



Wright Memorial
Public Library

Public Policy Manual



Wright Memorial
Public Library

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Administrative Policies

Hours of Operation

Wright Memorial Public Library is open to the public during the hours listed below. Exceptions may be made in emergencies and inclement weather. In such cases, the Wright Memorial Public Library Director or delegate may make this decision.

Monday through Friday from 10:00 am to 9:00 pm

Saturday from 10:00 am to 5:00 pm

Sunday from 1:00 to 5:00 pm

Holidays

Wright Memorial Public Library is closed on the following holidays:

New Year's Day

Easter Sunday

Independence Day

Columbus Day

Christmas Eve

Martin Luther King, Jr. Day

Memorial Day

Labor Day

Thanksgiving Day

Christmas Day

New Year's Eve

Closing Policy

To assist patrons at closing, staff will make every effort to alert patrons in timely intervals prior to closing. All patrons being assisted at public service desks at the time of closing will be served.

Person In Charge

As needed, staff may be asked to act as the "Person In Charge" in the absence of library administration. The person in charge may be asked to address situations involving the building and/or patron services in the absence of a supervisor. Listed below are general guidelines for determining the person in charge.

Director

Fiscal Officer

Supervisor with the most experience

Librarian with the most experience

Associate with the most experience



Display and Distribution of Non-Library Materials

To provide the public with access to information that may not be available in the library's collection, the Wright Memorial Public Library will provide a designated space for the display and/or passive distribution of free-non-library materials.

Community organizations such as non-profits, cultural and educational institutions, businesses or government agencies may display or distribute posters, flyers, brochures or newspapers that are informational in nature.

Organizations with materials to display should present them to library staff for approval. Factors such as size, quantity, timeliness of the materials and space availability are considered. Priority may be given to materials from the library and its supporting organizations and to events and organizations that are of local interest. The library makes no attempt to solicit materials for the display area or to balance the collection. Display or distribution of materials does not imply endorsement by the library.

Materials that are exclusively commercial, materials that advocate illegal activity, and materials from individuals are not permitted.

Wright Memorial Public Library disposes of surplus, and/or outdated materials or materials that do not comply with this policy. The library assumes no responsibility for the preservation or protection of materials posted or distributed.

Materials which meet these criteria for display but which are determined to be unsuitable for minors by the Wright Memorial Public Library Director or a majority of the Library Board will be made available elsewhere in the library and a notice posted to that effect.

Concerns or complaints about this policy, its implementation or materials displayed should be directed to the Wright Memorial Public Library Director.

Political Activity and Display of Campaign Literature

Wright Memorial Public Library is a place where citizens can learn about various viewpoints and decide for themselves on issues of the day. The library is a resource for the entire community that seeks to make information available on a wide variety of issues. The library works to maintain a professional reputation as a nonpartisan, nonsectarian, non-biased place for the sharing and exchange of ideas. To avoid the appearance of an endorsement by the library of any candidate for office or issue appearing on the ballot, the following policy has been adopted by the Board of Trustees:

Because of space limitations, the library will not display literature of individual candidates for office, but will allow display of literature about ballot issues on a space available basis. All materials displayed must be from registered political action committees. The library also will allow display of published materials that provide an overview of all sides in an upcoming election, such as the Voters Guide from the League of Women Voters. A space will be designated for these materials separate from the public bulletin board.

Display of the material does not constitute an endorsement by the library board or staff and the library makes no claim as to the accuracy of the material. This disclaimer will be posted in the display area.

The library will not be responsible for acquiring materials, replacing them, or seeing that all issues are represented.

If space is a problem, local (within Montgomery County) issues will take priority.

Materials will be displayed for thirty days before an election day. The library will discard the materials after Election Day.

No signage may be posted outdoors on the library building, grounds, or property.

Petitions

It is the policy of the Wright Memorial Public Library Board of Trustees that an individual or groups of individuals requesting signatures on petitions will be permitted on the sidewalks or other outdoor public areas around the library so long as the activity does not interfere with patrons accessing library entrances or library services. Petitioners are not permitted to block patron access to the library or to harass patrons in an effort to obtain signatures. Petitioners are not allowed to gather signatures inside the library.

Solicitations

Solicitation refers to written or verbal persuasion to join in some endeavor or buy some product or service.

Solicitation inside Library Facilities by Non-Employees:

Solicitation of patrons and/or employees by non-employees, inside library facilities, is prohibited regardless of the nature or content of the solicitation, the method of style or presentation, and presence of financial remuneration.

Solicitation by Employees:

Employees either while on duty, or while on the Library premises when not on duty, are prohibited from soliciting the public in any way, including sales or contributions for non-profit (charitable) organizations or purposes, with the following exceptions:

1. Contributions for established charities approved by the Board of Trustees
2. Solicitations which specifically support the interests of this Library or libraries in general, as approved by the Director.

Solicitation on Library Website:

Solicitation of Library website visitors is prohibited.

Exceptions to the no solicitation policy include:

- Activities authorized and directed by the Library Administration including book/media sales/discounts/rebates in conjunction with programs or summer reading clubs; patron surveys/polling,
- Fundraising initiatives conducted on behalf of Wright Memorial Public Library or Library volunteer groups, such as the Wright Memorial Public Library Foundation.
- Solicitation and fundraising initiatives sponsored by the Library staff and/or Library volunteer groups, such as the Wright Memorial Public Library Foundation (with the approval of the Library Director), including book/food drives, levy campaigns.
- Solicitation on public access areas, (sidewalks, parking lots) that do not interfere with a library patron's use of the Library for its intended purpose.

Meeting Rooms

Wright Library is pleased to provide meeting rooms for community use. The primary purpose of the library meeting rooms is to provide facilities for library programs and needs. As a community service, the library also makes its meeting rooms available for gatherings of a civic, cultural, or educational nature when it is not being used for library-related programs. Meetings in the Community Room must be open to the public.

The meeting rooms may not be used for private parties, profit-making ventures, or by representatives of commercial organizations to advertise or sell their goods or services. Groups using the meeting rooms may not charge admission, sell merchandise or services, or solicit donations unless the group is soliciting donations to benefit the library, with the following exceptions:

- Nonprofit organizations may accept membership dues
- Educational groups may accept fees for a workshop or education course
- Authors, illustrators, or performers at library-sponsored programs may, with permission, sell their books or recordings.

Groups using the meeting rooms must agree to follow the library's Meeting Rooms policy and Rules of Conduct, and may not disrupt the normal functions of the library.

Users of the library meeting rooms may not use the name or address of Wright Memorial Public Library in any way that might imply library sponsorship. The name, address, or telephone number of the library may not be used as contact information by the group.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement by Wright Memorial Public Library.

WMPL MEETING ROOM DESCRIPTIONS

<p>COMMUNITY ROOM Size: 1200 SF Minimum for Reservation: 8 Maximum Capacity: 75 Kitchenette (upon request)</p>	<p><u>Equipment Availability:</u> Tables & chairs (upon request) Video Screen Flat-screen television & connectors (upon request)</p>
<p>LOWER LEVEL CONFERENCE ROOM Size: 200 SF Min. for Reservation: 3 Maximum Capacity: 10</p>	<p><u>Equipment Availability:</u> Conference table and 10 chairs Video Screen (upon request) Flat-screen television & connectors (upon request)</p>
<p>ABERDEEN CONFERENCE ROOM Size: 140 SF Min. for Reservation: 3 Maximum capacity: 8</p>	<p><u>Equipment Availability:</u> Powered Conference Table and 8 chairs Flat-screen television & connectors</p>

Groups may reserve meeting rooms in advance by contacting the library and agreeing to the Meeting Rooms policy. A group is defined as three or more persons. A minimum group size of eight is required to reserve the Community Room. Meeting rooms may be used by two or fewer individuals on a walk-in basis, but they may be asked by library staff to relocate if a group reserves the space. Exceptions to the group size minimum may be made at the discretion of the Library Director.

Although rare, reservations may be cancelled or modified by library administration when necessary to meet the needs of the library.

Equipment/Storage

Limited equipment is available. Equipment must be requested in advance by the user. The library does not provide setup or storage space for users of the meeting rooms.

Hours

Meetings may not be scheduled before or after library hours and must end 15 minutes prior to the library closing. Group representatives may not enter the library building before regular opening hours or remain after the library is closed.

Food and Beverages

Food and non-alcoholic beverages are permitted in the Meeting Rooms. Alcoholic beverages are prohibited, except for events sponsored by the library or affiliated groups, after the library administration has obtained any needed legal permits or licenses and/or additional insurance coverage.

Other Responsibilities

Room capacities may not be exceeded.

Groups using the meeting rooms are responsible for setting up the room for their meeting and for returning the room to the arrangement and condition in which it was found.

Library administration has the right to deny the use of the meeting room to any individual or group that does not meet the criteria above or that violates this or any other library policy.

Special Provisions for Groups Affiliated with Wright Memorial Public Library and Community Partners

The Library, the Wright Memorial Public Foundation, the Board of Trustees*, and any other affiliated group of Wright Memorial Public Library are permitted to hold occasional “invitation only” events that are not open to the general public, such as fundraisers for the benefit of the library, appreciation events for donors and volunteers, or special programs offered as a benefit to members of groups affiliated with Wright Memorial Public Library.

