

# GALLATIN COUNTY PUBLIC LIBRARY (GCPL) POLICIES

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## **#1: OPERATION POLICY**

ORIGINALLY ADOPTED MARCH 1995

REVISITED OCT 2001 / REVISED OCT 2011 / REVISED APRIL 2015

REVISED AUG 2015 / REVISED APRIL 2017/ REVISED MAR 2019

The library shall serve all residents of the community. Service will not be denied nor abridged because of religion, racial, gender, social, economic, or political status.

The use of the library or its services may be denied for due cause which may include:

- failure to return materials
- pay fines
- failure to follow library policies
- destruction of library property

Destruction of property includes materials (books, DVD's, magazines, audios, CD's or any item borrowed) that cannot be re-circulated upon return, as well as furnishings, equipment, and all types of property inside the building as well as outdoors.

Borrowers are required to show identification (driver's license, etc) and proof of residence in county (personalized bank check, rent or utility receipt, voter registration card, etc) and provide accurate information concerning name, address, and telephone numbers.

Persons residing outside of the geographical area, but owning property in Gallatin County shall be considered residents upon proof of ownership (canceled check, tax bill, etc).

Borrowers are required to report change of name, address or phone number after library card is issued. Library cards are valid for one year from issue date.

Borrowers under 16 years of age must have parent or legal guardian present or have parents sign a library card application acknowledging the parent/guardian is responsible for all library material checked out by borrowers under 16. If a parent or legal guardian is not present, a child in school who can log into their school account to prove identity may receive a Juvenile Limited card. This card will allow computer access, borrowing two items, and doesn't require a caregiver's signature.

The Gallatin County Public Library may issue a library card to any adult, regardless of residence, if they can provide valid identification and current contact information. New borrowers are limited to 3 items for first check out, with the exception of Juvenile Limited card holders.

Reference service is offered to anyone who chooses to use the Gallatin County Public Library as a resource. The library staff will make every effort to answer questions using library materials or to provide patrons with sources of information for their own research. The library staff will assist students in finding sources needed to do school assignments; however, the staff is not responsible for doing the student's homework.

When the desired information is not available using the Gallatin County Public Library resources, the library staff may contact another agency for assistance. Although the library staff may be able to assist patrons in reaching web sites to conduct their business, they are not able to complete unemployment claims, employment applications, or items of a similar nature for patrons. Staff members are not free to advise nor consult with library patrons on matters such as medical, legal or tax issues.

Telephone and Internet e-mail inquiries are welcome, but patrons present in the library are given priority service and other inquiries will be answered as soon as possible.

All published material owned by the library is available to the public; however, information contained in the library membership files is confidential.

The Gallatin County Public Library is a Smoke Free / Tobacco Free property and facility.

## #2: CIRCULATION POLICY

CREATED OCTOBER 17, 2011

REVISED 03/2013; REVISED 08/2015; REVISED 09/2016; REVISED 01/2022

### **Circulation policies are as follows:**

All books, Books on CD, Music CD's non-fiction DVDs, and Video Games may be borrowed for 21 days. Fiction DVD's may be borrowed for 7 days. No patron may borrow materials on any card other than their own.

The Copyright Revision Act of 1976 governs the rights of reproduction, adaptation, distribution, public performance, and display of DVD's. When the Gallatin County Public Library (Library) purchases DVD's, the purchases are made with the agreement that the Library may loan DVDs to patrons for their personal use only. The Library will not knowingly loan a DVD to individuals or groups for use in public performances. If a patron inquires about a planned performance of a DVD, he or she will be informed that only private uses of it are lawful.

No one under the age of **17** may borrow restricted materials (includes R-rated movies, M-rated video games, CDs with parental advisories, CD-ROMs with parental advisories). If a parent specifically requests the library to allow his or her child to check out restricted materials, the under age 17 account will be so noted in the library's database. Likewise, no one under the age of 13 may borrow restricted materials (including PG13 movies) unless accompanied by a parent or requested by a parent as listed above.

It is the policy of the Gallatin County Public Library that parents and guardians, not library staff, are responsible for monitoring and approving the selection of materials made by minor children. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children.

### **Renewals:**

Materials may be renewed only if another patron is not on the reserve list waiting to borrow the materials.

Books: three renewals for 21 days except for "new books". No renewals on new books. (*\*New books* are adult fiction books recently published and kept in the "new book" section for 3 months after receiving).

Books on CD: three renewals for 21 days

Music CD's: three renewals

Non-fiction DVD's: three renewals

Fiction DVD's: **no** renewals

Video Games: **no** renewals

### **Reserves:**

Reserves may be placed on any book or book on CD in the library including "new" items. The library will notify a patron via e-mail or telephone and will hold the item for three days after the notification date. If the item is not picked up within the three days, it will be returned to the shelf or offered to the next person on the reserve list. DVDs and video games may not be reserved.

### **Limits on borrowing:**

Books – 20 per card

Books on CD – 10 per card

Music CD's – 5 per card

DVDs – 5 per card (limit: 2 new releases)

Video games – 2 per card

New borrowers are limited to 3 items for first check out.

### **#3: TEACHER CARDS**

ADOPTED 1989 / REVIEWED SEPTEMBER 2001 / REVISED OCTOBER 2011 / REVISED AUGUST 2015  
REVISED OCTOBER 2017

A teacher employed by the Gallatin County School System may obtain a Gallatin County Public Library card for class use which entitles the borrower to 25 books per card at any one time for 21 days. Items for personal use may not be borrowed on a teacher card. To borrow items for personal use, the teacher must have a separate library account. If a teacher has a personal card, it must be in good standing before he or she can borrow items on the teacher card.

Teachers may renew books for an additional 21-day period and the teacher is required to notify the library that renewal is needed. Books in high demand (seasonal, and multi-class projects) may be limited by the library. The borrowing period for DVD's for school use is 2 weeks (10 days class time) and DVD's for school use may be reserved in advance at the library's discretion.

In the event that the library purchases books for school use, a teacher may check out an unlimited number of items for an unlimited length of checkout, with special permission by the library. When doing so, the library requests the total circulation count to be used in the library's annual statistics.

Teachers are responsible for materials checked out from the public library.

Books for class projects may be held in reserves at the library for student check out. A shorter check out period will be enforced to give all students access to materials if subject material is limited.

If the teacher would like the library to assist him or her in selecting books or other material for school projects, ideally, he or she should notify the Library two weeks in advance by phone or e-mail. Although advanced notice is preferred, the library will assist in selecting items with a shorter notification given if time permits.

The Library encourages visits during school hours and advance notice will enable the library staff to research materials available. The library will notify teachers of special programming in the library for students.

The library welcomes suggestions for book titles and will purchase items requested when possible.

**#4: FINE POLICY**  
ADOPTED JANUARY 1988  
REVISED AUGUST 2001 / REVISITED AUGUST 2003  
REVISED October 2011 / REVISED AUGUST 2015 / REVISED APRIL 2020

The Library doesn't charge fines for materials returned late.

After 30 days, the patrons account will be blocked and they may not check out additional materials unless items are returned, or until the library is reimbursed for these items.

When a patron does not return materials, he/she shall be responsible for reimbursing the library for the cost of the item(s). If patrons do not comply with the policies of the library, their borrowing privileges will remain revoked.

The library will attempt to notify patrons regarding overdue materials via e-mail, telephone or mail.

Any materials overdue 90 days will give rise to presumption of intent to deprive the library of its property and is subject to prosecution under KRS 514.030.

## **#5: FACSIMILE POLICY**

ADOPTED DECEMBER 1999

REVIEWED AUGUST 2001 / REVISED JUNE 2007

REVISED OCTOBER 2011 / REVISED OCTOBER 2013

The Gallatin County Public Library has a fax machine available for patron use, administered by library staff. Faxes may be sent and /or received for library users. The sender must complete a cover sheet to send a fax from the library.

Patrons are prohibited from sending or receiving faxes which

- are for illegal or criminal purposes
- are deliberately maliciously offensive, or slanderous
- are multiple “spam” messages
- are in violation of copyright law
- represent the sender as another person for purposes of fraud or other illegal activity.

The library assumes no liability for anything sent through the fax service. Charges for sending and receiving faxes are \$1.00 for the first 15 pages, with an additional \$1.00 for each subsequent 15 pages. Faxes being transmitted out of the country will be charged an additional \$1.00. Employees and board members may send or receive faxes free of charge.

## **#6: COPIER AND PRINT POLICY**

ADOPTED MARCH 1997

REVIEWED SEPTEMBER 2001 / REVISED OCTOBER 2011 / REVISED APRIL 2020

There is a charge of 10 cents per copy/printed page for black and white copies and a 50 cents charge per page for color copies. This includes any copies made from public or staff computers.

Discounts may be given to locally based 501-c-3s. The library will not provide a discount for the use of personal paper.

Students are able to print homework materials in black and white free of charge and may print color copies for .25 per page. The maximum number of free/reduced fee prints for students is 50 per week.

## **#7: MEMORIAL AND GIFT POLICY**

REVISED OCTOBER 2011

MEMORIAL POLICY ADOPTED: 1986  
REVIEWED: AUGUST 2001

GIFT POLICY ADOPTED: MARCH 1997  
REVIEWED: AUGUST 2001

Memorials are welcomed and encouraged by the library. Books donated to commemorate an individual or group shall be designated with a memorial plate inside of book. These books will be integrated into the collection and the Library will send an acknowledgement for memorials and gifts.

Donors may give to the Memorial Fund for a specific book if the amount covers the cost of the book and the book complies with the regular book selection policy of the Library or the donor may give any amount to be used at the discretion of the Board or Director.

Gifts of money shall be accepted by the Gallatin County Public Library with the understanding that all such monies will be deposited in the library's general account to be used at the discretion of the Library Board of Trustees or Director.

Persons or organizations who wish to purchase materials for contribution to any section of the library's collection or make other gifts to the library may submit a description of the proposed gift to the Director prior to purchase for a determination as to whether the material will be accepted.

Although magazine subscriptions are acceptable, outdated magazine donations are not acceptable, as they out date quickly and shelving is limited. The library does not appraise gifts for the purpose of tax deductions; however if requested, a statement of donation will be given. All gifts to the library may be disposed of by the Board of Directors if they should deem the item no longer of value to the library.

**Gallatin County Public Library Donation Form**

209 West Market P.O. Box 848 Warsaw, KY 41095 Phone: (859) 567-2786

DATE \_\_\_\_\_

DONOR'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

GIFTS \_\_\_\_\_

The library does not appraise gifts for the purpose of tax deductions. This statement of donation may be used for proof of donation. I agree that the library may use the gift(s) in manner which it feels best serves the purpose of the library.

