner, and photocopier. Staff can assist the patron in locating and using library materials; however, library staff cannot do research for patrons or complete family trees.

Other requests for assistance can be made via mail, e-mail, phone, fax, or other means of communication. However, our preferred method of contact is the **Reference/Genealogy Request form** available on the genealogy page of our website ([www.bcplib.org](http://www.bcplib.org)) or at any BCPL location. We will respond to these requests through e-mail, or by mail, phone, or fax if an alternative contact method is required.

Library staff can respond to only the most specific requests. We cannot compile lineages, determine parentage, locate missing persons, or undertake extensive copying or scanning projects from books or microfilm. **You may request up to three** separate articles, obituaries, marriage certificates, etc.

## Examples Of Appropriate Research Requests:

- Please search for an obituary for my uncle Herman Jones who died on April 11, 1952.
- Please search for a cemetery record for my great-grandmother Eliza Snopes, who is buried in Bullitt County (date of death is helpful).
- Please check the Holsclaw folder in your Family Files for a family tree.
- Please check the Bullitt County Historical Commission's *History of Bullitt County* for biographical information on Anthony Shawler.
- Please search for the will of Benjamin Black who died on October 1, 1926.

## Examples Of Research Requests We Cannot Handle:

- Please send me everything you have on the Jackson family in Kentucky.
- Please copy all the obituaries in your newspaper for the names Hardy, Osborne, and Troutman.
- Please copy all Kentucky census records for the Snellen family.
- Please send me lists of Kentucky death certificates.

The Bullitt County Public Library does not charge for research assistance. However, standard Bullitt County Public Library copy and fax charges will apply. If you send your request in the mail, please do NOT send money with your request. Staff will bill you for the correct amount.



# Gifts and Appraisal Policy

*Reviewed 8/23/2022*

*Reviewed 03/28/2023*

The Bullitt County Public Library system welcomes and is grateful for gifts and donations. Donated items will undergo consideration to be added to the collection in accordance with the Materials Selection Policy of the Library. Once donated, items become the property of the Bullitt County Public Library system. Donated items will not be returned to the donor and the library will not accept any item that is not an outright gift. The Library will acknowledge receipt of donated items but is unable to set fair market or appraisal values. It is recommended that the donor make a list of items donated. If items are being donated to obtain a tax benefit, it is the donor's responsibility to establish fair market value or obtain expert assistance in establishing any value. The Library also reserves the right to decide when a gift added to the collection must be withdrawn.

Monetary gifts, bequests, and memorial or honorary contributions are welcome. Funds donated will be used to purchase items in accordance with the selection policy of the Library. A list of books, videos, and other materials purchased with bequests and memorial or honorary contributions will be sent to the family of the person being recognized, if requested. Suggestions for subject areas or other areas of interest are welcome and will be followed to the extent possible.

Acceptance of donations of substantial value, such as equipment, real estate, stock, artifacts, works of art, collections, etc., will be determined by the Board of Trustees based on their suitability to the purposes and needs of the library, laws and regulations that govern the ownership of the gift, and the Library's ability to cover insurance and maintenance costs associated with the donation.

## Memorial and Naming Rights

The Bullitt County Public Library system recognizes that naming a facility or a space within a facility is a decision of extreme importance. As such, the process of naming our facilities follows a set of specific steps that appreciates the weight of the significance.

- All naming opportunities must be consistent with the Library's mission and goals.
- The main library and any of its branches shall be named after the geographic area in which the building is located or after the community it serves. The Board, in its sole discretion, may name a building after an individual, family, corporation, etc., under exceptional circumstances that shall include service to the library system. Only individuals and organizations whose action and or programs are compatible with the mission, policies, goals, and values of the Bullitt County Public Library will be considered in naming a building.

- The naming of a building after a particular individual, family, corporation, etc., may be limited to a set number of years, as determined by the Board of Trustees. A plaque will remain in the building beyond that time for the life of the building. The naming of a building is not guaranteed to be sustained should the building be significantly renovated or replaced.
- Rooms, gardens or wings of libraries shall be named for the function of the area; e.g. the "Children's Room", the "Adult Learning Center", or the "Quiet Room", or similar designation preceded or followed by the name of an individual, family, corporation, etc. approved by the Board of Trustees for an extraordinary monetary contribution or services to the library. Only individuals and organizations whose action and or programs are compatible with the mission, policies, goals and values of the Bullitt County Public Library will be considered in naming rooms in a building, furnishings, equipment, library collections, or by way of a designated plaque or nameplate.
- The naming of equipment or a tangible item such as a brick or tile is intended to be in place for the useful life of the equipment or tangible item that is named.
- The Board of Trustees reserves the right to name rooms in a building, designated plaque or nameplate furnishings, equipment, and/or library collections according to what is best for the function of the Library.
- The naming of a room or area in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate shall be finalized only after the financial commitment by the individual, family, or corporation has been honored in full and not on the basis of a pledge for future funds.

While the Board of Trustees is grateful for donations from all individuals, businesses and organizations, the Board of Trustees has the right to decline and/or reject naming proposals.

The Board of Trustees reserves the right to terminate or alter a naming designation under unusual or extraordinary circumstances.

# Holiday Decorations Policy

*Created 6/9/2015*

*Reviewed 4/25/2023*

The Bullitt County Public Library provides service to an ever-changing patron base, consisting of people with a wide variety of beliefs and traditions. In addition, the Library is an institution funded primarily by public tax dollars and, as such, must act in accordance with local, state, and federal laws and court decisions in regard to the decoration of public buildings. In order to provide comfortable spaces for all of our patrons to enjoy, learn, and explore, the utmost care must be taken to make sure that our physical and virtual environments do not promote or exclude one belief or tradition more than any others. Therefore, it is the policy of the Library that all public spaces, including work spaces that are visible to the public, will be decorated only with secular holiday decorations. In addition, only items listed within the Bullitt County Public Library's *Holiday Decoration Guidelines* will be permissible to use and/or display.

# Homebound Delivery Policy

*Created 6/27/2017*

*Revised 4/25/2023*

In order to fulfill its mission, the Bullitt County Public Library offers delivery of books and other library materials to patrons who are unable to visit a library facility due to illness or physical limitation. The inability to use the Library in person may be of a permanent or temporary nature; patrons with a short term need for homebound services (60 days or longer) will be eligible for consideration.

Patrons must have an active library account in good standing to receive this service. Patrons will be asked to complete an application and have it certified by a medical professional, social worker, member of the clergy, or caregiver. Applications will then be reviewed and approved by the library staff, with any final determination resting with the Library Director, as needed. Approved patrons will be notified of the start date for the service.

The Library Homebound Delivery Program delivers library materials on a regular basis, in a variety of formats, including large print books or audio book format, and according to the reading preferences of the homebound library patron.

Patrons who participate in the Homebound Delivery Program must agree to allow the Library to maintain a Reading History Log for the sole purpose of avoiding duplication of materials and circulation. The Reading History Log will only be used for internal purposes and will not be shared publicly.

The Library has the right to restrict the format and any titles requested based on availability. Homebound patrons will be expected to return materials within a reasonable time frame.