*Please note that all meetings of the Board of Trustees are open to the public.

If a group is working in an official partnership with the library, a leader may make arrangements with the library staff to enter the building early to set up the room for an event scheduled to begin at the time the library opens.

A group working in an official partnership with Wright Memorial Public Library, with permission of the Library Director, may make arrangements for their members to register for a limited number of available spaces for an event.

Donations of Monies or Funds

Monetary gifts may be donated to the Wright Memorial Public Library, Wright Memorial Public Library Foundation, or Wright Memorial Public Library Friends group.

Money donated to the library for gift books or memorials will be deposited in the General Fund. Items purchased with donated funds become the property of Wright Memorial Public Library and may be disposed of accordingly. Gifts of this type will be acknowledged by letter, to donor and honoree, and book plates added to each item.

Volunteers

Patrons, age 14 and over, may volunteer at the Wright Memorial Public Library. Interested volunteers must complete a volunteer application and submit it to the library. If volunteer opportunities are available, library staff will review the application, interview appropriate candidates, assign tasks, establish a schedule, train and supervise the volunteer. Background and reference checks will be required of all adult volunteers.

Disposal of Materials and Equipment

Library materials and equipment, when no longer needed, will be withdrawn from library inventory. Materials may be given to the Wright Memorial Public Library Foundation or Friends for sale at an ongoing or annual sale. Items at book sales are sold “as is” with no refunds given.

The library director is authorized by the Board of Trustees to sell or discard any outdated library materials or equipment, or may give discarded library materials or equipment to an organization or governmental unit. The receiving organization or governmental unit’s mission must be in line with the mission of the Wright Memorial Public Library. Preference is given to qualifying agencies serving Oakwood residents.

Public Access to Library Records

The Board of Trustees recognizes that all records generated by and for the operation of the library are public documents, including, but not limited to, Board of Trustees’ Minutes and Library Director’s Reports to the Board of Trustees; receipts and expenditures; salary schedules and position descriptions; safety and health materials; contracts; and policy statements. As such, the Board of Trustees recognizes that these public records are open to public review.

By law, records containing information on library patrons are not open to public review. *See Records Retention & Confidentiality of Patron Records Policies.*

A request to review public records is made to the Library Director who will respond within seventy-two (72) hours. If the Director will not be available within seventy-two hours, the Fiscal Officer, or the Administrative Services Coordinator will respond to the request within seventy-two (72) hours. On-site review of public records is made in the presence of the Library Director. Review may be made in the presence of the Fiscal Officer or the Administrative Services Coordinator if the Director will not be available within seventy-two (72) hours.

Copies of public records may be requested. Copies are made by the library and provided to the requester at a duplication charge equal to what is normally charged to the public for copies in the library. Full payment must be received before copies are given to the requester.

Mail requests to review public records are made to the Library Director who is to respond to the request within ten (10) business days, stating the cost of making copies available and any mailing or delivery costs. Prepayment of copying and delivery costs is required. Mail or delivery of requested copies is to be made within ten (10) business days after receipt of full payment for copying and delivery. A mail request for copies of public records is presumed to have been received by the library on the third (3rd) business day following the postmark of the request.

The library does not ask about the identity of the requester or the intended use of any requested public document, except when necessary to facilitate compliance with a request.

Voter Registration

Citizens may register to vote at the Wright Memorial Public Library. New and/or updated registrations may be completed at any time and will be forwarded to the Montgomery County Board of Elections. Registrants must check with the Election Board to confirm their eligibility to vote.

Golden Buckeye Registration

Patrons may register for Golden Buckeye cards at the Wright Memorial Public Library. Staff members will verify eligibility and fax completed applications to the State of Ohio for processing. Registrants will keep the application form after the fax transmission is complete.

Tax Forms

Wright Memorial Public Library serves as a distribution point for federal, state, and local tax forms. Paper copies of high demand tax forms are provided while supplies last. Additional tax forms may be available and printed on demand (printing costs may apply).

Teacher Collections

Area teachers/educators who have a Teacher Card may request a collection of materials on a particular topic or subject area. The teacher borrowing the materials agrees to the terms and conditions specified in the Teacher Card policy.

Exam Proctoring

Proctoring is available for students in accredited degree or certificate granting programs. Conditions for proctoring must be within the library's service limitations. The student must make an appointment with the designated proctor and satisfy all prerequisites before the day of testing. Wright Memorial Public Library will not charge a service fee for proctoring; however students are responsible for any/all costs associated with the examination (mailing, printing, faxing, etc.).



Fax Services

Wright Memorial Public Library provides outgoing fax transmissions only. The Library provides a cover sheet (at no charge) to be filled out by the patron. The patron is responsible for finding and verifying the correct fax number. Charges are a flat \$1.00 per page for local, toll-free, and long-distance numbers (see Appendix). Operation of the fax machine is restricted to staff members only and this service will be provided as work schedules permit.

If the fax number is busy, the number is redialed twice automatically. If the fax is not successfully transmitted after three attempts, the document(s) and payment will be returned to the patron. The Library assumes no responsibility for documents left on the premises. The Library is unable to receive faxes. The library staff reserves the right to make exceptions regarding maximum number of pages faxed.

Scan Services

Wright Memorial Public Library offers a free scanning service. Scanned items may be saved to a patron's personal storage device. Operation of the scanner is restricted to staff members only, with this service provided as work schedules permit.

Notary Service

Wright Memorial Public Library offers limited notary services at no charge. Service is dependent on the availability of a notary and may not be available during all open library hours. The service is limited to common, short documents; complex documents will be refused.

Passport Service

Wright Memorial Public Library offers passport processing by appointment. There is a fee for this service.

Library Cards and Patron Records

Library Cards

Getting a Library Card

Residents of Ohio are eligible for Wright Memorial Public Library cards.

Traditional Library Cards

A valid photo ID is required in order to obtain a traditional library card with full access to all library materials. With proof of address, patrons may obtain a library card and borrow library materials upon registration. Without proof of address, library cards will be mailed for address verification.

New card registrants with verified addresses will have provisional borrowing privileges for 60 days and may borrow 20 items at a time, five of which may be movies and console games; some special collections may not be borrowed during the first 60 days of having a library card.

After the 60 day provisional period, borrowing privileges will increase to a maximum of 150 items, 25 of which may be movies while console games remain at a limit of five per card. New card registrants without proof of address may borrow a maximum of two items at a time until the address verification process is complete.

In the case of a minor child, a library card registration can be initiated by a child without a parent present or by a parent without a photo ID. In these situations, the library card will be mailed to the parent or guardian of the minor child for both address and parental approval verifications. The minor may borrow a maximum of two books (no audio-visual) at a time until the verification process is complete.

e Cards

An eCard is an alternative card type that permits access to only the library's online resources. This card type does not permit borrowing physical materials in the library. The eCard application is completely online, and a photo I.D. is not required. An Ohio address is required, and an eCard number will be sent to the patron once the address has been verified.

Borrowing limits for eCards vary across the digital services the library provides. If an eCard patron wishes to check out physical materials, they will need to provide a valid photo I.D. When a traditional card is issued, it replaces the eCard. Patrons may not have both a traditional card and an eCard.

Responsibility of library card holders

Patrons are responsible for all materials checked out on their library cards. If materials are lost, damaged, or returned late, patrons are responsible for paying fines or replacement fees. The parent or legal guardian of a minor patron is responsible for all materials checked out on the minor patron's card.

Patrons are responsible for providing current contact information when updates occur.

Lost or stolen cards

The owner of a lost or stolen library card is responsible for all materials checked out on that card up to the time it was reported lost or stolen. Lost cards can be replaced by showing a valid photo I.D.

Using a library card

An adult library patron may present photo identification in lieu of a library card to borrow materials using his/her account. Because minors do not usually have access to photo identification, Library staff will provide services to a minor for that patron's account, provided that the minor can verify his or her name, address, and birth date.

Self-service opportunities in the library require the patron to use his or her library card or number and a PIN number.

Account Designates

Patrons may name a designate allowing another to access their account. A designate may, upon verification of ID, be given access to account information, borrow materials, or pick up held items on behalf of the card holder. Registration as an account designate must be processed in person at the Information Desk.

A parent, guardian, or custodian of a minor under 18 may see the child's library record by providing a photo ID, the child's library card number, or by being named a Designated Borrower on the child's account.

Loan Periods and Renewals

The standard loan period for most materials is three weeks. Movies, console games, and Fast Reads are loaned for one week. Fast Views are loaned for 3 days. Loan periods for special collections vary by collection.

Teachers are eligible for a "Teacher Card" (separate from their personal library card) that will allow longer loan periods for classroom use. See *Teacher Cards Policy* for details.

Most materials are renewable 6 times as long as the materials have not been requested by another patron and the patron card is in good standing. Fast Reads, Fast Views, and 7-day hot spots are not renewable.