DONOR'S SIGNATURE \_\_\_\_\_

LIBRARIAN'S SIGNATURE \_\_\_\_\_

## **#8: INTERLIBRARY LOAN POLICY**

ADOPTED: 1980

REVISED OCTOBER 2011 / REVISITED SEPTEMBER 2007 / REVISED AUGUST 2015

Interlibrary loan (ILL) is a primary service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials not available in the library. The Gallatin County Public Library (GCPL) endorses the principles relating to interlibrary loan included in the ALA Interlibrary Loan Code, the U.S. Copyright Law and U.S. Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing confidentiality of records.

Patrons must have a valid Gallatin County Library card and be in good standing to use the Interlibrary Loan Service. Patrons may request up to 15 items at one time which must be returned before they can request additional items. The library will make every effort to fill patron requests promptly. After being notified by the Library, patrons will have 3 days to pick up materials before they are returned to lending library. Patrons may not request best sellers, popular fiction nor recent novels made into miniseries.

The check-out duration for interlibrary loan materials is at the discretion of the lending library and when that item is due back to them. For this reason, ILL materials may have shorter check-out periods than traditional library materials or may be checked out for longer periods of time.

Failure to return interlibrary loan materials on time and to follow interlibrary guidelines can result in the loss of interlibrary loan borrowing privileges for the Library customer, as well as the loss of borrowing ability for the Gallatin County Public Library. For this reason, materials borrowed through interlibrary loan require special attention on the part of both the Library customer and the Library staff. Customer abuse of interlibrary loan due dates, accepted conditions on loans or damage to ILL materials may result in the suspension of a customer's interlibrary loan privileges.

Library customers may request a renewal on their interlibrary loan material should a longer checkout be required. Renewals must be requested at least one week before the item is due and are only granted at the discretion of the lending library. GCPL is unable to renew ILL materials past their due date without the permission of the lending library.

## **#9: PATRON BEHAVIOR POLICY**

ADOPTED JUNE 1995

REVISITED OCTOBER 2001 / REVISED JULY 2011 / REVISED APRIL 2015 / REVISED OCTOBER 2021

The Gallatin County Public Library enforces the following Patron Behavior Policy to provide a safe and pleasant environment for its users and staff. The policy is applicable on all Public Library property.

Patrons who do not adhere to this policy will be asked to leave Library property, and further violations may result in temporary or complete loss of Library privileges or prosecution. The Library will contact the police in the event of illegal conduct or at all other times when needed.

- No person shall engage in any conduct that violates federal/state statutes or local ordinances or that creates a safety threat to other people.
- Any behavior or activity which disrupts use of the Library is not appropriate and therefore will not be tolerated.
- Children under the age 12 may not be left unattended in the library. Unattended means that the parent, guardian, or responsible caregiver age 13 or older is not in the building with the child or is not supervising the child's activity. When it is determined that a child under the age of 10 has been left unattended at the library, the staff will attempt to contact the parent or guardian of the child to request that the child be picked up. If the parent or guardian cannot be located, the library staff will contact local police to assist in the return of the child to his or her parent or guardian.
- Adults or children of any age who are disruptive shall be asked by staff to behave. If the person continues to misbehave, he or she shall be asked to leave the library. If the disruptive behavior occurs more than once by a minor, the child's parents or guardian shall be notified that the child may no longer visit the library unless accompanied by a responsible adult. Adults who are disruptive shall be notified they may no longer visit the library.
- Noise must be kept to a minimum. Patrons must use headphones at computers or with audio equipment and they must not be heard beyond the immediate vicinity of the user.
- Cell phones must be turned off or to vibrate. All cell phone users will be asked to take or make calls outside.
- Patrons may not annoy, harass, harm, or threaten any other individual or group of individuals on Library property.
- Use of inappropriate language will not be permitted.
- Eating is not permitted in the Library unless provided by the Library during a designated time. Patrons must be responsible when drinking beverages in the Library.
- Use of alcohol or tobacco in any form is not permitted in or on Library property.
- Patrons obviously under the influence of alcohol or drugs will be asked to leave.
- Patrons with offensive odor due to bad personal hygiene that disturbs other patrons will be asked to leave the Library.
- Public restrooms may not be misused, which includes but is not limited to loitering, trashing, bathing, shaving, laundering, and graffiti.

- Sleeping is not permitted in the Library.
- Shirt, shoes, pants or skirt are required while visiting the Library.
- Displaying materials of an offensive nature to other patrons or staff is not permitted.
- No pets or animals are permitted in the Library except as required by persons with special needs or during a Library program.
- Bicycles, skateboards, roller blades or any other personal vehicle may not be left in the entrance way or on sidewalks.
- Individuals not engaged in productive activity and/or individuals disturbing other patrons or library property are not permitted in or outside of the library as described as loitering in KRS 525.090.

**#10: CHILDREN AT THE LIBRARY (thru age 17)**  
ADOPTED JULY 2011 / REVISED AUGUST 2015 / REVISED OCTOBER 2021

The library seeks to be a safe place for people of all ages, but the safety of children is of the highest importance. Therefore, the library has adopted a policy on unacceptable conduct and other procedures to ensure the library environment is a safe and welcoming place.

The library staff makes every effort to ensure the facility is operated and supervised in a safe manner. However, because the building is open to all ages, the library cannot be considered a safe place for unattended children. The safety and care of children is ultimately the responsibility of the parent / caregiver. To protect their child's safety, parents or caregivers may not use the library as a substitute for childcare. Children under the age of 11 may not be left unattended.

All children in the library must follow the Patron Behavior Policy (#9) and are expected to use the Library appropriately. Children who do not follow these rules are subject to the same consequences as other library users, including being required to leave the Library and / or losing library privileges.

Children under the age of 12 must be with a "caregiver", over 13 years of age. If a child under the age of 12 is unaccompanied, the staff will attempt to locate the parent or responsible caregiver in the library or by telephone. If a parent or caregiver cannot be located within 30 minutes, library staff will contact the local law enforcement to assist in the return of the child to his or her parent or caregiver.

Children or others exhibiting disruptive behavior will be asked to leave the library immediately and may lose future library privileges. Disruptive behavior includes, but is not limited to excessive or loud talking, noise, running, pulling library materials from shelves or displays, inappropriate language, and not following library behavior and requests of library staff.

If Gallatin County Schools are open and a child (or children) come to the library, the library staff will send the child (or children) home if they are ill, or to call the Department of Pupil Personnel and report the child's (or children's) presence in the library if they are not ill.

The Gallatin County Public Library assumes no responsibility for children left unattended on library premises, including prior to, or following, all scheduled events.

**11: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**  
REVISITED OCTOBER 2011

# Form for Request for Reconsideration of Library Materials

Author: \_\_\_\_\_ Clothbound: \_\_\_\_\_ Paperback: \_\_\_\_\_

Title: \_\_\_\_\_ Date published: \_\_\_\_\_

Patron Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

To what in the book do you object? (Please be specific, cite pages)

What do you feel might be the result of reading this book?

Is it suitable for some age groups?

Is there anything good about this book?

Did you read the entire book?      YES      NO      If no, what parts?

Does this book offer any merit despite complaint?

What would you like us to do about this book?

- Withdraw it completely
- Withdraw it from display, but lend it on demand
- Make it available to adults only

In its place, what book would you recommend that would convey similar information, have comparable literary quality or viewpoint?

Signature \_\_\_\_\_  
Date \_\_\_\_\_

## #12: PUBLIC COMPUTER POLICY

REVISED AUG 2006 / REVISED OCT 2011 / REVISED AUG 2015/ REVISED JULY 2018

Patrons using the computers must have a valid library card. Computers are available by age levels throughout the library. Only adults who accompany a child 10 and under may use computers in the Children's area. The library card number will be entered into an available computer to begin a session. Patrons will be responsible for reading the policy statement located on the computer immediately after logging in. Users may not use a library card other than their own for computer access. Anyone who lives out of town may sign on as a guest by approaching the front desk and asking for a guest pass.

Computer access is offered on a "first come, first served" basis and will be limited to 120 minutes per day. If all computers are in use, a reservation can be made and the patron can wait until one is available.

A patron with over-due or lost materials may not use a public computer until the materials are returned, or their account is settled.

Patrons are required to use the computers in the manner for which they are intended. Nothing can be saved on the library computer's hard drive. Patrons may purchase a storage device from the library or bring their own storage device for saving their work.

Patrons must not attempt to remedy any malfunction of the computers and must notify library staff of any problem occurring with the operation of the computers. The library assumes no responsibility for materials retrieved from any of the computer databases.

The library staff will assist patrons with the computers as time permits. The library provides a variety of electronic media. There is no charge for the use of any of these services.

Patrons may print at \$0.10 per page for black and white copies and \$0.50 per page for color copies. No paper will be brought into the library for use in the library's printers. **Black and white copies can be printed free of charge and color copies can be printed for half-price (25 cents) for homework/school related purposes upon individual need and discretion of library staff.**

A limited number of laptops are available for use within the Library for anyone 18 years of age with a driver's license or a government issued picture ID. The ID will be kept with the completed Laptop Loan Agreement until the patron has returned the laptop to the Circulation Desk. Laptops cannot be removed from the library.

Gallatin County Public Library is required to filter all public access computers. Filtering on the computers prevents visual depictions of material that would be interpreted as harmful to minors (anyone 17 and under).

Gallatin County Public Library Laptop Loan Agreement

I, \_\_\_\_\_, understand that by borrowing a laptop from the Gallatin County Public Library I am responsible for the computer and all its components (hardware and software). I will reimburse the Library for any damages if the laptop or any software installed thereon is damaged, lost or stolen while checked out to me. The cost of replacing a laptop is \$1,000.

I understand that the laptop is for in-facility use only, cannot be removed from the facility. I will not leave the laptop or its components unattended in the library. If, for any reason, I have to leave the equipment while the laptop is checked out to me, I will take the laptop at the Circulation Desk until I am able to continue using the laptop in the library building.

I agree that I will not alter any settings or configurations on the laptop, nor will I save anything to the hard drive of the laptop

I understand that laptops must be returned to library staff at least thirty (30) minutes prior to library closing, until the laptop has been placed in the hands of a library staff member and checked in, it is my responsibility.

I understand that the library will not be held responsible for any damage or loss of data or media due to any cause while using a library computer.

I understand that Library wireless connections are not secure, and I will take appropriate caution with personal information while using library computers. I also understand that I am expected to abide by the same Internet Use Policy used for the PC workstations.

By signing this document, I verify that I have read and understand the Laptop Loan agreement and the Laptop Loan Policy of the Gallatin County Public Library.

