



**Wadsworth** Public Library

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# Operating Policy Manual

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## CHAPTER 1: COLLECTIONS

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### 1.1 Circulation of Library Materials

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#### 1.1.1 *Borrowing Regulations*

- A. Ohio residents are entitled to free library services and may apply for a library card. By Ohio law, library records are confidential (see the Library's Confidentiality policy for more information), and the Library does not permit spouses or other family members to use each other's library cards. The Library offers individual and teacher loan cards.

While the Library has a single-user policy, which prohibits the sharing of cards in most circumstances, it is impossible for the Library to ensure that all patrons using the Library's user-directed, self-checkout machines, are in fact the rightful holder of the card. Patrons allowing others to collect items on their behalf, holds or other items, do so at their own risk. Patrons are asked to report lost or stolen library cards immediately so that the card can be blocked, preventing abuse or accumulation of fees and fines.

1. Please see the Library's Teacher Loan policy for information specific to this type of account.
  2. Existing Family Cards, registered on or prior to December 30, 2017, will be grandfathered for an initial, undetermined period. Existing Family Cards will be discontinued at a time and in a manner determined to minimize disruption to patron borrowing.
- B. Any item that circulates for public use may be borrowed from the Library at the time registration is completed. Thereafter, the card issued in the patron's name, a state ID or driver's license or school photo ID must be presented when borrowing items from the Library.
- C. Each adult patron is held responsible for all items charged out on his/her card.
- D. A Parent/guardian signature is required for children under 18 years of age. The parent/guardian will be responsible for guiding the child in the selection and use of library materials; this is not the responsibility of the Library. In addition, the parent/guardian is responsible for the payment of all charges incurred on the card. At time of registration the signing parent/guardian will have the opportunity to select which formats the child is allowed to borrow and whether or not the child may use public computers at the Library.

The signing parent or guardian may choose to change this access at any time. However, when a juvenile turns 18, all such restrictions will be removed.

This list includes but is not limited to:

1. Internet computer access
  2. DVDs
  3. CDs
  4. Audio Books
  5. Magazines
  6. Video Games
- E. Cards issued by the Wadsworth Public Library may be used at other SearchOhio member libraries at the discretion of those libraries, including the Cuyahoga County Public Library, Akron-Summit County Public Library and Stark County District Library. In addition, the Wadsworth Public Library will honor library cards issued by other Search Ohio member libraries.

#### *1.1.2 Library Card*

- A. To qualify for a library card, patrons must complete an application form either in person or online at the Library's website. A current photo ID displaying current address or proof of current address and a photo ID must be provided when the card is issued. Children under 18 years of age must be accompanied by a parent/guardian. Library materials may be borrowed at the time the application is completed.
- B. A replacement card may be obtained upon the payment of any fines exceeding the maximum allowable amount in section 1.1.4 (see below); the return of all overdue library materials; and the payment of a \$1.00 replacement fee.
- C. No cardholder shall damage or fail to return library materials borrowed from the Library.
- D. No cardholder shall abuse a library card issued by the Library without the risk of permanently losing borrowing privileges. Abuse of a library card shall consist of any of the following acts:
1. Obtaining or attempting to obtain a library card by means of false identification or address.
  2. Using or attempting to use a library card which has been revoked.

### 1.1.3 *Borrowing Periods*

- A. All items in the Wadsworth Public Library's circulating collection may be borrowed for a period of 14 days.
- B. Items checked out from other Search Ohio libraries circulate for the following periods:
  - 1. Print items – 21 days
  - 2. Media items – 7 days
- C. Items checked out from OhioLINK libraries circulate for the following periods:
  - 1. Print items – 21 days
  - 2. Media items – 7 days
- D. Wadsworth Public Library items may be renewed up to five times, as long as there is no outstanding reserve on the item.
  - 1. Items may be renewed at any service desk, by telephone or via the Library's website.
  - 2. Interlibrary loan items from non-SearchOhio libraries may not be renewed unless specifically permitted by the lending library.
- E. Items from other SearchOhio libraries may be renewed for the following time periods:
  - 1. Print items – three renewals if there is no reserve on the item
  - 2. Media items – three renewals if there is no reserve on the item
- F. Items from OhioLINK libraries may be renewed for the following time periods:
  - 1. Print items – six renewals if there is no reserve on the item
  - 2. Media items – three renewals if there is no reservation on the item

### 1.1.4 *Fines Levied on Wadsworth Public Library Materials*

- A. Fines will be charged for all days the Library is open.
- B. The Library's after-hours book drops are available whenever the Library building is closed. Items placed in the Library's after-hours book drops are considered as having been returned on the day that the Library building was last open.
- C. Wadsworth Public Library overdue fines are as follows:
  - 1. DVDs and video games - 50 cents per day

2. All materials other materials– 10 cents per day
- D. The maximum fine per item is as follows;
1. DVDs and video games- \$5.00
  2. All other items - \$3.00
- E. Cardholders owing ten dollars (\$10.00) or more in fines [and/or charges] will be prohibited from borrowing, placing holds and from accessing public computers. If a patron receives an overdue notice for an item that he/she returned, the Library will annotate the item in the patron's account as "claimed returned." An account may have only three claimed returned items on it at any one time.

#### *1.1.5 Fines Levied on Search Ohio and OhioLINK Materials*

- A. Overdue fines for materials borrowed from other Search Ohio Libraries are as follows:
1. All materials 25 cents per day
  2. Maximum overdue fine is \$5.00
- B. Overdue fines for materials borrowed from OhioLink libraries are as follows:
1. All materials 50 cents per day
  2. Maximum overdue fine is \$15.00

#### *1.1.6 Lost Materials Owned By Wadsworth Public Library*

- A. If a patron cannot locate an item at the time it is due to be returned, the patron may formally report it "lost," thereby stopping the further accumulation of fines.
- B. A patron will be charged a "lost item fee" to replace a lost item. This fee includes the replacement cost of the item and a \$2.00 processing charge per item. The Library will not refund this replacement cost in the event that the item is later returned by the patron
- C. Patrons may replace a lost item with a new copy of the same title in the same edition plus a \$2.00 processing fee.

#### *1.1.7 Lost Materials Owned By Other Search Ohio or OhioLINK Libraries*

- A. A replacement fee of \$25.00 will be billed for any Search Ohio item not returned within 30 days of the due date.
- B. A replacement fee of \$125.00 will be billed for any OhioLINK item not returned within 30 days of the due date.

### *1.1.8 Damaged Materials*

- A. When items are no longer able to be circulated; need excessive cleaning and repair; or when pieces of an item are lost or in need of replacement, a fee will be assessed.
- B. These fees will vary depending on the type of problem and format of the damaged item.
- C. If a damaged item needs to be replaced, the patron will be charged the replacement cost of the item, plus a \$2.00 processing charge per item.
- D. Damage to peripherals will result in full repair and/or replacement costs. Non-Wadsworth Public Library materials that are damaged will be billed by Wadsworth Public Library at the value listed by said Library plus a \$2.00 processing fee.
- E. Patrons may replace a damaged item with a new copy of the same title in the same edition plus a \$2.00 processing fee.

### *1.1.9 NSF Fees*

In the event the Library receives funds for fines, fees, and/or lost materials, etc. by check, and the check is returned because of non-sufficient funds (NSF) by our depository, the Library will:

- A. Place the pertinent paid fines and fees back on the patron's Library record,
- B. Add an additional \$15 fee to the patron's record for the NSF returned check, and
- C. Note "cash or credit card payments only" on the patron's record.