Fines and Fees

Overdue fines accrue at the rate of 10¢ per day for most overdue materials. Exceptions include:

- Fast Reads, Fast Views, and console games accrue fines at a rate of \$0.50 per day.
- Special collections, such as mobile devices, Makerboxes, and "Doorway to Dayton" museum passes, accrue fines at a rate of \$1.00 per day.
- Public devices for in-library use accrue fines at \$1.00 per minute.

Patrons will be barred from borrowing items if they owe \$10.00 or more in fines or fees. Patrons whose accounts have been sent to a collection agency must pay their balance in full before their library borrowing privileges are restored.

Lost items will be billed at the library's recorded price. The replacement charge will be waived if a new, exact match replacement is provided. However a \$5.00 processing fee will be assessed. Refunds (less overdue fees) are available if a lost item is found within six months of the payment date. Refunds are paid by check from the Wright Memorial Public Library and mailed to the address of record.

Overdue Notices

A patron is sent a notice by phone, e-mail, text, or mail when an item is 3 days overdue. A second overdue notice is sent when an item is 14 days overdue. A patron is billed for the cost of the item when it is 45 days overdue. Patrons with accounts of \$25.00 or more in materials and fines not settled within 60 days may be turned over to a collection agency to recover the materials. A \$10 collection agency fee is added to these accounts.

Library Patron E-mail Addresses

The Wright Memorial Public Library Board of Trustees approves the library's occasional use of the patron's email for the purpose of sending news and information about the library, its services, programs, events, policies, and Foundation/Friends groups. The Wright Memorial Public Library does not share email addresses with outside companies.

Parent Restriction on Child's Audiovisual Borrowing Privileges

Wright Memorial Public Library allows all patrons, regardless of age, to borrow materials from all areas of the Library's collection. The staff does not monitor or judge the materials selection of any borrower. Parents are strongly encouraged to help their children select appropriate materials.

It is the parents' right and responsibility to monitor their child's library use. A parent or legal guardian may restrict his/her child under the age of eighteen (18) from borrowing audiovisual materials by completing the **Parent Restriction on Child's Audiovisual Borrowing Privileges** form (see appendix).

Teacher Cards

Wright Memorial Public Library strives to provide educators extended access to educational library materials tailored to classroom needs. Educators at schools, educational institutions, and home school parents are eligible and may apply for a Teacher Card yearly.

To receive a Teacher Card, educators must:

- Complete a Teacher Card application (see appendix) and return it to Wright Memorial Public Library in person
- Provide a picture ID and a verified address
- Certify active teaching status (school ID, pay stub, contract, letter on letterhead, or an Excuse from Compulsory Attendance for homeschoolers)
- Accept responsibility for any charges leveled against the card. Overdue fines will not be assessed but educators may be charged for lost or damaged materials. Misuse of the Teacher Card may result in revoking of Teacher Card borrowing privileges



Teacher Cards are to be used to check out instructional materials for the classroom, up to 150 items at one time. 25 of these items may be DVD/Blu-ray items.

The loan period for items borrowed with a Teacher Card is six weeks for all materials with a standard three-week loan period except seasonal items, which do not qualify for an extended loan. Materials may be renewed once for an additional three weeks (for a total loan period of nine weeks, with the original checkout), as long as the materials have not been requested by another patron.

Teacher Cards will expire yearly on June 15, and educators may renew their Teacher Card as long as proof of employment for the new school year is provided.

Records Retention

Confidentiality of Patron Records

Wright Memorial Public Library Records containing information on library patrons are not open to public review.

Ohio Revised Code Sec. 149.432 provides that library records containing user information are confidential and are not open to the public. This includes (a) information the library requires an individual to provide in order to be eligible to use library services or borrow materials; (b) information that identifies an individual as having requested or obtained specific materials or materials on a specific subject; or (c) information that is provided by an individual to assist a library staff member to answer a specific question or provide information on a particular subject.

In accordance with Ohio statute, library records or user information will only be released in the following situations:

1. Parents, guardians and custodians will have access to their minor children's records. The statute does not limit this right to parents who actually live with the child. Parents who do not have custody, who are separated, or who are divorced have the right to access their minor children's records. Guardian is defined by the Ohio Revised Code Sec. 2151.011(B)(16) as a person, association, or corporation that is granted authority by a probate court to exercise parental rights over a child to the extent provided in the court's order. Custodian is defined by Ohio Revised Code Sec. 2151.011(B)(11) as a person who has legal custody of a child, or a public children's agency or private child placing agency that has permanent, temporary, or legal custody of a child. The library reserves the right to request copies of court documents of legal appointments in its attempt to comply with state statute.

A parent, guardian, or custodian of a minor under 18 may see the child's library record by providing a photo ID, the child's library card number, or by being named a Designated Borrower on the child's account.

2. In accordance with a subpoena, search warrant, or other court order, OR to a law enforcement officer investigating a matter involving public safety in urgent circumstances involving an emergency situation affecting the public's welfare and safety. Upon receipt of such process, court order or subpoena, the library will consult with legal counsel to determine if such process, court order or subpoena is in proper form and if there is a showing of good cause for its issuance in a court of competent jurisdiction. If the process, court order or subpoena is not in proper form or if good cause has not been shown, the library will insist that any such defects be cured before the request is complied with. Proper identification of any law enforcement officer will be made before any information is released. All such requests for information must be referred to the Library Director.

3. With the consent of the individual who is the subject of the record or information. The library recognizes and honors opt-in confidentiality waiver agreements. Each person registering for a borrower's card can designate specific individuals to whom they grant access to their library records. Designees requesting access to patron information must show identification for themselves in the form of their driver's license or Wright Memorial Public Library card. Access to patron information is permitted only upon verification that the cardholder has granted access permission to the individual.
4. For library administrative purposes. Patron record information is available to employees of the library for use in the ordinary conduct of library business. Information may be shared with individuals and corporations outside the library, such as automation vendors in the normal course of database creation and management or agencies utilized in the collection of overdue materials and outstanding fees.
5. To document improper use of the Internet. Patron's names may not be released, but Ohio statute permits release of information on a patron's gender and age regarding improper use of the Internet. If the Federal Bureau of Investigation under provisions of the USA PATRIOT Act serves the library with a search warrant, we may not disclose that such a warrant has been served or that records have been produced pursuant to the warrant. We are still allowed to consult legal counsel concerning the warrant and request that the library's legal counsel be present during the actual search provided for in the warrant. [This information was provided by the ALA Office of Intellectual Freedom and reviewed by their legal counsel.]

Records Retention

Wright Memorial Public Library, like other public entities in the State of Ohio, must retain certain records from year to year. The Board of Trustees of Wright Memorial Public Library adopts the following policy for records retention:

A library records commission shall be created and consist of the members of the board of library trustees and the Fiscal Officer. The president of the library board shall serve as chair of the commission. The commission must meet at least once every twelve months.

The commission shall review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the library. The commission may at any time review any schedule it has previously approved and for good cause shown, may revise that schedule.

Records shall fall into two categories: Permanent and Non-Permanent. ***Records may be retained on any commercially viable media that provides an accurate reproduction of the record.***

See appendix for the latest version of the approved [WMPL Records Retention Schedule](#).

Patron Behavior, Safety, and Security

Rules of Conduct

The Wright Memorial Public Library is supported by the tax dollars of the citizens of Oakwood and, for that reason, the following Rules of Conduct have been established to provide our citizens a safe and welcoming environment for reading, learning, and other library activities. These Rules are designed to protect the rights and safety of library patrons, volunteers, and staff and to protect and preserve library materials, electronics, equipment, and facilities.

The following conduct is NOT permitted at Wright Memorial Public Library:

DISRUPTIVE BEHAVIOR

- Interfering with any person's comfort, safety, or the normal operations of the library
- Harassing or threatening behavior
- Using obscene or profane language or gestures
- Using cellular phones or other electronic devices in a loud or disturbing manner
- Panhandling and/or soliciting
- Use of bicycles, rollerblades, skateboards, or similar items on the premises
- Sleeping
- Climbing on furniture and/or shelving
- Violating the library's Internet Use Policies
- Petitioning or distributing non-library approved materials
- Engaging in sexual activity or lewd behavior
- Congregating in a manner which obstructs access or interferes with the use of library facilities or services
- Using emergency exits in any situation other than an emergency evacuation of the building
- Bringing pets or animals into the library other than certified service animals

VIOLATIONS OF LOCAL, STATE AND FEDERAL LAWS

- Engaging in conduct that violates or attempts to violate any local, state, or federal statute
- Stealing or any attempts therein to steal, deface, or destroy library property or facilities
- Possession of firearms or other weapons in the library
- Smoking or use of tobacco products and electronic cigarettes
- Being under the influence of, or possessing, alcohol or illegal substances

OFFENSIVE HEALTH AND HYGIENE

- Showing signs of offensive hygiene including excessive body odor
- Bathing or cleaning/laundrying personal items on the premises
- Entering library without shirt or shoes

Any person who violates the Rules of Conduct or other Wright Memorial Public Library policies, including the library's *Internet Use Policy* and the *Unattended Child Policy*, may be asked to leave the library, the library premises, and/or have library privileges withdrawn.