The Library Homebound Delivery Program may be discontinued at any time for any reason.

# Information Security Policy

*Created 4/14/2015*

*Revised 3/23/2021*

*Reviewed 4/25/2023*

In accordance with KRS 61.931-934, Bullitt County Public Library will take every reasonable precaution to ensure that any personal information that is kept by the Library for any purpose is safeguarded from unauthorized access.

Bullitt County Public Library will comply with best practices established by the Department for Local Government (as required in KRS 61.932). See [Security and Incident Investigation Procedures and Practices for Local Governmental Units](#) for these best practices.

Per the Department of Local Government's guidance, a "Point of Contact" is designated by Bullitt County Public Library to:

- 1) Maintain the Library's adopted Information Security Policy and be familiar with its requirements;
- 2) Ensure the Library's employees and others with access to personal information are aware of and understand the Information Security Policy;
- 3) Serve as contact for inquiries from other agencies regarding its Information Security Policy and any incidents;
- 4) Be responsible for ensuring compliance with the Information Security Policy; and
- 5) Be responsible for responding to any incidents.

The Library Director is Bullitt County Public Library's Point of Contact for the purpose of adherence to Department for Local Government guidance.

## Patron information

Bullitt County Public Library acts to limit the amount of personally identifiable information that it retains. Some information, however, is necessarily and understandably retained for the transaction of day-to-day business.

Most information related to patrons is kept for the purposes of circulating materials and ensuring that responsibility is attributed to the correct person when an item is borrowed. This information is not publicly available, and beyond interactions between the Library and the patron, will be shared only with third-party vendors with whom the Library has contracted services necessary for conducting business and law enforcement personnel upon valid, legal request. Information related to delinquent patrons may be shared with a third-party vendor for the purposes of collection. The Library will not share personally identifiable patron information for any other purpose.

When a patron record has been inactive for 3 years and carries no outstanding debt (financial or in borrowed materials), the record is deleted from the Library's computer system and is not archived.

Personal information about patrons is generally only retained in electronic format with appropriate back-up devices in place for recovery in the event of a database failure. All back-up devices are kept secured at all times in areas that are not accessible to the general public and with limited accessibility by staff.

## **Staff information**

Bullitt County Public Library retains information about its staff that is directly related to the work environment. Social security numbers, health information, and performance records are retained only as a part of standard human resources processes (such as payroll, retirement, or health insurance). This information is subject to records retention policies of the Commonwealth of Kentucky and Bullitt County Public Library. Records will be retained and destroyed according to the records retention schedule.

Personal information about staff members is, in some cases, subject to the Open Records Act and will be shared with anyone properly requesting that information as specified by Kentucky Revised Statute. Information protected from disclosure under the Open Records Act will not be shared with any outside agency for any purpose other than for the reason it was collected (i.e. to a payroll vendor for tax purposes).

Personal information about staff will be kept secured at all times in areas that are not accessible to the general public and with limited accessibility by staff.

## **Security Measures**

The Library does not share any information with any outside agency for any reason other than the purposes for which it was collected. Third-party vendors, with whom the Library does business, are required by KRS 61.932 to provide their own security measures to protect any personal information. Where possible, the Library has informed each entity in writing that appropriate security and breach notification is required.

The Library provides an internal, closed network for the collection and use of most patron data. The network is not accessible to the general public and access to it is limited to third-party vendors with whom the Library has contracted services.

Where the Library's systems do interact with any outside vendor or patron (i.e. through the internet-based catalog), transactions will take place using secure transmission protocols. Such interactions will be limited to the purpose of the transaction only and will not allow access to any more information than is required for the purpose of the transaction (i.e. a patron reviewing a list of items that are currently checked out to him/her).

Personal information stored on computers or back-up devices is not accessible to the general public and is protected by a computer firewall and anti-virus systems.

## **Security Breaches and Notifications**

If Bullitt County Public Library becomes aware of a breach that would allow outside access to its network or access to devices used to store personal information, action will immediately be taken to remove the device from the network or to close the network to all external traffic.

Bullitt County Public Library will notify vendors of their responsibilities to inform the Library of any breach in their own systems which would expose or compromise the security of personal information provided by the Library. Notification of such must conform to the requirements of KRS 61.932 and will include any reports of investigations that are conducted into the breach. Contracts that are made or amended with the Library after January 1, 2015 must contain provisions to account for the requirements under KRS 61.932.

In the event Bullitt County Public Library's own computer network or data storage systems are breached, the Library will immediately act to secure the network or system, to prohibit any off-site access, and to determine the extent of the data that was obtained by the unauthorized party. Where appropriate, the Library will notify any/all affected parties within the guidelines of KRS 61.933 or as directed in guidance from the Department for Local Government. Investigations which follow such a breach will be reported as required by the same statute.

# **Interlibrary Loan Policy**

*Revised 1/22/2019*

*Revised 4/25/2023*

## **Bullitt County Public Library Patron's Borrowing Guidelines**

Patrons, age 18 years and over, who have library accounts in good standing, may use the Library's interlibrary loan services to borrow materials not part of the Library's collection. If a requested item is available from another institution participating in the statewide courier service, no fees will be required. If the item can be found by a non-participating institution, the requesting patron is responsible for a \$2.75 per item handling fee or the cost of one-way postage, whichever cost is greater. Due dates are set by the lending institution. Some libraries allow material to be renewed, others do not.

If materials are not returned, the Library patron is responsible for all fines and processing fees. The library patron's account will be blocked until the fines and fees are paid for in full. If materials are requested and not picked up, the Library patron will be assessed one-way postage charges and the Library reserves the right to deny future interlibrary loan requests.

Patrons may request as many items as they need, but can only take five out of the Library at a time.

Some lending libraries place restrictions on check out, such as restricting materials to be used in the Library only. These additional restrictions must be agreed to before an item will be requested by the Library.

## **Bullitt County Public Library Lending Guidelines**

Not all items that the Bullitt County Public Library owns are eligible to be sent to other libraries via interlibrary loan. Books published within the last year or on the new book or rotating shelves are not permitted to be interlibrary loaned. Additionally, no reference or genealogy collection materials will be available through interlibrary loan.

Only materials that are readily available will be sent.

Books will check out for a 21-day loan period. One 21-day renewal period may be granted upon request, depending on local demand for the material.

The borrowing institutions are responsible for the return of materials and collecting any fines or lost book charges from the person requesting the book. Books that are loaned to other libraries and lost, will be assessed a processing fee of \$5.00 in addition to the price of the book.



# Laptop/Chromebooks Borrowing Policy

*Created 11/10/2015*

*Revised 8/22/2023*

The Bullitt County Public Library provides opportunities for patrons to borrow laptops/Chromebooks both inside and outside its facilities.

## **Inside the Library:**

Patrons 18 years of age or older may borrow one of Bullitt County Public Library's laptops, designated for in-facility use, at the Circulation Desk. Borrowers must present a current Driver's License or valid credit card, which will be held at the desk with a signed agreement until the laptop is returned. Use of the library's laptops indicates agreement to the terms of the library's public use and behavior policies. These designated laptops are only for use within the library building and on library property; use in restrooms, the parking lot, or off-site is not permitted.