### *1.1.10 Authority*

The Director has the authority to waive or modify any part of this policy at his/her discretion.

revised: 8/1/2008, 1/16/2009, 1/25/2010, 3/15/2010, 8/15/2011, 2/20/2012, 1/1/2018, 4/15/2019

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## 1.2 Collection Development

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### 1.2.1 Introduction

#### 1.2.1.1 Mission Statement

With care for every person, Wadsworth Public Library centers our community's commitment to lifelong curiosity, learning and reading.

#### 1.2.1.2 Purpose of the Collection Development Policy

Because no library budget is large enough to permit the purchase of every worthy resource, this collection development policy guides the Library staff in most effectively using the Library's financial resources to fulfill the present and anticipated needs of the community it serves. The Wadsworth Public Library's community is primarily the citizens within the Wadsworth City School District and, secondarily, the citizens of the state of Ohio. The Library is supported by local property tax and state Public Library Fund (PLF). A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist staff in selecting Library resources, evaluating the collection, and maintaining the collection's currency, relevancy, and usefulness.

### 1.2.2 Collection

#### 1.2.2.1 Purpose of the Collection

The purpose of the Wadsworth Public Library is to serve the community by providing for its informational and recreational needs. To fulfill this purpose, the Library acquires, makes available, and encourages the use of materials in all media for the enlightenment, cultural development, and enjoyment of members of its community of all ages and levels of ability or interest. The Wadsworth Public Library uses the *Library Bill of Rights* (Appendix A) as adopted by the American Library Association as a guide. The addition of material to the Library does not constitute or imply agreement with or approval of its content, but assures that a variety of differing points of view are represented. The Library furnishes materials for loan, provides resources for research in the library building, and provides access to worldwide databases through the Internet.

#### 1.2.2.2 Collection Defined

The collection of the Wadsworth Public Library includes materials in print, audiovisual, or electronic formats selected for its community of users. In addition, in response to advances in technology and the changing information needs of the community, the library also offers access to the Internet, which is governed by policy 2.1 Internet Access and Public Computers [For Internet resources, the Library has a homepage which highlights the Library and its services and presents a subject approach to selected Internet sites.] Wadsworth Public Library recognizes that each individual has informational,



recreational, cultural, and educational needs and interests important to him or her. The Library also recognizes that it has limited financial resources and has a responsibility to use its public funds to serve the entire community. Consequently, the Library's collection reflects the collective informational, recreational, cultural, and educational needs of the community as opposed to any one individual's needs. The Library uses other available avenues--interlibrary loan, appropriate referral, or redirection--to serve the individual whose needs are either outside the scope of the Library's collection or are remote from the acknowledged collective needs of the community the Library primarily serves.

### *1.2.3 Collection Development*

#### **1.2.3.1 Level of Collection Development**

Due to budget and size, Wadsworth Public Library collects in subject areas at the Basic Information Level as defined by the American Library Association's collection level definitions (Appendix B) with a focus on popular materials and subjects. Collecting at this level means that the Library will usually purchase materials that serve "to introduce and define a subject and to indicate the varieties of information available elsewhere."

Research materials and resources, whether for informational or educational purposes, are collected for preschool through community college levels. Recreational materials are collected for life-long enjoyment.

Wadsworth Public Library recognizes the variety and wealth of resources of the many libraries nearby (The Library belongs to the SearchOhio and OhioLink consortia.) and strives to avoid unnecessary and costly duplication of physical library items easily obtainable within the geographic area. The Library's staff is trained to offer suggestions for further research possibilities or to request materials from other libraries for the patron. If a patron requests an item within the scope of the Library's collection, every attempt will be made to provide access to or to purchase that item.

One subject area in which the Library tries to collect at a comprehensive level is the history of the city of Wadsworth and of Wadsworth Township. The Library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, and other forms) on these topics.

#### **1.2.3.2 Authority and Responsibility for Collection Development**

The Director delegates the authority and responsibility for collection development and management to the appropriate managers. However, ultimate responsibility for materials selection rests with the Director who operates within the framework of policies determined by the Wadsworth Public Library Board of Trustees. The Library's Collection Management Plan describes the selection, development, and maintenance plans for the Library's various collections.

## 1.2.4 Selection of Resources

### 1.2.4.1 Criteria

Whatever the format and for whatever age the material is intended, the principles upon which Library material is evaluated include the following criteria:

- A. Resources are selected to fill the needs of both actual and potential users, within the constraints of space, availability of funds, and perceived needs of the primary service area of the Library.
- B. Each resource is evaluated according to its value to the collection and the audience for whom it is intended.
- C. Each resource is evaluated according to professional standards for the type and format which could include any of these criteria: accuracy; scope; timeliness; readability or technical quality; social significance or relevancy; literary or recreational value; authority of the author or source; relationship to other materials or resources in its field or format; comprehensiveness; clarity and effectiveness of its presentation; accessibility; usability of arrangement; appropriateness of format. A resource which does not meet the standards for its type may still be selected if it presents a point of view not otherwise represented in the collection or if community demand justifies purchase or access. Resources of current interest, which may be of temporary value, are selected if timeliness gives them relevance. Resources of potential future value, for which immediate demand is small, are selected for their lasting importance.
- D. A resource is evaluated as a whole, not on the basis of a particular section or sections.
- E. Resources representing different viewpoints on controversial issues will be acquired or made available, including those which may have unpopular or unorthodox positions. The library recognizes the importance of making available a variety of viewpoints, realizing that a resource which might offend one person may be considered meaningful by another.
- F. A resource will not be selected, or excluded from selection, solely for the reason of the race, color, religion, gender, sexual preference, national origin, disability, age, ancestry, or other characteristic of the author or the source.
- G. A resource will not be excluded from selection solely because of its frankness of expression, unorthodox language, nontraditional theme, or unusual presentation.
- H. The availability of a resource in the service area of the library or the accessibility of a resource through interlibrary loan does affect the selection process and is

especially important when evaluating specialized resources within the context of the collective needs of the community.

- I. One area where resources will be selected regardless of selection criteria is Wadsworth local history. The Library will strive toward comprehensiveness in this area.

#### **1.2.4.2 Format**

When the same item is available in several formats, selection is based on the formats most suitable for the subject, the ease of use by the patron most likely to use the item, the availability, and the level of usage by the community. When available and appropriate, a format which better serves the visually handicapped or hearing-impaired is considered. If a book is to be retained permanently, preference is given to hardbound copy over paper. A nonprint format is an option for retention of an item (or run of periodicals) which is fragile, would easily deteriorate, or would consume a large amount of space. Electronic access is an option for resources which are high-priced or high-maintenance or are not readily available in another format. Electronic access is the only option purchased for reference-related options if an electronic option is available.

#### **1.2.4.3 Duplication**

The Library will purchase multiple copies of items in heavy demand. The decision for duplication and the number of extra items remains with the selecting librarian. The Library does not necessarily attempt to duplicate titles or items in sufficient quantity to meet the assigned informational demands of local institutions, schools and colleges, or non-institutional reading groups.

#### **1.2.4.4 Patron Recommendations**

Wadsworth Public Library welcomes suggestions for purchase of Library materials [or for the inclusion of links to specific internet sites]. Decision for purchase or inclusion is made by the selecting librarian according to the Collection Development Policy.

#### **1.2.4.5 Donations**

Donated material is accepted with the understanding that any donated item is evaluated according to the Collection Development Policy. The cost of processing, the availability of space, the suitability of format, and the physical condition of the item are factors in the selection process. The Library accepts donated materials only with the understanding that they are used or disposed of as the Library determines is appropriate. No donated item can be accepted with restrictive conditions unless the conditions are specifically approved by the Director. An exception is a subject request for a memorial gift. In this case, the librarian purchases a memorial item in a requested subject area according to the Collection Development Policy. If a donor requests a specific title or item as a memorial

gift, it can only be accepted if the item would be purchased as part of the regular selection process. The Library does not provide evaluations of donated items for tax purposes.

