BULLITT COUNTY PUBLIC LIBRARY

OPERATIONAL POLICIES

Last updated

10/27/2026

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 6
Code of Conduct 6
Food and Drink 7
Organized Groups 8
Minors Accompanied by Adults 8
Minors Unaccompanied by Adults 8
3D Printer Policy 10
Policy 10
Permitted Uses 10
Cost 10
Access and Eligibility 10
Use Guidelines 10
Liability and Responsibility 11
Borrower's Policy 12
Eligibility for a Library Account 12
Application Requirements 12
Acceptable identification includes: 12
Acceptable proof of current address includes: 12
Adult and Juvenile Accounts 13
Account Duration and Renewal 13
Alternative Account Types 13
Restricted Accounts (Take 5 Accounts) 13
Digital Only Accounts 13
Homebound Accounts 13
Agency Accounts 14
Check Out Policy 15
Material Totals 15
Loan Periods 16
Overdue Fines 17
Lost, Damaged, and Overdue Materials Policy 18
Lost and Unreturned Materials 18
Damaged Materials 18
Items Returned with Missing Parts 18
Audiovisual Materials Disclaimer 19
Overdue Notifications 19

Account Blocks and Financial Responsibility 19
Copyright Policy 20
Deadly Weapons on Library Property Policy 21
General Statement of Policy 21
Deadly Weapons Discouraged on Library Property 21
Juveniles and Firearms 21
Enforcement and Authority 22
Digital Media Lab Policy 23
Eligibility and Access 23
Reservations 23
Acceptable Use 24
Care of Equipment and Liability 24
File Management and Copyright 24
Digital Media Lab User Agreement and Waiver 26
Distribution of Free Material and Public Posting Policy 27
Designated Posting Areas 27
Eligibility and Priority 27
Display and Distribution Standards 27
Prohibited Materials 28
Approval and Removal 28
Acknowledgment and Compliance 28
Emergency Operations Policy 29
Inclement Weather 29
Operational Decisions 29
Compensation Guidelines 29
Site Specific Emergencies 30
Pandemic or Public Health Emergencies 30
State of Emergency Operations 30
Event Policy 32
Event Development and Partnerships 32
Selection Criteria 32
Access and Participation 33
Commercial Activity and Sales 33
Cancellations 33
Photographs and Media 34
Accessibility 34
Evaluation 34

Exhibits and Displays Policy 35
General Principles 35
Application and Selection Process 35
Exhibit Conditions and Liability 36
Content Guidelines 36
Administrative Authority 36
Fixed Asset Capitalization Policy 37
Capitalization Defined 37
Capital Asset Classifications 37
Depreciation Guidelines 38
Physical Inventory 38
Disposition 38
POLICY 7.9 SURPLUS BOOKS, FURNITURE AND EQUIPMENT POLICY 38
POLICY 7.10 FUND BALANCE POLICY 39
Fundraising in the Library Policy 40
Genealogy and Local History Research Policy 41
Access and Use 41
Research Assistance 41
Research Request Guidelines 41
Copying and Fees 42
Gifts and Appraisal Policy 44
Memorial and Naming Rights 44
Holiday Decorations Policy 46
Homebound Delivery Policy 47
Eligibility Requirements 47
Application Process 47
Information Security and Privacy Policy 48
Patron information 48
Staff information 48
Security Measures 49
Security Breaches and Notifications 49
Interlibrary Loan Policy 50
Bullitt County Public Library Patron's Borrowing Guidelines 50
Bullitt County Public Library Lending Guidelines 50
Laptops/Chromebooks Borrowing Policy 51
Inside the Library: 51

Outside the Library: 52
Library Fee Policy 53
Maker Lab Policy 54
General Use 54
Eligibility and Supervision 54
Policies and Conduct 54
Liability and Disclaimers 55
Reservations and Scheduling 55
Fees 55
Content Display and Retention 55
Procedures: 56
Policy Enforcement 56
Maker Lab Agreement 57
Bullitt County Public Library Maker Lab Liability Waiver 58
Materials Selection Policy 59
Library Aims 59
Equal Access and Censorship 59
Criteria for Selection 59
Responsibility for Materials Selection 60
Gifts 60
Collection Maintenance, Replacement, And Weeding 60
Reconsideration of Material 60
Meeting Room Use Policy 61
Outdoor Spaces Policy 63
Parking Lot Policy 64
Policy Statement 64
Policy 64
Enforcement and Penalties 64
Partnership Policy 65
Definition of Partnerships 65
Purpose of Partnerships 65
Library Partnership Statement 65
Assessment Criteria 65
Terminating Partnerships 66
Evaluation 67
Patron Records Policy 68
Release of Patron Information 68

Purging Patron Records 68
Pest Control Policy 69
Prevention and Monitoring 69
Handling Library Materials 69
Reporting by Patrons 70
Patron Responsibility & Borrowing Privileges 70
Public Attendance at Meetings Policy 72
Public Internet Access Policy 74
Smoking, Tobacco Use, and Vaping Policy 76
Study and Conference Room Use Policy 78
Study Room Use 78
Conference Room Use 78
General Conditions of Use 79
Thermostat Settings Policy 80
Unattended Children Policy 81
Definitions 81
Supervision Guidelines 81
Disruptive Behavior 82
Children Left After Closing 82
Reports 82
Vulnerable Adults Policy 83
Definitions 83
Supervision and Safety 83
Disruptive Behavior 84
Vulnerable Adults Left After Closing 84
Incident Reporting 84
Staff Role 84

Rules of Conduct Policy

Revised 2/24/2026

The Bullitt County Public Library (BCPL) is committed to providing a safe, welcoming, and comfortable environment for all patrons. The Library exists to serve the public, and in return, patrons are expected to respect the rights of others and to use the Library for its intended purpose.

To ensure the comfort, safety, and security of all visitors, the Library Board of Trustees has established this Rules of Conduct Policy. Any behavior that interferes with legitimate Library operations is prohibited. Individuals who fail to comply with these rules may be asked to leave the Library and its premises temporarily or for an extended period. In certain circumstances, violations may result in suspension of Library privileges or legal action.

Code of Conduct

The following behaviors are not permitted in the Library or on Library grounds:

- Engaging in any behavior that endangers the health or safety of oneself or others.
- Violating any local, state, or federal law.
- Being under the influence of alcohol, illegal drugs, or other intoxicating substances.
- Vandalizing, damaging, or destroying library property or materials.
- Stealing Library materials or the personal property of patrons or staff.
- Disrupting Library services, events, or the ability of others to use the Library.
- Harassing, intimidating, threatening, or physically harming other patrons or Library staff.
- Sleeping in the Library.
- Misusing restrooms, including but not limited to:
    - Shaving
    - Bathing or washing clothing
    - Smoking or vaping
    - Stealing Library supplies
- Creating excessive noise, including loud talking, laughing, or making other disruptive sounds.
- Exhibiting offensive behavior, including inappropriate language, gestures, or strong body odor that interferes with others' use of the Library.
- Smoking, vaping, eating, or drinking in non-designated areas.
- Entering or staying in the Library without proper attire, including required shoes and shirts.
- Loitering inside or outside the Library.

- Soliciting of any kind, including but not limited to:
    - Selling goods and services
    - Distributing literature without proper approval
    - Soliciting donations or fundraising
    - Panhandling
    - Political canvassing
    - Religious proselytizing
    - Circulating petitions
    - Disturbing customers or the public to influence opinions, associations, or to promote causes not directly related to and beneficial to the Library
- Entering the Library before opening or remaining after closing without authorization.
- Trespassing in non-public or staff-only areas.
- Failing to supervise a child in a manner that prevents disruption or damage to Library property.
- Failing to provide appropriate supervision for dependents requiring care.
- Bringing animals into the Library, except for service animals as defined by law or animals participating in authorized Library events.
- Bringing trash, strong-smelling items, or items that impede the use of the Library by others.
- Bringing large bags or bulky personal items into public areas, including but not limited to suitcases, duffle bags, large backpacks, bedrolls, blankets or bedding, and plastic garbage bags.

This Code of Conduct is not exhaustive. Library staff reserves the right to address any behavior deemed disruptive, unsafe, or inappropriate. The Library appreciates the cooperation of all patrons in maintaining a respectful and welcoming environment.

Food and Drink

To maintain a clean and welcoming environment, food and beverages are permitted only in designated areas. Patrons are expected to follow these guidelines to help preserve Library materials and facilities.

Permitted Items:

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

Prohibited Items:

- Beverages without lids or containers with large openings

- Messy snack foods, including pudding cups, applesauce, or similar items
- Meals or meal components, including but not limited to fries, sandwiches, pizza, or leftovers

Organized Groups

All organized groups that include minors must have at least one responsible adult present at all times. This requirement applies to school classes, daycare groups, scout troops, and external groups using Library meeting rooms.

The supervising adult is responsible for the behavior and safety of the minors in the group before, during, and after any Library event or visit. Failure to provide adequate supervision or to comply with the Rules of Conduct Policy may result in the group being asked to leave the Library. The Library reserves the right to enforce this policy to ensure a safe and welcoming environment for all patrons.

Minors Accompanied by Adults

It is the responsibility of the supervising adult to ensure that the minors in their care comply with the Library's Rules of Conduct. Library staff may request that the supervising adult address disruptive and inappropriate behavior. If an adult is unable or unwilling to manage a minor's behavior in accordance with Library policy, or if the behavior poses a risk to the minor, others, or Library property, the adult and minor may be asked to leave the Library.

Library staff reserves the right to take appropriate action in response to behavioral issues, including but not limited to:

- Requesting a patron leave the Library
- Seeking assistance from additional staff, a parent, or a guardian
- Referring the matter to a supervisor or the Executive Director
- Contacting law enforcement when necessary
- Suspending Library privileges, with approval from a supervisor and the Executive Director, for any patron who fails to respect the Library policies, staff, or property.

Minors Unaccompanied by Adults

Preschool-aged children must be accompanied by a parent, guardian, or responsible sibling at all times while in the Library. The Library does not provide childcare services and does not assume parental responsibility (in loco parentis).

If a minor's behavior endangers their own safety, the safety of others, or Library property, and no parent or responsible adult is present, Library staff may contact law enforcement to take charge of the minor.

Minors who remain unaccompanied at closing time and who do not have transportation arrangements may be placed in police custody for their safety. The Library is not responsible for unattended children left on Library premises.

3D Printer Policy

Adopted 7/26/2022
Revised 2/27/2026

The Bullitt County Public Library (BCPL) provides access to 3D printing technology in support of its mission to promote learning, creativity, and access to emerging technologies. Use of the Library's 3D printer is governed by this policy and by the Library's Rules of Conduct. Patrons using the 3D printer are expected to do so in a lawful, safe, and responsible manner.

Policy

Permitted Uses

The Library's 3D printer may only be used for lawful, non-commercial, and safe purposes. Patrons may not use the 3D printer to create objects that:

- Violate any local, state, or federal law.
- Are unsafe, harmful, dangerous, or pose an immediate threat to individuals, including but not limited to weapons, dangerous instruments, or any objects defined as deadly weapons or weapons of mass destruction under KRS 500.080. This includes all knives, look-alike weapons, and weapon parts, as well as items that are obscene or otherwise inappropriate for a public library environment.
- Infringe upon intellectual property rights, including copyrighted, patented, or trademarked designs, or designs labeled as non-reproducible by the manufacturer.
- Are intended for commercial use, resale, or mass production.

The Library reserves the right to refuse any 3D print request at its sole discretion.

Cost

- The Library will establish and publish fair pricing for 3D printing services.
- Charges are based on material usage and include the costs of filament used for failed or incomplete prints.

Access and Eligibility

- Patrons must complete BCPL's required 3D printing training prior to using the 3D printer. Training appointments can be scheduled through the BCPL website.
- Reservations are required and are available on a first-come, first-served basis.

Use Guidelines

- Printing sessions are limited to a maximum of ten (10) hours per week. Printing must end at Library closing time. Additional time may be granted at staff's discretion, subject to availability.