For the safety of the public and the protection of Wright Memorial Public Library property, the library reserves the right to:

- Request inspection of personal property including bags, backpacks, purses etc.
- Request that adults unaccompanied by a minor or without a need for Youth materials remain in the main areas of the Library.
- Notify law enforcement of suspicious behavior
- Seek prosecution for all illegal acts performed on the premises

Unattended Child

In an effort to provide a library environment that allows all patrons to use library materials and services in a safe, relaxed manner, the Wright Memorial Public Library Board of Trustees has adopted a policy statement concerning unattended or disruptive children.

The staff of the Wright Memorial Public Library is concerned about the safety of all library users, especially children. The staff strives to make the library an enjoyable place to visit so patrons will want to return many times.

Library staff members cannot, however, supervise children or function as substitute baby sitters. Parents and responsible patrons need to be as careful of their children's safety in the library as they would be in a shopping mall or any other public building.

Children under age seven may not be left unattended in any part of the library. Unattended means not within sight of the caregiver, with the exception of a story time where it has been specified that the adult is not required to stay with the child. An older child of at least age ten, such as a sibling or babysitter, may serve as the caregiver for a child under age seven, and must attend to the younger child as described above.

Children ages seven through seventeen may use the library unattended. Parents are still responsible for the actions of their children.

Library staff members are not available to deliver messages to children (or other patrons) in the library, except in emergency situations, or to check and report on their whereabouts to parents or caregivers who call. Staff members are not permitted to remain after hours with an unattended child, or to leave library premises with an unattended child at any time.

The Oakwood Public Safety Department may be called to assume responsibility for an unattended child after the library has closed, or to assume responsibility for a disruptive child whose parent or caregiver cannot be reached.

Internet and Computer

Internet Use Policy

Background/Philosophy

Wright Memorial Public Library provides access to the Internet as an integral part of its mission. The Internet is a worldwide computer network that provides access to a massive body of information. The resources available on the Internet expand the library's information resources well beyond traditional collections. In providing Internet access, Wright Memorial Public Library enhances its existing collection in size and depth.

Intellectual Freedom/Right to Privacy

Wright Memorial Public Library supports the First Amendment, intellectual freedom, and the Library Bill of Rights.

The same standards of intellectual freedom, privacy, and confidentiality endorsed by Wright Memorial Public Library for traditional resources and services also apply to electronic media, including the Internet. The library has a policy of open access to all parts of its collections, including access to the Internet.

The library seeks to protect the First Amendment rights of its patrons and their individual rights to privacy. However, Internet users must be sensitive to the fact that computers are in public areas and, therefore, images on the screen may be subject to view by a wide audience.

The computers owned and operated by the library are to be used for educational, informational, and recreational purposes only; they may not be used for unauthorized, illegal, or unethical purposes. Accessing, displaying, viewing, or disseminating materials and/or performances that are obscene or are harmful to juveniles, as these terms are defined in sections 2907.01 and 2907.31 of the Ohio Revised Code, are prohibited. Users may not use library computers or internet services for any activity that is reasonably construed as obscene, suggestive, or as creating an intimidating or hostile environment.

Conditions and Terms of Use for Library Computers

Patrons are required to sign up to use a Library computer. Visitors from outside Ohio may use a Library computer as a guest by consulting with a staff member. Use of the library's computers may be limited when other patrons are waiting. The library's Internet Use Policy applies to users of wireless connections and personal electronics accessed within the library.

The library reserves the right to charge for printing. The library is not responsible for damage to a patron's computer, storage device, or for any loss of data that may occur from the use of the library's computers.

The Internet offers access to information, ideas and commentary from around the world and a vast

array of tools and resources for different age levels and points of view. However, not all sites on the Internet provide information that is accurate, complete, current, or legal. Wright Memorial Public Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. The library has no control over the information accessed through the Internet and cannot be held responsible for its content. Some resources contain material that some patrons may find personally offensive or may consider inappropriate for children.

Wright Memorial Public Library Internet users are advised not to enter any sensitive personal or financial information such as bank account passwords and credit card numbers into these public computers. Wright Memorial Public Library is in no way responsible for the results of such actions.

The library (at its sole discretion) reserves the right to suspend or terminate the Internet privileges of any patron who violates the library's Internet Use policy.

Copyright

Materials obtained or copied on the Internet may be subject to laws that govern making reproductions of copyrighted works. Customers are responsible for compliance with all international, national and state laws governing copyrighted materials.

Use of the Internet by Children

Parents, guardians, and caregivers are responsible for their children's use of the Internet. Library staff does not control the sites that children may select on the Internet. Parents/guardians/caregivers are strongly encouraged to work with their children to develop acceptable rules of Internet use. Parents/guardians/caregivers and children are also encouraged to read *Child Safety On the Information Highway*, jointly produced by the National Center for Missing and Exploited Children and the Interactive Services Association.

The Board of Trustees has chosen to install software on all public access Internet computers in the library. This software is intended to filter materials and/or performances that are obscene or harmful to juveniles, as defined in Ohio Revised Code Sections 2907.01 and 2907.38. No filtering software is perfect: no filter will block all offensive materials, and any filter will sometimes block useful and educational materials as well.

It is the parent or guardian who sets family standards and values and the library should not usurp that responsibility. We strongly recommend that parents/guardians work with their children when they are using the Internet.

Library patrons may address questions and concerns about the Internet Use Policy to the Director.

Public Devices for In-Library Use

The Wright Memorial Public Library has public devices for use by patrons within the library.

a) Eligible Borrowers



- Current WMPL patrons with a verified address (patrons with a 20 item checkout limit or higher) may borrow devices. Visitors or guests without a valid WMPL library card are not eligible. Children under the age of 8 may only borrow devices available at the Youth Services desk.
- Patrons under 18 must have a parent/guardian sign a Loan Agreement noting permission and acceptance of all liabilities for their child's use of a device. Loan Agreements must be on file for each type of device borrowed.
- Patrons who owe \$10.00 or more in fines or fees are not eligible to borrow laptops or tablets until their library account is again in good standing.

b) Borrowing Guidelines

- Devices are available at the Information and Youth Services desks.
- Devices must be used in the library. They may not be taken out of the building.
- Devices are available on a first-come first-served basis. No reservations will be accepted.
- Devices are due back 15 minutes prior to closing. There are no overnight loans on devices for in-library use.
- Patrons must check out devices on their own library card and may not loan the device to others. However, parents/guardians may check out devices on behalf of their minor children, so long as the child is present in the library.
- Only one device is allowed per person.
- Patrons borrowing devices are responsible for them the entire time they are loaned out.
- Devices from the Information desk may be borrowed for 90 minutes with the option to extend the session an additional 90 minutes. Overdue fines apply.
- Early Learning Tablets have a suggested borrowing time of 30 minutes.

c) Return Procedures

- Devices must be returned to library staff at the service desk from which the patron borrowed it.
- Staff will check devices for damage. If damage has occurred that is not otherwise covered by the device's insurance, charges will be assessed accordingly.
- All devices must be returned to the service desk 15 minutes prior to closing.

d) Fines and Liability

- The individual borrowing the device assumes all responsibility for the device. WMPL assumes no responsibility if a device is stolen while loaned out to a patron.
- Patrons are responsible for all costs associated with loss, theft, or damage unless such damage is covered by the device's insurance.
- The overdue fine for laptops is \$1.00 per minute (\$25 max) over the 90 minute loan period.
- Patrons will be charged for replacement costs of the device if lost, damaged, or stolen. Replacement costs are listed in the item record in the catalog.
Charges for lost or damaged accessories are:
Power Cord: \$50 Headphones: \$20

e) Printing and Saving

- Patrons may save their data to their personal storage devices or to their personal web space. Data and programs saved to the device will be deleted when the session ends.
- Patrons are encouraged to save their work frequently. Battery failure may result in lost work.
- Printing is available at 15 cents (black/white) or 25 cents (color). All print jobs from laptops are sent to a networked printer located at the public service desk.
- Print jobs should be claimed no later than when the device is returned.

f) Additional Guidelines

- Patrons may not change system settings on devices.
- Installation of additional software requires staff approval.
- WMPL is not responsible for damage to personal storage devices or for the loss of any data during the loan period.

g) Troubleshooting

If you experience problems with hardware or applications, please bring the device to the service desk from which it was checked out for assistance.

h) Conditions and Terms for Device Use

Patrons must use WMPL devices in accordance with the terms and conditions of the *Internet Use Policy*.

Circulating Mobile Devices

The Wright Memorial Public Library has mobile devices that can be checked out by patrons.

a) Eligible Borrowers

- Mobile devices are available for current WMPL patrons 8 years old or older who have a library card with a verified address (patrons with a 20 item checkout limit or higher).
- Patrons ages 8-17 must have a parent/guardian's signature noting permission, and acceptance of all liabilities, for their child's use of a device.
- Patrons who owe \$10.00 or more in fines or fees are not eligible to borrow devices until their library account is again in good standing.

b) Borrowing Guidelines

- Devices are available to check out at the circulation desk.
- Device checkouts require a library card and must be made to the individual card holder only.
- Only one device is loaned per person at one time.
- The loan period varies by type of device.
- Devices can be placed on hold and renewed.
- Borrowers are responsible for the devices for the entire loan period.

c) Return Procedures



- The device must be returned during library hours to staff at the circulation desk.
- Staff will check the device for damage. If damage has occurred, charges will be assessed accordingly.

d) Fines and Liability

- The borrower assumes all responsibility for the device, including theft.
- Patrons are responsible for all costs associated with damage, loss, or theft of the device.
- The overdue fine for devices is \$1.00 per day (\$25 maximum).
- Charges for lost or damaged devices and accessories are:
 - USB cable: \$10.00
 - Power adaptor: \$20.00
 - Protective cover \$20.00
 - Device replacement costs are listed on the item record in the catalog.

e) Additional Details

- All devices will be restored to factory settings after they are returned by the borrowing patron. Any/all content downloaded onto the device will be deleted in this process.

f) Troubleshooting

If you experience problems with a device, please return to the library with the device and ask at a public service desk for assistance.