#### **1.2.4.6 Withdrawal of Resources**

Resources are regularly withdrawn from the collection by the selecting librarians for the following reasons:

- A. The resource is no longer accurate, current, or timely.
- B. The item is physically worn or damaged beyond reasonable repair or cannot be rebound properly.
- C. The item can be replaced at a lower cost than repair or rebinding.
- D. The resource's value to the collection has decreased as other comparable resources have been added to the collection.
- E. The resource is no longer being used frequently enough to justify its space in the collection or the staff time to maintain.
- F. The item had originally been leased from a book-leasing vendor in order to fulfill large quantities of patron requests, but is sent back to the vendor after demand drops off.

Withdrawn items may be sold at a modest price by the Friends of the Wadsworth Public Library with proceeds used by the Friends of the Wadsworth Public Library to enhance services of the Library.

#### **1.2.4.7 Reconsideration of Resources**

A procedure is available to assure that objections or complaints about Library resources are handled in an attentive and consistent manner. The Library will review the selection of a specific item upon the written submission of a completed "Request for Reconsideration of Library Materials". This form is available at the Circulation Desk, Adult Reference Desk, and at the Children's Reference Desk. Upon completion of the review, if the Director determines that an item has been added to the collection in a manner contrary to the criteria outlined in this Policy, the item will be withdrawn from the collection.

adopted: 9/19/2011 | revised: 1/1/2018

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### 1.3 History Room

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The Wadsworth History Room was created to make Wadsworth-related books, newspapers, and photos available to the public in one convenient location within the Library. These materials are accessible during regular Library hours.

While many libraries, historical societies, and museums in Ohio contain extensive Ohio history collections, genealogical resources, and historical artifacts, none can be expected to maintain a collection pertinent to every locality. The Wadsworth Public Library assumes the responsibility to collect and preserve old and current materials pertaining to the history of Wadsworth. In addition, the Library collects works about Ohio and Medina County that aid patrons in understanding Wadsworth's history. The Library also acquires resource materials of value to local genealogical researchers.

Most of the materials in the History Room do not circulate. Whenever possible, the Library will purchase circulating copies of materials for the Main collections.

adopted: 11/19/1984 | revised: 9/19/1994, 8/16/2004, 1/1/2018

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## 1.4 Teacher Loans

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A Teacher Loan library card will be issued to any teacher upon request. If the teacher is currently registered for a personal library card it must be in good standing. Upon determination of eligibility for a Teacher Loan library card, any existing personal library card will be changed to a Teacher Loan card. The teacher loan application must be signed by the teacher's building administrator. In the case of a home school educator, the individual must present a copy of the "excused from school attendance" letter received from the appropriate school district superintendent.

Teacher Loan cards will expire one year from the date of registration or renewal. The Teacher Loan card may be renewed if the teacher or school provides proof of teaching assignment for the new school year. The Library will receive teaching rosters from Wadsworth City Schools to facilitate the renewal process of Wadsworth teaching staff.

Teacher Loan cards that have accumulated fines or fees exceeding the maximum fine/fee threshold for borrowing will be blocked in accordance with standard procedures.

A Teacher Loan is for 30 days for print juvenile books. All other items are subject to standard loan periods. Teachers may request extended loan periods for other items on a case-by-case basis, subject to the approval of authorized staff.

All materials checked out on the Teacher Loan card are the responsibility of the teacher. Damaged, lost, or stolen materials are the financial obligation of the teacher. When a Teacher Loan is four weeks overdue, the teacher will be billed for the cost of replacement of those materials.

Teacher Loan cards are fine-free for print juvenile books. Applicable overdue fees apply for all other material types.

adopted: 12/20/2004 | revised: 11/19/2007, 5/18/2009, 8/15/2011, 1/1/2018

## CHAPTER 2: PATRON RIGHTS AND RESPONSIBILITIES

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### 2.1 Internet Access and Public Computers

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A card from the Wadsworth Public Library is required to use the Library's public access computers. Any Ohio resident may apply for a card, free of charge. Out-of-state visitors may obtain a temporary "Guest Pass." Library card-holders with outstanding fines/fees that prevent them from borrowing materials are not permitted to use the public access computers.

#### 2.1.1 *Single-User Policy*

The Library's single-user policy provision also extends to use of the Library's internet access public computers. Only the individual cardholder named on the library account may gain access to the public computers with that card. Violation of this policy will lead to the revocation of library privileges.

#### 2.1.2 *Time Limits*

The Library has set time limits to ensure that computers are available to as many patrons as possible. Patrons will be limited as to length of time per log-in; number of log-ins; and total time per day.

#### 2.1.3 *Internet Access*

The Library provides free Internet access for use by authorized persons and for legal activity only.

The Internet is an unregulated medium, and the Library is not responsible for the content or accuracy of information accessed over the Internet, nor can the Library control remote server availability or Internet response time. The Library does not guarantee that any particular website or electronic transaction will work, or be compatible with, library equipment. Anyone using the Library's computer system consents to all of the Library's policies and rules.

Patrons agree to hold the Library harmless from any claims, losses, demands, liabilities, obligations, cause of action, suit, judgment, expense (including attorney's fees), etc. relating to the use of the Library's computer equipment, network, phone lines, wireless service, or Internet connection.

#### 2.1.3.1 *Confidentiality and Privacy*

The Library does NOT guarantee that any username, password, email, credit card number, financial, or any other information entered is private or secure. The Library recommends

that you do NOT use the public work station for any financial, confidential, or private transaction.

### **2.1.3.2 Access by Minors**

While the Library makes all reasonable effort to ensure patron compliance with this policy, parents or legal guardians are ultimately responsible for a child's use of the Internet. Library staff is not responsible for monitoring or controlling a child's use of the Internet, except when that use violates this policy. At its discretion, the Library reserves the right to deny minors use of the Internet when unaccompanied by a parent or legal guardian.

### **2.1.3.3 Wireless Access**

The Library provides wireless access to the Internet for those using their own computers or mobile devices.

### **2.1.3.4 Printing**

The Library's computers are networked to a printer for the convenience of Library patrons. Patrons may print fifty (50) pages per day without cost. Patrons printing more than fifty (50) pages per day will be charged ten cents per page. It is the patron's responsibility to insure that he/she is printing only the desired number of pages he/she wishes to print.

### **2.1.3.5 Warnings and Restrictions**

Patrons may not use any Library computer to harass others or for illegal purposes that violate local, state, or federal laws. Illegal activity will be subject to the legal consequences available under the law.

The Copyright Law of the United States (Title 17, United States Code) governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material. Responsibility for any possible copyright infringement lies solely with the user. The Library disclaims any responsibility or liability resulting thereof.

Patrons may not attempt in any way to alter, damage, abuse, or sabotage computer equipment or software, alter configurations, or install any software. Damage to the Library's computers and/or databases, or attempts to access non-public areas of the network may result in prosecution and loss of computer privileges.

The display of objects or pictures that are sexually suggestive, extremely violent, etc. could be in violation of Ohio's Harmful to Juveniles statutes. Such displays are subject to a response from local law enforcement.

Patrons who violate this policy will be asked to cease their computer use. If they continue, they will be asked to leave the Library.



adopted: 9/19/2005 | revised: 11/19/2007, 6/22/2009, 6/20/2011, 6/19/2017, 1/1/2018

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## 2.2 Privacy

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The Wadsworth Public Library specifically recognizes that library records and patron information are confidential. Library records are defined as a record in any form that is maintained by the Library and that contains any of the following types of information:

- A. Information an individual is required to provide in order to be eligible to use Library services or borrow materials
- B. Information that identifies an individual as having requested or obtained specific materials or materials on a specific subject
- C. Information that is provided by an individual to assist a staff member to answer a specific question or provide information on a particular subject

Information that does not identify an individual and that is retained for the purpose of studying or evaluating the use of the Library is not considered confidential and is not subject to this policy.