- Patron privacy cannot be guaranteed while a print job is in progress.
- Due to the nature of 3D printing technology, finished objects may contain minor imperfections such as bumps, holes, or rough edges. Patrons may need to perform additional finishing, such as sanding or trimming.
- Prints that include overhangs or suspended parts may require the use of support materials or rafts. Patrons are responsible for removing these materials.
- BCPL staff are not responsible for removing support materials or for post-processing of printed items.

Liability and Responsibility

The Bullitt County Public Library, its staff, and its Board of Trustees are not responsible for the quality, safety, or functionality of any 3D-printed object. BCPL assumes no liability for injuries, damages, or losses resulting from the use or misuse of 3D-printed objects.

Patrons are solely responsible for ensuring that their print requests comply with applicable laws, including intellectual property laws. BCPL is not responsible for any 3D prints that violate copyright, patent, or trademark protections.

These procedures and policies are subject to change at any time to reflect operational needs, legal requirements, or technological updates.

Borrower's Policy

Revised 10/27/2026

The Bullitt County Public Library (BCPL) encourages all community members to explore, use, and enjoy Library resources and services. While many services are available to the public without a library account, borrowing materials and accessing certain services require an active BCPL library account and compliance with this policy.

Eligibility for a Library Account

To qualify for a Bullitt County Public Library account, a patron must meet at least one of the following criteria:

- Be a resident of Bullitt County
- Be a resident of a neighboring county, including Hardin, Meade, Nelson, Spencer, or Jefferson
- Be a property owner in Bullitt County
- Be an employee of a business located in Bullitt County
- Be a student enrolled in a Bullitt County school

Application Requirements

To apply for a BCPL library account, patrons - or their parent, guardian, or responsible party - must present valid identification and proof of a current address. Patrons must be present at the time of account registration.

Acceptable identification includes:

- Driver's license
- Government-issued or another picture ID
- Work ID

Acceptable proof of current address includes:

- Current billing statement
- Recent mail addressed to the residence
- Current pay stub

The Library reserves the right to request additional documentation as necessary to verify eligibility.

Adult and Juvenile Accounts

Adult library accounts are issued to patrons 18 and older. Juvenile accounts are issued to patrons under the age of 18 and require a parent, guardian, or responsible party to sign the application.

The signing adult must have a Bullitt County Public Library account in good standing and assumes financial responsibility for all materials checked out and any associated fees.

Patrons must be present to sign up for a library account.

Patrons under the age of 18 may be issued an adult account if a parent, guardian, or responsible party signs a written permission form. Parents, guardians, or caregivers of patrons over the age of 18 who require special care may be listed as the responsible party upon request.

Account Duration and Renewal

Bullitt County Public Library accounts are valid for one (1) year and may be renewed annually, provided the patron remains eligible and the account is in good standing. Proof of a current address is required at the time of renewal.

Alternative Account Types

Restricted Accounts (Take 5 Accounts)
Restricted accounts are available to minors who do not have a parent, guardian, or responsible adult available to sign their application. These accounts provide limited privileges and access to online resources.

Restricted accounts expire annually from date of issue.

Digital Only Accounts
Digital Only accounts provide access to BCPL's online databases and digital services but do not permit the checkout of physical materials.

Digital Only accounts may be converted to full-service accounts by visiting a branch with acceptable identification. These accounts are available to patrons of all ages; however, in compliance with the Children's Online Privacy Protection Act (COPPA), patrons under 13 must have a parent or legal guardian complete the registration process.

Homebound Accounts
Homebound accounts are available to patrons who qualify for the Library's homebound delivery services. These accounts offer modified checkout limits and loan periods consistent with the needs of the service.

Agency Accounts

Bullitt County Public Library may issue library accounts to agencies that assume responsibility for all materials checked out on the account. Agency accounts must comply with all Library policies regarding lost, stolen, damaged, or overdue materials.

Materials borrowed on an agency account must remain onsite at the agency and may not be lent out to third parties. It is the responsibility of the agency to track all borrowed materials and ensure timely return.

Branch Managers and Library Administration may grant exceptions to agency account requirements on a case-by-case basis.

Check Out Policy

Revised 2/24/2026

The Bullitt County Public Library (BCPL) provides access to a diverse collection of materials in multiple formats to support the informational, educational, and recreational needs of the community. To promote equitable access for all patrons and minimize wait times, the Library establishes and enforces the following circulation rules:

Material Totals

Library patrons with regular accounts in good standing may borrow up to 50 items in total. Patrons with restricted accounts may borrow up to 5 items total. Patrons with digital only accounts may not borrow any physical items. Some material types have specific borrowing limits regardless of the total number of items checked out. Additionally, certain items may not be available based on the type of account. Those include:

FORMAT	LIMIT
Books Books on CD	Limit of 50.
Hotspots Chromebooks	1 Hotspot 1 Chromebook *Only adults, 18 and over, can check out Hotspots and Chromebooks. A waiver must be signed.*
Blu-rays DVDs	8 items per format. *Only adults, 18 and over, can check out Blu-rays and DVDs. Patrons under 18 can obtain adult privileges if a parent or legal guardian signs an Adult Privileges Form.*
Board Games Video Games	1 board game 1 video game

GO! Totes Library of Things	1 Go! Tote 1 Library of Things *Only adults, 18 and over, can check out.* *A waiver must be signed for the Library of Things.*
Downloadable Materials	The limit varies per platform but does not count toward the maximum physical item limit.

Loan Periods

Loan periods, defined as the length of time between checkout and the due date, vary by format. Loan periods are established to balance patron access with demand for materials.

Certain material formats may be eligible for renewal unless the item has been requested by another patron. Items with active holds may not be renewed.

Renewals may be completed online, in person, or by phone. Renewal limits vary by material type and may be restricted for high-demand or specialty items.

The Library reserves the right to adjust loan periods and renewal limits by format as operational needs require.

FORMAT	BORROWING PERIOD
Books Books on CD	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 GO! Totes Library of Things Board Games Video Games	Initial Loan Period: 14 Days Renewals: One renewal for 14 days
Downloadable Materials	Loan periods vary per platform.

Overdue Fines

The Bullitt County Public Library recognizes the vital role that library access plays in enhancing quality of life, supporting lifelong learning, and promoting early childhood literacy. To remove barriers to access for all patrons, BCPL does not charge overdue fines on any materials.

If borrowed materials are not returned within forty-five (45) days of the due date, the patron will be billed the replacement cost of an item. Patrons are responsible for the full replacement cost of any materials that are lost or returned in damaged condition.

Accounts with outstanding replacement charges may be considered not in good standing and may have borrowing privileges restricted until the issue is resolved.

The Bullitt County Public Library is committed to maintaining a dynamic, relevant, and responsive collection that reflects the diverse interests and needs of the community.

Materials housed in branch-specific or special collections will remain available as long as there is demonstrated demand and the Library can reasonably maintain and supply these resources. The Library regularly evaluates its collections and may add, relocate, or withdraw materials based on:

- Circulation trends and usage data
- Patron requests and demonstrated community interest
- Availability of newer, updated, or replacement materials.

These practices support equitable access and ensure that BCPL continues to offer a high-quality collection that evolves with community needs.

Lost, Damaged, and Overdue Materials Policy

Revised 2/24/2026

The Bullitt County Public Library (BCPL) believes that borrowing Library materials is a privilege that carries the responsibility of returning items on time and in the same condition as when they were checked out. This policy establishes expectations for the care, return, and financial responsibility of borrowed materials.

Lost and Unreturned Materials

If an item is reported lost or is not returned within forty-five (45) days of its due date, the patron will be charged the full retail replacement cost of the item, as determined by the Library.

Once the replacement fee has been paid, the item becomes the property of the patron. No refunds will be issued if the item is later found or returned. The library does not accept replacement copies provided by patrons in lieu of payment.

Damaged Materials

Patrons are responsible for repair or replacement costs of any materials damaged while checked out on their account. Damage includes, but is not limited to:

- Water or moisture damage
- Food or beverage spills
- Dirt, sand, or debris
- Mold or mildew
- Exposure to extreme heat, or direct sunlight.

The Library reserves the right to determine whether an item can be repaired or must be replaced.

Items Returned with Missing Parts

Library materials that require multiple components, such as multiple-disc sets or Library of Things items, must be returned with all original parts.

Items returned with missing components will remain checked out to the patron until all parts are returned. If all missing parts are not returned within forty-five (45) days, the patron will be charged a replacement fee. The replacement fee will be waived if all required parts are returned before billing occurs.

Audiovisual Materials Disclaimer

The Library assumes no liability for the use of audiovisual materials. If a borrowed audiovisual item malfunctions or is discovered to be damaged, patrons must notify Library staff immediately so the item can be evaluated, repaired, or replaced as appropriate.

Overdue Notifications

Patrons will be notified of overdue materials using one or more of the following methods:

- Telephone notification for Hotspots, Chromebooks, or Library of Things (LOT) items that are seven (7) days overdue
- Written notice via postal mail will be sent after an item is fifteen (15) days overdue
- Electronic notice by email, when available

Items are marked lost and billed for replacement when they reach forty-five (45) days overdue.

Account Blocks and Financial Responsibility

If unpaid replacement fees or charges exceed ten dollars ($10.00), the patron's account will be blocked until the balance is reduced below the threshold and the account is returned to good standing.

Adult patrons who serve as responsible parties for linked or dependent accounts are financially responsible for ensuring those accounts remain in good standing.

Blocked accounts may not check out or renew materials until all outstanding issues are resolved. Patrons and any linked accounts with materials overdue for more than forty-five (45) days will remain blocked until the materials are returned or replacement charges are paid.

Copyright Policy

Revised 2/24/2026

The Bullitt County Public Library (BCPL) complies with the Copyright Law of the U.S. (Title 17 U.S. Code), which governs the reproduction and use of copyrighted materials.

Under certain conditions outlined in federal law, libraries and archives are permitted to provide photocopies or reproductions of copyrighted works. One such condition is that the copy or reproduction is "used for any purpose other than private study, scholarship, or research," as defined under applicable copyright and fair use provisions.

Patrons who request reproductions or who use Library equipment to copy, scan, print, or otherwise reproduce materials are responsible for ensuring that their use complies with copyright law. Any request for, or use of, reproduced materials beyond the scope of "fair use" may constitute copyright infringement and may subject the patron to legal liability.

Responsibility for compliance with all applicable copyright laws rests solely with the individual using Library equipment or services. The Bullitt County Public Library District, its staff, and its Board of Trustees disclaim any responsibility or liability for copyright infringement resulting from the use of Library facilities, equipment, or services.

By using the Library equipment or requesting reproductions, patrons acknowledge that they assume all responsibility and liability for any violation of copyright law.

Deadly Weapons on Library Property Policy

Revised 2/24/2026

General Statement of Policy

Bullitt County Public Library (BCPL) is committed to maintaining a safe, welcoming, and respectful environment for all patrons, staff, and visitors. The Library recognizes that the presence of deadly weapons or dangerous instruments may undermine this environment and may cause fear or disruption.

While many everyday objects could potentially be used as weapons, for the purposes of this policy the following definitions apply:

- **Dangerous Instrument:** Any object readily capable of causing death or serious physical injury.
- **Deadly Weapon:** Firearms, handguns, and other instruments as defined as deadly weapons under Kentucky Revised Statutes (KRS 500.080).

Deadly Weapons Discouraged on Library Property

Kentucky Revised Statute 65.870 permits the open or concealed carrying of firearms in many public spaces. In recognition of this law, the Bullitt County Public Library does not prohibit lawful possession where permitted by statute; however, the Library strongly discourages patrons and staff from bringing deadly weapons and dangerous instruments onto Library property.

The visible display or handling of weapons may cause distress or disruption for patrons and staff. Any behavior involving a weapon that causes a substantial disturbance, creates fear, or presents a perceived threat to safety will be addressed immediately.

The unnecessary brandishing, displaying, or handling of a deadly weapon or dangerous instrument within the Library or on Library grounds is strictly prohibited and will be treated as grounds for immediate intervention by law enforcement.