Name \_\_\_\_\_ Library Card # \_\_\_\_\_  
(Please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **#13: INTERNET ACCESS POLICY**

### REVISED AUGUST 2006 / REVISED OCTOBER 2011

The library provides Internet access to enhance innovative education for patrons through unique access to resources; improve learning and teaching through research and dissemination of materials; provide basic services at little or no cost to the public as a whole; provide equal access to materials for all library patrons. All use of the Internet, including wireless access, shall be consistent with the purpose, goals, and mission of the library.

#### **Unacceptable Uses of Computers**

Any use of the Internet for illegal, inappropriate, or obscene purposes or in support of such activities is prohibited. Illegal use shall be defined as a violation of local, state, or federal law. Inappropriate use shall be defined as a violation of the library's stated intended purpose for providing Internet access. Obscene use shall be defined as a violation of generally accepted social standards.

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

The library's Internet access is intended as an information resource. Not all information provided through internet sources is accurate, complete, or current information, and may be offensive or dangerous. The library assumes no responsibility for the content or accuracy of information obtained through internet sources. It should be understood that use in a public environment prevents any guarantee of privacy. Patrons using their own computers may not view depictions of materials deemed obscene or child pornography, or any material deemed harmful to minors.

All resources are provided equally to all library users. Except as outlined above, parents or guardians, not the library or its staff, are responsible for the information selected by their children. Parents, and only parents, may restrict their children, and only their children, from Internet resources available at the library. Parents who are concerned about their children's use of the Internet should provide guidance to their children. Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- 1. Uses that violate the law or encourage others to violate the law.** Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.
- 2. Uses that cause harm to others or damage to their property.** Engaging in defamation (harming another's reputation by lies); uploading a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- 3. Uses that jeopardize the security of access of the computer network or other networks on the Internet.** Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.
- 4. Uses that compromise the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications:** Minors, age 17 and under: Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has "met" on the computer network or Internet without a parent's permission.

**5. Uses that Violate Confidentiality of Information:** as affirmed in several Kentucky Attorney General Opinions, Kentucky law recognizes the confidentiality of library records. Personally identifiable information about users, including minors, will not be disclosed or used in any way, except to law enforcement authorities as provided in the law. Users should be aware, however, that due to the technical difficulties involved in providing absolute security, transactions and files could become public.

## #14: MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY

ADOPTED NOVEMBER 2011 / REVISED NOVEMBER 2017

### A. Objectives

The purpose of the Gallatin County Public Library is to provide all individuals in the community with carefully selected books and other materials to aid them in the pursuit of education, information, research, pleasure, and the creative use of leisure time. The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection. The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Gallatin County Public Library Board of Trustees and are integral parts of the policy.

### B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Gallatin County Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

### C. Criteria for Selection

The Library will select materials based on positive reviews in professional journals or actual examination and evaluation of materials. Items and authors purchased every year may be placed on a standing order list to ensure timely delivery. The main points considered in the selection of materials are as follows:

1. Individual merit of each item;
  2. Popular appeal/demand;
  3. Suitability of material for the residents of Gallatin County;
  4. Existing library holdings;
  5. Budget;
  6. Format;
  7. Reviews
- a. Reviews are a major source of information about new materials. The primary sources of reviews are The Library Journal, Booklist, Publisher's Weekly, Best Seller lists, Guide to Reference Books, Publisher's and jobbers catalogs, Patron requests, Newspapers, radio, TV, or other media publicity, Internet sources, Standard lists.
  - b. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand.

Consideration is, therefore, given to requests from library patrons and material discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Patron requests are encouraged and will be considered for purchase. The Library Staff will use their discretion on whether to purchase the item requested or borrow through inter-library loan. A patron must limit their requests to 12 per calendar year (1 per month).

### D. Maintenance and Evaluation (Weeding and Inventory)

The collection is maintained through judicious weeding which is an essential component of the collection development process. Five percent (5%) of the collection will be weeded annually, and the Library's goal is to have fifty percent (50%) of the non-fiction copyrighted within the last five (5) years. Books will be discarded according to these general weeding criteria:

Books will be discarded if they:

- |  |                                    |
|--|------------------------------------|
| Have yellow and brittle pages                | Are badly worn or have loose pages |
| Are no longer considered accurate or factual | Have not been used in 3-5 years    |
| Have been superseded by new edition          | Have very fine print               |

Specific criteria will follow a modified version of the Continuous Review, Evaluation and Weeding (CREW) Method. The Library will sell discarded books unless their content is so outdated that the nature of the information makes them harmful to the public. After a reasonable sales period the library will donate the books or destroy them through a recycling operation if possible.

The procedure for weeding materials from the collection shall be as follows:

1. If the item is the only copy of the title and is not being replaced, the cataloger will delete the record from the TLC database.
2. If the item is to be discarded, mark “withdrawn” over all ownership marks.
3. Keep accurate records of items withdrawn.
4. Dispose of the weeded material as determined by the Director.

## **#15: EQUIPMENT USE POLICY**

CREATED FEBRUARY 2007

REVISED OCTOBER 2011 / REVISED SEPTEMBER 2015

It is the policy of the Gallatin County Free Public Library that the equipment listed below may be used without charge by established non-profit groups, community groups, units of government, the schools, and businesses of Gallatin County for programs or activities held in the library. The equipment may only be used off-site with approval of the Library Director. When considering a request for off-site use, the director shall weigh the benefits to the borrower against the Library's risks in allowing the off-site use.

Equipment available for lending consists of the following:

- Laptop computer and carrying case,
- Data projector and carrying case,
- Projection screen

It is not necessary to check out all components of the system at any one time.

Instructions for the use and linking of different parts of the system are found inside each carrying case.

The equipment must be reserved in advance for specific occasions. Scheduling is on a first come, first serve basis with the exception that library programs take priority. The system may not be reserved by any group - except the library - for regular use in one of their on-going programs (i.e. every Thursday from 12 to 2 all year). However, it may be reserved for a series of dates for programs with definite starting and ending times. Scheduling for this type of event is at the library's discretion.

## Equipment Borrower Responsibilities

### Equipment borrowers must:

- Complete an equipment loan form in which the borrower acknowledges responsibility for the equipment and peripherals received.
- Provide a valid Gallatin County Public Library card and photo identification.

### Equipment borrowers are responsible for:

- Reporting malfunction of the equipment or peripherals to the library immediately.
- Making sure the equipment is in good working condition before use.
- If the equipment is used off-site, returning the equipment in good working order.
- Not servicing, repairing, or changing the set-up of equipment without the approval of the library.
- Never leaving the equipment unattended while it is in their possession.
- Full repair cost as charged by the library's selected repair service if the equipment or any peripherals are damaged.
- Full replacement cost if the equipment or peripherals are damaged beyond repair, lost or stolen.

Repair or replacement cost shall be paid to the library within one week of borrower's receipt of a notice of the amount due.

Failure to return the equipment within the check-out periods set forth below will constitute theft of government property and the appropriate action will be taken.

### ADDITIONAL PROVISIONS:

In the event the library director authorizes off-site use of the equipment, the library may collect a \$50.00 cash deposit which shall be refunded if all components of the system are returned undamaged and in working order.. If all the borrowed components of the system are not timely returned in undamaged and working order, the library may apply the deposit to the costs of repair or replacement and/or payment of a late fee of **\$25.00** a day.

Check-out period for off-site use: In the event the library director authorizes off-site use of the equipment, the equipment (with exceptions noted below) may be picked up the evening of the day before the scheduled use and must be returned the morning of the day after the scheduled use. No renewals are available. If other loan periods are requested, the library director may, but is not required, to grant such requests.

Whether using the equipment in the library or off-site, at least one individual from the reserving group needs to sign for the pieces of the system to be used. Upon completion of use, the library will check the equipment with the individual returning the equipment to see that all parts have been returned in working order.

All borrowers (both those using the equipment in-house at the library and those using the equipment off-site) are required to execute the Equipment Use Agreement form. Only those using the equipment off-site may be asked to provide a deposit for the equipment.

### Gallatin County Free Public Library Equipment Use Agreement

I, \_\_\_\_\_ am an authorized agent for the following:

Name of organization or business: \_\_\_\_\_

Street Address and Box Number, if applicable \_\_\_\_\_

City, State, Zip code \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Said organization or business wants to borrow the following equipment from the Gallatin County Public Library (circle as applicable):

- Laptop computer and carrying case
- Data projector and carrying case
- Projection screen and carrying case

The organization or business has provided a deposit in the amount of \$\_\_\_\_\_ in cash to the library as requested.

By signing, I acknowledge that I have inspected the equipment with a library employee to make sure it is in good working condition and I hereby bind the foregoing organization or business to all the terms of the Gallatin County Free Public Library Equipment Use Policy, a copy of which is attached.

Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Personal telephone number: \_\_\_\_\_

Library Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STAFF USE:**

Does authorized person borrowing equipment have a valid library card: Yes \_\_\_\_ No \_\_\_\_

Valid driver's license: Yes \_\_\_\_ No \_\_\_\_

Valid picture I.D. Yes \_\_\_\_ No \_\_\_\_

Was \$50.00 cash deposit collected: Yes \_\_\_\_ No \_\_\_\_

Staff initials: \_\_\_\_\_ Borrower initials: \_\_\_\_\_

## **#16: CONFLICT OF INTEREST POLICY**

CREATED 2006

The Gallatin County Public Library is committed to keeping its bidding process ethical, fair and above reproach.

Due to the small size of Gallatin County and the limited amount of contractors available to do project work, there is a possibility that contractors may be relatives of or have relationships with those directly involved in the operation of the Library. Excluding these contractors could potentially put the Library at a great disadvantage.

A Library employee or a Trustee is expected to disclose any potential conflicts of interest to the Board as soon as it is known or reasonably should be known. Potential conflicts of interest include the following:

- Being an immediate family member (closer in degree than a second cousin) of an owner or a manager of a contracting firm.
- Having a relationship with the owner or a manager of a contracting firm in which the Library employee or Trustee may be perceived to receive financial gain.

Any Library employee or Trustee deemed to have such a conflict of interest will not participate in the contractor selection process and/or the project acceptance process.

The bidding process will adhere to the Library's Contractor Selection Policy.

Additionally, no Library employee or Trustee shall be permitted to accept from contractors or suppliers anything that could be construed as a bribe, favor, kickback or its equivalent in connection with their Library position. However, normal business promotional gratuities such as calendars, pens, etc. can be accepted up to a maximum value of \$25.