Under Ohio law, library records shall not be made available to any agency of federal, state, or local government, or to any spouse or other individual, except as pursuant to the following:

- A. For the records of minor children when requested by parents, guardians, or custodians
- B. In accordance with a subpoena, search warrant, or other court order, or to a law enforcement officer who is investigating a matter involving public safety in exigent circumstances
- C. At the written request or with the written consent of the individual who is the subject of the record or information
- D. For library administrative purposes as defined by Ohio Revised Code § 149.432

adopted: 9/20/2004 | revised: 1/1/2018

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## 2.3 Public Behavior on Library Property

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The Wadsworth Public Library Board of Trustees is responsible for determining the rules for public behavior in the Library that are necessary to:

- A. Protect the rights of individuals to use Library property, materials, and services;
- B. Protect the rights of Library employees and volunteers to conduct library business without interference;
- C. Ensure the use of the facilities, materials, and services by the greatest number of individuals;
- D. Preserve those materials and facilities from harm; and
- E. Ensure the safety of Library patrons, employees, and volunteers.

The rules for public behavior are listed below. Any individual who repeatedly violates the Library rules and regulations shall be denied the privilege of access to the Library by the Library Board of Trustees, on recommendation of the Library Director. In case of emergency, the Director may take immediate action and inform the Board as soon as possible afterward. Any individual whose privileges have been denied may have the decision reviewed by the Board of Trustees. The Board authorizes the Library Director to bring to the attention of law enforcement authorities the identity and circumstances involving individuals who violate these rules.

Library employees are authorized to bring to an individual's attention any act or omission which violates these rules and detracts from the decorum of the Library. Such an individual will be asked to change the problem behavior to conform to the rules. If such change is not evident or forthcoming, that individual will be asked to leave the Library property. Failure to leave if asked will result in the police being called. A violation of section 2911.21 of the Ohio Revised Code (Criminal Trespass) will be considered if the individual does not leave of his/her own accord.

Any misconduct that hinders use of the Library or library materials is prohibited. Such misconduct might include but is not limited to:

- 1. Illegal activities.
- 2. Loud or boisterous behavior.
- 3. Conversation that is disturbing to other individuals or employees.
- 4. Profanity or other abusive language toward other Library patrons or toward employees.
- 5. Abusing Library furniture, equipment, or materials.

6. Running in the Library.
7. Harassing others, either verbally or through actions. Harassment may include but is not limited to initiating unwanted conversations; impeding access to the building; or other actions another individual reasonably perceives to be hostile, threatening or offensive.
8. Public display of affection that is disruptive to the Library.
9. Fighting on Library property.
10. Smoking and tobacco use in any form while on Library property.
  - a. "Smoking" for the purposes of this policy means inhaling, exhaling, burning, or carrying any lighted or heated product intended for inhalation in any manner or in any form. "Smoking" also includes the use of an apparatus including but not limited to an electronic smoking device, mod box, or electronic nicotine delivery system (ENDS) that creates an aerosol or vapor, in any manner or in any form, or the use of any other smoking device for the purpose of circumventing the prohibition of smoking in this rule.
  - b. "Tobacco use" for the purposes of this policy means the use of nicotine, tobacco-derived or containing products, and plant based products including products intended to mimic tobacco products, oral tobacco or other similar products or intoxicants.
11. Possession, sale, or use of alcoholic beverages, illegal substances, or weapons on Library property. Weapons are only permitted with the specific written authorization from the Director or his/her designee.
12. Eating and/or drinking in non-designated areas.
13. Buying, selling, or soliciting for personal or commercial gain.
14. Adults use of the LOFT (Library Outlet For Teens) or Children's, Youth and Outreach Services areas for individual or group purposes, except when obtaining materials or services on behalf of a child or when providing tutoring or other approved services to children and youth.
15. An unacceptable standard of personal hygiene. Unpleasant body odor, which may offend other individuals in the Library, is considered unacceptable.
16. Using radios, audio players, or other multimedia equipment at a level that can be heard by other individuals.
17. Skateboarding anywhere on Library property.

18. Bringing animals other than licensed services animals onto Library property.
19. Sleeping in the Library.
20. Loitering on Library property.
21. Not wearing a shirt or shoes.
22. Using the emergency exits at times other than during an emergency.

The Library does not permit weapons of any kind, either concealed or in plain view, on its property or in its buildings unless the owner of the weapon is a law enforcement officer or written authorization has been obtained from the Director or his/her designee.

The Library reserves the right to limit the number of individuals who may gather or sit together where ingress and egress are blocked. There is a limit of one person per chair.

The Library reserves the right to inspect all bags, purses, briefcases, packs, personal listening equipment and overcoats for library materials.

Questions about this policy or about actions the Library has taken may be addressed to the Library Director or the Board of Trustees.

The above rules are based on powers granted to a public library board of trustees under the Ohio Revised Code, Section 3375.40(H). They will be posted prominently in the Library building.

adopted: 2/15/1993 | revised: 7/19/1993, 9/19/1994, 9/15/2003, 1/19/2004, 3/15/2004, 10/17/2011,  
1/1/2018

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## 2.4 Public Participation at Trustee Meetings

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### 2.4.1 Visitors

The Wadsworth Public Library Board of Trustees encourages residents to share their views. The Board agenda includes time at the beginning of each meeting for comments. In order for the Board to fulfill its obligation to complete the scheduled agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation will be permitted at the beginning of each meeting.

Prior to the call to order, all visitors are required to sign in and to indicate if they wish to speak. Those visitors who have indicated a desire to speak will be recognized in the order in which they signed in.

Each speaker is given three (3) minutes to share her/his views regarding Library business with the Board or Committee. If several persons wish to speak, each will be allotted three (3) minutes until the total public participation time of 30 minutes is used. No person may speak more than once per meeting.

If a resident wishes to share additional comments, she/he may schedule an appointment with the Library Director, who will then present a summary of that meeting either to the appropriate Committee of the Board or to the Board of Trustees.

### 2.4.2 Trustees

The Board President or Committee Chairperson recognizes each registered speaker. The trustees listen and do not interact with the speakers. The Board President or Committee Chairperson introduces each speaker and keeps track of the time.

adopted: 7/19/1993 | revised 3/21/1994, 7/17/2000, 9/20/2004, 1/1/2018

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## 2.5 Unattended Minors

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The care and behavior of minor children visiting the Wadsworth Public Library is the responsibility of the parent/guardian. While the Library welcomes minor children to enjoy the Library and library materials, staff cannot accept responsibility for the safety and supervision of children left in the building without a parent/guardian present. The Library has developed the following procedures to guide staff in dealing with minor children left unattended.

When a situation develops that warrants the attention of a minor's parent/guardian (e.g. personal illness/injury; minor child left alone when the building closes) but that individual is not present, Library staff will attempt to contact the parent/guardian. (This will not necessarily be the case when a minor is asked to leave library property for violating the "Policy for Public Behavior on Library Property.") If unable to reach the parent/guardian, Library staff will contact the Wadsworth Police Department to report the presence of an unattended minor. Police officers may transport the minor to the Police Department until the parent/guardian can be located.

Under no circumstances will Library staff transport any minor in the staff member's personal car or in a library vehicle.

adopted: 12/20/2004 | revised: 1/1/2018, 1/1/2018

## CHAPTER 3: SERVICES TO PATRONS

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### 3.1 Bulletin Board

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#### 3.1.1 Purpose

The Wadsworth Public Library Bulletin Board and information rack are available for the posting of information related to educational, cultural, intellectual, or charitable activities and events. The presence of a poster, brochure, flyer, or any other notice in the Library does not necessarily indicate that the Library either advocates or endorses the viewpoints expressed.