Library staff are instructed to contact law enforcement without delay in any situation where the presence of a deadly weapon or dangerous instrument, combined with a patron's behavior, poses a potential risk to safety or significantly disrupts Library operations.

Juveniles and Firearms

Pursuant to KRS 527.100, it is unlawful for any person under the age of eighteen (18) to possess or carry a firearm.

If Library staff reasonably believe that a minor is in possession a deadly weapon on Library property, law enforcement will be contacted immediately to ensure the safety of all patrons and staff.

Enforcement and Authority

This policy is enforced in conjunction with the Library's Rules of Conduct and applicable state and federal laws. Failure to comply with this policy may result in removal from Library property, suspension of Library privileges, or legal action, as appropriate.

Digital Media Lab Policy

Adopted 4/25/2023
Revised 3/24/2026

The Digital Media Lab, located at the Central Library, is a dedicated space for learning, exploration, and creative production. The Digital Media Lab provides access to specialized equipment and software for recording and editing audio and video. The Digital Media Lab supports Library programming, patron projects, and technology education by encouraging the development of new skills and creative expression.

Eligibility and Access

1. The Digital Media Lab is available to patrons who:
    - Hold a valid Bullitt County Public Library card in good standing; and
    - Have a completed and signed Digital Media Lab User Agreement and Waiver on file.
2. Patrons must be sixteen (16) years or older to reserve the Digital Media Lab.
3. Patrons under eighteen (18) years of age must have a signed waiver from a parent or legal guardian on file. Unless the Executive Director grants prior approval, minors must be supervised by an adult while using the Lab.
4. The Digital Media Lab is free of charge.
5. The Digital Media Lab is available only when the Digital Media Lab Assistant is present. The Lab will remain locked when not in use.

Reservations

1. An approved reservation is required prior to use.
2. Reservations:
    - May not exceed three (3) hours per day.
    - Must be submitted through the Library's online reservation form.
    - Are considered complete only upon approval by the Digital Media Lab Assistant.
3. Reservations will be canceled if a patron arrives more than fifteen (15) minutes late.
4. The Digital Media Lab is limited to five (5) individuals per session. All individuals present must be active participants in the project. The Library reserves the right to adjust occupancy limits based on project needs and space considerations.
5. Patrons must check in with the Digital Media Lab Assistant using their Library card at each visit.

Acceptable Use

1. All users must comply with the Library's Rules of Conduct.
2. The Digital Media Lab may be used only for lawful purposes. Users are prohibited from creating material that:
    - Violates any federal, state, or local law.
    - Is unsafe, harmful, dangerous, or poses an immediate threat to others.
    - Contains obscene, threatening, harassing, defamatory, vulgar, pornographic, or otherwise inappropriate content.
    - Violates intellectual property rights, including the unauthorized use of copyrighted materials.
3. Users may not modify, install, or alter hardware or software on Lab equipment.
4. Food and beverages are not permitted in the Digital Media Lab.
5. Individuals or groups may not use the Library's name, address, telephone number, or website as the headquarters or contact information for any business, nor imply Library sponsorship or endorsement on any product created in the Digital Media Lab.

Care of Equipment and Liability

1. The Digital Media Lab must be left in a clean and orderly condition.
2. Patrons are financially responsible for any damage to the Digital Media Lab, its equipment, or furnishings resulting from misuse or negligence.
3. Patrons assume all risks associated with loss or damage to personal property or materials brought into the Lab.
4. The Bullitt County Public Library makes no guarantees regarding the performance, quality, or suitability of the Digital Media Lab equipment or software. Users agree to hold the Library harmless from any claims, liabilities, damages, or expenses arising from use of the Lab.
5. If hardware or software becomes unavailable or inoperable, staff will make reasonable efforts to notify patrons and existing reservations; however, such notification is not guaranteed.

File Management and Copyright

1. Patrons will receive both a raw file and an edited file via e-mail following their session.
2. Copyright ownership of original content created by patrons remains with the patron, subject to applicable law. Bullitt County Public Library staff are authorized to enforce this policy.
3. The Executive Director may deny or revoke Digital Media Lab privileges for individuals or groups who violate this policy or any other Library policy.

4. Patrons who fail to comply with these rules may be required to leave the Digital Media Lab or Library property and may be subject to additional restrictions as outlined in the Library's Rules of Conduct.

Digital Media Lab User Agreement and Waiver

By signing this agreement, I understand the terms of the Digital Media Policy and agree to abide by it when using the Digital Media Lab.

_____ _____

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

Revised 3/24/2026

The Bullitt County Public Library (BCPL) is committed to providing access to community information by offering designated spaces for posting flyers, notices, and distributing handouts or pamphlets. The provision of space for such materials does not constitute endorsement by the Library of the ideas, events, organizations, or issues represented in those materials.

Designated Posting Areas

1. Due to space limitations, Branch Managers shall designate specific locations within each branch for:
    - Library materials and announcements; and
    - Community postings submitted by outside organizations.
2. Materials may only be displayed or distributed in the areas designated for that purpose.

Eligibility and Priority

1. Community notices must be of a cultural, recreational, educational, or community service nature.
2. When space is limited, posting priority will be given in the following order:
    - Programs sponsored by tax-supported agencies that are located within or accessible to Bullitt County residents.
    - Programs sponsored by non-profit organizations that are cultural, recreational, educational, or community service in nature.
    - Community notices providing general public information.
    - Programs sponsored by for-profit organizations that are cultural, recreational, educational, or community service in nature.

Display and Distribution Standards

1. Display materials must be appropriately sized for the designated posting space.
2. Materials intended for free distribution must:
    - Be provided in a reasonable quantity; and
    - Does not require Library staff to restock, reproduce, or copy materials.
3. The Library assumes no responsibility for the preservation, protection, return, or replacement of posted or distributed materials.

4. The Library may distribute multiple copies of ongoing publications, informational brochures, pamphlets, or other materials of cultural, recreational, or educational value, subject to available space.

Prohibited Materials

The Library will not display or distribute the following materials:

- Posters, petitions, or notices for political parties or candidates.
- Materials advocating a position on public issues.
- Company promotional materials or product advertisements.
- Legal notices
- Fundraising solicitations.
- Materials known to be illegal

Approval and Removal

1. All materials must be reviewed and approved by the Branch Manager or their designee prior to posting or distribution. Materials not approved in advance will be removed and discarded.
2. Requests to distribute materials countywide should be directed to Library Administration for review.
3. City-specific materials should be submitted directly to the appropriate branch location for consideration.
4. The Library reserves the right to refuse, remove, or discard any material at its sole discretion.

Acknowledgment and Compliance

By submitting materials for posting or distribution, individuals and organizations acknowledge acceptance of this policy and agree to comply with all applicable Library policies.

Questions regarding this policy must be submitted in writing to the Executive Director.

Emergency Operations Policy

Revised 3/24/2026

The Bullitt County Public Library (BCPL) is committed to maintaining high levels of service across all locations during regular operating hours. In the event of an emergency, temporary modifications to operations may be necessary to ensure the safety of staff, patrons, and facilities.

Library Administration, in consultation with the Board of Trustees when appropriate, is authorized to modify operations as outlined in this policy.

Inclement Weather

The Library will make every reasonable effort to remain open during inclement weather, provided travel conditions are safe.

Staff members are expected to report to work when possible, but severe weather conditions may cause transportation challenges.

Operational Decisions

- Employees will be notified of operational changes in accordance with the current Emergency Information Sharing Procedure.
- If weather conditions are deemed unsafe, the Library may open late, close early, or remain closed for the entire day.

Compensation Guidelines

- Employees scheduled to work during a full-day closure will be compensated for their regularly scheduled hours.
- Employees who were not scheduled to work will not receive additional compensation.
- Employees who are on vacation, sick, or on personal leave during a closure will be charged leave as scheduled.

If the Library opens late:

- Employees scheduled to work during the delayed opening will be compensated for the delayed hours, provided they report for the remainder of their scheduled shift.
- Employees who elect not to report their remaining scheduled hours may use available vacation leave or take unpaid leave, in accordance with Library policy.

If severe weather prevents an employee from arriving on time:

- The employee must notify their supervisor as soon as possible.
- Reasonable allowances may be made for delayed arrival.
- If the employee is unable to report within a reasonable timeframe, available vacation or personal leave may be used, or unpaid leave may be taken.

Site Specific Emergencies

If one or more library locations must close due to a facility-related emergency (e.g., HVAC failure, flooding, structural damage, or utility disruption):

- Library Administration will determine whether closure or service modification is necessary.
- Affected staff may be reassigned to another location at the direction of their supervisor.
- If reassignment is not feasible, employees may use available personal or vacation leave for scheduled hours, or take unpaid leave in accordance with Library policy.

Pandemic or Public Health Emergencies

In the event of a pandemic or public health crisis, the Library will coordinate with local and state health authorities to determine appropriate action.

Library Administration and the Board of Trustees may implement temporary measures, including, but not limited to:

- Reducing or canceling in-person programs, outreach, and services.
- Consolidating staff and operating a limited number of locations.
- Adjusting operating hours or implementing a reduced schedule.
- Limiting or suspending the circulation of certain materials.
- Restricting access to public spaces, removing furnishings, or implementing social distancing protocols.
- Suspending additional services as needed to mitigate the spread of illnesses.

State of Emergency Operations

During a declared local, state, or national emergency, the Library will coordinate with government agencies to determine how it can support relief efforts.

The Library Administration and the Board of Trustees may:

- Reduce or suspend circulation, programming, outreach, and other services.
- Consolidate staff and operate select locations only.

- Modify hours of operation.
- Restrict access to public spaces as needed for safety.
- Provide expanded access to meeting rooms, restrooms, or other facilities to assist community response efforts when feasible.

Library Administration and the Board of Trustees will determine when emergency procedures are enacted and when normal operations may resume.

All operational modifications to operations will be communicated to staff and the public through official Library communication channels.

Event Policy

Created 10/13/2015
Revised 3/24/2026

The Bullitt County Public Library (BCPL) supports its mission of engaging our community by developing and presenting events that provide opportunities to explore, learn, and enjoy. Events are an integral component of library service and serve to strengthen community connections, expand the Library's visibility, and reinforce its role as a trusted community resource.

Events are intended to appeal to a broad and diverse community. Individual events may be designed for specific audiences based on age, interest, or other demographic factors. Events targeting a particular audience will be promoted accordingly.

Event Development and Partnerships

Library events may be:

- Developed and presented by Library staff using Library resources;
- Offered in partnership with individuals, agencies, non-profit organizations, businesses, or educational institutions; or
- Supported through grant funding, in which case all grant requirements and conditions will be followed.

Professional performers and presenters possessing specialized or unique expertise may be contracted to provide events. Presenters will not be excluded from consideration based on their origin, background, beliefs, or views, nor because a topic may be controversial. The Library reserves the right to accept or decline event proposals at its discretion.

Library staff who present events do so as part of their regular employment responsibilities and are not engaged as independent contractors for event planning purposes.

Selection Criteria

Library staff use the following criteria when selecting event topics, speakers, and accompanying resources:

- Identified community needs and interests
- Availability and suitability of event space
- Appropriateness of content for the intended audience
- Quality of presentation
- Presenter qualifications and expertise

- Budget considerations
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community events, exhibitions, or displays
- Relationship to Library collections, services, exhibits, and strategic goals

Access and Participation

1. All Library-sponsored events are open to the public.
2. Certain events may:
    - Be designed for specific age groups
    - Require participants to be within a designated age range; or
    - Require an accompanying adult.
3. The Library reserves the right to establish age limits or recommendations for events.
4. A fee may be charged for select events when necessary to offset costs.
5. Registration may be required for planning purposes or when space is limited.
6. Events may be held at any Library location or at approved off-site venues.

The Library's philosophy of open access to information and ideas extends to its events. Sponsorship of an event does not constitute endorsement of its content or the views expressed by the presenter or participants. Event topics, speakers, and materials will not be excluded solely because they may be controversial.