The loan period for laptops, inside the library, is 60 minutes. Laptops can be renewed for additional loan periods as long as there is no one waiting and battery life permits more time. Laptops must be returned to the Circulation Desk immediately after the end of the loan period or when the patron ends their session. The library reserves the right to terminate the loan of a laptop if the user is violating any terms of use or disturbing other patrons. Also, the library may terminate the loan of a laptop if anyone other than the borrowing user is operating the laptop.

Laptops must be returned to library staff at the Circulation Desk no later than 10 minutes before the library closes. Laptops must not be put in return bins or left at the counter. All laptops must be returned in good, working condition. Borrowers should report any malfunctions or problems immediately.

Borrowers must not leave the laptop unattended. If a borrower must leave for a short time, the laptop may be left with a staff member at the Circulation Desk with the understanding that the laptop's check-in time will not be changed. Removal of laptops from the library or library grounds will be considered theft and offenders will be prosecuted. All applicable laws will apply. Failure to comply with these policies will result in the loss of all laptop privileges.

Borrowers are responsible for the loss, damage, and theft of the laptop while in their possession. Borrowers should verify the condition of the laptop at the time of borrowing and upon return. Borrowers are responsible for the full amount of repair and replacement charges. Upon return, laptops are checked to ensure all equipment is returned and intact.

The library will not assume responsibility for lost files due to viruses, hardware failure, or network interruptions. Any file(s) copied, created, or downloaded will be automatically removed and cannot be recovered after the laptop is rebooted or restarted.

The library assumes no responsibility for any damage to library users' personal devices, software, files, and/or equipment. Tampering with library equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.

### **Outside the Library:**

Bullitt County Public Library (BCPL) has a limited number of Chromebooks available for patrons to check out for use outside of its facilities.

In order to check out a Chromebook, a patron must possess an Adult account that is in good standing and sign the Chromebook agreement.

The borrower is solely responsible to protect the device against loss and will be billed for reasonable repair or replacement costs associated with damage or loss of a device and/or peripherals due to neglect or abuse. The borrower's library card privileges will be blocked until the device is returned in working order and/or replacement fines are paid. The library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft of the device.

Devices that are procured through grants shall be subject to the dictates and rules of the grantor and may place additional restrictions on borrower access. These details will be communicated to the patron before checkout. *The current set of Chromebooks falls under the Emergency Connectivity Fund ending in 2024.*

### **Overdue Notifications:**

Telephone calls will be made after a laptop/Chromebook is seven (7) days overdue. Letters will be sent after an item is fifteen (15) days overdue. This allows a patron one week to return the item before a letter goes out.

# **Library Fee Policy**

*Revised 4/25/2023*

The Library attempts to provide as many services as possible with all costs covered by funding from taxes or grants. While most library services are free of charge to qualified patrons, some services require the charging of a fee to cover additional costs. The Library Board sets the costs of services provided by the Library. The purpose of fees is to cover the cost of consumables and the replacement of equipment. Fees are charged for printouts from the photocopiers and computer printers, postage for Interlibrary Loan materials, and Maker Lab supplies.

Fines collected from lost or damaged items are set separately from fees for services.

# Maker Lab Policy

*Adopted 12/27/2022*

*Revised 01/23/2024*

The Central Library Maker Lab is a space for learning and exploration. It provides patrons with access to technology and tools for creation. While some tools may require additional training before use, most Maker programs are designed to accommodate all skill and experience levels. The Maker Lab is intended for programming and patron use, which may include drop-in hours and events with community partners.

All Maker Lab tools and hardware are free to use, with an assortment of consumable materials. Patrons are encouraged to bring their own materials for projects on all machines except the 3D printer. No outside filament may be used on these machines. Any outside material must be approved by library staff before use to reduce the risk of damage to machines or harm to users within the Maker Lab. Users are responsible for paying any costs for the use of the machines, materials, and supplies provided by BCPL.

Visitors may not imply library sponsorship or endorsement of any product created in the Maker Lab. The Maker Lab and its tools are not intended for commercial use. Individual users are responsible for ensuring that they have permission to use and/or edit any material that may be subject to copyright.

Users over the age of 18 are welcome to use the Maker Lab spaces independently after attending a training session with staff, and reading and signing the Maker Lab Waiver. Users age 13-17 must attend a training with staff and have an adult guardian sign the Maker Lab Waiver. Users age 8-12 must be accompanied by an adult while using the Maker Lab, except during Library scheduled programming.

The Maker Lab is governed by the following policies and procedures:

- Visitors must adhere to the Library's Rules of Conduct while in the Maker Lab and on Library property.
- Users must have a valid BCPL library card in good standing to use the Maker Lab.
- Maker Lab equipment may not be left unattended while in use.
- The Maker Lab may only be used for lawful purposes. The public is prohibited from using the Maker lab equipment to create material that is:
  - Prohibited by local, state, or federal law;
  - Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others;
  - Obscene or otherwise inappropriate for the library environment. Creating content that contains hate speech or creating weapons is strictly prohibited. Users are expected to create content that is appropriate for the space and audience;

- In violation of another's intellectual property rights. Users are responsible for abiding by copyright and patent law. Users may not use the intellectual or artistic work of others without permission. Each user is personally responsible for the appropriate and legal use of Library tools.
- Users must attend mandatory training by Library staff to use the Maker Lab equipment.
  - Each piece of equipment has a separate mandatory orientation and workshop focusing specifically on that equipment which must be attended once. Afterwards the user's authorization will be on file.
  - Users may not use the aforementioned equipment until the orientation, workshop, and authorization have been completed.
  - Users must attend these training sessions in person.
- Safety is our first concern. Users are expected to use all items in the Maker Lab properly and safely, and to utilize all spaces in a fashion that does not damage BCPL or other users' property. Any accidents, including damage to BCPL property, must be reported immediately. BCPL is not responsible for any injuries caused by the improper use of equipment.
- Users are expected to clean up after themselves, including returning items to their correct areas.
- BCPL is not responsible for any personal property or files.
- Some items may require a reservation before use. Please contact a Maker Lab Assistant for booking these items.
- Food or drink are not permitted in the Maker Lab.
- The Library seeks to recoup material costs by charging fees based on material and machine maintenance costs. These fees are subject to change.

<b>Equipment</b>	<b>Prices</b>
3D Printer	\$.03 per gram of filament
Poster/Banner Printer	\$1.00 per foot paper
	\$2.00 per foot glossy
	\$3.00 per foot canvas
Sublimation printer	\$2.00 for 8.5" x 24"
	\$.50 for each additional 2"

- BCPL is not responsible if a project is destroyed, does not print correctly, or does not work. The user understands that BCPL is not responsible for any manufacturing defects in the quality of workmanship of any of the tools, materials, or equipment supplied by the Library.
- Users will not modify the Maker Lab's hardware or software, or install new programs onto the computers.
- Library equipment cannot be removed from the Maker Lab.
- BCPL reserves the right to display photographs of printed objects on the Library's website and social media. Special consideration for patent or copyright reasons will be considered by the Library Director.