## #17: MEETING ROOM POLICY, APPLICATION & EVALUATION

Revised September 21, 2015

### **Purpose and Availability**

The Library's meeting rooms are intended primarily for library sponsored activities and to bring together the resources of the Library and the activities of the community. When not in use by the Library, they may be used by other organizations on a first-come first-served basis for meeting whose purpose is civic, educational or cultural. Meeting rooms are not available for the benefit of private individuals nor for profit-making organizations, with the exception of groups whose primary purpose is to educate or inform on wellness or similar issues.

Organizations may not use Library facilities for purely social functions, fundraising, nor commercial enterprise. An organization's use of facilities does not imply that the Library endorses the organization's policies or purposes. The Library reserves the right to deny the use of Library facilities when such use would disrupt Library routine. The Library accepts no liability or responsibility for any damage to persons or property arising out of use of Library facilities.

### **Guidelines for Public Use**

1. An application for use of Library facilities must be completed for each date the meeting room is requested. The application must be approved by the Library Staff before use. Requests to reserve the meeting rooms may be made by telephone, but an application form must be completed and returned to the Library prior to the scheduled meeting.
2. The Library shall be notified in case of cancellations/changes.
3. Meeting Room use must not disturb the use of the Library by other patrons or meetings.
4. Requests for audiovisual equipment and kitchen facility use must be made with the applications. Users must furnish all of their own consumables such as paper goods, pens, pencils, markers etc.
5. Groups using the Meeting Rooms are to handle the set-up for their meeting and return the meeting room to the original configuration unless they have received permission to leave their arrangement due to subsequent use by the Library.
6. Light refreshments may be brought in. If the kitchen facilities are used, they shall be returned to good condition including the removal of all trash to the garbage cans and wiping down tables, counter tops, etc.
7. Users are responsible for damage to any of the Library's equipment or facilities within or outside of the meeting space if caused by the users.
8. No exhibits, maps, charts, posters, etc. may be hung on the walls unless they are hung on the one wall in Meeting Room B with the hook strip provided for this purpose.
9. Organizations using Library facilities may not charge admission fees nor may a donation be solicited.
10. The maximum number of persons allowed in the meeting room is determined by the local fire code. Currently these limits are 76 in Room A, 112 in Room B, and 25 in the Study Room.
11. No open flames, controlled substance, tobacco or alcoholic beverages are permitted.
12. The person completing application for use of Library facilities is responsible for any accidents (spillages, etc.) or damage to Library property. Such incidents are to be reported to Library personnel immediately.

13. Failure to adhere to regulations may result in denial of future use of Library facilities.
14. All meetings must be within regular operating hours of the Library unless approved by the Director.
15. The Library will not be responsible for storage of any materials or equipment. Short term exceptions may be made upon request.
16. Individuals booking the meeting room must be at least 21 years of age, If Children's or Youth Groups use the meeting rooms, they are to be adequately supervise at all times by an adult or adults ages 21 or older.
17. Except as a designation of location, the name of the Library may not be used in any publicity.
18. All rules for appropriate behavior in the Library must be adhered to while using the meeting room.
19. The Library reserves the right to cancel a meeting at any time for operational reasons or if an emergency exists.
20. Users are responsible for recording attendance and completing a short survey provided with the application.

### **Meeting Room Application**

#### **Procedure for Application**

1. Applicant should read policy and complete form and be aged 21 or older.
2. A copy of the application is sent or given to the applicant as conformation. The original is filed in the Library.
3. An application must be completed for each date the meeting room is requested.
4. An approved application entitles an organization to use the facilities for the period specified.
5. Applicant is responsible for completing the survey and reporting meeting attendance to the Library.

#### **Procedure for Booking**

1. Reservations for the meeting rooms are made at the circulation desk.
2. When a reservation is requested, check the meeting room calendar for availability.
3. On the meeting room calendar note the name of the organization, time, expected attendance and special services (audiovisual equipment, kitchen, etc.).

**Application**

Name of Organization: \_\_\_\_\_

Is your organization a Profit \_\_\_\_\_ or Non-Profit \_\_\_\_\_ organization?

Meeting \_\_\_\_\_ Room(s) \_\_\_\_\_ Topic or

Date & time: \_\_\_\_\_ requested: \_\_\_\_\_ purpose: \_\_\_\_\_

Are press notices planned? \_\_\_\_\_ Are exhibits planned? \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Name of individual filing application: \_\_\_\_\_

Address: \_\_\_\_\_ Phone (day): \_\_\_\_\_

Alternate contact person: \_\_\_\_\_ Phone (day): \_\_\_\_\_

Is kitchen needed? \_\_\_\_\_ Equipment needs (audiovisual, easel, etc.): \_\_\_\_\_

I have noted the conditions for use of the room and accept the responsibility for complying with them.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library employee taking application: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Review or Appeal Process**

Exceptions to this policy may be made at the discretion of the Library Director or his/her designee. Individuals or groups who are denied use of a meeting room may appeal to the Director. Such appeal shall be filed in writing with the Director within 10 days of rejection of the application.

### Meeting Room Evaluation

Please rate the following services you received from Gallatin County Public Library. We appreciate your comments to help us improve our service. Please rate on 1 to 5 scale as shown below.

How many people attended your meeting? \_\_\_\_\_

Which Meeting Room(s) did you use? A \_\_\_\_\_ B \_\_\_\_\_ Study Room \_\_\_\_\_ Kitchen \_\_\_\_\_

#### Response time to your reservation request.

- 5. Extremely Satisfied
- 4. Very Satisfied
- 3. Satisfied
- 2. Not Satisfied
- 1. N/A

Comments:

#### Cleanliness of facility.

- 5. Extremely Satisfied
- 4. Very Satisfied
- 3. Satisfied
- 2. Not Satisfied
- 1. N/A

Comments:

#### Audio visual and sound equipment were in proper working order.

- 5. Extremely Satisfied
- 4. Very Satisfied
- 3. Satisfied
- 2. Not Satisfied
- 1. N/A

Comments:

#### Appearance of Meeting Room

- 5. Extremely Satisfied
- 4. Very Satisfied
- 3. Satisfied
- 2. Not Satisfied
- 1. N/A

Comments:

#### Comfort of Meeting Room

- 5. Extremely Satisfied
- 4. Very Satisfied
- 3. Satisfied
- 2. Not Satisfied
- 1. N/A

Comments:

#### Overall satisfaction with GCPL Meeting Room

- 5. Extremely Satisfied
- 4. Very Satisfied
- 3. Satisfied
- 2. Not Satisfied
- 1. N/A

Comments:

Is there equipment that the Library was unable to provide that you would like available at your next event? If yes, please explain:

Other Comments:

## **#18: PROCUREMENT AND CONTRACTOR SELECTION POLICY**

Created 2006 / Revised April, 2011

### **PROCUREMENT AND CONTRACTOR SELECTION POLICY**

In an effort to maintain high standards in regards to the procurement of goods and services and the selection of contractors, the Library shall adhere to the following policy.

#### **PROCUREMENT**

The Library Director shall be responsible for administering the procurement function of the Library. The Director of the Gallatin County Public Library may delegate to appropriate individuals such authority as may be need to perform the purchasing function.

Guidelines to be adhered to include the following:

- Whenever practical, at least three price quotes for goods and services shall be obtained. Such price quotes may be either written or verbal.
- All purchases in excess of \$2,500.00 shall be negotiated by the Director with Board approval if such expenditures are provided for and funds are available in the current budget. The Board will be informed expenditures through receipt of the monthly finance report.
- Under normal circumstances, contracts shall be awarded to the lowest responsible bidder. Circumstances under which the contract may not be awarded to the lowest responsible bidder may include, but are not limited to:
  1. Vendor cannot guarantee delivery of goods or services within the time frame or under the conditions established by the Library;
  2. Vendor's terms of payment are disadvantageous to the Library, e.g., full payment before commencement of work or delivery of goods;
  3. Vendor cannot comply with the full specification of goods and services as set forth by the Library;
  4. Vendor's warranty of goods or services is deemed inadequate by the Library;
  5. Vendor's after purchase support services are deemed inadequate by the Library.

If the Library Director or any Library Board Member has a conflict of interest with a proposed procurement or contractor selection, the individual will disclose this conflict of interest to the Board.

### **PRE-NEGOTIATED MAINTENANCE CONTRACTS**

In an effort to keep the Library running smoothly and without interruption, the Library will pre-negotiate contracts for routine maintenance to be conducted at the Library. The pre-negotiated contract arrangement will allow the Library Director to call upon the approved contractor at any time work is deemed necessary, without a competitive bid process.

The Board will decide which of the Library's routine maintenance work will fall under this arrangement. Examples include but are not limited to: cleaning, electrical, information systems, plumbing, snow removal and yard maintenance. If the Library Director sees a need to add to this list, the Library Director will seek approval to do so from the board.

All pre-negotiated maintenance contracts will involve the full Board of Trustees as well as the Library Director. The Library Director will act as the Project Coordinator unless the Board deems there is a conflict of interest, a member of the Board will be designated to act as the Project Coordinator.

If a maintenance contract is already in effect, if the contractor's price does not change and if the contractor's work continues to be satisfactory, the contractor will remain the same. If at any time the contractor increases his or her prices or the contractor's work is deemed unsatisfactory, the Library will advertise and accept bids in order to select a new contract arrangement.

If no maintenance contract is in effect, the Library will advertise and accept bids in accordance with the Library's Bidding Procedure in an effort to select a contract arrangement. To be considered, a bidder must submit proof of insurance, license and worker's compensation, Along with a list of at least three work references. In submitting a bid, a contractor may choose to submit an itemized price list, an hourly rate, or cost of materials plus markup. A primary contractor will be selected: however, a backup contractor will be selected in the event that the primary contractor cannot be reached in a timely manner. Upon being awarded a contract, a contractor will be asked to give the Library 30 day's notice if he or she wishes to increase his or her prices or, after one year, cancel his or her contract. The maintenance contract will remain in effect until the contractor increases his or her prices or the contractor's work is deemed unsatisfactory.

If a contractor's work is deemed unsatisfactory, the contractor will be given a 30-day written notice canceling the contract.

If no bids are submitted for a specific area of maintenance, the Library Director has the authority to call on an authorized contractor of choice to do the work as deemed necessary. This process will continue for one year. At the close of one year, the Library will once again advertise for new bids.

### **ALL CAPITAL IMPROVEMENT PROJECTS**

All construction projects will involve the full Board of Trustees as well as the Library Director. The Library Director will act as the Project Coordinator unless the Board deems there is a conflict of interest. If the Library Director is deemed to have a conflict of interest, a member of the Board will be designated to act as the Project Coordinator. The Project Coordinator will regularly report the Board on the progress of the project.