Commercial Activity and Sales

Events are not used for commercial, religious, or partisan purposes, nor for the solicitation of business.

The sale of products at Library events must receive prior approval from Library Administration. If approved:

- The performer or presenter (or their representative) is solely responsible for handling all sales transactions.
- Library staff will not manage, store, or handle items for sale before, during, or after the event.

Cancellations

Library events may be canceled due to circumstances, including, but not limited to:

- Severe weather
- Presenter illness or scheduling conflicts
- Facility issues

- Low registration or attendance

Notice of cancellation will be communicated through the appropriate Library channels.

Photographs and Media

The Library may photograph or record events for internal use, publications, promotional materials, evaluation, and marketing purposes.

Participants and presenters will be provided with a Photo Opt-In Release Form in accordance with KRS 391.170 regarding commercial rights to the use of names and likenesses.

Accessibility

The Library will make events accessible to individuals with disabilities to the greatest extent possible.

Sign language interpretation will be provided if notice of the need is received at least three (3) weeks prior to the event date. Requests for accommodations should be directed to the Outreach and Event Coordinator.

Evaluation

Evaluation is an important component of event planning and continuous improvement. Selected events may be evaluated using factors including, but not limited to:

- Audience feedback
- Presenter feedback
- Written evaluation forms
- Attendance figures
- Staff input

Exhibits and Displays Policy

Revised 03/24/2026

Bullitt County Public Library (BCPL) provides designated exhibit and display spaces for public use in alignment with its mission, vision, and values. As a community hub and resource center, the Library seeks to support local artists and community members by offering a highly visible, centrally located space for the exhibition of high-quality original work and non-commercial displays of general interest.

This policy governs the use of display areas by external groups and individuals. It does not apply to exhibits or displays created by Library staff or those developed in collaboration with the Library.

General Principles

1. Preference is given to local artists and subject matter that fosters cultural engagement and community enrichment.
2. The Library welcomes non-commercial displays of general interest but does not endorse or advertise commercial enterprises unless directly aligned with Library goals.
3. Display of materials in the Library does not constitute endorsement of the ideas, events, services, or viewpoints expressed.
4. The Library reserves the right to reject any exhibit or display that:
    - Does not align with the Library's mission and values;
    - Fails to meet standards of neatness and professional presentation; or
    - Does not comply with this policy.
5. Labels accompanying exhibits must be legible and professionally presented.

Application and Selection Process

1. Individuals or groups wishing to display artwork or materials must complete an Artwork Display Application Form, available in-person at the Library or on the Library's website at https://bcplib.org/exhibit-space/.
2. Applications may be submitted in person, by mail, or via email at any time.
3. Previously selected exhibitors may reapply; however, only one active application per artist or group will be considered at a time.
4. Selected exhibitors will be contacted by Library staff to schedule display dates. Exhibits may be scheduled up to one year or more in advance.
5. Exhibits typically remain on display for approximately one (1) month. No exhibit will remain indefinitely.

Exhibit Conditions and Liability

1. The Library will exercise reasonable care in handling and displaying materials; however, BCPL assumes no responsibility for loss, theft, or damage.
2. The Library does not provide insurance coverage for exhibit items. Exhibitors are strongly encouraged to obtain their insurance coverage and must sign a waiver releasing the Library from liability.
3. Exhibited items must be removed as promptly at the end of the scheduled display period.
4. Items not collected as scheduled will be stored for up to thirty (30) days. After that period, unclaimed items will be disposed of in accordance with applicable local regulations.

Content Guidelines

1. Exhibits must be presented in a tasteful, artistic, and professional manner.
2. The Library is not responsible for the accuracy of statements or representations made within displays.
3. All exhibits must comply with applicable local, state, and federal laws, including laws governing obscenity, libel, defamation, copyright, and public performing rights.
4. Exhibits may not:
    - Endorse or oppose a political candidate or ballot issue;
    - Promote or oppose specific religious, philosophical, or motivational groups;
    - Solicit membership, donations, or contributions;
    - Contain sexually explicit imagery, nudity, or graphic depictions of violence.
5. Because exhibit spaces are located in high-traffic public areas, displays must be appropriate for audiences of all ages.
6. The name of the artist or responsible organization may be included as part of the exhibit.

Administrative Authority

Library Administration retains final authority regarding approval, placement, duration, and removal of all exhibits and displays. The Library reserves the right to remove an exhibit at any time if it is determined to be in violation of this policy or otherwise inconsistent with the Library's mission and operational needs.

Fixed Asset Capitalization Policy

Approved 2/28/2023
Reviewed 3/24/2026

This policy establishes uniform guidelines for capitalization and fixed asset management to ensure compliance with federal and state financial reporting requirements.

Fixed assets are tangible property, both real and personal, with 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 (e.g., land, buildings, equipment), or expenditures for improvements to existing capital assets that increase value or extend useful life. The acquisition cost includes all expenses necessary to place the asset in service such as net invoice price, freight and transit insurance, installation costs, and essential attachments and accessories.

For donated assets, fair market value at the date of donation is used as the acquisition cost.

Repairs and maintenance that do not extend the asset's useful life or increase its value should be expensed, not capitalized.

Capital Asset Classifications

1. Land: All land acquisitions regardless of costs are capitalized. Costs include purchase price, closing fees, and site preparation. Land is not depreciated.
2. Land Improvements: Improvements to land include fencing, gates, driveways, paving, parking lots, yard lighting, and landscaping. Land improvements over $2,500 should be capitalized. Land improvements should be recorded separately from land.
3. Buildings: All structures and permanently attached fixtures (e.g., HVAC, electrical wiring). If a building is acquired by purchase, the capitalized cost includes purchase price, construction expenses, permits, and legal fees. If land and buildings are purchased together, costs must be allocated between them.
4. Building Improvements: Includes major repairs or renovations over $2,500 (e.g., roof replacement, HVAC upgrades) that increase value or extend life. Routine maintenance (e.g., painting, minor repairs) is not capitalized.
5. Infrastructure: Long-lived, stationary assets (e.g., bridges, water systems).
6. Furniture and Equipment: Includes moveable, nonexpendable personal property, with a life expectancy of more than two years and an acquisition cost of $2,500 or more per unit. This includes furniture, fixtures, computers, and vehicles.
7. Library Books and Other Materials: Considered inexhaustible and not capitalized.

8. Computer Equipment: Includes computers, servers, and related technology, having a useful life of two years or more and an acquisition cost exceeding $2,500 per unit.
9. Construction in Progress: Capitalized at the end of the fiscal year. Construction in progress is not depreciated until completed and placed into service and reclassified under the appropriate asset category.

Depreciation Guidelines

All depreciable assets are subject to the straight-line method, with a 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 assets assume 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. Adjustments to journal entries will be made for disposed assets.

Disposition

Fixed assets that are obsolete, worn out, or no longer needed will be disposed of per 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 for any item of equipment, furniture, or other fixtures being replaced or upgraded when 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 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 3/24/2026

Fundraising or selling items to the public at Bullitt County Public Library locations is not permitted unless the activity is part of a Library-sponsored event and has received prior approval.

The following actions are permitted in the Library:

- Artists and Crafters displaying artwork on the Library's art walls or participating in a Library-sponsored event may include contact information and business cards alongside their work.
- Handouts and pamphlets advertising fundraising events held outside the Library may be distributed, provided they are for community, educational, and non-profit groups. These materials may be posted in designated areas within the Library, subject to space availability. Groups must have prior approval from Library Administration.
- Presenting authors may sell copies of their work during Library events, but prior approval is required.

Genealogy and Local History Research Policy

Revised 4/28/2026

This policy defines the mandate, scope, and objectives of the Bullitt County Public Library's (BCPL) Genealogy and Local History collection. It establishes guidelines for the collection, preservation, and access to archival materials that document the history of Bullitt County and its people.

The Local History Room at the Central Library serves as a dedicated space for the study and research of genealogy and local materials. The collection includes books, manuscripts, newspapers, maps, photographs, and other historical resources. Due to the unique and often fragile nature of these materials, special regulations govern their use.

Access and Use

- The Local History Room is open to the public during regular library hours.
- Access to materials in the Local History Room is restricted to patrons aged 14 years and older. Children under 14 must be accompanied by a parent or guardian.
- Materials may not be removed from the Local History Room.
- Visitors must handle all materials with care and leave the room in the condition in which they found it.
- Only drinks with caps or lids, without accompanying food, are permitted in the space due to the historical value of the items.

Research Assistance

- BCPL staff are available to assist researchers with the location and use of Local History Room resources.
- Staff can instruct patrons on the use of microfilm readers, computers, printers, scanners, and photocopiers.
- Library staff cannot conduct in-depth research, compile family trees, establish/confirm parentage, or locate missing persons.
- Research requests can be submitted in person, by mail, email, phone, fax, or through the preferred method, the Reference/Genealogy Request form available on the BCPL website (www.bcplib.org).
- Patrons may schedule appointments with the staff overseeing the Local History Room for a maximum of two (2) hours per month.

Research Request Guidelines

BCPL can fulfill limited research requests. Patrons may request up to three (3) documents per inquiry. Examples of acceptable requests include, but are not limited to:

- An obituary search for a specific individual with a known location, name, and date of death.
- A cemetery record search for an identified ancestor with a location, name, and date of death.
- A review of specific family files for genealogical charts.
- A lookup in a specific, named book or collection for biographical details on a named person.
- A will search for a specified person with an approximate date of death.

Requests that BCPL **cannot** accommodate include, but are not limited to:

- Broad surname or lineage research (e.g., "Send me everything on the Jackson family in Kentucky").
- Excessive photocopying of materials on broad historical topics.
- Requests to copy all obituaries for multiple surnames.
- Extensive census record searches.
- Requests for comprehensive lists of historical documents (e.g., "Send me all Kentucky death certificates").
- Proof of parentage or paternity.
- Creation of a full family tree.
- Extensive, lengthy research that requires time beyond the maximum monthly two (2) hour appointment schedule.

Copying and Fees

- The Bullitt County Public Library does not charge for research assistance; however, the standard copy and printing fees apply.
- Patrons requesting copies via mail should NOT send payment in advance. Staff will bill you for the appropriate amount.

Patrons are responsible for complying with the U.S. Copyright Law (Title 17, US Code) regarding published and unpublished materials. Permission to publish from or quote from copyrighted or unpublished materials must be obtained from the copyright holder. Access may be restricted if materials are at risk of damage or if legal agreements limit their use.

The Local History Room collections are developed based on their historical relevance, uniqueness, and preservation needs, with the collection falling primarily within the scope of Bullitt County history and including limited information on the surrounding counties, which comprise the library's service area, namely Jefferson, Hardin, Meade, Nelson, and Spencer.

Materials may be deaccessioned based on established collection criteria, including relevance to the collection's scope, condition, duplication, and ongoing research or community value.

The Library reserves the right to decline donations that do not meet collection criteria.

This policy will be reviewed annually and updated as necessary to reflect changes in archival practices, legal requirements, and community needs.

Gifts and Appraisal Policy

Reviewed 4/28/2026

The Bullitt County Public Library (BCPL) appreciates and welcomes gifts and donations that support its mission. This policy outlines the guidelines for the acceptance, use, and acknowledgment of such contributions.

All donated items will be evaluated in accordance with the BCPL's Materials Selection Policy. Once donated, materials become the property of BCPL and will not be returned to the donor. The Library will only accept donations that are considered outright gifts.

The Library will acknowledge receipt of donated materials but cannot determine or assign a fair market value. Donors seeking tax deductions are encouraged to create an inventory of donated items and consult a tax professional or qualified appraiser for valuation. The Library reserves the right to determine the retention and withdrawal of any donated materials.

BCPL welcomes monetary contributions, bequests, and memorial or honorary donations. Donated funds will be used to purchase materials in accordance with the Library's selection policy. Upon request, a list of items acquired through memorial or honorary contributions will be provided to the family or designated recipient. While donor preferences for subject areas or collections will be considered, BCPL retains final selection authority to ensure alignment with library needs and policies.