- BCPL reserves the right to deny Maker Lab access if a patron violates any part of the Maker Lab or any other BCPL policy, or for any other misuse of the space, as determined by library staff.
- BCPL reserves the right to halt, delete, or disallow the creation of items that violate Library policies, including the creation of weapons, obscene material, or illegal items.
- Users of the Maker Lab must wear closed toe shoes at all times.
- Projects will be retained for 30 days from completion date. If a patron does not retrieve their project in time, it will be removed. Continued misuse of material to create projects that are not retrieved will result in restricted use of the Maker Lab for 30 days.

Users may be asked to leave the Maker Lab or Library property at large if they fail to comply with any of these rules.

## Procedures:

15. The Maker Lab will be locked when not in use.
16. The Maker Lab closes an hour before the Library closes on Tuesdays – Thursdays, and 30 minutes before the Library on Fridays and Saturdays.
17. Users must check in with the Maker Lab Assistant on duty, using their library card, each time they use the Maker Lab.
18. Users are expected to clean up after themselves, including returning BCPL hardware and supplies to their proper locations.
19. When machines are out of order, staff will attempt to contact users. This courtesy cannot be guaranteed.
20. Any work saved on Library computers will be deleted and cannot be recovered. Users must save their files to an external storage device or online storage location.
21. This Maker Lab is provided to promote creativity, innovation, and technology education. The Library encourages users to learn new skill sets.
22. Reservations are required for the following equipment:

<b>Equipment</b>	<b>Daily Maximum Reservation Limit</b>
3D Printer	4 hours with 1 hour minimum
Sewing Machine	4 hours
Cricut	2 hours
Heat Press	1 hour
Sublimation Printer	1 hour

23. Reservations may be extended at staff discretion if there is no waiting list.
24. Reservations will be canceled for anyone late 5 minutes or more.
25. When reserving the Maker Lab equipment, scheduled Library programs have priority, followed by users who have made reservations ahead of time. If the equipment is not reserved, it will be made available at the discretion of the Maker Lab staff.

### Maker Lab Agreement

By signing this agreement, I indicate that I understand the terms of this Policy and Procedures and agree to abide by it when using the equipment.

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User's Signature

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Date

---

User's Name (Printed)

---

Email Address

---

Telephone Number

---

---

Parent or Responsible Adult's Signature (if under 18)

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Parent or Responsible Adult's Signature

---

Date

*The Library reserves the right to change this policy at any time.*

## **Bullitt County Public Library Maker Lab Liability Waiver**

You are required to read the following information very carefully and make sure that you understand it fully. You must sign this waiver before participating in any Maker Lab activity or program.

I, \_\_\_\_\_, am fully aware that participation in the Bullitt County Public Library Maker Lab may result in the risk of personal injury or harm. In consideration of being granted the opportunity to participate, I hereby agree to release and hold harmless the Bullitt County Public Library, its officers, employees, volunteers, committees, and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law.

This indemnification and hold harmless agreement shall include protection against all odds (including without limitation, reasonable attorney's fees and court costs), expenses and liabilities in or in connection with any claim or proceeding brought thereon and in the defense thereof.

I have read and understand this liability waiver, indemnification and hold harmless form and I voluntarily sign it. I hereby give permission to the Bullitt County Public Library for emergency transportation and/or treatment in the event of illness or injury and this release extends to any liability arising in connection with such transportation and/or treatment. I further certify that I am in good physical condition, and have no medical or physical conditions that would restrict my participation in this activity or program.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature



# Materials Selection Policy

*Created 6/05/1984*

*Revised 5/23/2023*

## Library Aims

The aim of the Bullitt County Public Library is to provide service and selection to all people. Fulfilling the educational, informational, cultural, and recreational needs of these people is the Bullitt County Public Library's broad purpose. More specifically, the Library aims to: help people to keep up with a change in all areas; educate themselves continually; become better members of their family and community; become socially and politically aware; be more capable in their occupations; develop their literature and art; contribute to the overall expanse of knowledge; and, stimulate their own personal social well-being. The library adheres to the principles of intellectual freedom as expressed in the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. All materials are selected by this Library in accordance with these basic objectives.

## Equal Access and Censorship

The selection of library books and materials is predicated on the patron's right to read, and similarly, his or her freedom from censorship by others. Bullitt County Public Library provides equal access to all library resources within the guidelines of applicable laws and the First Amendment to the United States Constitution. A patron's right to select or reject items for themselves may not be exercised to censor or restrict the freedom of others. We encourage parents to be active participants in helping their children select library resources.

Items in the collection are organized by age group. Literary content becomes more complex as young readers mature. We encourage parents to engage in their child's reading journey and make appropriate selections based on their child's needs. Parents may choose to select or decline an item for their child without interference. Library staff are happy to assist parents in finding information on the content of their selections.

The Library purchases materials from a wide variety of viewpoints and value systems and makes these materials available to guests regardless of age. No patron will agree with all materials in the collection, but a patron's right to read, seek information and speak freely is important to our democratic society and allows individuals to learn from one another.

## Criteria For Selection

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection. Selections for this Library will not be made on the basis of anticipated approval or disapproval,

but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of minors.

- Public demand, interest, or need
  - The Library will attempt to select items that will circulate at least two times
- Contemporary significance, popular interest, or permanent value
- Timeliness and accuracy of material
- Attention of critics and reviewers
- Treatment of subject to the age of the intended audience
- Prominence, authority and/or competence of author, creator or publisher
- Relation to existing collections
- Creative, literary, or technical quality
- Statement of a challenging, original, or alternative point of view
- Authenticity of historical, regional, or social setting
- Format, ease of use, and accessibility
- Cost and availability

## **Responsibility For Materials Selection**

Responsibility for the initial selection of library materials rests with the Library's professional staff, based on the criteria for the selection listed above. Final responsibility for the selection of books and library materials is and shall be vested in the Director.

## **Gifts**

The Bullitt County Public Library accepts gifts of new or gently-used items in media formats that regularly circulate or offer the use of in-house. Decisions on whether and how donated items will be added to the Library's collections are based on the same evaluative criteria that are applied to purchased materials and are subject to the following limitations:

- The library retains unconditional ownership of the gift
- The library makes the final decision on the use or other disposition of the gift
- The library reserves the right to decide the conditions of display, housing and access to the materials

Gifted items that are not added to the collections will be sold in public sales or disposed of.

## **Collection Maintenance, Replacement, And Weeding**

Professional library staff regularly reviews items in the collection to ensure that they continue to meet patrons' needs. Materials that are worn, obsolete, unused, old editions, or unnecessarily duplicated are removed. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed, or lost. Items are not automatically replaced. Decisions are based on need, demand, and budget.