Makerboxes

The Wright Memorial Public Library loans “Makerboxes” of hands-on learning experiences for use by patrons. These Makerboxes focus on STEAM (Science, Technology, Engineering, Art, and Mathematics) themes and are designed for use under careful adult supervision with age appropriate audiences.

a) Eligible Borrowers

- Makerboxes are available for current WMPL patrons 18 years or older who have a library card with a verified address (patrons with a 20 item checkout limit or higher).
- A signed waiver form (see appendix) is required.
- Patrons who owe \$10.00 or more in fines or fees are not eligible to borrow Makerboxes until their library account is again in good standing.

b) Borrowing Guidelines

- Makerboxes are available at the public service desk and may be borrowed for 14 days.
- Makerboxes require a library card in hand and must be made to the individual card holder only. Makerboxes may not be loaned to other individuals.
- The Library limits quantities due to size of collection



- Patrons borrowing Makerboxes are responsible for the box contents the entire time they are loaned out.
- Makerboxes will have an inventory of *Tools/Machinery* (must be returned) and *Supplies/Consumables* (may be used and/or kept by borrower).

c) Return Procedures

- Makerboxes must be returned to library employees at the reference desk (do not use library book drops to return Makerboxes).
- Staff will check the Makerboxes for any damage or missing contents. If damage or loss has occurred, charges will be assessed accordingly.

d) Fines and Liability

- The borrower assumes all responsibility for the box and contents. WMPL assumes no responsibility if the Makerbox is stolen
- WMPL assumes no liability for use of the Makerbox while loaned out to a patron.
- The overdue fine for a Makerbox is \$1.00 per day (\$25 max).
- Charges for lost or damaged accessories (tools/machinery) will be assessed.
- Replacement costs for Makerboxes vary, with some valued at \$350 or more.

Collection Development

Collection Development Policy

I. Introduction

It is the policy of the Wright Memorial Public Library Board of Trustees to recognize the diverse library needs of all citizens, regardless of age, race, national origin, religious, social, or political views.

The purpose of this Collection Development Policy is to guide staff in effectively using the library's financial resources to meet the needs of the community by:

- 1) Broadly defining the purposes and scope of the collection.
- 2) Designating the authority and responsibility for collection development.
- 3) Describing the selection criteria to be used.
- 4) Stating the policies on accepting gifts, withdrawal of materials, replacing lost and damaged items, and patron objections to materials in the collection.
- 5) Affirming support for the intellectual freedom statements of the American Library Association.

II. Purpose of the Library's Collection

The purpose of the collection of Wright Memorial Public Library is to fulfill the mission, vision, and goals accepted by the Board of Trustees:

Mission

The Wright Memorial Public Library is a community focal point that helps fulfill patron needs for information and entertainment materials; meets the learning needs of patrons on topics related to work, school, and personal life; and encourages learning and intellectual growth from the earliest ages. The library provides high levels of efficient, friendly, personal service; and fosters an atmosphere of intellectual liberty in the American tradition of free ideas.

Vision

Wright Memorial Public Library has a distinctive role in the community as an institution that fuels the intellect and imagination of people of all ages. Wright Memorial Public Library recognizes that libraries are no longer just physical places containing inventories of books, but have become channels through which knowledge flows to patrons from many sources. The Library strives to serve all patrons, whether on-site or virtual, by providing the resources they seek promptly, completely, accurately, and in a comfortable environment. The Library partners with other organizations to project its reach in the community and strives to expand physical and virtual access to its resources. Wright Memorial Public Library seeks to play an active role in preparing preschoolers to learn, helping students succeed in school, and supporting lifelong learners by providing a broad range of viewpoints, formats, and programs. Wright Memorial Public Library actively works to connect patrons with resources that will enrich their lives.

Goals

- 1) **Stimulate Imagination:** Reading, viewing and listening for pleasure.
Library patrons will have materials and programs that excite their imaginations and provide pleasurable reading, viewing and listening experiences.
- 2) **Help Students Succeed in School:** Homework help.
Students will have the resources they need to succeed in school.
- 3) **Create Young Readers:** Early literacy.
Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.
- 4) **Satisfy Curiosity:** Lifelong learning and life choices.
Patrons will have the resources they need to explore topics of personal interest and continue to learn throughout their lives. Patrons will have the resources they need to identify and analyze risks, benefits, and alternatives before making decisions that affect their lives.
- 5) **Provide a Comfortable Place to Visit:** Physical and virtual spaces.
Patrons will have a safe and welcoming physical place to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.
- 6) **Connect Patrons to the Online World:** Public Internet access.
Patrons will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.

III. Scope

The collection is intended to meet most needs of a suburban population, preschool age through senior adults. It is not intended to provide complete coverage of any given subject area, but rather a balanced selection of materials currently available. The collection is not archival and is reviewed and revised continuously to meet current needs.

Wright Memorial Public Library intends to offer choices of format, treatment, and level of difficulty so that most individuals' needs can be met without needlessly duplicating the resources available in other area libraries.

Both circulating and reference materials will usually be collected at the Basic Information Level for all subject areas, as defined by the American Library Association's *Guide for Written Collection Policy Statements*. Collecting at this level means that the library will usually purchase materials that serve "to introduce and define a subject and to indicate the varieties of information available elsewhere." Emphasis is on works of general interest for the non-specialized user. The library uses interlibrary loan services to offer more specialized materials for patrons who request them.

An exception to the "basic level" of collecting is Oakwood local history materials, which are acquired as comprehensively as possible.

IV. Authority and Responsibility for Collection Development

Collection Development is and shall be vested in the Library Director by the Board of Trustees. Under the Library Director's direction, collection development may be delegated to members of the professional staff who are qualified for these duties by reason of education, training, and experience. Any material so selected for the collection shall be considered to have been selected by the Board of Trustees.

V. Selection Criteria

The selection of any material for the library does not constitute an endorsement of its content.

These are selection criteria to be used by collection development staff:

For all materials:

- 1) Reviews in library journals and other publications (though lack of a review or lack of a favorable review shall not be the sole criteria for rejection of a title for which there is popular demand)
- 2) Information from publishers' catalogs and promotions
- 3) Examination copies
- 4) Patron recommendations
- 5) Popular demand
- 6) Availability and cost
- 7) Interest and appeal to Wright Memorial Public Library patrons
- 8) Professional judgment based on education, training, and experience

Additional criteria for nonfiction:

- 1) Qualification or reputation of the author in the subject field
- 2) Scope of the subject matter
- 3) Quality of the writing
- 4) Needs of the community
- 5) Timeliness of the information
- 6) Reputation of the publisher
- 7) Organization of content (such as inclusion of indices and bibliographies)
- 8) Relationship to the existing collection
- 9) Weakness of the collection in a particular area
- 10) Physical qualities (binding, print size, illustrations)

Additional criteria for audiovisual items:

- 1) Reputation of an author, publisher, producer, director, artist, and/or performer
- 2) Quality of production and sound

VI. Gifts and Donations

Wright Memorial Public Library welcomes and encourages monetary gifts to supplement the materials budget. All acquisitions made with donated funds are made in accordance with this collection development policy. The library may not be able to fulfill requests regarding subject matter or specific titles. Due to space and use constraints, we cannot guarantee that any gift will remain permanently part of the collection.

The library also accepts donations of books and other library media. These are evaluated using the same criteria as is used for selection of all library materials.

The library retains unconditional ownership of gifts and decides if items will be added to the collection, offered in a book sale, or discarded. The library reserves the right to refuse donations.

The library does not provide monetary appraisal of any gift for income tax or other purposes, but may provide a receipt for the number of items donated.

VII. Withdrawal of Materials

The library's objective is to maintain a collection of materials that are in demand by our patrons. Materials not in demand will be weeded and discarded. Weeding will be done continuously. Discarded materials may be made available in the library's book sale.

These are factors collection development staff will consider as favorable to weeding and discarding:

1. Poor physical condition
2. Content no longer considered accurate or factual and material not needed to represent a historical viewpoint
3. Little or no recent use
4. Excessive number of copies
5. Superseded editions
6. Availability of newer, better, more up-to-date editions or releases

VIII. Replacement of Lost or Damaged Items

Materials missing, lost, destroyed, long overdue, or damaged will not automatically be replaced. The library only buys replacement copies of materials if usage warrants. Factors to be considered by staff in deciding on replacement include:

- 1) Is there a comparable, more recent title on the same subject?
- 2) Is there already adequate coverage in the subject area without replacing the title?
- 3) Is there demand for that specific title?
- 4) Is the title an essential work in the literature of the subject field or of a particular author?