The acceptance of high-value donations, such as equipment, real estate, stock, artifacts, or artwork, is subject to approval by the Board of Trustees. The Board will evaluate such gifts on:

- Alignment with the Library's mission and needs
- Legal and regulatory considerations
- Costs associated with insurance, maintenance, and storage.

Memorial and Naming Rights

Naming opportunities are considered a significant honor and will be granted based on the following guidelines:

1. **General Naming Principles:**
    - All naming opportunities must align with the BCPL's mission and goals.
    - Library buildings shall primarily be named after the geographic area they serve. Under exceptional circumstances, the Board may consider naming a facility after an individual, family, or organization with a significant record of service to the Library.
    - Naming rights may be time-limited, as determined by the Board, with a commemorative plaque remaining in place beyond the term of naming rights.

- Naming rights are not guaranteed in cases of major renovations or facility replacement.

2. **Naming of Interior Spaces and Library Features:**
    - Rooms, gardens, or wings shall be named for their function, such as the "Children's Room" or "Quiet Study Area." These may be further designated with the name of an individual, family, or organization that has made an extraordinary monetary contribution to the Library.
    - Naming of library collections, furnishings, or equipment is subject to Board approval and is intended for the useful life of the item.
    - All naming opportunities require the full financial commitment to be honored before finalizing the designation.

The Board of Trustees reserves the right to approve, decline, or revoke any naming designation under extraordinary circumstances. The Board will ensure that all named individuals or entities align with the Library's mission, values, and public standing.

BCPL is deeply grateful for the generosity of its donors. This policy ensures that all gifts and naming opportunities are handled transparently and in the best interests of the Library and its patrons.

Holiday Decorations Policy

Created 6/9/2015
Reviewed 4/28/2026

The Bullitt County Public Library (BCPL) serves a diverse community with a wide variety of beliefs and traditions. As a publicly funded institution, BCPL is committed to maintaining an inclusive and welcoming environment for all patrons while adhering to local, state, and federal laws regarding the decoration of public spaces. To ensure that all Library spaces remain accessible and inclusive:

- Decorations in all public areas, including publicly visible workspaces, must be secular in nature.
- The Library will follow the Bullitt County Public Library's *Holiday Decoration Guidelines* which specify permissible decorations.
- No decoration should promote or exclude any specific belief, tradition, or religious observance over others.
- Virtual environments, including the Library's website and social media platforms, must also adhere to this policy.

Library staff are responsible for ensuring compliance with this policy. Any questions regarding decorations should be directed to Library Administration. BCPL reserves the right to remove any decoration that does not align with this policy.

This policy ensures that the Library remains a welcoming space for all community members, fostering and environment of inclusivity, learning, and exploration.

Homebound Delivery Policy

Created 6/27/2017
Reviewed 4/28/2026

To support its mission of providing equitable access to library resources, the Bullitt County Public Library (BCPL) offers homebound delivery services to eligible patrons who are unable to visit a library facility due to specific conditions.

Eligibility Requirements

Patrons must be residents of Bullitt County and have an active library account in good standing to qualify for homebound services. Eligibility criteria include:

- A physical or mental disability that prevents visiting a library facility.
- A long or short term (lasting more than 60 days) illness.
- Being a senior citizen (age 65 or older) who does not drive.
- Limited mobility, requiring the use of supportive devices, assistance, or special transportation.
- Being a caregiver for an individual who requires continuous care.

Application Process

Eligible patrons must complete an application for homebound services, which must be certified by a medical professional, a social worker, a member of the clergy, a caregiver, or the Homebound Services Librarian. Applications will then be reviewed by the library staff, with the Library Director making the final determination if needed. Approved patrons will be notified of the service start date.

Library materials will be delivered regularly in various formats based on the patron's reading preferences.

The Library may maintain a Reading History Log to prevent duplicate selections; this log is strictly for internal use and will not be shared publicly.

The Library reserves the right to limit material formats and specific titles based on availability. Homebound patrons are expected to return materials within a reasonable timeframe.

BCPL reserves the right to discontinue homebound delivery services at any time for any reason. Any questions regarding eligibility or service provisions should be directed to Library Administration.

This policy ensures that BCPL provides inclusive and equitable services to all community members in need.

Information Security and Privacy Policy

Created 4/14/2015
Revised 4/22/2025

In accordance with KRS 61.931-934, Bullitt County Public Library (BCPL) is committed to safeguarding any personal information from unauthorized access. BCPL will comply with best practices established by the Department for Local Government as outlined in Security and Incident Investigation Procedures and Practices for Local Governmental Units (per KRS 61.932) .

As required by the Department of Local Government, BCPL designates the Library Director as the Point of Contact responsible for:

1) Maintaining and overseeing compliance with the Library's Information Security and Privacy Policy.
2) Ensuring employees and authorized personnel understand and adhere to policy.
3) Serving as the primary contact for inquiries regarding security, privacy, and any incidents.
4) Enforcing compliance with security protocols.
5) Managing incident response procedures.

Patron information

BCPL minimizes the retention of personally identifiable information (PII) to only what is necessary for daily operations. The Library:

- Retains patron information solely for circulation and account management purposes.
- Does not publicly share patron data.
- Shares patron data only with third-party vendors under contract for essential services and with law enforcement personnel upon valid legal request.
- Deletes patron records that have been inactive for a period of three (3) years, and do not have any outstanding fees or obligations, during the annual records maintenance process conducted in January.
- Stores personal information primarily in electronic formats with secure backups in restricted areas.

Staff information

BCPL retains only work-related staff information, including social security numbers, health data, and performance records, as required for human resource functions such as payroll, retirement, or benefits.

Staff records:

- Are subject to Kentucky's records retention policies and will be disposed of accordingly.
- May be accessible under the Kentucky Open Records Act, except for information protected by law.
- Will not be shared externally except for their intended purpose (e.g., payroll processing). Are securely stored with restricted access.

Security Measures

BCPL upholds strict data security protocols, including:

- Not sharing personal data with external data with external parties except for its original purpose.
- Requiring third-party vendors to comply with KRS 61.932 security standards.
- Maintaining a closed internal network for patron data, inaccessible to the public.
- Using secure transmission protocols for external interactions (e.g., online catalogs).
- Protecting stored data with firewalls and antivirus systems.

Security Breaches and Notifications

In the event of a data breach:

- BCPL will immediately isolate compromised systems to prevent further exposure. Third-party vendors must notify the Library of any breach affecting Library data, as required by KRS 61.932.
- BCPL will investigate and determine the extent of the breach.
- Notifications will be issued to affected parties in compliance with KRS 61.932 and Department for Local Government guidance.

This policy ensures BCPL's commitment to protecting information while complying with state laws. Any questions or concerns regarding the policy should be directed to the Library Director.

Interlibrary Loan Policy

Revised 4/28/2026

Bullitt County Public Library Patron's Borrowing Guidelines

Patrons, 18 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 all handling fees or the current 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 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 checkout, 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, new books, or on rotating shelves are not permitted to be interlibrary loaned. Additionally, no reference or genealogy collection materials will be available through interlibrary loan.

Only readily available material 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. However, BCPL may allow reasonable extensions, typically up to an additional week, during periods when the Library is closed for holidays or when courier service is suspended.

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.

Laptops/Chromebooks Borrowing Policy

Created 11/10/2015
Reviewed 4/28/2026

The Bullitt County Public Library (BCPL) provides access to technology by offering the loan of laptops and Chromebooks for use both inside and outside of library facilities.

Inside the Library:

Eligibility and Checkout

- Laptops designated for in-library use may be borrowed by patrons 18 and older
- Borrowers must present a valid driver's license or credit card, which will be held at the desk with a signed agreement until the device is returned.
- Use of the library laptops implies agreement to all BCPL public use and behavior policies.

Usage Guidelines

- Laptops may only be used within the library building. Use in restrooms, parking lots, or off-site is not permitted.
- The standard loan period is 60 minutes and may be renewed if no other patrons are waiting and the battery life allows.
- Laptops must be returned to the Circulation Desk immediately at the end of the loan period or when the session ends.

Returns and Responsibilities

- Laptops must be returned to staff at the Circulation Desk no later than 10 minutes before closing.
- Laptops must not be put in book drops or left at the counter unattended.
- Borrowers must not leave laptops unattended. If a break is needed, laptops can be temporarily held at the desk, though checkout time will remain unchanged.
- All laptops must be returned in the same condition. Borrowers should inspect equipment before checkout and upon return immediately report any issues.
- Tampering with the device, operating systems, or security setting is prohibited.
- Removal of laptops from the building or grounds will be considered theft. Offenders will be prosecuted and subject to all applicable laws.

Failure to comply with these policies will result in the loss of all laptop privileges. Borrowers are fully responsible for the loss, damage, or theft Charges will include the full cost of repair or replacement.

Disclaimers

- The Library is not responsible for lost files due to user error, viruses, hardware failure, or network interruptions.
- Any file(s) saved on the laptop will be automatically deleted upon reboot or shutdown.

BCPL assumes no responsibility for any damage to users' personal devices, software, files, or equipment resulting from laptop use.

Outside the Library:

BCPL offers a limited number of Chromebooks for patrons to borrow and use outside the library.

Eligibility and Checkout

- Borrowers must have an adult library account in good standing and sign the Chromebook Borrowing Agreement.
- Chromebooks must be picked up and returned at designated library locations and times.

Borrower Responsibilities

- The borrower is solely responsible for the device and accessories during the checkout period.
- Any damage, loss, or neglectful handling will result in the borrower being billed for repair or replacement costs.
- Library card privileges may be suspended until the Chromebook is returned or applicable charges are paid.
- BCPL reserves the right to pursue any appropriate legal or collection measures for unreturned or damaged items.

Grant-Funded Devices

- Devices obtained through external funding, such as the **Emergency Connectivity Fund (ECF)** ended in 2024, may include additional use restrictions as outlined by the funding agency.
- Any such limitations will be clearly communicated to borrowers prior to checkout.

Overdue Notifications:

- Telephone calls will be made when a device is seven (7) days overdue.
- Formal letters will be mailed when a device is fifteen (15) days overdue.

These steps provide patrons with adequate opportunity to return the equipment before further action is taken.

Library Fee Policy

Reviewed 4/28/2026

The Bullitt County Public Library (BCPL) is committed to providing equitable access to services, resources, and materials for all members of the community. Whenever possible, the Library offers services at no charge, supported by public funding through taxes and grants. However, certain series that involve consumable material or special handling may incur fees to offset associated costs.

Fee-Applicable Services

The following services may require payment of a fee:

- Printing and photocopying
- Computer printouts
- Laminating services
- Postage for Interlibrary Loan materials
- Supplies used in Maker Lab projects and equipment use

All fees are set and approved by the Bullitt County Public Library Board of Trustees. A current fee schedule is available upon request and is posted in public service areas and on the Library's website.

Fees for services are distinct from charges applied to lost, damaged, or unreturned library materials. Replacement costs for lost or damaged items are determined based on the original cost of the item or a standard fee as established by the Library.

Fees are reviewed and may be adjusted by the Board of Trustees based on budgetary considerations and actual costs incurred by the Library.

Maker Lab Policy

Adopted 12/27/2022
Revised 8/26/2025

The Bullitt County Public Library (BCPL) Central Library Maker Lab is a space designed to foster creativity, innovation, and exploration. The Maker Lab provides patrons access to technology and a variety of tools for learning and creation. While some equipment requires training before use, most Maker programs are designed to accommodate all skill and experience levels. The Maker Lab is intended for programming and public use, including drop-in hours and community partner events.

General Use

- All Maker Lab tools and hardware are free to use. Some consumable materials are provided; however, users may bring their own materials except for 3D printer filament, which must be supplied by BCPL.
- Any outside material must be approved by Maker Lab staff before use to prevent damage or safety concerns.
- Users are financially responsible for the cost of BCPL-provided materials and machine usage.
- Patrons may not imply library sponsorship or endorsement of items created in the Maker Lab.
- The Maker Lab is not intended for commercial use.
- Patrons are responsible for ensuring they have rights to use any copyrighted or trademarked content.