The Library will advertise and accept bids in accordance with the Library's Bidding Procedure for all capital improvement projects.

### **CAPITAL IMPROVEMENT PROJECTS \$20,000 AND UP**

Construction projects valued at \$20,000 and up must follow the guidelines as established by the state of Kentucky Additional guidelines to be adhered to include the following:

- The Kentucky Department of Libraries and Archives Construction Consultant will be involved to assure compliance with state standards and assist in the full process.

- Typically all projects of this magnitude will require a licensed architect for planning and construction coordination. Their responsibilities include design and specifications, all appropriate state submittals, determination of contractor qualifications, assisting with the bidding process and a pre-bid conferences as appropriate.
- Standard contractor qualifications will include but not be limited to license, bonds, insurance, work and bank references, payment of workman's compensation and prevailing wage, etc.

#### **CAPITAL IMPROVEMENT PROJECTS UNDER \$20,000**

- Projects of this magnitude typically will not involve or require state review, prevailing wage, or architects.
- Specifications will be prepared by the Trustees and the Director to the best of their ability, using outside counsel as appropriate.
- Bid procedure and selection will be consistent with major projects over \$20,000.
- If satisfactory bid response is not received to accomplish the project, the library reserves the right to negotiate individually to hire a contractor to accomplish the work.

#### **LIBRARY BIDDING PROCEDURE**

The Library will use the following procedure to seek bids for all pre-negotiated maintenance contracts and capital improvement projects.

1. All jobs will be advertised in the newspaper of record with countywide circulation 7 to 21 days prior to closing. Additionally, the board will actively encourage known qualified contractors to participate.
2. Advertisements will include the following information:
  - A complete description of the work to be completed.
  - A timeframe within the project is expected to be completed.
  - A request that a detailed and itemized bid be sent to the Library, along with proof of insurance, proof of license, proof of worker's compensation and a list of at least three references.
  - Bids must be submitted to the Library and include the project name or number to ensure that the bid remains sealed.
  - A date by which bids must be submitted to the Library.
  - A meeting date at which the Board will open sealed bids.
  - The contact name and number of the Project Coordinator will be include to ensure that companies wishing to submit a bid can gain access and information to ensure that its company's bid is complete.
3. Bids will be received and remained sealed. These bids will be opened at a public meeting, typically a regular Board meeting. Bids will be given an immediate initial review for completeness of required documents and prices will be read with the "apparent low bid" announce. Final determination of the "best and/or lowest" bid will follow at a later time. After detailed review of all proposals and acceptance by the Board.
4. If submitted bids need to be clarified, the Project Coordinator will contact the companies bidding on the project to gain a complete understanding of the bid.
5. Once the bids are clearly understood, the Board will select a contractor to do the work. The contractor being awarded the contract will be contacted via the phone and by mail. Contractors not being awarded the bid will be sent a letter signed by the Project Coordinator.

6. All bid records will be kept for 7 years.

**SAMPLE ADVERTISEMENT SEEKINGS BIDS**

The following is an example of advertisement the Library will use to seek bids.

The Gallatin County Public Library is looking to reseal and re-stripe its existing parking lot, which consists of 20 parking space, an entrance and an exit. The project is expected to be completed within one month of notification of bid acceptance. Potential bidders need to submit a detailed and itemized bid to the Library. This bid must include the following items: a detailed description of the work to be completed, proof of insurance, proof of license, proof of worker's compensation and list of work reference. Bids must be submitted to the Library in a sealed envelope that should include the following address on the outside of the envelope:

**PROJECT: ELETRICAL MAINTENANCE CONTRACT**

Gallatin County Public Library

209 West Market Street P.O. Box 848

Warsaw, KY 41095

Bids must be submitted no later than August 23, 2006. Sealed bids will be opened at the Library Board meeting scheduled to begin at 4 p.m. on August 28, 2006.

All question concerning the project should be directed to Board member XXX at 567-xxxx.

**SAMPLE PRE-NEGOTIATED MAINTENANCE CONTRACT AWARD LETTER**

October 19, 2006

XYZ Electrical Maintenance Company

234 Book Drive

Volume, KY 99999

Dear Contact Person,

The Gallatin County Public Library Board of Trustees met on October 18th and awarded the electrical maintenance contract to your company.

Since you have been awarded the electrical maintenance contract, you will be our first point of contact. We will only use another contractor for this type of project work if you cannot be reached or do not respond in a timely manner. We also guarantee prompt payment for your work.

Negotiated contract rates are expected to be in effect for one full year. This contract will remain in effect until your prices increase or until you choose to end this contract. We request a 30 day written notice for price increases or contract cancellation.

If the Library chooses to end your contract because your work is deemed unsatisfactory, the Library will give you the courtesy of a 30-day written notice.

We look forward to having you work with us as an established regular contractor.

Sincerely,

XXX,

Director

Please sign and return within 14 days for official acceptance of bid.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The RST Company agrees to adhere to the terms and conditions listed above, as well as to the terms and conditions set forth in the bid submitted and accepted by the Gallatin County Public Board on October 18th, 2006.

**SAMPLE CAPITAL IMPROVEMENT AWARD LETTER**

October 19, 2006  
RST Company  
456 Manuscript Drive  
Paperback, KY 99999

Dear Contact Person,

The Gallatin County Public Library Board of Trustees met on October 18th and awarded the \_\_\_\_\_ improvement Project to your company according to your bid submitted on October 6, 2006.

Board member, Deer Doe, is the Project Coordinator. Any questions or concerns should be addressed to her. Once the project is completed according to specifications outlined in your bid and meets Deer Doe’s approval, prompt payment for your work will be processed (unless a payment schedule was included in bid, in which payment scheduled will be followed).

We look forward to having you work with us on this project.

Sincerely,

XXX,  
Director

Please sign and return within 14 days for official acceptance of bid.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The RST Company agrees to adhere to the terms and conditions listed above, as well as to the terms and conditions set forth in the bid submitted and accepted by the Gallatin County Public Board on October 18, 2006.

**SAMPLE PRENEGOTIATED MAINTENANCE CONTRACT AND CAPITAL IMPROVEMENT REJECTION LETTER**

October 19, 2006

PU Septic Company  
Foul Odor Avenue  
Stinking, NJ 00000

The Gallatin County Public Library Board of Trustees met on October 16th and awarded the 2006 Sewer Improvement bid to Pleasant Plumbing Company. Their bid was \$2600.

We appreciate your going through the bid process with us, and hope that you will bid with us again in the future if the opportunity arises.

Sincerely,

XXX  
Director

## **#19: READING ROOM**

Revised September 2015

The Gallatin County Public Library provides a room for quiet reading and study for ages 18 and older. The Reading Room has newspapers, magazines, and is equipped with wireless Internet for patron use. The space also has a computer to be used primarily for accessing the Law Reader application for legal research purposes. Additionally, the Reading Room is equipped with a magnification reader for use by those with impaired vision.

Since this room is intended for quiet reading and reflection, the following apply in this space:

- No meetings
- No cell phones
- No children under the age of 18

The Reading Room is monitored and library staff has the authority to expel those using the room inappropriately.

## **#20: DEADLY WEAPONS**

CREATED APRIL 2013 / UPDATED SEPTEMBER 2016

The Gallatin County Public Library strives to provide a safe, inviting environment for its patrons and staff members. The Library holds that carrying a deadly weapon on library property may not be conducive to fostering such an environment for all staff and patrons.

The Library acknowledges that many objects, even ones commonly found in library facilities, could become “deadly weapons”. For the purposes of this policy, however, a “deadly weapon” includes “firearms” and “handguns” as defined in the Kentucky Revised Statutes, along with any weapon that meets the requirements for a concealed carry license regardless of whether the weapon is carried in a concealed manner.

### **Deadly weapons discouraged**

KRS 65.870 allows the open or concealed carrying of deadly weapons in many public facilities, so therefore the library will tolerate the possession of such weapons in accordance with the law. While the Library recognizes citizens’ rights to carry arms and will not restrict the protections and rights granted under this statute, it seriously discourages the practice in the Gallatin County Public Library.

### **Zero tolerance**

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

### **Juveniles and Firearms**

KRS 527.100 specifically prohibits the carrying of a deadly weapon by a person under the age of eighteen. When a staff member suspects that anyone carrying a deadly weapon is under the age of eighteen, the policer will be contacted immediately.

## **#21: EMERGENCY POLICY**

ADOPTED APRIL 2014

**FIRE:** The Gallatin County Public Library (GCPL) has fire extinguishers throughout the building. These are inspected and replaced as needed on an annual basis.

There is a copy of the building's floor plan displayed in each public area of the library with the nearest exits(s) clearly marked in red. In the event of a fire, the GCPL employees are to call 911 and report the fire, alert and assist patrons to exit the building, and to move their vehicles from the area as quickly as possible.

Employees are to use fire extinguishers if the fire is small enough to be contained, but are to evacuate if the fire is uncontrollable and threatening to their personal safety.

**SEVERE WEATHER/TORNADO:** In the event of a severe weather/tornado warning, GCPL employees are to advise patrons to move to the two public restrooms located in the center of the library until an all-clear signal is received.

**EARTHQUAKE:** When an earthquake or threatening situation occurs, shelter-in-place may be the only choice.

During an earthquake:

DUCK under a sturdy desk or table and stay away from windows, bookcases, file cabinets, tall furniture or wall hangings. Watch for falling plaster, lighting fixtures, or ceiling tiles. Stay under COVER until the shaking stops. If no desk or table is available, seek cover against an interior wall to protect your head and neck with your arms. HOLD on to the desk or table until the ground stops shaking. If it moves, move with it. Do not rush outdoors, since most injuries occur as people are leaving buildings from falling glass, plaster, bricks, debris, and electrical lines. If you are outdoors, remain there and move into the open away from overhangs, power lines, and trees.

After an earthquake remain calm and help others do the same. Take whatever actions are necessary to prevent injuries and further damage.

## **#22: LIBRARY SOCIAL NETWORKING**

ADOPTED APRIL 2016

The Gallatin County Public Library Social Networking Policy applies only to those Library-sponsored sites created and maintained by the Gallatin County Public Library. While Gallatin County Public Library recognizes and respects differences in opinions, all comments, posts and messages will be monitored and reviewed for content and relevancy by the director or other designated employee(s).

Gallatin County Public Library will use social networking to:

- Announce programs
- Post news such as special events, holiday hours, exhibits, and new item arrivals
- Update resources
- Remind of important resources
- Announce new services
- Serve as a public relations/marketing tool

The types of content that will not be posted include:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam
- Postings/comments in violation of the copyright, trademark right, or other intellectual property right of any third party

The Gallatin County Public Library reserves the right to edit or modify any postings or comments. Public participation in Gallatin County Public Library social networking services implies agreement with all Library policies.