IX. Patron Objections to Materials in the Collection

Library patrons may address questions and concerns about materials selected, or about the collection policy, to the Director. Such patrons will be provided with a copy of this policy and a "Request for Reconsideration of Library Material" form. A patron who is not satisfied with the Director's response may choose to make arrangements to address the Board of Trustees at one of its regular meetings.

X. Intellectual Freedom

The library recognizes that some materials are controversial and that any given item may offend some users. Selection decisions are not made on the basis of any anticipated approval or disapproval, but on the merits of the work in relation to the overall development of the collection and the necessity of meeting the needs of many individuals with a broad range of interests and viewpoints. No material shall be excluded because of race, nationality, political, religious or social views of the originator.

Responsibility for children's use of the library rests with their parents or legal guardians. Selection is not influenced by the possibility that materials may be accessible to children. Library materials are not

marked to show approval or disapproval of their contents, nor are they sequestered except for the purpose of protecting them from damage or theft.

The Library Board vigorously supports the American Library Association’s Library Bill of Rights and its interpretive documents. (See following sections)

Library Bill of Rights

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

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

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of “age” reaffirmed January 24, 1996.

The Library Board vigorously supports intellectual freedom as articulated in the following position papers adopted by the American Library Association Council.

The Freedom to View

The Freedom to View, along with freedom to speak, to hear, and to read is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

- 1) It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.

- 2) It is in the public interest to provide for our audiences films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- 3) It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- 4) It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Education Film Library Association's Freedom to View Committee, and adopted by the EFLA Board of Directors in February, 1979. Endorsed by the ALA January 10, 1990. Educational Film Library Association, 43 W. 61 Street, New York, NY

Free Access to Libraries for Minors

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, non-print, or digital format. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹

Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As *Libraries: an American Value* states, “We affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.” Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children’s—and only their children’s—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.²

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹ See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975) “Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors.” See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, . 244 F.3d 572 (7th Cir. 2001).

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008.

² Ohio law (*Ohio Revised Code* 149.432) allows a minor child’s parent, guardian, or legal custodian to have access to library records or patron information pertaining to that minor child. Library Board policy allows a minor child’s parent, guardian, or legal custodian to choose not to allow that child the ability to use his/her library card to borrow audiovisual materials.

Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America’s libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- 1) We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- 2) We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- 3) We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- 4) We connect people and ideas by helping each person select from and effectively use the library's resources;
- 5) We protect each individual's privacy and confidentiality in the use of library resources and services;
- 6) We protect the rights of individuals to express their opinions about library resources and services;
- 7) We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted February 3, 1999, by the Council of the American Library Association

Appendices



Wright Memorial
Public Library

**Wright Memorial Public Library
Meeting Room Reservation Agreement**

Guidelines

Date of request: _____

- Reservations are taken for the current month and for the next two future months.
- Only groups can make reservations. A group has a minimum of 3 people.
- Groups can make up to four reservations per month.
- All rooms can be reserved for a maximum of 4 hours at a time.
- More than one room cannot be reserved by a group for the same time.
- The Library has the right to place groups in rooms based on the library's scheduling needs.

Contact Information

Name of the person reserving the room: _____
(This person is responsible for the condition of the room being used)

Wright Library card number: _____ Driver's License number: _____

Group name: _____

Phone number: _____ Email address: _____

Description of event/activity for which the room is being used:

Event Information

Requested room: Community Room Aberdeen Conf. Room Lower Level Conf. Room

Date(s) requested: _____

Start time: _____ End time: _____

Maximum number of attendees expected: _____

Equipment requested:

Community Room:

Chairs _____ (# needed) Tables _____ (# needed) Kitchenette/sink Screen (TV)

Lower Level Conference Room: Screen (TV)

I have read and understand Wright Library's Meeting Rooms policy, and I accept responsibility for ensuring that the group I represent adheres to this policy while using the library's meeting rooms.

I also agree to indemnify and hold harmless Wright Memorial Public Library, its agents, and its employees from all liability, claims, damages, or costs, for or arising out of this event, whether caused by my negligence, Wright Memorial Public Library's negligence, or negligence by either party's agents or employees.

Signature: _____ **Date:** _____



Wright Memorial
Public Library

Parent Restriction on Child's Audiovisual Borrowing Privileges

A parent may use this form to request that a child under 18 years of age be restricted from borrowing all items from the Library's audiovisual collection on his or her card.

Please be aware that:

- Completing this form will keep your child from being able to pick up AV items for other members of the family with his or her card.
- Completing this form cannot guarantee that your child will never have access to materials that you consider inappropriate. For example, it will not prevent your child from obtaining AV materials by using a friend's or family member's unrestricted Library card.

I have read this form and I request that my child's library card be restricted from borrowing audio-visual materials.

Parent or guardian's signature: _____

Today's date: ____/____/____

Child's name: _____

Address: _____

Child's Library card number: _____

Child's date of birth: ____/____/____

Staff Use:

Restriction expires when child turns 18 on: ____/____/____



Wright Memorial Public Library Teacher Card Application

PLEASE READ CAREFULLY:

Educators who work in an educational setting in Ohio are eligible for a Teacher Card. This card allows educators to check out up to 150 materials at one time, 25 of which may be DVD/Blu-ray items. No fines will be charged for overdue materials but educators may be charged for lost or damaged materials.

Name: LAST	FIRST	MIDDLE INITIAL
School or Institution Name:		
Address:		
City:	State:	Zip Code:
Telephone Number:		
Home Address:		
City:	State:	Zip Code:
Best Phone Number to Contact You:		
Best Email to Contact You:		
Preferred Method of Contact: _____ Phone Call _____ Email		

PLEASE READ BEFORE SIGNING: I verify that the above information is correct and agree to abide by the Wright Memorial Public Library Teacher Loan policy. I understand that misuse will result in the revocation of Teacher Card borrowing privileges.

Signature

Date



Wright Memorial
Public Library



Wright Memorial
Public Library



Wright Memorial
Public Library

Request for Reconsideration of Library Material

We are sorry if you have been offended by any material in the library's collection. Wright Memorial Public Library subscribes to the Library Bill of Rights as adopted by the American Library Association. This document reads, in part: "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Everyone's tastes are different and it is the library's responsibility to provide materials on a multitude of subjects and viewpoints, in many styles.

If you think that an item does not belong in the library, we invite you to fill out this form and return it to the front desk. The staff will see that it is given to the library director, who will be in touch with you regarding your request.

Your name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Representing:

Self

Organization: _____

Material on which you wish to comment:

Title: _____

Author, artist, or producer: _____

What brought this work to your attention?

What are your concerns about this work and/or what are your specific objections to it?
(Use back or additional pages if you wish.)

What would you like the library to do with this work?

Re-evaluate it.

Withdraw it from the collection.

Other: _____

Is there a work representing your viewpoint that you would like to recommend for the library?

Signature: _____



Wright Memorial
Public Library

Laptop Loan Agreement

Borrower Information: (please print)

Last Name: _____ First: _____ MI _____

DOB _____

Library Card #: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____

By my signature below, I acknowledge that I have read and agreed to ALL of the following statements:

- I am at least 8 years old and my WMPL account is in good standing.
- I agree to accept full responsibility for the laptop while it is checked out to me.
- I will not loan the laptop or my library card to another individual for computer use.
- I will not tamper with the laptop hardware or software, attempt to load software, or attach unauthorized hardware to the laptop. Authorized hardware includes flash drives or other storage devices, headphones, and mice.
- I will stay in the library with the laptop.
- I agree that the loan period for each laptop is 90 minutes hours with no automatic extensions.
- I will return the laptop to the public service desk when it is due.
- I accept full financial liability for the laptop while it is in my possession.
- I agree to pay all costs associated with overdue, damage, loss, or theft of the laptop per the laptop policy (see schedule of fines and fees below).
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing a laptop.
- I understand that the laptop will be inspected before and after I check it out to see if any damage occurs while it is in my possession.