Eligibility and Supervision

- **Ages 18+**: May use the Maker Lab independently after signing the Maker Lab Waiver.
- **Ages 13-17**: May use the Maker Lab independently after submitting a waiver signed by a parent or guardian.
- **Ages 8-12**: Must be accompanied by an adult unless participating in a library-supervised program.
- Children under 8 are not permitted in the Maker Lab unless otherwise approved for specific programs.

Policies and Conduct

The following policies and procedures govern the Maker Lab. All users must:

- Follow the Library's Rules of Conduct.
- Have a BCPL library card in good standing.
- Never leave equipment unattended while in use.
- Use the Maker Lab may only for lawful purposes, and may not create:
    - Items prohibited by law.
    - Unsafe, dangerous, or threatening materials.

    - Obscene or inappropriate content, including hate speech or weapons.
    - Items that violate copyright, trademark, or other intellectual property rights.
- Use tools and equipment safely and appropriately.
- Immediately report accidents or equipment damage to staff.
- Clean up their workspace and return equipment to its designated place.
- Refrain from bringing food or drink into the Maker Lab.
- Not attempt to modify Maker Lab hardware or software.
- Not remove Maker Lab equipment from the room.

Liability and Disclaimers

- BCPL is not responsible for:
    - Personal property or files left in the Maker Lab.
    - Projects that are destroyed, fail to print, or function improperly.
    - Manufacturing defects in equipment or materials.
- Files saved on library computers are not guaranteed to be stored.
- Users are fully responsible for:
    - Safe operation of all equipment.
    - Any damage to BCPL equipment caused by misuse.
    - Ensuring the legality of all content and designs they create.

Reservations and Scheduling

Patrons are encouraged to schedule their Maker Lab sessions in advance to guarantee access to equipment and staff assistance. Walk-in use is welcome; however, priority will be given to those with reservations.
Reservations can be made:

- In person in the Maker Lab at the Central Library
- By telephone, (502) 543-7675
- Online through the Library's website

BCPL staff may limit usage time based on demand and equipment availability. Group or special project requests may require additional coordination with staff.

Fees

Fees are subject to change based on material and maintenance costs.

Content Display and Retention

- BCPL reserves the right to photograph and display images of completed projects on the its website and social media platforms.
- Special request to withhold project images for patent or copyright reasons may be submitted to the Library Director.

- Completed projects will be retained for **7 days**. After that, unclaimed items will be removed. Repeated failure to collect projects may result in temporary suspension of Maker Lab privileges.

Procedures:

1. The Maker Lab remains locked when not in use.
2. The Maker Lab closes one hour before the Library Monday through Saturday and is closed on Sundays.
3. Maker Lab staff will attempt to notify users of equipment outages, but notification is not guaranteed.
4. The Maker Lab is intended to promote innovation, creativity, and technology education for the community.
5. Reservations may be extended at staff discretion if there is no waiting list.
6. Reservations will be canceled for anyone late 5 minutes or more.
7. 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.

Policy Enforcement

BCPL staff reserve the right to:

- Deny or revoke Maker Lab access for any policy violations.
- Require any user to leave the Maker Lab or Library property for failure to comply.
- Halt or delete projects that violate library policy

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.

_____ _____

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.

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 wavier 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 5/26/2026

Library Aims

The Bullitt County Public Library (BCPL) aims to provide service and selection to all people. Fulfilling the educational, informational, cultural, and recreational needs of the community is BCPL's broad purpose. More specifically, the Library aims to: help individuals stay informed; pursue lifelong learning; strengthen their roles in family and community life; become socially and politically aware; be more capable in their occupations; develop their knowledge of literature and art; contribute to the overall expanse of knowledge; and stimulate their 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 the Library following these basic objectives.

Equal Access and Censorship

The Library affirms the right of all individuals to access materials freely and equally, following the First Amendment and applicable laws. While materials may be organized by age level, individuals of any age may access any materials in the collection. Parents and guardians are encouraged to guide their children's library use. Library staff is available to assist in making informed decisions.

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 to be added to the collection. Selections for the Library will not be made based on anticipated approval or disapproval, but solely on the merits of the material 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 or interest
- Anticipated circulation (typically at least two checkouts)
- Contemporary significance or lasting value
- Accuracy and timeliness of information
- Quality of reviews and critical attention

- Age-appropriate content and treatment
- Author/creator's authority and reputation
- Relation to and balance within the existing collection
- Literary, artistic, or technical merit
- Diversity of viewpoints, including original or challenging perspectives
- Historical or cultural authenticity
- Format, ease of use, and accessibility
- Cost-effectiveness and availability

Responsibility for Materials Selection

While the initial responsibility for selecting materials rests with the Library's professional staff, ultimate authority lies with the Executive Director.

Gifts

The Library accepts donations of new or gently used materials in circulating formats during designated donation periods only**.** Donations are not accepted at all times; please check with Library staff or the Library's website for current donation windows before bringing items in. All donated items are evaluated by the same standards as purchased items. Donors should be aware that:

- Donations become the property of the Library.
- The Library determines the use, placement, and retention of donated items.
- Items not added to the collection may be sold or otherwise disposed of.

Collection Maintenance, Replacement, And Weeding

Library staff routinely evaluate the collection to ensure relevance, accuracy, and condition. Materials may be withdrawn due to wear, outdated information, low circulation, or redundancy. Replacement is not automatic and depends on ongoing demand and budget considerations.

Reconsideration of Material

Any Bullitt County resident or Library staff member may request reconsideration of an item in the collection by submitting a "Request for Reconsideration of Library Materials" form. Upon receipt, a committee of professional staff will review the material using the Library's selection criteria and relevant reviews. A written response will be provided.

If the requester is unsatisfied, they may appeal in writing to the Executive Director, whose decision will be final and communicated in writing.

Meeting Room Use Policy

Created 8/2003
Reviewed 5/26/2026

The Bullitt County Public Library (BCPL) provides meeting rooms as a community service for civic, educational, cultural, and professional use. Meeting rooms are available free of charge. Library-sponsored programs take scheduling priority.

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 collection 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.

Rooms may be reserved up to three (3) months in advance. Recurring monthly reservations are limited to three (3) consecutive months and subject to review by Branch Managers or Administration for renewal.

Each reservation is limited to a maximum of four (4) hours, including setup and cleanup. Early entry or extended use is not permitted.

As a subdivision of state government, BCPL permits political parties or groups to use meeting space under the following conditions:

- The event features a guest speaker and is not a campaign rally.
- The event is free and open to the public.
- No donations or sales occur onsite.
- Events are held during open hours with organizational staff present.
- No fundraising or collecting of money can take place in the building or on the property.
- Campaign literature, buttons, or signs may not be distributed on library property.
- All promotions must indicate: “Presented by [Group Name], held at Bullitt County Public Library.” BCPL may not be listed as a sponsor or host.

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

A responsible adult must complete a reservation form online, by phone, or at the Library. Some locations may not offer after-hours use; users must check with individual branches. If using the meeting room after hours, a key must be picked up during Library hours.

Youth groups must be supervised by a responsible adult, with at least one adult for every 10 children under the age of 14. The responsible party must be present before children arrive and remain until all have departed.

The Library is not responsible for personal property loss or injury. Groups are financially responsible for any damage or excessive cleaning. Additional costs may be billed directly to the responsible party.

The following are strictly prohibited:

- Alcoholic beverages or illegal substances
- Smoking or vaping
- Open flames or lit candles
- Taping or attaching items to walls without prior approval

Unauthorized entry into the Library beyond designated meeting areas will trigger the security alarm, dispatching law enforcement. If the fire alarm is pulled, emergency services will respond. Fees incurred due to false alarms or security violations -- including charges from police or fire departments -- will be billed to the responsible party. A minimum $50 fee applies for false building alarms; fire department response fees may reach $250.

Before leaving, be sure:

- All trash is properly disposed of.
- All water taps and lights (including in restrooms) are turned off.
- The room is clean and left in its original condition.
- All participants have vacated the premises.
- All doors are securely locked.

If a group cancels a reservation, they must notify the Library as early as possible. Repeated no-shows without notice may result in suspension of meeting room privileges. The Library may cancel reservations due to weather, power outages, or other emergencies without notice.

Library staff reserves the right to deny or revoke meeting room use for any reason(s), including but not limited to violations of this policy or past misuse.

Outdoor Spaces Policy

Created 9/9/2014
Reviewed 5/26/2026

The Bullitt County Public Library (BCPL) encourages the use of its public spaces for intellectual, social, and creative engagement. Outdoor areas are available for spontaneous use, subject to the following guidelines and limitations.

Availability and Access

- The Library reserves the right to **close or vacate** any outdoor space at any time for safety, maintenance, programming, or other operational needs.
- Outdoor areas may be used **only during Library-designated hours**. Use beyond those times will be considered trespassing and may result in immediate removal or prosecution.

Acceptable Use

- Outdoor space may be used for **non-amplified, informal activities**, provided that:
    - No Library-sponsored events are taking place at the same time
    - Activities do not interfere with Library operations, public access, or patron safety
- Users must leave no trace of their activities; no littering or property damage is permitted.

Prohibited Use

- **Amplified sound**, unauthorized performances, or activities that disturb Library operations are not allowed.
- **Marking Library property**—including chalk or other temporary materials—is strictly prohibited. Violators may be subject to removal and prosecution.
- **Unauthorized displays** (e.g., signs, exhibits, posters) are not permitted in outdoor spaces. The Library will remove any such materials and assumes no responsibility for their safety or return.

Displays and Installations

- Any use of outdoor space for displays or installations must receive **prior written approval** from Library Administration.

Approved displays may be subject to additional guidelines and restrictions.

Parking Lot Policy

Created 05/24/2022
Reviewed 5/26/2026

Policy Statement

The Bullitt County Public Library (BCPL) provides parking facilities to accommodate patrons using the Library, accessing library services, or attending Library-sponsored events. Priority for parking is given to Library users and staff.

Policy

All individuals on Library property, including parking lots and grounds, must adhere to Library policies, including the **Library Rules of Conduct**, as well as all applicable local, state, and federal laws.

- Vehicles must be parked within marked spaces and must not obstruct traffic flow or pedestrian access.
- Overnight parking is not permitted unless prior authorization is obtained from the Executive Director.
- Prohibited activities or behaviors in parking areas may be subject to intervention by Library staff or law enforcement.
- The Library is not responsible for loss, theft, or damage to vehicles or personal property, nor for personal injury incurred while using the parking lot.

Enforcement and Penalties

- Failure to comply with this policy may result in:
    - **Loss of library privileges** (temporarily or permanently), and/or
    - **Revocation of access to Library premises**, including parking areas.
- Vehicles parked in violation of this policy may be **towed at the owner's expense**.

The Executive Director or their designee reserves the right to authorize vehicle removal without notice.

Partnership Policy

Created 2/27/2024
Reviewed 5/26/2026

The Bullitt County Public Library (BCPL) seeks to extend its resources and impact through strategic partnerships with businesses, institutions, organizations, and other county departments. This policy guides staff in identifying, prioritizing, and developing community partnerships and informs the public of the principles and criteria that shape these decisions.

Definition of Partnerships

A partnership is a collaboration involving the exchange of services, use of facilities, or development of shared services, programs, or events. While partners may have distinct goals, these should be complementary and mutually beneficial.

- Community Partnerships involve formal arrangements with shared goals and responsibilities aimed at community benefit.
- Collaborative Relationships involve informal cooperation, including sharing knowledge, skills, and information.

Purpose of Partnerships

Library partnerships are intended to:

- Advance the missions of BCPL and its partners.
- Improve quality of life for community members.
- Reach new audiences and promote Library offerings.
- Leverage the strengths of each partner to achieve greater impact.

Library Partnership Statement

BCPL values community partnerships and recognizes their role in delivering relevant, innovative services. The Library encourages community groups to submit a **Partnership Request Form** to initiate potential collaboration.