#### 3.1.2 Conditions for Display

- A. Designated staff shall review items to be posted in the Library to determine compliance with this policy. The initial decision may be appealed to the Library Director. The Director's decision may be appealed in writing to the Library Board of Trustees who shall make the final determination at its next regularly scheduled meeting.
- B. Materials to be displayed should be delivered to the Patron Service Desk. Designated staff or volunteers will post approved materials on the bulletin board and information rack. The Library will remove items that have not been posted by the Library designees.
- C. Materials must conform to the space and time restrictions listed in 3.1.3.
- D. Approved materials will be assigned one of three categories listed in 3.1.3 and placed in the appropriate section of the bulletin board or in the information rack.
- E. Designated staff or volunteers will remove materials as they become outdated and will remove those items that have been posted for an excessive amount of time. The Library cannot be responsible for their return.

#### 3.1.3 Arrangement of Bulletin Board

- A. The bulletin board shall be divided into three sections.
  1. Library news: This section shall be reserved for materials related to the Wadsworth Public Library, the Friends of the Wadsworth Public Library, and the Wadsworth Public Library Foundation.
    - a. Materials will periodically be rotated and/or discarded



2. Community Organizations, Events and Services: This section shall be reserved for non-profit and/or public services that are of interest to the general public and provide information about sources of help for the community, such as non-profit referral organizations, educational opportunities, and government assistance notices. In addition, materials, such as notices of coming events sponsored by area organizations, and announcements of concert, theater, and recreation events may also be placed in this area.
    - a. Materials will periodically be rotated and/or discarded.
    - b. Materials may not be posted any earlier than one month prior to the event and will be removed and discarded after the event.
  3. Classifieds: This section shall serve as a "Want Ad" section and will be used to display notices of available or needed goods and services.
    - a. Notices shall be posted on library classified forms, which are available at the Main Desk; no business cards or ads other than the forms will be allowed
    - b. Materials will be dated with the day of the posting and will be discarded on a "first on, first off" schedule
- B. No individual item to be displayed shall exceed 18" X 24".
- C. Materials will be considered eligible for display in the information rack if they fall under the general guidelines listed above and are available in quantity.

adopted: 8/16/1993 | revised: 8/16/2004, 1/1/2018

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## 3.2 Library Displays

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### 3.2.1 Purpose

The Wadsworth Public Library display case supports the vision of the Library to be a community center. The case may be used to display items related to the educational, cultural, intellectual, or charitable pursuits of Wadsworth. The Library seeks the assistance of community organizations and individuals in furthering this purpose. The presence of a particular display in the Library does not necessarily indicate that the Library either advocates or endorses the viewpoints of exhibits or exhibitors

### 3.2.2 Conditions for Display

- A. Designated staff shall schedule displays for the display case in compliance with this policy. The Library Director shall make the final determination of compliance.
- B. Individuals and organizations may indicate an interest in assisting the Library in developing displays by contacting the Library.
- C. Displays must conform to the space restrictions of the assigned area and be securely affixed to display surfaces. Nails may not be pounded into the wall and structural alterations of the display space is not permitted. Due to the size and height of the case, the placement and removal of displays must be scheduled in advance with the Library's Adult & Multimedia Services Department.
- D. Displays may be in place for up to four weeks. Staff may schedule displays for shorter periods of time.
- E. Any individual or organization who provides materials for a display shall sign a form that releases the Library from any responsibility for loss or damage to works on display. If the individual is a minor, a parent or legal guardian shall sign the waiver.
- F. The Library will not sell items from the display case nor will selling prices be displayed.
- G. Individuals and organizations providing materials for displays may be acknowledged with a sign, not larger than 5" X 7", indicating "Materials in this display are provided by..."

adopted: 9/20/2004 | revised: 1/1/2018

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### 3.3 Gathering Spaces

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The primary purpose of the Wadsworth Public Library's gathering spaces is to provide space for library and library-related activities. The needs of the Library will take precedence. In the case of Meeting Rooms, the needs of the Library, the Friends of Wadsworth Public Library and the Wadsworth Public Library Foundation will take precedence.

#### 3.3.1 Meeting Rooms

Community groups and sponsors of educational and cultural events are welcome to use the meeting rooms subject to availability and adherence to the following policies and guidelines.

Applications for use of a meeting room may be made up to three (3) months in advance with the following exceptions:

- A. Annual special events: Use of the room for single occasion events occurring annually may be made no more than one (1) year in advance.
- B. Wadsworth-area community groups who make regular, monthly use of the Library as their meeting place may reserve the facility for an entire year at a time to facilitate their program schedule.

All applications must be approved by the Library Director or designee. Requests may be submitted at [www.wadsworthlibrary.com](http://www.wadsworthlibrary.com) or by calling Adult & Multimedia Services. Persons requesting use of the meeting rooms must have a Wadsworth Public Library card in good standing.

The meeting rooms are available during normal Library operating hours and are provided free of charge for non-commercial purposes. In limited circumstances meetings may extend one hour beyond the closing time of the Library, provided that arrangements are made in advance.

Meetings or programs planned by a company or individual to promote, advertise, or lead (directly or indirectly) to the sale of a product or service are not permitted.

Meeting rooms are not available for private parties or meetings of a strictly social nature unless sponsored by the Library, the Friends of the Library, or the Library Foundation.

Meetings and programs must be open to the public and free of charge. The person making the room reservation, who must be an adult, is responsible for the orderly conduct of the group, and in the event of any damage to library property and/or equipment that individual will be liable. Young children accompanying adult users of the meeting room shall not be left unattended in the Library.

Refreshments may be served if the portion of the meeting room to be used includes the sink and counter area. Smoking and alcoholic beverages are prohibited. Groups wishing to serve refreshments must obtain prior written approval, are responsible for providing all serving utensils, and for cleaning up following their meeting. The Library reserves the right to deny a group's request to serve refreshments.

Storage of personal property, equipment and/or supplies is not permitted in the Library.

The name, address, or telephone number of the Library may not be used as the official address or headquarters of any organization other than the Friends of the Wadsworth Public Library and the Wadsworth Public Library Foundation.

The name, address, and phone number of the person reserving the room is a matter of public record. Upon request, this information will be shared with anyone seeking to contact that individual or the group he/she represents.

Library audiovisual equipment is available only upon prior reservation and only to groups which have an experienced operator or which make arrangements in advance for training by Library staff.

The Library's piano is available for use by non-commercial groups using the meeting room, by piano/voice teachers to hold recitals of their students, and for student practice. A piano/voice teacher and/or student must hold a valid Wadsworth Public Library card. The piano is tuned annually; if special tuning is requested, the Library will arrange for that service and charge the cost to the requesting organization.

Library staff will provide set up/break down services (chairs, tables, and other equipment) if requested in advance. Groups using the meeting room are not permitted to perform this function on their own. If a group fails to request the set up in advance the Library cannot guarantee timely set-up.

The Library reserves the right to deny use of the meeting rooms to any organization or individual. The Library also reserves the right to cancel or reschedule any meeting or to limit the frequency of use by a single group

The use of the meeting room by a group does not imply endorsement by the Wadsworth Public Library of the policies or purposes of the group. Meeting room use must not be publicized in such a way as to imply Library sponsorship.

The Library Board of Trustees and the Library staff do not assume any liability for groups or for individuals attending any meeting or program in the Library.

### *3.3.2 Study Rooms*

The purpose of the Library's study rooms is to provide a place for individuals and small groups of six or fewer to engage in inquiry, homework, study, and tutoring by providing

access to study rooms during regular library hours, as availability permits. Use of study rooms is limited to non-commercial purposes.