Borrower's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(if under the age of 18)

Library Staff Name: _____

Laptop Fines and Fees:

Overdue Fine: \$1 per minute, maximum of \$25

Power Cord: \$50

Laptop: \$600



Wright Memorial
Public Library

Children's Tablet Loan Agreement

a) Eligible Borrowers

- Tablets are available for current WMPL patrons who have a library card with a verified address (patrons with a 20 item checkout limit or higher). Visitors or guests without a valid WMPL library card are not eligible.
- Patrons who owe \$10.00 or more in fines or fees are not eligible to borrow tablets until their library account is again in good standing.
- Patrons under 18 years old must have a parent/guardian's signature noting permission, and acceptance of all liabilities, for their child's use of a tablet. Once that permission and acceptance of all liabilities is on file, the minor may check out tablets on their minor card. This is for the patron's convenience if other caregivers accompany the minor to the Library.

b) Borrowing Guidelines

- Tablets are available at the Youth Services desk.
- Tablets must be used within the library. They may not be taken out of the building.
- Tablets are available on a first-come first-served basis. No reservations will be accepted.
- Tablets are due back to the Youth Services desk 15 minutes before the library closes. There are no overnight loans on the tablets. Please note that the American Academy of Pediatrics recommends no more than 1 hour per day of screen time for children ages 2-5, and Let's Move! recommends no more than 30 minutes of screen time per week
- Tablet checkouts require a library card in hand and must be made to the individual card holder only.
- One tablet is loaned per child. Multiple tablets may be loaned on the same card at the same time, providing that the card holder has multiple people with them.
- Patrons borrowing the tablets are responsible for them the entire time they are loaned out.

c) Return Procedures

- The tablet must be returned to library employees at the Youth Services desk or Research desk.
- The staff will check the tablet for any damage not covered by insurance. If such damage has occurred, charges will be assessed accordingly.
- All tablets must be returned to the Youth Services desk at least 15 minutes before the library closes.

d) Fines and Liability

- The individual borrowing the tablet assumes all responsibility for the tablet. WMPL assumes no responsibility if the tablet is stolen while loaned out to a patron.
- Patrons are responsible for all costs associated with loss, theft or damage of the tablet that exceed the tablet's warrantee.
- Charges for damaged tablets are applied only when the damages exceed the tablet's warrantee. Replacement costs for the tablets can be found in the Item Record in the Library Catalog.

f) Additional Guidelines

- Patrons may not attach any hardware other than headphones to the tablet. Patrons may not install their own software or change system settings.

g) Troubleshooting

- If you experience problems with the tablet, or would like to borrow a pair of headphones, please bring the tablet to the Youth Services desk for assistance.

Children's Tablet Loan Agreement

Borrower Information: (please print)

Last Name: _____ First: _____ MI _____

DOB _____

Library Card _____

Address: _____

City _____ State _____ Zip _____

Phone: _____

By my signature below, I acknowledge that I have read and agreed to ALL of the following statements:

- My WMPL account is in good standing.
- I agree to accept full responsibility for the tablet while it is checked out to me.
- I will not tamper with the tablet hardware or software, attempt to load software, or attach unauthorized hardware to the tablet. Authorized hardware includes headphones.
- I will stay in the library with the tablet.
- I will return the tablet to the Youth Services desk no later than 15 minutes before the Library closes.
- I accept full financial liability for the tablet while it is in my possession.
- I agree to pay all costs associated with loss, theft or damage of the tablet that exceed the tablet's warrantee. Replacement costs are listed in the Item Record on the Library Catalog.
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing tablets.
- I understand that the tablet will be inspected before and after I check it out to see if any damage occurs while it is in my possession.

Borrower's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(if under the age of 18)

Library Staff Name: _____

Device Loan Agreement

Borrower Information: (please print)

Last Name: _____ First: _____ MI _____

DOB _____

Library Card #: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____

By my signature below, I acknowledge that I have read and agreed to ALL of the following statements:

- I am at least 8 years old and my WMPL account is in good standing.
- I agree to accept full responsibility for the device while it is checked out to me.
- I will not tamper with the device, accessories, or settings.
- I will return the device and all accessories to a Library staff member at the circulation desk when it is due.
- I accept full financial liability for the device while it is in my possession.
- I agree to pay all costs associated with overdue, damage, loss, or theft of the device per the Circulating Mobile Devices policy (see schedule of fines and fees below).
- I agree that failure to comply with any of these rules and guidelines will result in the loss of the privilege of borrowing a device.
- I understand that the device will be inspected before and after I check it out to see if any damage occurs while it is in my possession.

Borrower's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(if under the age of 18)

Library Staff Name: _____

Device Fines and Fees:

Overdue Fine: \$1 per day

USB cable: \$10.00

Power adapter: \$20.00

Protective case: \$20.00

Device: Device replacement costs are listed on the item record in the catalog.

Makerboxes Liability Waiver

Conditions of Use

You agree to use the Makerboxes, including all tools or materials, as they were designed to be used, including but not limited to safe use as described in manufacturer recommendations. You agree to be responsible for the continued good condition of Makerbox tools or materials while the Makerbox is being used by or is checked out to you. **Replacement cost of a Makerbox is \$350 or more.**

Assumption of Risk

You agree that you are voluntarily interacting with the Makerboxes, with the knowledge of risks of doing so, such as: injury, property damage, or death, resulting from the use or misuse of potentially dangerous tools or materials. Adults should carefully supervise use of Makerboxes and ensure safety of age appropriate audiences.

Release of Liability

You release the Wright Memorial Public Library and its employees and volunteers from all liability, claims, damage, or demands arising from or related to your interaction with the Makerboxes

Patron Information

NAME: _____ LIBRARY CARD #: _____

EMAIL: _____ PHONE #: _____

BY SIGNING HERE YOU ACKNOWLEDGE THAT YOU HAVE READ THIS WAIVER, AND UNDERSTAND THAT IT INCLUDES CONDITIONS OF USE, AN ASSUMPTION OF RISK, AND A RELEASE OF LIABILITY. UNDERSTANDING AND SIGNING THIS WAIVER IS REQUIRED TO INTERACT WITH A MAKERBOX.

SIGNATURE OF BORROWER (must be 18 or older):



Public Fax



Wright Memorial
Public Library

Staff Use Only:

Total Cost: _____

Date: _____

To: _____

Fax #: _____

Total # of pages (with cover sheet): _____

From: _____

Phone #: _____

Comments:

Disclaimer: Wright Library is not responsible for content, or technical issues affecting delivery of, faxed documents. Patrons using Wright Library's faxing services are encouraged to confirm complete delivery of all faxes directly with the recipient.



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

MAY 14 2019

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Wright Memorial Public Library

(local government entity) Sammy Emrick (unit) Tammy Emrick Fiscal Officer May 13, 2019
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Wright Memorial Public Library Records Commission 937-294-7171
 (telephone number)
1776 Far Hills Avenue Oakwood 45419 Montgomery
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address:

emrick@wrightlibrary.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature] 13 May 2019
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives


[Signature] Govt. Rec. Archivist 5/16/19
 Signature Title Date

Section D: Auditor of State

[Signature] Records Mgr 5-30-19
 Signature Title Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

**Wright Memorial Public Library
Records Retention Schedule**

Category	Schedule Number	Record Title and Description	Retention Period	Media Type	Confidentiality	For use by Auditor of State or OHS-LGRP	RC-3 Req. 
Admin	ADM-001	Annual report of Library Statistics	Permanent	Paper/electronic	Public		
Admin	ADM-002	Annual report to State Library	Permanent	Paper/electronic	Public		
Admin	ADM-003	Applications for employment	Retain with Personnel Files (if employed); all others retain for 1 year from application date.	Paper/electronic	Confidential		
Admin	ADM-004	Automated Library System (Polaris) back-up	Until superseded (no RC-3)	Electronic (data tape)	Confidential		
Admin	ADM-005	Employee handbooks	Until superseded	Paper/electronic	Public		
Admin	ADM-006	Facility - Annual Maintenance	5 years	Paper/electronic	Public		
Admin	ADM-007	Facility - Building Records & Inspection Reports	10 years	Paper/electronic	Public		
Admin	ADM-008	Facility - Licenses & Permits	Until superseded	Paper/electronic	Public		
Admin	ADM-009	Injury/Incident Reports	5 years provided no pending action.	Paper/electronic	Public		
Admin	ADM-010	Interview materials for non-hires	5 years	Paper	Confidential		
Admin	ADM-011	Job Descriptions	Until superseded (no RC-3)	Paper/electronic	Public		
Admin	ADM-012	Job postings/advertisements of job openings or promotions	One year if no action pending	Paper/electronic	Public		
Admin	ADM-013	Network server back-up	Until superseded (no RC-3)	Electronic (external hard drive)	Confidential		

**Wright Memorial Public Library
Records Retention Schedule**


Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Category	Schedule Number	Record Title and Description	Retention Period	Media Type	Confidentiality	For use by Auditor of State or OHS-LGRP	RC-3 Req.
Admin	ADM-014	Personnel files	Permanent	Paper	Public		
Admin	ADM-015	Public records request	2 years	Paper/electronic	Public		
Admin	ADM-016	Security Video Footage	21 days; DVR automatically overwrites as needed (no RC-3)	Electronic	Public		
Admin	ADM-017	Surveys - Patron	5 years	Paper/electronic	Public		
Admin	ADM-018	Wright Memorial Public Library History Files	Permanent	Paper	Public		✓
Board	BRD-001	Board Agenda packets	3 years	Paper/electronic	Public		
Board	BRD-002	Board Audio recordings	Until minutes approved (no RC-3)	Electronic (digital recorder)	Public		
Board	BRD-003	Board Member Appointment Files	Permanent	Paper	Public		
Board	BRD-004	Board of Trustee Minutes	Permanent	Paper/electronic	Public		✓
Board	BRD-005	Bylaws of the Board of Trustees	Permanent	Paper/electronic	Public		
Board	BRD-006	Policy Manuals (Employee Handbook, Public Policies, Financial, etc.)	Permanent	Paper/electronic	Public		
Board	BRD-007	Records Commission/Records Disposal documents	10 years	Paper/electronic	Public		
Finance	FIN-001	Accounting records, not specified	5 years, provided audited	Paper/electronic	Public		