Assessment Criteria

Current and potential partnerships will be assessed using the following criteria:

- Alignment with the Library's mission, vision, values, and strategic priorities
- Equity of access and fairness; no undue advantage or exclusion
- Mutual benefit with a shared level of commitment
- Clear community need and defined target audience

- Feasibility based on Library and partner resources
- Capacity for measurable outcomes and ongoing evaluation
- Positive impact on the Library's public image

All staff are encouraged to identify new opportunities and support ongoing partnerships that align with the Library's goals. The **Library Director** oversees partnership development and keeps the **Library Board** informed of significant initiatives. Long-term or high-impact partnerships (i.e., involving significant resources or commitments) require **Library Board approval**.

Partnerships involving co-developed programs, services, or projects require a **written agreement** to outline shared understanding and responsibilities. Agreements should include:

- Partnership and project goals
- Target audience
- Roles and contributions (cash and in-kind)
- Communication practices and confidentiality expectations
- Publicity and media responsibilities
- Timeline and renewal/termination process
- Decision-making and conflict resolution procedures
- Evaluation plan and performance indicators

Terminating Partnerships

Partnerships may evolve or end due to changing circumstances. The Library reserves the right to terminate a partnership under conditions such as:

- Misuse of the Library's name, branding, or reputation
- Inconsistent or misaligned values or public perception
- Failure to deliver agreed-upon contributions
- Lack of capacity or resources
- Strategic misalignment
- Any condition that no longer supports the Library's best interests

Written agreements should outline terms for termination. Partnerships with one or more of the following characteristics typically require such agreements:

- Ongoing or recurring programs or services
- Large or public-facing audiences
- Substantial use of staff, space, or funding
- Collaboration involving multiple partners

Evaluation

Partnerships will be evaluated in terms of their success in meeting intended goals, impact on the community, and efficiency and sustainability.

BCPL will **review all active partnerships annually** and during strategic planning to ensure alignment with evolving community needs.

Patron Records Policy

Created 12/12/2017
Reviewed 5/26/2026

The Bullitt County Public Library (BCPL) considers all patron records to be confidential. Access to information in a patron's record will not be granted to anyone without the proper legal authority or documented permission. This policy is guided by **KRS 61.931–934** and related confidentiality and open records policies. (See *Confidentiality, Open Records, and Open Meetings Policy* for more details.)

BCPL is committed to protecting personally identifiable information (PII) and will take all reasonable precautions to prevent unauthorized access to or disclosure of patron records.

Release of Patron Information

Adult patrons may access full information about their accounts, or the accounts of juvenile patrons for whom they are listed as the **parent or legal guardian**, by presenting either a library card or acceptable government-issued identification. If identification is not available, the Library may confirm the number of items checked out and due dates **only** if the patron provides both the **correct address and phone number** listed on the account.

Juvenile patrons may access full information about their accounts by presenting their library card or their full name, address, phone number, and date of birth.

Individuals listed as **approved caregivers** on a juvenile's account may receive full information regarding that account upon presentation of acceptable identification.

Purging Patron Records

To ensure the accuracy and efficiency of Library operations, BCPL periodically purges inactive patron records from its database. The timing, frequency, and criteria for purging will be determined by the Library based on operational needs and best practices.

Patrons whose records have been purged must complete a new library card application to regain access to library services. There is no charge for replacing a purged library card.

Pest Control Policy

Created 6/27/2017
Revised 5/26/2026

The Bullitt County Public Library (BCPL) is committed to providing a clean, safe, and welcoming environment for all patrons and staff. As part of this commitment, the Library takes proactive measures to prevent, identify, and respond to the presence of pests, including insects and rodents, in Library facilities and materials.

Prevention and Monitoring

To reduce the risk of pest issues, the Library will:

- Maintain an ongoing inspection and monitoring program
- Train staff on best practices for pest prevention, containment, and response
- Use professional pest control contractors as needed
- Regularly review and update pest control policies and procedures
- Educate and engage staff in reducing infestation risks

An inspection or treatment may be ordered at any time at the discretion of the Executive Director.

Handling Library Materials

All returned items are inspected for signs of pests. Items with visible signs of infestation (e.g., live bugs, egg casings, bug stains) are either treated or discarded based on severity.

- **Treatment Protocol:** Items are sealed in a plastic bag or container, with a white sheet of paper to aid inspection. Upon inspection, if evidence of pests (live insects, eggs, larvae, or damage) is detected, the item is quarantined and removed from circulation. Staff will assess the extent of infestation and determine whether the item can be salvaged. Items that are structurally and aesthetically intact following treatment are thoroughly cleaned and returned to circulation. Items with significant staining, structural damage, or irreparable deterioration caused by pest activity are withdrawn from the collection and discarded. Items that remain structurally and aesthetically intact after treatment are cleaned and returned to circulation.
- **Discarding Materials:** Items with staining or irreparable damage are discarded. The borrower is charged the full replacement cost for any damaged or discarded items.

Library staff will regularly inspect all Library areas, including furniture, shelving, and carpeted spaces, for signs of pest activity. Any suspected infestation must be immediately reported to the Library Administration for appropriate action.

Reporting by Patrons

If a patron finds a pest in Library materials:

1. The item(s) should be sealed in a clear plastic bag with a white sheet of paper to aid inspection.
2. A resealable (e.g., Ziploc) bag is preferred, with the seal taped shut.
3. Patrons should return the sealed item directly to a staff member and clearly report the issue—do not use book drops or return bins**.**

All affected materials will be evaluated and treated or discarded at the Library's discretion.

Patrons are not permitted to self-treat Library materials. Attempting to do so may cause irreparable damage, and patrons will be held financially responsible for such damage. The Library utilizes professional tools and methods to ensure effective treatment.

Donated material to the Library will be visually inspected for pest activity before donation. Library staff will perform intake inspections, and any items showing signs of infestation will be discarded at the Library's discretion.

Patron Responsibility & Borrowing Privileges

To protect the collection and other Library users, patrons who return materials with signs of pest activity may have borrowing privileges limited or suspended, as outlined below:

First Occurrence

- A confidential and respectful conversation is held with the patron.
- Staff will show the evidence of pests when possible.
- Preventative guidance is offered (e.g., storing materials in sealed containers, inspecting before returning, contacting landlords for treatment in shared housing).
- A temporary borrowing limit of three (3) items is applied to the patron's account and all associated accounts.
- This limitation remains in place until:
    - The patron provides proof of professional treatment (e.g., exterminator invoice or landlord notice), or
    - No signs of pests are found in returned items for three (3) consecutive months, after which the patron may request review by the Library Director.
    - A future pest-related issue will be considered a second occurrence even if privileges are reinstated.
    - An incident report is completed and retained by the Library Director.
    - The incident is noted on the patron's Library record.

Second Occurrence

- A confidential discussion is held with the patron.
- Borrowing privileges are fully suspended for the patron and any connected accounts.
- Reinstatement requires documented proof of professional treatment.

Public Attendance at Meetings Policy

Approved 3/10/2015
Revised 6/23/2026

In accordance with the Kentucky Open Meetings Act (KRS 61.800-61.850) and guidance from the Kentucky Office of the Attorney General, as outlined in *The Kentucky Open Records & Open Meetings Acts: A Guide for the Public and Public Agencies*, the Bullitt County Public Library (BCPL) Board of Trustees permits public attendance at all official meetings.

Regularly scheduled meetings are held monthly, typically on the fourth Tuesday of each month at 5:00 p.m. at the Central Library. Notice of special called meetings will be provided at least 24 hours in advance, consistent with statutory requirements.

The public is welcome to attend all official meetings of the Board of Trustees. Members of the public do not participate in Board deliberations except as specifically outlined in this policy. Individuals may be invited -- either in advance or spontaneously during a meeting -- to speak, make presentations, or provide information to the Board. These individuals may be required to schedule time on the agenda before the meeting.

A portion of each meeting may be designated for public comment. The Board President will determine whether to allow public comment at the start of each meeting to ensure orderly proceedings.

To ensure fair and respectful participation, the following guidelines apply:

- Anonymity Respected: Speakers are not required to provide their name, address, or telephone number.
- Order of Speaking: In the absence of special circumstances, speakers will be called in the order they arrived. If more than five (5) individuals are present, numbers may be assigned and called sequentially.
- Time Limits: Each speaker may speak for up to five (5) minutes. This limit may be shortened at the Board President's discretion based on the number of speakers. A one-minute warning will be provided.
- Voluntary Identification: Speakers will be asked to begin with their name and address, but are not required to comply.
- Directed Comments: All comments must be addressed to the Board as a whole, not to individual Trustees.
- Board Response: Trustees will not engage in dialogue or respond during comments. However, at a Trustee's request, the Board President may permit questions for clarification only, with time constraints.

- Staff Follow-Up: The Board may direct staff to follow up on questions or matters raised during the Public Comment period.

Any attendee who does not adhere to these guidelines, or who engages in disruptive or inappropriate behavior, may be asked to leave the meeting. Removal of a disruptive individual requires approval by a vote of the Board. Members of the public will also be asked to leave the room when the Board enters Executive Session, as required by Kentucky law.

Public Internet Access Policy

Created 5/14/2013
Revised 6/23/2026

The Bullitt County Public Library (BCPL) provides access to a wide range of electronic information resources, including free Internet access, to support the educational, informational, and recreational needs of the community. This policy outlines acceptable use of library technology resources and the responsibilities of users.

The Internet is a global, decentralized network that includes content from governments, businesses, organizations, and individuals. It is not governed by any central authority, and no agency or entity, including the Library, can control or guarantee its accuracy, content, or quality. Users should evaluate online information critically. Some materials may be offensive or inappropriate. BCPL assumes no responsibility for any damages -- direct or indirect -- arising from use of electronic services.

It is the policy of the Library to:

- Provide access to constitutionally protected material;
- Prevent access to or transmission of inappropriate material through the Internet and electronic communications;
- Prevent unauthorized access and other unlawful online activity;
- Protect the personal identification of minors; and
- Comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)]

To the extent practical and as required by CIPA, BCPL uses filtering technology to block visual depictions of obscene material, child sexual abuse material, or material harmful to minors. Technology protection measures may be disabled or, in the case of minors, minimized for bona fide research or other lawful purposes, under staff supervision.

Only the Library Director or a designated representative is authorized to disable or modify filtering measures.

Internet resources are available equally to all visitors at all BCPL locations. Patrons are encouraged to use their BCPL library card number to reserve and access computers. Temporary guest passes are available upon request for those unable to obtain a Bullitt County Public Library account.

Internet access is a privilege, not a right. Users must comply with library policies, federal and state laws, and ethical standards governing computer and network use.

Inappropriate use includes, but is not limited to:

- Violating system integrity
- Tampering with hardware or software
- Invading another user's privacy
- Transmitting threatening, obscene, or harassing material
- Viewing or printing sexually explicit material in public spaces
- Violating copyright or licensing agreements
- Using the network for commercial or illegal purposes
- Attempting to hack or infiltrate any system
- Disclosing personal identification information about minors without authorization

Violations will result in disciplinary action, up to and including possible legal action.

Failure to comply with this policy may result in suspension of library privileges as follows:

- First Offense: One-month suspension from all BCPL locations.
- Second Offense: Six-month suspension from all BCPL locations.
- Third Offense: Complete and permanent suspension of privileges.

Legal action may be pursued at any stage, regardless of prior offenses.

Parents and legal guardians are responsible for monitoring their child's Internet use. While the Library employs content filters and staff supervision, ultimate oversight of minors' online activity rests with their parents or guardians.

Library staff provide basic assistance with using computers, the Internet, and digital resources. Staff are not able to assist with filling out legal documents, tax preparation, medical forms, or other content-specific applications. Patrons requiring help in these areas should consult appropriate qualified professionals.

Users may save work to removable storage devices. Files saved to Library computers will be automatically deleted upon logout or restart. The Library is not responsible for data loss resulting from this process.