**#23: SMOKE/TOBACCO FREE PROPERTY**  
ADOPTED MAY 2015

The Gallatin County Public Library is dedicated to providing a healthy and safe environment for patrons and staff. Therefore, smoking and tobacco is prohibited on the library grounds, in our facility, and in library vehicles. This ban includes tobacco and tobacco products including chewing, rolling of tobacco, any burnable product, electronic cigarettes, and vaporizers and pertains to staff, patrons, contractors, and vendors.

Library employees who smoke may not congregate outside any library main entrance where visible to the public or in any way hinder entrance or exit to a library facility.

The policy extends to all property owned by the library.

**#24: ETHICS**  
ADOPTED SEPTEMBER 2013

The Gallatin County Public Library resolves that it places itself under the Gallatin County Ethics Code (approved by the Gallatin County Fiscal Court) as now written and as it may be amended in the future, subject to periodic review by the Gallatin County Public Library Board of Trustees. The Gallatin County Public Library shall also continue to abide by any statutes and administrative regulations which may be applicable to this entity both now and in the future.

(Current Code of Ethics attached)

## **#25: OPEN RECORDS REQUESTS AND RECORDS RETENTION**

### ADOPTED APRIL 2016

The Library, as a public agency, is required to comply with all applicable state and federal laws and regulations related to Open Records.

#### **Requests for records**

The Library Director (or designee) acts as Custodian for all Open Records Requests. Requests must be in writing and must contain the requestor's name, a description of the documents that are being requested, and the requestor's signature. Emailed requests will not be honored. The requestor will be directed to make the request in printed form.

#### **Response**

A public agency has three days (excluding Saturdays, Sundays, and legal holidays) in which to respond to an Open Records Request. This time begins to expire the day after the request is received.

The response to a request ideally will contain the materials collected but may instead indicate a reasonable timeframe for securing the requested documents or a reason why the request will not be met.

#### **On site examination of records**

Individuals requesting information will be allowed to conduct on-site inspection of records during the regular hours of the office of administration (9am until 5pm, Monday through Friday).

Exempt records

The Library will not honor requests for:

- Exempt items for personnel or medical records for past or present employees.
- Circulation records for individual patrons.

#### **Denial of request**

In some cases, the Library may find that a request creates an unreasonable burden and may deny such request. Requests that the Library believes are intended to disrupt its essential functions may also be denied. In these cases, the Library will provide evidence to the requestor of the basis of its belief. Evidence may include an estimation of time/expense to retrieve the records or a duplication in the type/nature of the request.

#### **Copies**

Copies of any requested materials may be provided at a cost of \$0.10 per page. Requests for specialized copies (i.e. color or oversized copies) will be provided at the cost incurred by the Library to produce them. Payment is expected at the time of delivery.

#### **Retained records**

The Library will maintain and retains records in accordance with applicable laws and regulations.

Such practices will include the permanent retention of:

- Annual budgets
- Auditor reports
- Blueprints (duplicate copies may be discarded)
- Board meeting minutes and agendas
- Financial records (not including invoices)
- Library policies
- Official correspondence

- Payroll records

Other records not specifically noted or required by applicable laws may be retained or discarded according to applicable timetables.

**#26: GENEALOGY POLICY**  
ORIGINALLY ADOPTED APRIL 2016

The Gallatin County Public Library maintains a Local and Family History research room to preserve and promote the historic and cultural resources in our community in a useful manner. This room includes collections from our county, the State of Kentucky, Civil War, and genealogy. The Local History/Genealogy Library Assistant is responsible for the services offered by this research room, and gives assistance to genealogy requests. This responsibility also includes oversight of the collection and approval of items purchased or added, items weeded from the collection, gifts of materials or funds, budget allocation, and budgetary oversight.

Materials are collected in a variety of formats including books, microfilm, documents, CDs, photographs, maps, audio and video tapes, and serials. Limited weeding is performed periodically to remove items that are not likely to be used. A permanent depository is provided for the preservation and use of rare materials with historical value relating to the local area. These items may require specialized handling and storage.

Though assistance is given to genealogy requests, more than a few hours cannot be given to an individual request. A fee may be charged for photocopying and postage, which is left to the discretion of the Genealogy Librarian.

Donations to the library are welcomed for the time and services given for individual assistance.

**#27: GALLATIN COUNTY PUBLIC LIBRARY PUBLIC COMMENT**  
ORIGINALLY ADOPTED APRIL 2016

In accordance with the Open Meetings Act, any citizen may attend a regular or special meeting or any other meeting where a quorum of the Board will discuss public business. No person shall be required to identify himself in order to attend a meeting.

Although the right of the public to attend a public meeting under the Open Meetings Act does not include the right to participate in the meeting and address the Board, as part of its agenda at a regular meeting, the board shall provide a period not to exceed 15 minutes at the beginning of the order of business for citizen comment.

Any citizen desiring to make a presentation to the Board may be placed on the agenda for a regular meeting by making a request to the Board (through the Board President or Director) not less than four days before the meeting date. The President will allocate the 15 minute period equally among those individuals.

The Board by unanimous vote or assent may agree to hear any citizen at any time, notwithstanding the above stated requirement for an advance request.

A person addressing the Board shall limit comments to items within the jurisdiction of the Board. No action shall be taken during this portion of the meeting on issues raised by the public unless deemed an emergency by the Board.

## **#28: INFORMATION SECURITY POLICY**

### ORIGINALLY ADOPTED APRIL 2016

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

Gallatin County Public Library will comply with best practices established by the Department for Local Government (as required in KRS 61.932).

Per the Department of Local Government's guidance, the Library Director is designated as Gallatin County Public Library's Point of Contact for the purpose of adherence to Department for Local Government guidance, and will:

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

#### **Patron information**

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

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

When a patron record has been inactive for 5 years and carries no outstanding debt (financial or in borrowed materials), the record is deleted from the Library's computer system and is not archived.

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

#### **Staff information**

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

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

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

### **Security Measures**

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

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

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

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

### **Security Breaches and Notifications**

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

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

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

**#29: COPYRIGHT POLICY**  
ORIGINALLY ADOPTED APRIL 2016

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

## **#30: EXHIBITS AND DISPLAY POLICY**

ORIGINALLY ADOPTED APRIL 2016

Short-term exhibit space is allowed, but is somewhat limited due to size and therefore left up to the discretion of the Library Staff. The library welcomes non-commercial displays and other materials of general interest to the community if there is space for adequately displaying. It is the policy of the library not to advertise commercial endeavors unless specifically related to the goals of the library. The library director may reject any exhibit or display that does not fit with the mission of the library or that is not neat and presented attractively. Labels for exhibit items must be neat and legible.

The library board must approve all permanent or semi-permanent exhibits offered for display in the library. Arrangements for exhibits should be made in advance. Any item exhibited, displayed or placed for distribution must have the permission of the library staff.

The library will take reasonable care to ensure the safety and security of items displayed, however the library has no insurance to cover exhibit items and assumes no responsibility in the event of loss, theft, or damage. Exhibitors are encouraged to insure items of value and will be required to sign a form that releases the library from responsibility for loss, damage, or destruction.

**#31: DISPOSAL OF SURPLUS MATERIALS**  
ORIGINALLY ADOPTED APRIL 2016 / REVISED JANUARY 2018

**Disposal of Library Property**

The Library, as a public agency, must follow the guidelines that apply to other government agencies in the disposal of surplus property. When the Library has a need to dispose of property, a list of the property to be eliminated will be created by the Director (or designee). This list will be approved by the Board of Trustees.

The Board will also approve a method of disposal:

- Give or sell to another government agency.
- Sell through public auction, including internet auction, or sealed bid (follow the bid procedure in KRS 45A.365);
- Give or sell to a non-profit agency operating as a 501(c)(3) that is lawfully doing business in the Commonwealth and is serving a public purpose that relates to the mission of the library.

If the surplus items cannot be transferred or sold by any of the above methods, they may be disposed of in any manner deemed appropriate by the library and consistent with the public interest.

Additional sheets may be attached to this form as necessary.

**Item Description and manner of disposal:**

- 8 - wooden chairs with cloth upholstery - give away
- 2 - 4' benches with cloth upholstery – give away

Director’s Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Board Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

## **#32: LIBRARY BOARD POLICY**

### ADOPTED APRIL 2016

#### Board of Trustees

##### **Section 1. Duties and Responsibilities**

The policy of the Board of Trustees shall be to:

- a) Employ a competent and qualified library director
- b) Determine and adopt written policies to govern the operation and program of the library
- c) Determine the purposes of the library and secure adequate funds to carry on the library programs
- d) Know the program and needs of the library in relation to the community; keep abreast of standards and library trends
- e) Support and participate in any planned public relations program
- f) Assist in the preparation of the annual budget
- g) Know local and state laws; actively support library legislation in the state and nation
- h) Establish among the library policies those dealing with book and material selection
- i) Attend all board meetings and see that accurate records are kept on file at the library
- j) Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations (ALA, SELA, KLA, KLTA, Friends)
- k) Be aware of the services of the Kentucky Department for Libraries and Archives
- l) Report regularly to the governing officials and the general public

##### **Section 2. Appointment**

Trustees are appointed by the County Judge-Executive, with the approval of the Fiscal Court, for a term of four (4) years. Except for filling unexpired terms, trustees may serve for two (2) consecutive terms, after which they shall not succeed themselves.

#### Article IV – Officers

##### **Section 1. Election**

Officers of the Board of Trustees shall be elected by the board at the regular annual meeting and shall be as follows: President, Vice-President, Secretary, and Treasurer.

##### **Section 2. Terms of Office**

Officers shall be elected for a term of two (2) years.

#### Article V – Duties of Officers

##### **Section 1. President**

The President of the Board shall:

- a. Preside at all meetings
- b. Appoint all committees
- c. Sign approved payment voucher at each meeting, authorizing payment of bills
- d. Authorize calls for special meetings
- e. Sign approved minutes of the previous meeting
- f. Sign approved contracts

- g. Generally perform the duties of a presiding officer

**Section 2. Vice-President**

The vice-president of the Board shall:

- a. Perform the duties of the President in the absence of the President.