**Wright Memorial Public Library
Records Retention Schedule**

Category	Schedule Number	Record Title and Description	Retention Period	Media Type	Confidentiality	For use by Auditor of State or OHS-LGRP	RC-3 Reg.
Finance	FIN-002	Accounting system (UAN) backup	2 years, provided audited (no RC-3)	Electronic (CD)	Public		
Finance	FIN-003	Accounts payable ledger/check registers	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-004	Amended Official Certificates	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-005	Annual Budget Resolutions	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-006	Annual Certificate of Estimated Resources	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-007	Annual financial report to Auditor of State	Permanent	Paper/electronic	Public		
Finance	FIN-008	Appropriation ledgers	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-009	Audit reports from State Auditor	5 years	Paper/electronic	Public		
Finance	FIN-010	Bank deposit receipts/documents	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-011	Bank statements/documents	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-012	Bids - successful	15 years after completion of project	Paper/electronic	Public		
Finance	FIN-013	Bids - unsuccessful	3 years after "Letting of Contract" provided audited	Paper/electronic	Public		
Finance	FIN-014	Bi-weekly report of leave use and balances	Until incorporated in annual leave balance report	Paper/electronic	Public		
Finance	FIN-015	Budgets - annual	10 years	Paper/electronic	Public		

**Wright Memorial Public Library
Records Retention Schedule**

Category	Schedule Number	Record Title and Description	Retention Period	Media Type	Confidentiality	For use by Auditor of State or OHS-LGRP	RC-3 Reg. 
Finance	FIN-016	Building specifications/plans	Permanent	Paper/electronic	Public		
Finance	FIN-017	Cancelled checks	4 years, provided audited	Paper/electronic	Public		
Finance	FIN-018	Cash journals	4 years, provided audited	Paper/electronic	Public		
Finance	FIN-019	Cash register tapes	Until audited	Paper/electronic	Public		
Finance	FIN-020	Certificate of Total Amount from Sources Available for Expenditures	4 years, provided audited	Paper/electronic	Public		
Finance	FIN-021	Contracts and Leases	15 years after expiration	Paper/electronic	Public		
Finance	FIN-022	Court orders for payroll deduction	2 years after termination of employment or order rescinded	Paper/electronic	Public		
Finance	FIN-023	Deferred Compensation Deduction Reports	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-024	Depository Agreements	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-025	Documentation of Leave	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-026	Employee earning records	5 years after termination of employment	Paper/electronic	Public		
Finance	FIN-027	Employee request for leave forms	Until audited	Paper/electronic	Public		
Finance	FIN-028	Employee Withholding Requests	Until superseded or employment terminated	Paper/electronic	Public		

**Wright Memorial Public Library
Records Retention Schedule**

Category	Schedule Number	Record Title and Description	Retention Period	Media Type	Confidentiality	For use by Auditor of State or OHS-LGRP	RC-3 Req.
Finance	FIN-029	Employer quarterly Federal Tax Return	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-030	Encumbrance and Expenditure journals	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-031	E-rate Paperwork	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-032	Garnishment orders	5 years after termination of employment or order rescinded	Paper/electronic	Public		
Finance	FIN-033	Gift donor forms - gifts for library	3 years	Paper/electronic	Public		
Finance	FIN-034	I-9 Immigration Verification forms (retained separately from personnel files)	3 years after date of hire, or one year after termination of employment, whichever is later.	Paper/electronic	Public		
Finance	FIN-035	Insurance policies	2 years after expiration, provided all claims settled	Paper/electronic	Public		
Finance	FIN-036	Inventories, Equipment & Furniture	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-037	Investment reports	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-038	Levy Official files - Info created by the Library	Life of levy plus 5 years	Paper/electronic	Public		
Finance	FIN-039	Library Materials Inventory	Until superseded	Paper/electronic	Public		

**Wright Memorial Public Library
Records Retention Schedule**

Category	Schedule Number	Record Title and Description	Retention Period	Media Type	Confidentiality	For use by Auditor of State or OHS-LGRP	RC-3 Req.
Finance	FIN-040	Ohio Public Employment Retirement System Reports	Permanent	Paper/electronic	Public		
Finance	FIN-041	Payroll journal/ledgers	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-042	Payroll reports	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-043	Purchase orders	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-044	Receipt books	Until audited	Paper/electronic	Public		
Finance	FIN-045	Receipt journals	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-046	Reports to Retirement Systems	50 years	Paper/electronic	Public		
Finance	FIN-047	Tax Withholding reports	6 years, provided audited	Paper/electronic	Public		
Finance	FIN-048	Time Sheets	4 years, provided audited	Paper/electronic	Public		
Finance	FIN-049	Unemployment compensation claims	4 years, provided audited	Paper/electronic	Public		
Finance	FIN-050	Vouchers with invoices	5 years, provided audited	Paper/electronic	Public		
Finance	FIN-051	W-2 forms	6 years, provided audited	Paper/electronic	Confidential		
Finance	FIN-052	W-4 forms	Until superseded; permanent	Paper/electronic	Confidential		
Finance	FIN-053	W-9 Forms	Permanent	Paper/electronic	Confidential		
Finance	FIN-054	Workers' Compensation Claims	7 years after termination of employment	Paper/electronic	Confidential		
General	GEN-001	Calendar/Planners	Until no longer useful (no RC-3 required)	Paper/electronic	Public		

**Wright Memorial Public Library
Records Retention Schedule**

Category	Schedule Number	Record Title and Description	Retention Period	Media Type	Confidentiality	For use by Auditor of State or OHS-LGRP	RC-3 Req.
General	GEN-002	Compliments, Complaints, Suggestions	1 year, unless assigned to an employee's personnel file	Paper	Public		
General	GEN-003	Contest Entry Forms	Until no longer useful (no RC-3 required)	Paper	Confidential		
General	GEN-004	Departmental Budget Documentation	2 years	Paper/electronic	Public		
General	GEN-005	Departmental Reports/Statistics	2 years	Paper/electronic	Public		
General	GEN-006	General Correspondence	1 year	Paper/electronic	Public		
General	GEN-007	Grant Files	5 years	Paper/electronic	Public		
General	GEN-008	Interlibrary Loan Records	30 days, unless financial obligations (no RC-3)	Paper/electronic	Confidential		
General	GEN-009	Laptop & eReader Loan Agreement Forms	For the duration of the public service (no RC-3)	Paper	Confidential		
General	GEN-010	Lost Books/Fine Records	Once paid removed from patron history (no RC-3)	Paper/electronic	Confidential		
General	GEN-011	Meeting Room Records	1 years	Paper/electronic	Public		
General	GEN-012	Memberships - Professional or Civic Organizations	Until no longer useful (no RC-3 required)	Paper/electronic	Public		
General	GEN-013	Patron Record of Internet log-on	Until end of business day (no RC-3)	Paper/electronic	Public		

**Wright Memorial Public Library
Records Retention Schedule**

Category	Schedule Number	Record Title and Description	Retention Period	Media Type	Confidentiality	For use by Auditor of State or OHS-LGRP	RC-3 Req.
General	GEN-014	Patron Record of Materials Borrowed	Until materials are returned (no RC-3)	Paper/electronic	Confidential		
General	GEN-015	Photographs	30 days, unless assigned to Wright Library's history files	Paper/electronic	Public		
General	GEN-016	Procedures	Until no longer useful (no RC-3 required)	Paper/electronic	Public		
General	GEN-017	Program Permission Documents	2 years	Paper/electronic	Confidential		
General	GEN-018	Project files	30 days, unless assigned to Wright Library's history files	Paper/electronic	Public		
General	GEN-019	Public Program Registrations	Until no longer useful (no RC-3 required)	Paper/electronic	Public		
General	GEN-020	Publicity Files (newsletters, flyers, press releases)	1 year	Paper/electronic	Public		
General	GEN-021	Request for reconsideration of library materials	1 year	Paper/electronic	Public		
General	GEN-022	Request to Enable a Blocked Website	1 year	Paper	Public		
General	GEN-023	Request to Purchase Materials	1 year	Paper/electronic	Public		
General	GEN-024	Signs	Until no longer useful (no RC-3 required)	Paper	Public		

**Wright Memorial Public Library
Records Retention Schedule**

Category	Schedule Number	Record Title and Description	Retention Period	Media Type	Confidentiality	For use by Auditor of State or OHS-LGRP	RC-3 Req.
General	GEN-025	Software	Destroy when obsolete (no RC-3)	CD/tape/electronic	Public		
General	GEN-026	Summer Reading Program Files	2 years	Paper/electronic	Public		
General	GEN-027	Transient material (all informal and/or temporary messages and notes, including e-mail and voice mail messages, and all drafts used in the production of public records).	Discretionary; retain until no longer of administrative value. E-mail pertaining to topics covered by this schedule will be printed or retained electronically as required. No RC-3	Paper/electronic	Public		
General	GEN-028	Volunteer/Community Service Files	4 years	Paper/electronic	Confidential		
General	GEN-029	Work Schedules	4 years	Paper/electronic	Public		

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.