Two study rooms are available, one on the first floor and one on the second floor. Patrons wishing to use the study rooms are subject to the following guidelines:

- A. Study rooms are available to registered patrons ages 15 and older who possess a Wadsworth Public Library card in good standing.
- B. Study rooms are available for small groups to work at no cost. No instruction or tutoring fees may be charged to members of the study group.
- C. Study rooms may only be scheduled on the day of use. Patrons may do so by contacting either the Reference Desk (for the first floor study room) or the Children's Desk (for the second floor study room).
- D. Water bottles with a water-tight lid are permitted. All other food and beverages are prohibited.

### *3.3.3 Gathering Spaces*

Tables and chairs are provided throughout the Library for members of the public to engage in reading, research, inquiry, homework, study and the general pursuit of lifelong curiosity and learning.

The open gathering spaces of the Library provide an alternative venue for uses not permitted under the Meeting Room or Study Room policy provisions, insofar as those uses conform to the following guidelines:

- A. Open gathering spaces may not be utilized for group meetings involving multimedia presentations.
- B. Conversational volume is kept to a low level, respectful of nearby patrons.
- C. Open gathering spaces are not an appropriate venue for conducting job interviews, the provision of social services or therapeutic processes. When such space needs serve a governmental or non-profit purpose, a Meeting Room may be requested according to the above Meeting Room policy provision.

adopted: 12/20/2004 | revised: 9/21/2009, 1/1/2018

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## 3.4 Reference Services

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The Wadsworth Public Library will provide reference service to all its patrons on an equal, nondiscriminatory, and nonjudgmental basis without regard to the race, national origin, age, gender, sexual orientation, background, appearance or personal view of the patron making the inquiry or the subject matter being researched. With few exceptions, patrons do not need to be registered Wadsworth Public Library cardholders to use library facilities or reference materials and services. A current Wadsworth Public library card may be required in order for the patron to use certain library resources including the Library's public computers.

This policy is intended to provide basic guidance to those who deliver reference services. Reference service is to be delivered by a professional, knowledgeable staff. Every request for reference service is considered legitimate

### *3.4.1 Confidentiality of Reference Queries*

The Library recognizes that its records that identify the names of library users and any materials, reference queries, requests, computer searches or other library services associated with a specific user's account are confidential.

This information will be disclosed only upon the written request or consent of the individual(s) or group(s) whose library privileges are directly affected, pursuant to a proper court order or as required by local, state or federal law.

Library staff will immediately refer any request for information regarding reference transactions to the Library Director. The Director, upon receipt of a court order, shall provide such information as allowed by law.

### *3.4.2 Medical, Legal and Tax Questions*

Staff may not respond to medical, legal or tax questions. Staff may cite a source or invite a patron to use the Library's resources in person. Staff must not offer advice, interpretation, recommendation, opinion or personal experience, which is the domain of trained legal, medical or financial professionals. The staff may suggest that the patron contact an attorney or medical practitioner, an appropriate government agency or nonprofit organization, or other libraries for assistance.

adopted: 9/16/2013 | revised: 1/1/2018

## CHAPTER 4: ADMINISTRATION & FINANCE

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### 4.1 Credit Card and Charge Account Use

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In the daily workings of the Library, there are instances when a credit card must be used to charge Library expenditures. With the consent of the Board of Trustees, the Fiscal Officer is authorized to establish and maintain a credit card account for making Library purchases when more traditional methods of payment are impossible, impractical or untimely.

The credit card account will be in the name of the Library and the Fiscal Officer. The credit limit for the account will be \$5,000. The credit card will be secured in the Administration Office, signed out by authorized users, and returned immediately after use.

Prior to making a credit card purchase, a requisition is to be created and signed by the Director and the funds encumbered by purchase order.

Also prior to purchase, the user must request a Blanket Exemption Certificate from the Fiscal Officer. The certificate must be presented at the time of purchase to ensure the vendor does not charge state sales tax on the purchase.

The Fiscal Officer is further authorized to establish credit accounts with businesses from which the Library will make purchases on a continuing basis.

#### *4.1.1 Authorized Users*

The Director will designate those employees that shall be authorized users. Before using a Library credit card, authorized users must sign a copy of the Credit Card User Agreement located at the end of this Policy.

Users are responsible to safeguard the credit card against loss, theft of public funds, or unauthorized use. Users will immediately notify the Director and Fiscal Officer if the credit card is lost, stolen or compromised. Notification must be given to the Library Board at its next meeting.

The authorized user will deliver receipts for all purchases charged to the credit card to the Fiscal Officer. The user is liable for purchases made to the credit card if the proper documentation is not submitted.

No interest, carrying charges, or penalties are to be incurred as the result of late payments. The user will be responsible for these charges if they are incurred as a result of the improper submission of supporting documentation.

No employee of the Library may personally benefit from any kind of reward program offered through the use of the Library credit card, i.e. frequent flyer miles or cash back rewards. Any rewards for the usage of the credit card are the property of the Library.

Any misuse of a Library credit card may be subject to discipline up to and including termination of employment and referral to criminal and/or civil prosecution.

#### 4.1.2 *Prohibited Purchases*

Library credit cards must be used for a proper Library purpose and personal use of Library credit cards is strictly prohibited.

Credit cards shall not be used to circumvent the general purchasing procedures established by state law and Board policy.

The following list serves as examples of the types of items that may not be purchased with Library credit cards:

1. Purchases from Library employees, their spouses or children
2. Purchases from business concerns of which an employee (or an employee's spouse or child) is a sole or principal owner
3. Purchases from corporations of which an employee (or an employee's spouse or child) is a major officer or primary employee
4. Cash advances
5. Consultants
6. Imported goods that must go through customs

This policy cannot cover every issue; therefore, authorized users should use common sense and good judgement in the use of taxpayer dollars.

#### 4.1.3 *Credit Card Review*

A Trustee will review the credit card statements on a quarterly basis to ensure compliance with Board policies and internal procedures.

adopted: 8/16/2004 | revised: 1/1/2018

### **Credit Card User Agreement**

I, \_\_\_\_\_, have read and understand the Credit Card and Charge Account Use Policy and agree to adhere to the requirements contained therein.

Signed \_\_\_\_\_

Date \_\_\_\_\_



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## 4.2 Donations

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### 4.2.1 *Donation of Materials*

- A. Gifts of books, movies / films, periodicals, and other Library materials are reviewed for possible inclusion in the collection, utilizing the Library's Materials Selection Policy.
- B. Gifts of library materials are accepted with the understanding that the Library may at any time discard them in any way it deems necessary.
- C. The Library cannot make any monetary appraisal of gift materials. The quantity of items will be acknowledged for tax purposes at the request of the donor.
- D. The Library Director shall have the responsibility for the refusal or acceptance of any potential donations of art, furnishings, or other hard goods after consultation with the chair of the Building and Equipment Committee, if necessary.

### 4.2.2 *Donation of Money*

- A. The Board of Trustees recognizes the importance of the Wadsworth Public Library Foundation and encourages donors to direct monetary donations to the Foundation.
- B. Gifts of money for the purchase of library materials, including memorial and honorific gifts, are accepted by the Foundation and the Library with the understanding that the Library retains the right to select material it deems appropriate for its collection. Suggestions for purchase, particularly as related to the interests of the deceased or honoree, are always welcome.
- C. Large monetary gifts in the form of direct donations or bequests are always welcome. Individuals considering such gifts are encouraged to speak to the Library Director.

### 4.2.3 *Donor Recognition*

- A. Memorial or honorific gift plates will be placed on books or other library materials upon the request of the donor.
- B. A donor recognition plaque will be maintained in a public area of the Library. It will display the names of individuals or organizations who have donated \$500.00 or more to either the Library Foundation or the Library. It may also display the names of individuals or organizations that the Board of Trustees feels deserving for reasons other than gifts of money. The plaque will be maintained by the Library Staff and will be updated whenever necessary.