**Section 3. Secretary**

The Secretary of the Board shall:

- a. Keep a true and accurate account of all proceedings of the board meetings
- b. Issue notices of all regular meetings and, on authorization of the President, of all special meetings
- c. Have custody of the minutes and other records of the board
- d. Notify the appointing body of any vacancies on the board
- e. Notify any trustee that has missed three (3) regular monthly meetings in any one (1) year of his/her term.  
The term is the fiscal year, July 1 –June 30
- f. Notify any trustee of his/her automatic resignation upon missing four (4) regular monthly meetings in any one (1) year of his/her term
- g. Write official letters of the board and keep these filed with official library records

**Section 4. Treasurer**

The Treasurer of the Board shall:

- a. Have charge of the library funds and income
- b. Sign checks on the account on the authorization of the Board
- c. Report at each meeting on the state of the funds
- d. Prepare an annual report for presentation to the Fiscal Court and for publication in a local newspaper

## Article VI – Meetings

**Section 1. Regular Meeting Time**

Regular monthly meetings of the Gallatin County Public Library Board are held at a date and time set by board policy. These meetings are open to the public.

**Section 2. Special Meetings**

Special meetings may be called by the President, or upon the written request of three (3) members for the transaction of business stated in the call for meeting.

**Section 3. Notification**

The Secretary will be responsible to notify all trustees of all meetings and sending agendas and other meeting information to them

## Article VII – Quorum

A quorum for the transaction of business shall consist of three (3) members of the board.

## Article VIII – Fiscal Year

The fiscal year shall be from July 1 to June 30.

## Article IX – Committees

The President may appoint special committees for the study and investigation of special problems. Such committees shall serve until the work for which they were appointed is completed.

## Article X – Director

The Director shall be considered the executive officer of the Board and shall:

- I. Have sole charge of the administration of the library
- II. Be held responsible for--
  - A. The care of the building and equipment
  - B. The efficiency of the library's service to the public
  - C. The operation of the library under the financial conditions set forth in the annual budget
- III. Attend all board meetings except those at which his/her appointment or salary is to be discussed or decided
- IV. Draw up the agenda, in consultation with the President, for board meetings

## Article XI – Order of Business and Agenda Items

The order of business at the regular meetings shall be as follows:

- Call to order
- Approval of minutes
- Approval of treasurer's report and payment voucher

The agenda should include the following:

- Communications and correspondence
- Library Director's report
- Regional Librarian's report
- Old business
- New business
- Public Statement or questions
- Adjournment

## Policy on Trustees

1. The library board of a taxing district should include members from all geographic parts of the county. (But does not have to be)
2. Officers of library boards are elected by the membership by democratic method and serve two year terms (KRS 173.735) elections to be held at the August meeting.
3. If the regular board meeting date is changed, notify the local newspaper and radio station 24 hours before the meeting and post at the front of the library that the meeting will be held that day.
4. Secretary of the board should keep a record in minutes of who attends each meeting.
5. The secretary of the board will notify a board member upon his/her third absence within a year. Four missed meetings in any one year of his/her term means automatic resignation for a trustee. (Sec. 8-11 of HB510 passed by 1982 General Assembly, effective July 15, 1982)

6. The board will keep an emergency fund on hand in a savings account a minimum of 3 months expenses and a maximum of 6 months expenses.
7. Employment of persons more closely related than second cousin by library trustee is prohibited by law.

## Board of Trustees

### **SECTION 1: MEMBERSHIP**

The membership of the Board of Trustees of the Gallatin County Public Library ("Board") shall consist of five (5) members. The Board is a corporate body with perpetual succession (KRS 173.350(1)) in which is vested management and control of the Gallatin County Public Library (KRS 173.340(1)) for the primary purpose of providing library service to all rural and city residents who reside within Gallatin County Kentucky.

### **SECTION 2: SERVICE, APPOINTMENT AND CONDUCT**

A Trustee may serve for two (2) consecutive terms after which the Trustee shall not be eligible to immediately succeed to another open position. Each Trustee shall hold office until a successor trustee is duly appointed to the next term or the unexpired term. Trustee nominations are made by the Board and sent to the Kentucky Department for Libraries and Archives for review and recommendation. The Kentucky Department for Libraries and Archives sends the recommended list to the Gallatin County Judge Executive for appointment from the list of eligible candidates, as set forth in KRS 173.725 to 173.730.

A Trustee's absence from four (4) regularly scheduled monthly meetings of the Board during any one single year of the Trustee's term shall constitute an automatic resignation from the Board by such trustee. For the purpose of determining attendance, the initial year of each trustee's term shall be deemed to begin on the date of his/her appointment to the Board, and thereafter the year of each trustee's appointment shall be on the basis of a calendar year.

### **SECTION 3: TERM OF OFFICE**

Members of the Board shall serve on the Board in accordance with the term of office specified by the appointing authority at the time of appointment, however said term shall not exceed four (4) years. Members shall hold membership until their respective successors are appointed and qualified.

### **SECTION 4: COMPENSATION AND EMPOWERMENT**

Members of the Board shall not receive compensation for their services as a member of the Board, but shall be reimbursed for their actual expenses incurred in the performance of their Board duties upon vouchers duly approved by the Board.

The Board is empowered to

- 1) Employ a competent and qualified Library Director, and who shall be certified in accordance with the provisions of KRS 171.240 to 171.300. The Board may also employ other persons as recommended by the Library Director to operate the Library program efficiently
- 2) Establish, equip and maintain a Library or Libraries or contract with existing libraries for the furnishing of library services for the District and do all things necessary to provide efficient library services to residents of Gallatin County, Kentucky.
- 3) Sue and be sued, complain and defend, purchase or lease real property or facilities; purchase, lease, occupy, modify, remodel or erect appropriate buildings for the use by the District's Library and any branches that may be established by the Library; sell and convey real and personal property for and on behalf of the District; receive gifts of real and personal property for the use and benefit of the District. Any real property, personal property, or facilities gifted or transferred to the Board shall be held and controlled by the Board according to any conditions set forth in the terms of the deed, gift, devise or bequest of such property.
- 4) Borrow money on the credit of the Gallatin County Public Library District in anticipation of the revenue to be derived from taxes levied by the District for the fiscal year in which the money is borrowed and to pledge the

taxes levied by the District for the payment of the principal and interest of the loan. The interest paid shall not exceed the legal per cent per annum and the principal shall not exceed 50 per cent of the anticipated revenue for the fiscal year for which the money is borrowed.

- 5) Determine and adopt policies and procedures to govern the operation of the Library.
- 6) Determine the purposes of the library and oversee and evaluate needed Library programs.
- 7) Know the library needs of the community; keep abreast of current standards and library trends.
- 8) Approve and assist in the preparation of the annual budget. Be generally familiar with state library laws and regulations.
- 9) Attend all Board meetings and ensure that accurate records are kept on file in the library.
- 10) Attend regional, state and national trustees meetings and workshops and affiliate with the appropriate professional library organizations when deemed necessary.
- 11) Be aware of the services of the Kentucky Department for Libraries and Archives.
- 12) Report annually to the Department for Libraries and Archives and Gallatin County Clerk in accordance with KRS 173.770.
- 13) Employ or retain in its discretion, a regularly licensed attorney to advise on all matters pertaining to its duties.
- 14) The Board in the exercise of its power shall be guided by the regulations and requirements of the Department for Libraries and Archives.

#### **SECTION 5: VACANCIES**

When a Trustee's term expires or when a vacancy occurs during an unexpired term of a Trustee, the Board shall recommend to the Kentucky Department for Libraries and Archives two (2) persons who are willing to commit personal time and energy to providing of library services in Gallatin County, Kentucky. The State Librarian shall send those names to the Gallatin County Judge/Executive, who may appoint a trustee from the list of names from those recommended and upon the approval of the Fiscal Court, all as set forth in KRS 173.730.

**#33: MARQUEE POLICY**  
ADOPTED SEPTEMBER 2017

The primary purpose of the Gallatin County Public Library's marquee is to promote library events, activities, and library related news. The library will advertise community events if the library is sponsoring or involved in the activity, or upon the Director's discretion.

In select circumstances, announcements may be accepted if considered educational in nature, promotes wellness, or if the publicized program is located within the library building, or on its grounds.

The sign is not available for the promotion of any private or individual business or group of businesses of any type or commercial activity. Religious or political institutions and organizations shall not be permitted to advertise on the marquee.

## #34: SERVICE ANIMALS POLICY

ADOPTED SEPTEMBER 2017

The Gallatin County Public Library recognizes that service animals assist people with disabilities to deal with the effects of their disabilities. Under the American with Disabilities Act (ADA) animals are defined only as dogs (and miniature horses in some situations.) Service animals may be any breed, size, or weight. Some, but not all, service animals wear special collars or harnesses. Service animals may be other species (cats, monkeys, birds, etc.). Service animals are not required to have special licenses, to be certified, or to have any visible identification.

In some situations, a person with a disability may require more than one service animal, where each animal provides a different type of assistance. For example, an individual may need both a hearing dog and a seizure alert dog.

Service animals perform various tasks and provide services for people with disabilities. Here are some examples:

- Guide – serves as a travel aide for a person who is legally blind
- Hearing or signal – alerts a person with hearing loss or deafness when a sound occurs, such as an alarm or a knock on the door
- Mobility assistance – helps a person who has a mobility or health disability. They may carry, fetch, open doors, ring doorbells, activate elevator buttons, pull a wheelchair, steady a person while walking, help someone get up after a fall, etc.
- Seizure response – warns a person of an impending seizure, or provides aid during a seizure, such as going for help or standing guard over the person
- Therapeutic assistance – aids people with cognitive or psychological disabilities, allowing them to live more independently. These animals may bring an emergency phone during a crisis, call 911 or the suicide hotline, turn on the light in a dark room, bring medications, bark for help in an emergency, assist a person with panic disorder in coping with crowds, etc.
- Psychiatric and neurological assistance – The use of service dogs for psychiatric and neurological disabilities is explicitly protected under the ADA.

Dogs whose sole function is “the provision of emotional support, well-being, comfort, or companionship” are not considered service dogs under the ADA.

Under the ADA, organizations that serve the public must allow people with disabilities to bring their service animals into all areas of the facility where customers are normally allowed to go.

Library employees may ask if an animal is a service or assistance animal required because of a disability, or ask what tasks the animal has been trained to perform. Employees cannot require documentation such as special ID cards or proof of certification for the animal or ask about the specific nature of a person’s disability.

People with disabilities who use service animals will not be isolated from other patrons or employees or treated less favorably than other patrons or employees.

The library **will not** require someone to provide details about his or her disability.

The library **will not** place limitations on the size, weight, and breed of service animals.

The library **will** require service animals to meet reasonable behavior rules.

The library **will** require service animals to be licensed and vaccinated.

The patron has the responsibility to care for and supervise the service animal. The patron should retain full control of the animal at all times. This generally means that while the animal is in the library, it should be on leash, in a carrier, or otherwise in the direct control of its owner. When around other people or animals, the service animal should be well

behaved (no jumping, snarling, nipping, excessive barking). The patron is responsible for the safe removal of animal waste products.