## **Reconsideration Of Material**

Reconsideration of material in collections is also a continuing process. Any current Bullitt County resident or staff member who seriously requests reconsideration of materials should be given a "Request for Reconsideration of Library Materials" form. As soon as that form is completed by the requester, a committee of the Library's professional staff shall evaluate the original reasons for the purchase and the book in question. The objections will be considered both in terms of the library's materials selection statement and the opinion of the various reviewing sources used in materials selection. The committee shall communicate their decision, in writing, to the complainant.

If the complainant still feels that his objections have been met with inadequately, the complainant may make a written request that the material be placed before the Director for evaluation. The Director will communicate his or her decision, in writing, to the complainant.

# Meeting Room Use

*Created 8/2003*

*Revised 9/26/2023*

The Bullitt County Public Library Board of Trustees allows the use of our meeting rooms as a service to the community. They are available to be used, free of charge, by civic, educational, cultural, and professional organizations, as well as individuals, for meetings and gatherings. The following restrictions apply:

- Library meeting rooms may not be used as a primary or secondary place of business, nor will financial transactions for a business be allowed. No product demonstrations, sales pitches, fundraising, or collecting of money can take place in the building or on the property.
- Neither the name nor the address of the Library may be used as the official address or headquarters of an organization. The name of the Library can only be used to let people know the location of the meeting. No photos or images of the Library may be used in the promotion of any event or meeting.
- The meeting room cannot be reserved more than three months in advance.
- The meeting room can only be booked by a group for use in consecutive months over a three-month period. After three months the Administration will need to approve continued use for an additional three months.
- The meeting room can only be reserved for a time of four (4) hours. Entry will not be allowed before or after this time.

Because the Library is a subdivision of state government, a political party or political group may use space at the Library for a program provided that:

- The event features a guest speaker on a theme or topic and is not a campaign rally.
- The event is open to the public.
- An admission fee is not charged.
- It is held during open hours and organizational staff members are available and present.
- No fundraising or collecting of money can take place in the building or on the property.
- No distribution of campaign or party/group related buttons, flyers, posters, etc. in the building or on the property.
- The event must be advertised as "Presented by group x" and "held at Bullitt County Public Library." Bullitt County Public Library must not be listed as a host or sponsor on any flyers or advertising.

Library-sponsored activities are given priority in scheduling use of the meeting rooms. Other activities will be scheduled on the basis of the order of requests.

A responsible party is required for reservation of a meeting room. The responsible party must fill out an application form. Reservations for meeting room use may be made at the Library circulation desk, over the telephone, or using the online form (<https://bullittcounty.librarycalendar.com/reserve-room>).

Not all BCPL locations have the capacity to schedule after-hour meeting room use. Patrons can find available hours for each location on our website, or they can be requested by phone at the desired location. If the meeting room is booked for use outside of Library business hours, a key must be picked up during Library hours prior to the meeting.

Children or youth groups using the meeting room must be supervised by adult sponsors. At least one adult must be present for every 10 children under 14 years of age. The responsible party must be present at the designated time of the children's arrival and remain until all children have departed.

The Library accepts no liability or responsibility for any damages or loss to persons or property arising from the use of the meeting room. Groups using the meeting room assume responsibility for any damage caused to the Library or its contents, inflicted by either a participant or anyone who accompanies the participant. Any damages or excessive clean-up costs will be charged to the responsible party. If there is a key deposit, the refund may be forfeited. Additional charges for damages will also be billed directly to the responsible party.

No alcoholic beverages or illegal substances may be brought into the Library. Proper care must be taken with regards to the preparation, serving, and disposal of any food items which are brought into the meeting room.

Nothing may be taped or attached to the walls without permission.

The Library has security systems and fire protection. If you try to enter the Library proper, the alarm will activate and police will be dispatched. If a fire alarm is pulled the fire department will be dispatched. If a building alarm is set off a \$50 fee will be assessed. If the fire department is dispatched, the fire department may charge up to a \$250 fee for responding to a false alarm. You will be responsible for any additional fees charged to the Library by police or fire departments.

No smoking is allowed inside the building. No lit candles or open flames are allowed without permission.

Before you leave be sure that:

- All trash is thrown out.
- All water taps are turned off, including restrooms.
- All lights are turned off, including restrooms.
- The entire group has left the premises and no stragglers remain.
- All doors are properly locked.

The librarians have the final decision on any scheduling, and may deny use to any group which does not meet the above criteria or has misused the meeting room on prior occasions.

If you book the meeting room and find that you no longer need it, please inform the Library as soon as possible. This will allow a different group to schedule the use of it. If you fail to notify the Library about a cancellation, you may be denied future use of the room.

The Library may close due to inclement weather, power failure, or other emergencies, making the meeting room(s) unavailable. The meeting room may also not be available for use under other conditions.

# Outdoor Spaces Policy

*Created 9/9/2014*

*Reviewed 5/23/2023*

The Library encourages the use of all of its public spaces for intellectual, social, and creative use. Some Library spaces are available to be reserved in advance and some are also available outside of regular operating hours. At this time, however, the Library's outdoor spaces are not bookable nor are any fenced-in areas of Library outdoor space available outside of Library-designated time frames. The Library reserves the right to vacate any outdoor space at any time.

Spontaneous use of the space is allowed so long as no Library programs are taking place at the same time. Use of the space is allowed for non-amplified activity. Any activity must not interfere with Library operations or impede access to the Library. Use of the fenced-in areas of Library outdoor space outside of Library-designated time frames will be considered trespassing and result in immediate removal and possible prosecution.

No markings may be made on any Library property, even with materials considered temporary, such as chalk. Any group or individual found to have marked the Library's property may be subject to immediate removal and possible prosecution.

The Library does not allow displays in or on Library outdoor spaces without permission of the Library administration. The Library will remove any unauthorized displays found in or on Library outdoor spaces and are not responsible for the care or safety of the displays.

# Parking Lot Policy

*Created 05/24/2022*

*Revised 05/23/2023*

## **Policy Statement**

The Bullitt County Public Library parking lots welcome everyone who is using the Library, library services, or attending a library program to park in the Library's parking lot. The parking needs of Library employees and patrons are the first priority in regard to available parking space.

## **Policy**

Persons on Library property, including parking lots and grounds, must conform to the Library Rules of Conduct, laws, regulations, and policies.

Vehicles parked in the Library parking lots shall park within the demarcated parking spaces and shall not obstruct or impede the use of the parking lots or the flow of traffic therein.

Unoccupied vehicles will not be left in the Library parking lots overnight, unless prior approval is obtained from the Library Director.

Library Staff has the right to intervene to stop prohibited activities and behaviors within the Library parking lots and grounds.

The Library does not at any time or under any condition assume any responsibility for damage to or theft of any privately-owned vehicle in the parking lot or for personal injury, from any cause whatsoever, to any person utilizing the lot.

In addition to the removal of vehicles, failure to comply with this Policy may result in the loss of a vehicle owner or operator's Library privileges, including barring said owner or operator, temporarily or permanently, from use of the Library.

## **Removal Procedure**

The Library Director, or their designee, may cause any vehicle parked in violation of this Policy to be towed from the Library premises. The cost for such towing shall be the responsibility of the owner or operator of the towed vehicle.