- C. The Library will display individual plaques to identify significant pieces of art, listing the artist and the name of the piece, if known.
- D. A list of the names of all donors will be maintained by the Library staff.
- E. Written acknowledgment of accepted donations is the responsibility of the Library Director.

adopted: 6/19/1989 | revised: 10/21/1991, 8/16/2004, 1/1/2018

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### 4.3 Personal Information

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The Wadsworth Public Library is committed to protecting the privacy and confidentiality of personal information contained in the Library's various computer software and systems used in the regular course of business. This policy is adopted in accordance with Chapter 1347 of the Ohio Revised Code.

All Library employees are responsible for protecting confidential personal information from unauthorized disclosure whether internal or external, deliberate or accidental; therefore all employees must comply with this policy. The Library collects personal information such as social security numbers, email addresses, health information, bank account numbers, etc. Personal information may only be accessed by employees who have a legitimate and authorized work-related purpose that is determined by the Director.

The Library reserves the right to review any information on an employee's computer system to determine if there has been any breach of security, violation of policy or misuse of resources.

A Library employee who accesses, uses, or discloses confidential personal information without authorization will be subject to legal action as appropriate. Violation of this policy by an employee may also lead to disciplinary action up to and including termination. If/When confidential documents have reached the conclusion of their retention periods, authorized personnel will ensure a safe and secure method of disposal.

The Library constitutes the following as a partial list of reasons to access confidential personal information by a Library employee:

- Responding to a public records request
- Providing services to patrons regarding their accounts
- Handling responsibilities related to the human resources function for employees
- Complying with state or federal program requirements
- Investigation or law enforcement purposes as permitted under Ohio's laws regarding the confidentiality of library records.
- Complying with Library policy

Should an employee need to access personal information for a reason other than that stated above, the employee needs to obtain permission from the Director prior to doing so.

adopted: 6/20/2011 | revised: 1/1/2018

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#### 4.4 Public Records

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Ohio Revised Code Section 149.43 provides that all public records shall be promptly prepared and made available for inspection to any person at all reasonable business hours.

All requests from the public to review the records of the Library must follow these procedures:

1. Requests for inspection of any public record kept by the Wadsworth Public Library shall be forwarded to the Director or his/her designee. No employee other than the Director or his/her designee is authorized to release any record.
2. The Director shall make the initial response to the request, supervise the record search review, and determine which records are to be disclosed and which are exempt from disclosure.
3. A search for the requested records and a review shall be conducted to determine if any document is within the exception to the public records law. Any questions to the exempt status of any record should be reviewed with the Medina County Prosecutor's Office.
4. Upon determination that the requested records are available and are to be disclosed, an appointment will be made with the requesting party to review the records. This appointment will be during regular business hours.
5. The Director or designee will make any copies of the records that the requesting party wishes. The fee for copies will be five (5) cents per page.

adopted: 7/20/1998 | revised: 5/16/2005, 12/14/2009, 1/1/2018

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## 4.5 Records Retention

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The Wadsworth Ella M. Everhard Public Library, like other public entities in the State of Ohio, must retain certain records from year to year. Although the *Ohio Revised Code* does not set guidelines for public libraries, the Board of Trustees of the Wadsworth Public Library adopts the following policy for records retention:

Records shall fall into two categories: Permanent and Non-Permanent. Retention of records may be any commercially viable media that provides an accurate reproduction of the record. The following list shows the retention period of specific records, which is compiled from recommendations from the Auditor of State's Office and the Ohio Historical Society.

### **Permanent**

Annual Financial Report to the Auditor of State

Annual State Library Report

Audit Reports from the Auditor of State

Board of Trustees Meeting Minutes

Board of Trustees Meeting Packets

Building Blueprints

Building Specifications, Plans and Projects Records

Construction Contracts

Disaster and Pandemic Plans and Emergency Procedures (Most recent revision)

Employee Personnel Files (Purge extraneous records 2 years after termination)

Formal Legal Opinions

Historical Files

Intellectual Freedom Correspondence

Library Newsletters

Ohio Public Employees Retirement System Personal History Records

Ohio Public Employees Retirement System Reports

Operating Procedures (Most recent revision)

Partnership Agreements

Payroll Records

Payroll Tax Records

Strategic Plans  
 Technology Plan (Most recent revision)  
 W-2 Forms

**Non-Permanent**

**Retention Period**

1099 Forms (Paper)	7 years
1099 Forms (Electronic)	Permanent, until software replaced
Accident/Incident Reports	5 years, provided no pending action
Accounts Receivable Documentation	5 years, provided audited
Accounts Payable Documentation	5 years, provided audited
Administrative Policies and Procedure Files	1 year after superseded
Amended Official Certificates from the County Budget Commission	5 years, provided audited
Annual Appropriations Resolutions	5 years, provided audited
Annual Budget Requests filed with the County Budget Commission	5 years, provided audited
Annual Certificate of Estimated Resources	5 years, provided audited
Annual PLF Distributions & Apportionment of Tax Revenues	5 years, provided audited
Applications for Employment	Retain with personnel files if applicant employed; others 1 year
Appropriations Ledgers	5 years, provided audited
Asset Disposal Forms	5 years, provided audited
New Asset and Asset Transfer Forms	Until asset is disposed of
Bank Deposit Receipts	Until audited
Bank Statements	5 years, provided audited
Bids – Successful	15 years after completion or expiration of contract

**Non-Permanent**

**Retention Period**

Bids – Unsuccessful	4 years after Letting of Contract, provided audited
Board of Trustees Applications	1 year
Board of Trustees Meeting Minutes (Drafts)	Until approved for Permanent Records
Board of Trustees Meeting Packets (Electronic)	5 years, provided audited
Board of Trustees Policies	1 year after superseded
Cancelled Checks	5 years, provided audited
Cash Journals	5 years, provided audited
Cash Register Tapes	Until audited
Certificates of Total Amount From All Sources Available for Expenditures	5 years, provided audited
Check Registers	5 years, provided audited
Committee Reports (Staff)	1 year
Construction Contracts (Electronic)	Permanent, or until software replaced
Consultant & Survey Reports	5 years
Correspondence/Messages (Executive correspondence; personnel, fiscal, policy information)	2 years, appraise for historical value
Correspondence/Messages (Minutes or internal/staff meetings documenting decision-making decisions)	2 years
Correspondence/Messages (General correspondence, misc. inquiries, ongoing project updates)	1 year
Court Orders for Payroll Deductions	2 years after termination of employee or order rescinded
Daily Cash Receipts Documents	5 years, provided audited
Deferred Compensation Deduction Reports	5 years, provided audited
Depository Agreements & Related Pledged Collateral	5 years, provided audited

**Non-Permanent**

**Retention Period**

Direct Deposit Authorizations	Until superseded or termination of employment
Employee Manuals (Personnel Policies)	Until superseded
Employee Medical/Dental/Vision Applications and Records (Retained separately from personnel files)	7 years after termination of employment
Employee Leave/Use Balance Reports	5 years, provided audited
Employee Requests for Leave	Until audited
Employee Schedules	Fiscal year plus 2 years
Employee Tax Withholding Requests: Federal and State	Until superseded or termination of employment
Encumbrance and Expenditure Journal	5 years, provided audited
FSA & HSA Deduction Reports	5 years, provided audited
Garnishment Orders	2 years after termination of employment or order rescinded
Gift Donor Forms	3 years
Grant Files	5 years, provided all audits conducted and audit reports released
I-9 Immigration Verification Forms (Retained separately from personnel files)	1 year after termination of employment
Inter-Library Loan Records	30 days, unless financial obligations
Insurance Policies	2 years after expiration, provided all claims have been settled
Inventories (Excluding library materials)	Until superseded
Investment Documents	5 years, provided audited