If a service animal is unruly or disruptive (aggressively jumping, nipping, etc.) library staff may ask the patron to remove the animal. If the animal's inappropriate behavior happens repeatedly, the librarian may request that the patron no longer bring the animal into common areas of the library until steps have been taken to mitigate the behavior, or may ask that the animal be removed from the library altogether.

A fear of or minor allergy to dogs or other animals is not a disability, so the library does not need to "accommodate" in those situations. In rare cases, a person's allergy may be so severe that animal contact may cause respiratory distress. In those cases, the allergic person may also request an accommodation, such as keeping the animal and the allergic person separated as much as possible.

Management will ensure that staff is properly trained about service animal policies, including the following rules:

- Will allow a service animal to accompany the patron at all times and everywhere in the library except where animals are prohibited for safety reasons
- Will not separate or attempt to separate a resident from the service animal
- Will not pet or talk to a service animal when it is working as this distracts the animal from its tasks.
- Will not feed a service animal, which may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.
- Will not deliberately startle a service animal or make noises at the animal (barking, whistling, etc.)
- Will be aware that many people with disabilities do not care to share personal details.

If other patrons complain that they are not allowed pets and want to know why an exception is made, staff should state that the library complies with the Americans with Disabilities Act.

Any complaints should be forwarded to the Library Director.

**#35: MOBILE HOTSPOT USE POLICY**  
ADOPTED SEPTEMBER 2019  
REVISED MAY 2021 / REVISED OCTOBER 2021

The Gallatin County Free Public Library loans Verizon Jetpacks (Mobile Hotspots) to card holders ages 18 and above with a library card issued a minimum of three months and in good standing (i.e. library card is not blocked due to unpaid fines or lost materials). Checkout is limited to one per household at any given time. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning materials.

Hotspots are available at the Circulation Desk on a first come, first-served basis. Holds can be placed if all hotspots are checked out. To borrow a hotspot, the patron's library card and government-issued photo identification must be presented at the Circulation Desk. At the time of check-out, the patron must complete a Hotspot Lending Agreement. Once a hotspot is checked out to a patron, it becomes the responsibility of that patron per the Hotspot Lending Agreement.

Hotspots may be borrowed for two weeks. They must be returned in person to the Circulation Desk, and never in the book drop. Devices returned in the book drop will result in a \$10 fine. If damage to the device is discovered by Library staff, these costs will be added to the patron's account. The overdue cost for the item is \$1.00 per day. Any returned device must remain in the library until IT staff has properly evaluated the equipment. If a hotspot is not returned, the hotspot will be deactivated immediately. If devices are not returned in a timely manner, civil and criminal action will be taken. Three (3) late returns for any device checkout will result in being permanently banned from borrowing all electronics.

**Equipment Borrower Responsibilities**

Upon checkout, equipment borrowers must:

- Pay a \$5.00 refundable deposit. If the device is not returned within a week of becoming overdue, the deposit will not be refunded.
- Complete a Hotspot Lending Agreement in which the borrower acknowledges responsibility for the equipment and peripherals received. In addition, the borrower shall receive a hard copy of the agreement to review upon leaving the library.
- Provide a valid Gallatin County Public Library card and photo identification.

Equipment borrowers are responsible for:

- Reporting malfunction of the equipment or peripherals to the library immediately.
- Making sure the equipment is in good working condition before use.
- Not servicing, repairing, or changing the set-up of equipment without the approval of the library.
- Never leaving the equipment unattended while it is in their possession or in a hot vehicle for an extended period.
- Ensuring all the hotspot's components are returned together in their respective container upon check-in.

Borrowers are responsible for the full replacement cost if any items are not returned. The individual costs of these items are as follows:

Container: \$3.00	Power adapter: \$10.00
USB: \$5.00	Instructions: \$2.00
	Hot Spot device: \$100.00

**ADDITIONAL PROVISIONS:**

- Borrowers should not leave the hotspot plugged in for an extended period of time. Once it is fully charged, borrowers should unplug it and let the battery run down before charging again.
- Hotspot must be returned fully charged.
- If prompted to do so, borrowers should accept software updates from the service provider, as they are beneficial and only take a few minutes.

Disclaimer: Your Internet usage is not tracked by the library. The library does not have access to or collect usage data and does not provide patron information to the service provider. The only data about the Mobile Hotspot lending program that the library collects is:

- The total amount of data transmitted and received by each device during a billing cycle.
  - Anonymous circulation data related to checkouts of the Mobile Hotspot devices.
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# Gallatin County Public Library Hotspot Lending Agreement

I, \_\_\_\_\_, understand the provisions as outlined in the Mobile Hotspot Use Policy. I agree that Gallatin County Public Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

Borrower's Name: \_\_\_\_\_ Driver's License #: \_\_\_\_\_  
Street Address & P.O Box (if applicable): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

By signing, I acknowledge that I have inspected the equipment with a library employee to make sure it is in good working condition, and I hereby bind the foregoing organization or business to all the terms of this agreement and Mobile Hotspot Use Policy, a copy of which is attached.

Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## #36: PUBLIC HEALTH EMERGENCY POLICY

### ADOPTED AUGUST 2020

This policy was written in response to the COVID-19 virus in 2020 and is applicable in the case of future widespread public health emergencies. Communicable diseases, also known as infectious diseases or transmissible diseases, are illnesses that result from the infection, presence, and growth of pathogenic (capable of causing disease) biologic agents in an individual human or other animal host. During outbreaks, the library will closely monitor and follow guidelines from Center for Disease Control (CDC), Three Rivers Health District and Federal and State recommendations in response to the COVID-19 virus or other communicable diseases.

#### Prevention Measures - Cleaning

##### Areas Used by the Public

- Staff will regularly sanitize commonly touched surfaces
- Staff will sanitize public keyboards, mice, computers, and computer tables after each use or as often as possible
- Toys in the common children's area will be stored during health emergency (Legos, stuffed animals, blocks, etc.)
- All items will be wiped with disinfectant upon return, prior to being shelved

##### Areas Used by Staff Members

- Staff will sanitize tables, phones, service desks, keyboards, mice, and other applicable surfaces in the staff area upon a shift change

#### Staff - Self Care

- Avoid touching eyes, nose, and mouth
- Follow CDC's recommendations for wearing facemasks
- Follow CDC's recommendations for requiring patrons to wear facemasks
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Check employee's temperature when reporting to work during a health emergency. If temperature is above 100.4° F or greater, employee must leave work
- Maintain distance between people who appear to be sick. Report to Director if there is contact with someone who has been infected with a serious infectious disease.

#### Staff Illness

- Staff members who are displaying symptoms or have been in contact with a person with a transmissible disease/ or have visited an area with a high number of cases that may pose a direct threat to the health or safety of the individual or others will be asked to leave work, quarantine, and seek medical attention if needed
- Staff members will be asked to not come to work until they are free of fever (100.4° F or greater), and **any other symptoms** for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) or according to current CDC guidelines.
- Employees should notify their supervisor and stay home if they are sick. Staff should refer to the Sick Leave Policy for further information about requesting leave and employee benefits.

#### Reduction of Services

The Director and Assistant Director will work with staff members and the Board to determine if a reduction of services is needed.

- Programmers will consult with the Director to cancel programs.
- Toys, learning kits and other items that cannot be cleaned easily will be stored away and taken out of circulation for a period of time as determined by the Director
- The Director will determine if suspension of other services is needed.

A minimum of 2-3 employees is necessary per shift to continue basic library services. A reduction of library hours or closing the library is warranted if three staff members are not available to cover a shift.

**Emergency Closure**

The library will follow its regular Emergency Closings Policy upon the recommendation of local, state and/or federal authorities. In the event of a closure, the library will:

**Maintain Digital Services:**

- Library staff will update and monitor the website and online services.
- Library staff will update and monitor social media.

**Book Drops:**

- The Director will coordinate checking book drops

The Director will maintain facilities and financial management as necessary.

**Pay During Emergency Closures**

Staff members will be paid according to the Emergency Closings Policy should the library be closed due to an infectious disease until the Board of Trustees creates new policies to handle the situation.

During emergency closures, some staff members who have duties that can be performed at home will be required to maintain vital work responsibilities. Staff can take electronics and work materials home if needed.

## **#37: DONATION POLICY**

ADOPTED MAY 2021

The Gallatin County Public Library welcomes book donations but accepts them with the understanding that only those items which meet the criteria for material selection will be added to our collection. We cannot accept textbooks, encyclopedias, items with writing or stickers inside, damaged items, and items with odors, dirt, or mold.

Donations are final and become the property of the Gallatin County Public Library. The Library reserves the right to dispose of items that are in poor condition, out-of-date, or not needed for other reasons, in the manner it deems most appropriate.

Although the Library acknowledges donations for tax purposes, it cannot be responsible for assessing monetary value of donations. The Library will, upon request of the donor, provide a Donation Form indicating the number and general description of materials donated (per GCPL Policy #7, Memorial and Gift Policy).

## **#38: NOTARY SERVICES POLICY**

### ADOPTED JULY 2021

The Gallatin County Public Library offers Notary Services. There is no charge for this service.

Regulated by the Commonwealth of KY, a notary public is a public servant appointed by the state government to witness the signing of important documents and administer oaths.

Documents are notarized to deter fraud and to ensure that they are properly executed. The Notary identifies signers to screen out imposters and to make sure they have entered into agreements knowingly and willingly.

- The Library adheres to the highest standards of competence and responsibility in the providing of notary public services.
- The Library provides only basic notary services. Notary service is not available for I-9 forms or documents to be recorded in foreign countries.
- Notaries cannot provide legal advice or counseling regarding documents to be notarized.
- Notaries shall never notarize any signature without the maker of the signature first appearing personally before the notary.
- Valid government –issued photo identification is required of all document signers.
- Documents to be notarized must contain a notarial certificate, either jurat or acknowledgement.
- Documents to be notarized must be in English or in another language understood by the notary.
- Notaries must be able to communicate directly with the patron seeking notarization.
- Notaries are not permitted to make use of a translator to communicate with a Notary Service patron.

Notaries reserve the right to decline service if the document(s), identification, or circumstances of the request for notary service raise any issue of authenticity, ambiguity, or doubt.

- There are stamps for use in notary transactions where the document does not have a pre-printed notary statement.
- If the notary is unclear concerning car titles, they may refer the signer to the Gallatin County Clerk's office.

Notary journal retention: Any notary journals in the possession of the library will be retained for ten years from the date of the latest entry in the journal.