# **Patron Records Policy**

*Created 12/12/2017*

*Reviewed 05/23/2023*

Patron records are considered confidential information. Access to the data in a patron record should not be shared with anyone unless that person has the proper right to access the information. (See Confidentiality, Open Records, and Open Meetings policy for more details.)

In accordance with KRS 61.931-934 and applicable policies adopted by the Department for Local Government, the Library will take every reasonable precaution to ensure that any personal information that is kept by the Library for any purpose is safeguarded from unauthorized access.

## **Release Of Patron Information**

Adult patrons will be given full information about their accounts (or any juvenile accounts for which they are the designated parent or legal guardian) when they present their library card or acceptable identification. In the absence of a library card or acceptable identification, the Library will release only the number of items checked out to the patron and the due dates of those items when the patron provides the correct address and phone number on the account.

Juvenile patrons will be given full information about their accounts when they present their library card or (in the absence of their library card) their name, address, phone number, and birthdate.

Approved caregivers will be given full information about any juvenile account (when they present acceptable identification) for which they are listed as an approved caregiver.

## **Purging Patron Records**

Patron records will be periodically purged from the database in order to maintain its integrity. The Library will determine the need for purging patron records and the parameters for purging those records.

Patrons whose records have been purged must complete a new library card application in order to use the Library. There is no charge to replace a patron's card that has been purged from the database.

# Pest Control Policy

*Created 6/27/2017*

*Revised 05/23/2023*

## Prevention

The Bullitt County Public Library actively works toward the prevention and containment of pests, including rodents and insects of all kinds, in the Library and library materials. Staff members are trained on pest prevention, containment, and elimination procedures and act quickly to eliminate any known issues in the Library. An inspection or treatment may be ordered at any time deemed necessary by the Library Director.

In following prevention techniques, the Library will ensure that:

- Ongoing monitoring is in place to ensure prompt and appropriate response;
- Proactive measures are taken to reduce the risk to staff and patrons;
- Qualified pest control companies are contracted to work in our facilities;
- Procedures and policies are reviewed regularly to ensure they remain current and consistent with best practices;
- Staff are kept informed of best practices for pest prevention and response and are actively engaged in reducing the risk of infestation.

All materials are inspected and cleaned when returned to the Library. Any item exhibiting signs of bugs of any type, including bed bugs and roaches, is immediately treated or discarded. Items to be treated are placed in a plastic bag or container and sealed. The items are then placed in a special heater designed for bug treatment and heated to a recommended high temperature for a time long enough to kill the pests. After treatment, staff will inspect the items to determine if they can be saved or must be discarded. Items containing bug stains of any kind are not salvageable and must be discarded. Damaged and discarded items are charged to the borrower at replacement value. Items deemed to be in good condition are cleaned and returned to circulation.

Library staff will routinely inspect all areas of the Library including furniture, stacks and carpeted areas for signs of infestation of pests, including rodents and insects of all kinds. Any signs of suspected infestation detected by staff or reported by Library patrons will be promptly reported to the Library administration for further inspection and response.

If a patron finds a bug or pest in library materials, the Library asks that the patron immediately place the library material(s) in a plastic bag with a white sheet of paper and seal it as tightly as possible. Re-sealable "Ziploc" type bags are recommended and patrons are asked to seal the

bag opening with tape to ensure secure closure. We ask that the patron return the material to the Library in the sealed bag and notify staff of the problem when the material is returned. We ask that the patron does not use book drops or return bins at lending for materials with possible issues, but hands them to staff. Materials will either be treated or discarded at the Library's discretion.

Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs. Patrons will be held responsible for any damages sustained to Library materials during an attempted self-treatment. Successfully eradicating bed bugs requires professional procedures and equipment contracted by the Library.

Patrons wishing to donate material to the Library are kindly asked to inspect materials prior to donating them to the library and to deliver them to the loading dock or leave them outside for inspection. Library staff will perform an intake inspection as soon as possible. The Library reserves the right to discard materials with signs of past or present bug activity.

## **Pests In Library Materials**

In order to keep the Library a safe place for all patrons to borrow materials, patrons who return items with obvious signs of pests may have borrowing privileges suspended. The following procedures will be followed for all Library users:

### **First Occurrence**

The first time a borrower returns materials with signs of bugs, staff will:

- Speak with the patron about what was found in the materials in a non-confrontational and confidential manner. Show them the materials and bugs whenever possible.
- Suggest ways the patron can address the issue (keeping materials in closed containers at all times when not being used, inspecting them before return, talking with landlord or management if they live in a congregate living facility, etc.)
- Offer information about bug treatment options.
- Explain that no more than three items may be checked out on the patron's account as well as each individual connected accounts at any given time until the patron provides to the Library Director proof of treatment such as a bill from an exterminator or a notice of treatment from a landlord. Or, if no other signs of bugs are found in returned materials for a period of three months, the Library Director, upon request by the patron, may reinstate full borrowing privileges. Further sightings at any time will be considered a second occurrence, even if privileges have been reinstated.

- Explain that if bugs or signs of bugs are found in returned materials again, borrowing privileges for the patron's account and all connected accounts may be suspended until the patron can demonstrate that their home has been treated.
- Complete an incident report to be filed in the Library Director's office.
- Note the problem on the patron record.

### **Second Occurrence**

The second time a borrower returns materials with signs of bugs, staff will:

- Speak with the patron about what was found in the materials in a non-confrontational and confidential manner.
- Show them the materials and bugs whenever possible.
- Suspend all borrowing privileges by placing a block on the patron's account as well as each individual connected account.
- Explain that borrowing privileges have been suspended until the patron provides to the Library Director proof of treatment such as a bill from an exterminator or a notice of treatment from a landlord.
- Complete an incident report to be filed in the Library Director's office.
- Note the problem on the patron record.

# Program Policy

*Created 10/13/2015*

*Revised 05/23/2023*

The Library supports its mission of empowering our patrons by developing and presenting programs that provide additional opportunities to explore, learn, and enjoy. Programming is an integral component of library service that actively works to engage our community while expanding the visibility of the Library and displaying the Library's role as a community resource. Programming is provided to appeal to all citizens, but individual programs may be designed for a specific audience based on age or other demographics. Programs targeting a specific group will be promoted as such.

While some programming will be generated internally by Library staff using library resources the Library will also incorporate cooperative programming with other individuals, agencies, organizations, and educational institutions, capitalizing on existing knowledge and expertise. When grant-sponsored programs are held, the dictates and rules of the grant will be followed. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. The Library reserves the right to decline program offers. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

The Library's staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for the intended audience
- Presentation quality
- Presenter background/qualifications in the content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

All Library programs are open to the public. Some programs are age-appropriate (attendees should be within the appropriate age group) or may require an accompanying adult. The Library reserves the right to set age limits or recommendations for programs. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through

its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at any Library agency, or off site. Any sales of products at Library programs must be approved by the Library. The performer/presenter or his/her associate must handle the sale of these items. Library staff will not retain or handle for-sale items for purchase in the library before or after the program has been held. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

Library programs or classes may be canceled for several reasons including cases of severe weather, presenter conflict, or low registration numbers.