Printing is available through the Library's print control system. Applicable printing fees apply per the current Library fee schedules.

BCPL offers free, unsecured Wi-Fi for public use at all locations. Users are responsible for the security and maintenance of their personal devices. The Library is not liable for damage, loss, theft, or misuse of devices connected to or used on the wireless network. Users are encouraged to use appropriate security software on their personal devices.

Smoking, Tobacco Use, and Vaping Policy

Approved 4/08/2014
Revised 6/23/2026

The Bullitt County Public Library (BCPL) is committed to promoting a safe, healthy, and welcoming environment for all patrons, staff, volunteers, and visitors. In alignment with public health best practices and in compliance with local, state, and federal regulations, including the Pro Children Act of 2001 and the Bullitt County Board of Health Regulation No.10-01, BCPL recognizes the health hazards associated with smoking, tobacco use, and vaping, as well as the impact such behavior may have on the community and impressionable youth.

This policy applies to all forms of smoking, tobacco use, and vaping, including but not limited to:

- Tobacco products: cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, snus, dissolvable tobacco, or any other form of tobacco
- Electronic smoking devices: e-cigarettes, vape pens, personal vaporizers, or any device that delivers nicotine or other substances via inhalation of vapor or aerosol
- Smoking devices: pipes, hookahs, or other instruments that produce smoke or vapor

The use of any tobacco product, smoking device, or vaping device is strictly **prohibited** in the following areas:

- Inside all library buildings and facilities;
- Within thirty-five (35) feet of any library entrance;
- On any fenced-in library grounds or outdoor enclosed library property;
- At all library-sponsored events; or,
- Inside any vehicle owned, leased, or operated by the Library.

This policy applies to all individuals on library property or participating in library activities, including but not limited to:

- Library patrons
- Staff and volunteers
- Contractors and vendors
- Visitors and event attendees

Smoking receptacles may be provided at designated locations outside library property boundaries and away from entrances, in compliance with applicable regulations.

Library staff are authorized to respectfully inform individuals of this policy and request compliance. Failure to comply with this policy may result in:

- A request to immediately extinguish, discontinue, or remove the prohibited item

- Removal from library property or library-sponsored events
- Suspension of library privileges for repeated or willful violations
- Notification of law enforcement or public health authorities when necessary

BCPL appreciates the cooperation of all individuals in supporting a clean, healthy, and welcoming environment for the community.

Study and Conference Room Use Policy

Created 11/10/2009
Revised 6/23/2026

To ensure equitable access and availability of study and conference rooms for the greatest number of users, the Bullitt County Public Library (BCPL) establishes the following guidelines for the reservation and use of these spaces.

Study Room Use

Study rooms at BCPL are available for public use by individuals and groups, subject to the following limitations:

- Weekly Limit: An individual or group may reserve a room for up to two (2) sessions per week, with each session lasting no more than four (4) hours.
- Extended Session: In addition to weekly reservations, users may reserve one (1) additional extended session per calendar month, not to exceed eight (8) hours.
- Reservation Window: Study rooms may be reserved no more than one (1) week in advance.
- First Come, First-Served: All reservations are scheduled on a first-come, first-served basis.

Conference Room Use

Conference rooms at BCPL are available for public use by groups, subject to the following limitations:

- Monthly Limit: A group may reserve a room for up to two (2) times a month, with each session lasting no longer than four (4) hours.
- Extended Session: Groups needing additional reservations within the same month may inquire at the branch location. Approval of additional use is at the discretion of the library staff and is dependent upon room availability and operational needs.
- Reservation Window: Conference rooms may be reserved up to three (3) months in advance.
- First Come, First- Served: All reservations are scheduled on a first-come, first-served basis.

The Library retains the right to schedule use of study and conference rooms outside of the limits established in this policy for:

• Library-sponsored events
• Official partnerships or collaborations
• Administrative, operational, or staff needs

These uses may take precedence over public reservations and may include more frequent or extended use of library spaces.

General Conditions of Use

- Users must comply with all applicable Library policies while using the study and conference rooms.
- Rooms must be vacated promptly at the end of a reservation period.
- Users are responsible for maintaining the cleanliness and orderly condition of the room during use.
- The Library is not responsible for personal belongings left unattended in study or conference rooms.

The Library reserves the right to deny, cancel, or revoke room reservation privileges for reasons including, but not limited to:

- Misuse of library facilities
- Failure to comply with Library policies or staff instructions
- Repeated violations of reservation guidelines
- Activities that interfere with normal library operations or the safety and comfort of others

BCPL strives to provide welcoming and accessible spaces that support the educational collaborative needs of the community while balancing the operational needs of the Library system.

Thermostat Settings Policy

Approved 11/8/2005
Revised 6/23/2026

To promote energy efficiency, reduce utility costs, and maintain a safe and comfortable environment for staff and patrons, the Bullitt County Public Library (BCPL) establishes the following standards for temperature regulation and the use of supplemental heating equipment.

While the buildings are occupied, a temperature will be maintained to reflect comfort and cost-effective energy management. To have consistency and ensure energy efficiency, only the Branch Manager or Assistant Branch Manager may make thermostat adjustments, and only with prior permission from the Facilities Manager. Any temporary changes to thermostat settings in response to unseasonable conditions must be reset to standard levels by the end of the same day.

The use of space heaters is discouraged due to energy inefficiency, increased utility costs, and potential safety concerns. However, space heaters may be permitted under specific circumstances when central systems cannot maintain temperatures within the designated range. All space heaters must receive prior approval from the Facilities Manager.

All approved space heaters must:

- Be UL Listed (Underwriters Laboratories approved)
- Have enclosed heating elements with no exposed heating coils
- Include an automatic tip-over shutoff feature
- Be thermostat-controlled and not continuously operating
- Meet applicable safety classifications recognized by the National Fire Protection Association (NFPA)

The following heating devices are strictly prohibited:

- Liquid-fueled heaters, including kerosene heaters
- Any heater device determined to present a fire, electrical, or safety hazard

Library staff are expected to report temperature issues promptly to the Facilities Manager. Any unapproved use of space heaters or misuse of thermostat controls may result in corrective action to ensure adherence to this policy and to protect the safety and efficiency of Library facilities.

Unattended Children Policy

Created 4/12/2016
Revised 6/23/2026

The Bullitt County Public Library (BCPL) welcomes children and strives to provide a safe, inclusive environment that fosters a love of reading and learning. While the Library strives to maintain a secure public space, responsibility for the care, supervision, and behavior of children rests with parents, legal guardians, or designated caregivers.

In accordance with KRS 620.030, Library staff are mandated to report any suspected cases of child neglect or abuse to the appropriate authorities. Library staff are not trained or authorized to provide childcare or assume responsibility for unattended children.

Definitions

For this policy:

- A “child” is defined as any person seventeen (17) years of age or younger.
- An “unattended child” is one whose caregiver is unable to maintain verbal communication or supervision while the child is on Library property.
- A “disruptive child” is one whose behavior disturbs other patrons, interferes with Library operations, or causes damage to Library property or the property of others.
- A “caregiver” is defined as an individual thirteen (13) years of age or older who is responsible for supervising children under their care while on Library property.

Supervision Guidelines

Children under thirteen (13) years of age must be accompanied by a caregiver who is physically present within the building at all times. The Library will follow the guidelines below for determining when a child is considered neglected due to being left unattended:

- Children aged 5 or under: May not be left unattended at any time.
- Children aged 6-9: May not be left unattended for more than thirty (30) minutes.
- Children aged 10-12: May not be left unattended for more than two (2) hours.
- Children aged 13-17: May use the Library independently but must adhere to all Library policies and behavioral expectations.

Neglect, as defined above, will be reported to law enforcement. Suspected abuse will be reported to the Executive Director, who will follow appropriate reporting procedures in compliance with state law.

Disruptive Behavior

If a child is disruptive and does not respond to staff guidance, and no caregiver is present or able to be located, Library staff may ask the child to leave the premises (if safe and age-appropriate to do so), contact the caregiver if possible, or notify law enforcement to assist with the situation. Repeated instances of disruptive behavior may result in temporary or permanent suspension of Library privileges for both the child and the caregiver.

Children Left After Closing

Children under the age of seventeen (17) must be picked up before the Library's posted closing time. If a child is left unattended at closing:

- Library staff will make a reasonable attempt to contact the child's caregiver.
- If a caregiver cannot be reached within fifteen (15) minutes after closing, law enforcement will be contacted to assume custody of the child.
- Two staff members will remain with the child in a public and visible area of the building until the caregiver or law enforcement arrives.

Repeated incidents of children being left after closing may result in suspension or restriction of the children's and/or caregivers' Library privileges.

Reports

Incident reports will be completed for any situation involving suspected child neglect or abuse, disruptive behavior requiring law enforcement involvement, and any situation where the child is left unattended at closing. Library staff will act in the best interest of the child while maintaining legal and professional boundaries. Parents, guardians, and caregivers are solely responsible for ensuring the safety, conduct, and supervision of children while in the Library.

Vulnerable Adults Policy

Created 4/12/2016
Revised 6/23/2026

The Bullitt County Public Library (BCPL) is committed to providing a safe, welcoming environment for all patrons, including vulnerable adults. However, Library staff are not equipped to provide the level of care some individuals may require. This policy establishes guidelines for supervising vulnerable adults and clarifies the Library's responsibilities and limitations.

Responsibility for the safety and behavior of all vulnerable adults on Library property rests solely with their caregiver and not with Library staff. All patrons, including vulnerable adults, are expected to follow all Library rules and behavior policies. Individuals who create disturbances and do not respond to staff correction may be asked to leave the Library premises.

Definitions

For this policy:

- A vulnerable adult is defined as a person eighteen (18) years of age or older who, due to mental, physical, developmental, cognitive, or emotional impairment:
    - Is unable to reasonably care for themselves or perform activities of daily living;
    - Cannot independently understand or follow Library rules and behavior policies;
    - Is unable to protect themselves from neglect, exploitation, or a hazardous/abusive situation without assistance; or
    - Requires supervision or assistance beyond the scope of routine Library services.
- A caregiver is defined as a parent, legal guardian, custodian, family member, or other responsible adult eighteen (18) years of age or older who assumes responsibility for supervising and assisting the vulnerable adult while on Library property.

Supervision and Safety

Vulnerable adults may not be left unattended in the Library if they require supervision or assistance as defined by this policy. Library staff will take the following actions when a vulnerable adult is found without a caregiver:

- Attempt to locate a caregiver within the Library and explain the policy;
- If no caregiver is present, staff will attempt to locate one using available information, including Library records or emergency contact information;
- Once located, the caregiver will be asked to immediately return to the Library and explain the requirements of this policy; and

- If a caregiver cannot be located within a reasonable amount of time, or if the Library is closing, staff will contact local law enforcement authorities to take custody of the individual.

Disruptive Behavior

If a vulnerable adult is disruptive and does not respond to staff intervention, and a caregiver cannot be located:

- Attempt to contact or locate the caregiver;
- Contact law enforcement to assist in managing the situation; and
- Law enforcement may be asked to remove the individual for the safety and comfort of others.

Vulnerable Adults Left After Closing

If a vulnerable adult remains at the Library after closing and no caregiver is present, two staff members will remain with the individual in a public area until the caregiver arrives or law enforcement or adult protective services assume custody.

Library staff will make reasonable efforts to contact the caregiver.

Under no circumstances will Library staff leave a vulnerable adult alone outside after closing or transport the individual away from the property.

Incident Reporting

An incident report will be completed for any situation involving a vulnerable adult being left unattended or neglected, disruptive behavior that requires law enforcement intervention, or a vulnerable adult being left at the Library after closing. Repeated incidents involving the same vulnerable adult or caregiver may result in the suspension of library privileges.

Staff Role

Library staff will always act in the best interest of patrons, but are not trained caregivers and are not responsible for providing ongoing supervision, medical care, transportation, or personal assistance. Staff are expected to enforce Library policies consistently and professionally, ensuring the Library remains a safe space for everyone.