**Non-Permanent**

**Retention Period**

Invoices (Accounts Receivable)	5 years, provided audited
Job Descriptions	Until superseded
Job Postings/Advertisements	1 year, if no action pending
Leases - Equipment	2 years after expiration
Levy Campaign Documents and Work Papers	Life of Levy plus 5 years
Levy Official Files	Life of Levy plus 5 years
Library Card Applications	Until entered into the library's automation system
Library Materials Inventories	Maintained online; until superseded
Library News Releases	Until of no administrative value
Litigation Records	5 years after case is closed and appeals exhausted
Lost Materials/Fine Records	Removed from patron history once paid
Misc. Accounting Records, not specified	5 years, provided audited
Operating Procedures	Once superseded
Patron Information/Records	2 years after expiration, provided no outstanding fines and fees
Payroll Audit Reports	Until audited
Payroll Deduction Authorizations	Until superseded or employment terminated
Petty Cash Records	5 years, provided audited
Prevailing Wages Records	5 years, provided audited
Public Officials' Bonds	2 years after expiration, provided all claims settled
Public Records Requests	2 years

**Non-Permanent**

**Retention Period**

Purchase Orders & Requisitions	2 years, provided audited
Real Property Acquisition Records	5 years after asset is sold
Receipt Books	Until audited
Receipt Journals	5 years, provided audited
Records Commission/Records Disposal Documents	10 years
Safety Manual	Until superseded
Security Camera Footage	1 Months, automatically re-records
Security Manual	Until superseded
Service Contracts	12 years after expiration
Service Contracts (Electronic)	Until software replaced or contract superseded
Software	Destroy when obsolete
Strategic Plan (Electronic)	Permanent, most recent revision
Tech Devices Checkout Agreements	Until expired and equipment returned in good condition and fine free
Technology Plan (Electronic)	Permanent, most recent revision
Time Sheets	5 years, provided audited
Time Sheets (Electronic)	Until printed and submitted to Payroll
Transient Material (All informal and/or temporary messages and notes; including e-mail and voice mail messages, and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value
Unemployment Compensation Claims	5 years, provided audited
Vehicle Maintenance Records	Life of vehicle or until sold
Vouchers with Invoices	5 years, provided audited

**Non-Permanent**

**Retention Period**

W-9 Forms

5 years, provided audited

Workers' Compensation Claims

7 years after termination of  
employment

Regardless of format, electronic back-ups of any of the above referenced records shall follow the same retention period as paper records, if not defined above.

"Until Audited" and "Provided Audited" is defined as the Auditor of State, or other contracted auditors, have audited the fiscal years encompassed and the audit report has been duly released.

adopted: 12/2004 | revised: 12/2010, 8/2012

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## 4.6 Selection of Trustees

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Vacancies on the Board, created through resignation or an inability to serve, will be handled as follows:

1. Application forms will be available at all service desks and on the Library's website.
2. The vacancy will be advertised in newspapers, on the Library's website, and/or by press release. Appropriate application deadlines will be set to insure a timely filling of the vacancy.
3. The Executive Committee of the Board will review all applications, taking into consideration the qualifications as defined in the bylaws.
4. Those applicants deemed qualified will be interviewed by the Executive Committee; the full Board will also receive copies of the interviewees' applications.
5. The Executive Committee will submit to the full Board the name(s) of the person/persons to be recommended for appointment; upon formal vote of the full Board, the name(s) will be forwarded to the Wadsworth City Board of Education for legal appointment to the Library Board.
6. Training of the new trustee(s) will be the responsibility of the Library Director and the vice president of the Library Board.

adopted: 4/15/1991 | revised: 5/17/1993, 8/16/2004, 1/1/2018

## CHAPTER 5: APPENDICES

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### Appendix A: Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

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## Appendix B: Collection Level Definitions

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Current Collection, Acquisition Commitment, Collection Goal

0. OUT OF SCOPE: The library does not collect in this subject.
1. MINIMAL LEVEL: A subject area in which few selections are made beyond very basic works. A collection at this level should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information are withdrawn.
  - a. MINIMAL LEVEL. UNEVEN COVERAGE: Few selections are made; there is unsystematic representation of the subject.
  - b. MINIMAL LEVEL. EVEN COVERAGE: Few selections are made; basic authors, some core works, and a spectrum of ideological views are represented. Can support fundamental inquiries.
2. BASIC INFORMATION LEVEL: A selective collection of materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, and a few major periodicals. The collection is frequently and systematically reviewed for currency of information.
  - a. BASIC INFORMATION LEVEL. INTRODUCTORY: The emphasis at this level is on providing resources that introduce and define a subject. A collection at this level includes basic reference tools and explanatory works, such as textbooks; historical descriptions of the subject's development; general works devoted to major topics and figures in the field; and selective major periodicals. The introductory level of a basic information collection is only sufficient to support patrons attempting to locate general information about a subject or students enrolled in introductory level courses.
  - b. BASIC INFORMATION LEVEL. ADVANCED: At the advanced level, basic information about a subject is provided on a wider range of topics and with more depth. There is a broader selection of basic explanatory works, historical descriptions, reference tools, and periodicals and indexes that serve to introduce and define a subject. Access to appropriate bibliographic databases (online or CD-ROM), a selection of editions of important works and a greater quantity and variety of materials is typical. This level is sufficient to support the basic informational and recreational reading needs of a highly educated general public or community college students.

3. STUDY OR INSTRUCTIONAL SUPPORT LEVEL: A collection that is adequate to impart and maintain knowledge about a subject in a systematic way but at a level of less than research intensity. The collection includes a wide range of basic works in appropriate formats, a significant number of classic retrospective materials, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. At the study or instructional support level, a collection is adequate to support independent study and most learning needs of the clientele of public and special libraries, as well as undergraduate and some graduate instruction. The collection is systematically reviewed for currency of information and to assure that essential and significant information is retained.
  - a. BASIC STUDY OR INSTRUCTIONAL SUPPORT LEVEL: The basic subdivision of a level 3 collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes the most important primary and secondary literature, a selection of basic representative journals/periodicals, and subject-based indexes, the fundamental reference and bibliographical tools pertaining to the subject. This subdivision of level 3 supports lower division undergraduate courses, as well as some of the basic independent study needs of the lifelong learner.
  - b. INTERMEDIATE STUDY OR INSTRUCTIONAL SUPPORT LEVEL: The intermediate subdivision of a level 3 collection provides resources adequate for imparting and maintaining knowledge about the basic or primary topics of a subject area. The collection includes a broad range of basic works in appropriate formats, classic retrospective materials, all key journals on primary topics, selected journals and seminal works on secondary topics, access to appropriate machine-readable data files, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. These materials are adequate to support advanced undergraduate course work. It is not adequate to support master's degree programs.
  - c. ADVANCED STUDY OR INSTRUCTIONAL SUPPORT LEVEL: The advanced subdivision of level 3 provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a significant number of seminal works and journals on the primary and secondary topics in the field; a significant

number of retrospective materials; a substantial collection of works by secondary figures; works that provide more in-depth discussions of research, techniques, and evaluation. This level collection can support master's degree level programs as well as other specialized inquiries such as those of subject professionals within special libraries.

4. RESEARCH LEVEL: A collection that includes the major published source materials required for dissertation and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is usually retained for historical research and actively preserved. A collection at this level supports doctoral and other original research.
5. COMPREHENSIVE LEVEL: A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collection intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older material is retained for historical research with active preservation efforts.

Reproduced from Guide for Written Collection Policy Statements, American Library Association, 1989

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