The Library occasionally uses videos or photographs taken of program participants and presenters for internal use, publication, use in library promotional outlets, and evaluation purposes. The Library will provide participants and presenters with a Photo Opt-In release form to satisfy the requirements of KRS 391.170, which covers commercial rights to the use of names and likenesses of public figures.

The Library shall make programs accessible to people with disabilities as much as possible. Sign interpretation will be available if notice of the need for such interpretation is received three weeks in advance of the program date. Notify the Outreach and Programming Coordinator of any requested accommodation.

Evaluation is an important tool for future program planning and may be done for selected programs. Evaluation may be based upon a number of factors including but not limited to:

- Audience/presenter feedback
- Written evaluation forms
- Attendance figures
- Staff input

# Public Attendance of Meetings

*Approved 3/10/2015*

*Revised 05/23/2023*

The Bullitt County Public Library Board of Trustees, in accordance with the Kentucky Office of the Attorney General's advice published within *The Kentucky Open Records & Open Meetings Acts: A guide for the public and public agencies*, allows the public to attend any of its official meetings. Regularly scheduled meetings are held monthly and typically occur on the fourth Tuesday of each month at 5:00 PM, at the Central Library. Special called meetings shall be advertised at least 24 hours in advance. The Bullitt County Public Library operates in accordance with the Open Meetings Act (KRS 61.800-61.850).

The public is not normally invited to participate or contribute to the discussion of business on the agenda of a Board meeting. An exception is a person who has been invited (ahead of time or spontaneously) to speak, make a presentation, or in some other way provide information to the Board. Speakers may be required to schedule a time on the agenda prior to a meeting.

During the allotted Public Comment portion of the meeting, members of the public may be allowed to speak. The Board may also choose not to allow any speakers in order to secure the orderly progression of its meeting. Such limitations shall be made by the Board President at the beginning of each meeting. In order to provide a fair opportunity to every person that desires to address the Board of Trustees:

- No person wishing to address the Board will be required to provide his or her name, address, or telephone number.
- In the absence of special circumstances as determined by the Board President, individuals will be called to comment in the order in which they arrived. If more than five speakers are present, individuals may be assigned numbers and called to speak in numerical order.
- Each speaker may take up to five (5) minutes to make his or her comments. This time constraint may be modified by the Board President to be fewer than five minutes if there are a number of persons wishing to speak. Speakers will be advised when they have one minute remaining.
- All speakers will be asked to begin by stating their name and address, but will be informed that they are not required to comply.
- The Board of Trustees acts as a body. Individual trustees have no power or authority to act on behalf of the Library. Therefore:
  - Speakers are not to address nor engage in dialogue with individual trustees during the public comment period. Comments are to be addressed to the Board as a whole.

- Trustees will not engage individual speakers in dialogue nor ask or answer questions during the presentation, with the following exception: at the request of any trustee, the President of the Board shall allow questions from trustees to speakers for purposes of clarification, limiting the time for discussion as the President deems appropriate.
- The Board of Trustees cannot answer specific questions in dialogue format. Acting as a Board, and only as a Board, the trustees will consider comments and questions and may direct staff members to provide information.
- Speakers may be directed to staff or other sources for responses to questions raised during the Public Comment time of a meeting or during a public hearing.

Any member of the public who does not respect these rules and the other people attending the meeting will be asked to leave the hearing/meeting. Members of the public may also be asked to leave when their behavior is deemed inappropriate or disruptive to the regular conduct of the meeting. The Board will approve any action to remove a member of the public from its meeting. Members of the public may be asked to leave a meeting when the Board goes into Executive Session.



# Public Internet Access Policy

*Created 5/14/2013*

*Revised 06/27/2023*

The Bullitt County Public Library provides access to a broad range of information resources, including free access to the Internet for informal and educational use. The Internet is a global electronic information infrastructure, a network of computer networks created and used by governments, businesses, organizations, educators, and individuals. The Internet is not subject to regulations that assure the content or accuracy of information. Users should critically evaluate sources for accuracy, completeness, and currency. Neither the Library nor any other entity exercises control over its content. People may find materials on the Internet offensive. The Library assumes no responsibility for any direct or indirect damage arising from the use of electronic services.

It is the Library's policy to:

- Provide access to constitutionally protected material;
- Prevent user access or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications;
- Prevent unauthorized access and other unlawful online activity;
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]

To the extent practical, technology protection measures shall be used to block or filter the Internet or other forms of electronic communications to prevent access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, a block shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or in the case of minors minimized only for bona fide research or other lawful purposes.

Internet resources are provided equally to all persons from the Bullitt County Public Library locations. Computer users are encouraged to check out computers using their Bullitt County Public Library account number and the Library's reservation system. Guest passes are available for those unable to obtain a Bullitt County Public Library account by asking a staff member.

Use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of this privilege. Examples of inappropriate use include, but are not limited to, the following:

- Violation of computer integrity

- Unauthorized tampering with computer hardware or software
- Violation of another user's privacy
- Transmission of threatening, obscene harassing materials
- Violation of state obscenity and federal sexual harassment laws, which prohibit the printing or display of sexually explicit materials in public places
- Violation of copyright laws and software licensing agreements
- Employing the network for commercial purposes
- Using the computer for illegal or criminal purposes
- Using the computer to 'hack' the local or any other system
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors

To the extent practical, the Bullitt County Public Library staff will attempt to supervise and monitor the usage of the online computer network and access to the Internet by this policy and the Children's Internet Protection Act. Ultimately, it is the responsibility of Parents or Legal Guardians to supervise and monitor their child's Internet use. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library Director or designated representative.

Abuse or misuse of equipment, software, or policies will be grounds for revocation of privileges or possible legal action. The first offense will result in a one-month suspension. A second offense will result in a six-month suspension. A third offense will result in a complete suspension of privileges.

Library staff can provide basic help on Internet use and start-up procedures. If patrons need more in-depth assistance, an appointment may be scheduled with the Library's reference department. Assistance is limited to the use of computers and other devices, software, and applications. Library staff does not provide help on how to fill out legal documents, tax forms, medical forms, or other content specific areas. Patrons should consult an attorney, tax preparer, medical professional, or another specialist for help in content specific areas.

Files or documents may be saved to removable storage devices. Any files saved to the Library's computers will be deleted. Printouts can be made using our print control system.

The Library provides access to the Internet via a wireless network (Wi-Fi) for users with personal laptops or other mobile devices. This Wi-Fi access is unsecured. Individual users are responsible for ensuring the safety of their personal devices by maintaining proper hardware, software, and network settings, including protection for anti-virus, security, and privacy. The Library has no liability for damage, theft, or misuse of personal devices while accessing Wi-Fi.

# Smoking, Tobacco Use, and Vaping Policy

*Approved 4/08/2014*

*Revised 06/27/2023*

Pursuant to the Pro-Children Act of 1994, the updated Pro-Children Act of 2001, and the Bullitt County Board of Health Regulation No. 10-01, all parts of the Bullitt County Public Library's buildings are designated as "No Smoking" and "Tobacco Free" areas. In addition to the negative health aspects of smoking and/or tobacco use, the Library is aware that children can be very impressionable and influenced by seeing people smoking, using tobacco items, or using smoking devices.

It is for the above reason that the Library has decided that the use of the following:

- Any tobacco item, including cigarettes, cigars, smokeless tobacco, or dissolvable tobacco;
- Any cigarette alternative, including bidis or kreteks; or,
- Any smoking device, including vapes, E-cigarettes, pipes, or hookahs, regardless of tobacco and/or nicotine content,

Is not allowed:

- Anywhere inside the Library;
- Within 25 feet of any library entrance;
- On any fenced-in library grounds; or,
- Within 25 feet of outdoor library events.

# Study Room Use Policy

*Created 11/10/2009*

*Revised 06/27/2023*

To keep the small study rooms available to as many people as possible, some limitations are needed on how many times a week a patron or group can reserve the room. A person or group can use a conference room for a maximum of two sessions a week with each session lasting no more than 4 hours, plus they can book an additional one session each month lasting no more than 8 hours. The room is available on a first come first serve basis and may not be booked more than a week in advance.

The Library reserves the right to give priority to library programs and partnerships when scheduling the use of the rooms, including the ability to schedule more often and for longer periods.

# Thermostat Settings Policy

*Approved 11/8/2005*

*Revised 06/27/2023*

To maintain reasonable comfort and decrease energy expenditures, the Bullitt County Public Library has established the following standards for comfortable heating and cooling settings while library buildings are occupied. Thermostat settings for air conditioning, when required, are to be 74 degrees Fahrenheit, while thermostat settings for heating, when required, are to be 70 degrees Fahrenheit. Exceptions to these guidelines must be approved by the administration.

When buildings are unoccupied, the temperature setting for air conditioning will be adjusted to 78 degrees Fahrenheit and 65 degrees Fahrenheit for heating. Employees working in the building outside of normal hours are encouraged to use the building occupation override controls to change the settings back to occupied settings for the duration they are inside the building.

Space heaters may be used to heat small spaces with the approval of the administration. All space heaters used must be approved for fire safety, as classified by the National Fire Protection Association. No liquid fueled space heaters (e.g., kerosene heaters) shall be used. Some electric space heaters also pose an unacceptable fire hazard. All space heaters must meet the following four specifications: Heaters must (1) be UL approved, (2) have elements that are protected from contact, (3) be tilt-proof (when tilted over, heater goes off), and (4) be thermostat-controlled.

The issue of energy efficiency is also important; electric space heaters are a very costly means of heating. To determine if a space heater is necessary for the room to meet the temperate guidelines please consult the library administration. We will consult with the maintenance department to verify that the central heating system is incapable of meeting comfort requirements.

Heating and cooling are not allowed simultaneously in the same space for the sole purpose of achieving comfort. Adjustments made to the settings of one or more thermostats due to unseasonable conditions should be changed back before the end of the day.

# Unattended Children Policy

*Created 4/12/2016*

*Approved 4/12/2016*

*Revised 06/27/2023*

The Library is not responsible for unattended children and is mandated by statute to report suspected neglect or abuse. KRS 620.030

## Definitions

For this policy, the following definitions shall apply:

- A “child” is considered to be a patron who is 17 years of age or younger;
- A “child” is considered to be “unattended” when the “caregiver” is unable to communicate with the child verbally at a reasonable volume;
- A “disruptive child” is one whose actions disturb others or damage items belonging to the Library or others;
- A “caregiver” must be over 13 years of age (meaning a “child” might also be a “caregiver” to other children who are under the age of 13).

## Neglect or Abuse

In no instance may a child under the age of thirteen be left without a caregiver physically present in the building.

Neglect will be reported to law enforcement in the following cases:

- Children aged 5 or under who are left unattended for any length of time;
- Children aged 6-9 who are left unattended for more than 30 minutes;
- Children aged 10-12 who are left unattended for 2 hours or more.
- Any case of suspected abuse will be reported to the Director.

## Disruptive Behavior

The Library will report to law enforcement any instance where an unattended child is disruptive and does not respond to the correction of staff. Law enforcement may be asked to remove unattended children whose caregivers cannot be found.

## Children Left After Closing

When a child (under 17 years of age) is unattended at the time of the Library’s closing, the staff will make a reasonable attempt to contact the caregiver. If the staff are unable to contact the

caregiver, law enforcement will be called to take custody of the child. Staff will remain with the child until law enforcement takes custody.

Library privileges may be curtailed when a child is repeatedly left on the Library's premises after closing.

## **Reports**

Incident reports will be written for any incident involving child neglect and/or disruptive behavior in which law enforcement is notified. Repeated incidents involving a particular child may result in the loss of library privileges for both the child and the caregiver.

# Vulnerable Adults Policy

*Created 4/12/2016*

*Approved 6/14/2016*

*Revised 06/27/2023*

Responsibility for the safety and behavior of ALL vulnerable adults using the Library rests with the caregiver, not with library staff. Vulnerable adults are required to observe library rules and policies. Those creating disturbances who do not respond to correction will be required to leave.

## Definitions

For the purposes of this policy, the following definitions shall apply:

- A “vulnerable adult” is a person 18 years of age or older who, because of mental or physical dysfunction:
  - Is unable to reasonably care for himself/herself or carry out the activities of daily living, or
  - Is unable to follow the Library’s behavior policies without supervision, or
  - Is unable to protect himself/herself from neglect, exploitation, or a hazardous or abusive situation without assistance from others.
  - This includes adults who are mentally or physically challenged and who need staff help beyond assistance with normal library services and are not under the direct supervision of a parent, legal guardian, or custodian.
- A “caregiver” is considered to be a parent, legal guardian, or custodian 18 years of age or older.

## Neglect or Abuse

A vulnerable adult may not be left without a caregiver physically present in the building.

If it is determined that a vulnerable adult is lost or unattended, staff will attempt to locate a caregiver in the building and explain the policy to them.

If a caregiver is not found in the building, staff will attempt to locate them through library records, etc. When/if they are located by phone, they will be asked to join the vulnerable adult in the Library or pick up the vulnerable adult immediately. The policy will be explained.

If a caregiver cannot be located within a reasonable amount of time or if the Library is closing, staff will call the police who will take custody of the vulnerable adult.



## **Disruptive Behavior**

The Library will report to law enforcement any instance where an unattended vulnerable adult is disruptive and does not respond to the correction of staff. Law enforcement may be asked to remove vulnerable adults whose caregivers cannot be found.

## **Vulnerable Adults Left After Closing**

If the Library is closing, two staff members will wait with any adult considered to be vulnerable whose caregiver is en route until the adult is picked up or until the police arrive to take custody of the adult.

Under no circumstances will a staff member take the vulnerable adult out of the building nor will the adult be left alone outside the building after closing.

## **Reports**

Incident reports will be written for any incident involving the neglect of a vulnerable adult and/or disruptive behavior in which law enforcement is notified. Repeated incidents involving a particularly vulnerable adult may result in the loss of library privileges for both the adult and caregiver.