

Public Library

ST. JOE COUNTY

Public Service Policies

2026

Mission, Vision, Values

Mission

We connect members of our diverse community to information, resources, culture and each other.

Vision

We imagine a community where everyone can achieve great things and live life to the fullest.

Values

Trust

We uphold the trust we've earned in our community as a credible source of information and a safe space for the mind and body. We will continue to build trust by listening to the needs of our community and being transparent in our decision making.

Respect

We treat our community members, staff, and partners with dignity and respect. We recognize the contributions of all and work to create a culture of mutual appreciation.

Equity and Inclusion

We recognize and honor individual differences, both seen and unseen, as well as the shared experiences and needs within our community. We are committed to providing a welcoming environment for all staff and community members and acknowledge the impact that race and identity has on an individual's lived experience.

Collaboration

We invest in sustained and intentional partnerships to achieve shared goals that increase the impact of education, culture and learning in our community.

Sustainability

We are committed to being outstanding stewards of our human, environmental, physical, digital and financial resources, balancing our current needs with long term aspirations.

Optimism

We serve our community with a sense of hope and confidence about our future together.

Strategic Priorities, 2025-2029

Access

Access to a wide variety of content, knowledge, spaces, and tools fuels vibrant communities. Neighborhood spaces that support art, technology, and education transform lives.

- Provide innovative spaces that inspire creativity, collaboration, and learning.
- Develop unique collections and cutting-edge technology that meet evolving needs.
- Connect people to impactful resources within our facilities and through innovative outreach methods that meet them where they are.

Partnerships

All great communities work best when they work together. Collaboration amplifies impact and creates opportunity.

- Strengthen current partnerships and seek new connections that align with our mission and vision.
- Build a pool of local and diverse vendors to increase our economic impact and support local businesses.
- Leverage our resources to strengthen and collaborate with libraries across the state.
- Adopt sustainable practices and prioritize environmental responsibility to be a better partner to the planet.

People

People are at the heart of our mission. Social connection is the key to healthy people and communities.

- Create welcoming environments where people feel connected, inspired, and joyful.
- Provide opportunities to listen and learn, ensuring our decisions reflect the community needs.
- Challenge ourselves to pursue excellence and offer clear, meaningful pathways for professional growth.

Literacy

Literacy is the foundation for opportunity, empowerment, and lifelong learning. Supporting early literacy, our local schools and adult learning creates a stronger future.

- Provide spaces that promote literacy and learning for all ages, in ways that are both expected and delightfully unexpected.
- Partner with schools and families to foster a love of reading and learning from an early age.
- Expand resources that support literacy in all its forms, including digital, health, civic and financial.
- Seek ways to support literacy among New Americans.

Table of Contents

Mission, Vision, Values	2
Mission	2
Vision	2
Values	2
Strategic Priorities, 2025-2029	3
Access	3
Partnerships	3
People	3
Literacy	3
Table of Contents	5
1.0 General Policies	8
1.1 Hours of Operation	8
1.2 Library Code of Conduct	9
1.3 Food and Beverages	12
1.4 Community Bulletin Boards	12
1.5 Personal Property	14
1.6 Telephones	14
1.7 Video Surveillance	14
1.8 Use of Patron Photographs in Publicity Materials	16
1.9 Individual/Commercial Photography and Video and Audio Recording	16
2.0 Programming Policies	17
2.1 Library Displays and Exhibits	17
2.2 Library Sponsored Programs	18
2.3 Tours and Library Visits	19
2.4 Outreach Visits	19
3.0 Reservable Space Policies	21
3.1 Definition of Reservable Spaces	21
3.2 Eligibility	21
3.3 Permitted & Prohibited Uses	22
3.4 User Responsibilities	22
3.5 Fees & Charges	22
3.6 Booking & Scheduling	23
3.7 Cancellations and No-Shows	23
3.8 Setup and Teardown	24

3.9 Food and Beverages	24
3.10 Displays, Decorations, and Signage	24
3.11 Publicity	25
3.12 Indemnification	25
3.13 Special Events	25
4.0 Information Policies	29
4.1 Service Philosophy	29
4.2 Reference Services	29
4.3 Other Information Services	30
5.0 Circulation Policies	31
5.1 Library Cards	31
5.2 Loan Rules	34
5.3 Lost & Damaged Items	35
5.4 Confidentiality of Library Records	36
6.0 Collection Development Policies	38
6.1 Introduction	38
6.2 Objectives and Criteria of the Materials Selection Policy	38
6.3 Responsibilities for Materials Selection	39
6.4 Labeling of Library Materials	39
6.5 Use of Library Materials by Minors	40
6.6 Youth Selection Policy	40
6.7 Maintaining the Collections	40
6.8 Reconsideration of Library Materials	40
7.0 Technology & Network Use Policies	42
7.1 Privacy and Security	42
7.2 Acceptable Use	42
7.3 Enforcement	43
7.4 Service Limitations	43
7.5 Internet Use & Filtering	43
7.6 Limitations of Liability	44
8.0 Gift Acceptance Policies	45
8.1 Purpose	45
8.2 Forms of Giving	45
8.3 Ways of Giving	45
8.4 Use of Gifts	46
8.5 Donor Acknowledgement and Recognition	46
8.6 Sponsorships	47

8.7 Naming Policy	47
Appendix A	49
Appendix B	50
Appendix C	52
Appendix D	56
Appendix E	59
Appendix F	61
Appendix G	63
Appendix H	66
Appendix I	67
Appendix J	69
Appendix K	72
Appendix L	74

1.0 General Policies

Board Approved May 18, 2026

1.1 Hours of Operation

The St. Joseph County Public Library is open to the public during the hours listed below under usual conditions. The Library Board reserves the right to change service hours as necessary.

Main Library

Monday through Thursday - 9:00 a.m. - 8:00 p.m., Local & Family History - 9:00 a.m. - 7:00 p.m.

Friday and Saturday - 9:00 a.m. - 5:00 p.m.

Sunday - 1:00 p.m. - 5:00 p.m.*

*Sunday hours are in effect the Sunday after Labor Day through Memorial Day

Francis, Centre, German, River Park, Tutt, LaSalle and Western Branches

Monday through Thursday - 9:00 a.m. - 7:00 p.m.

Friday and Saturday - 9:00 a.m. - 5:00 p.m.

North Liberty and Lakeville Branches

Monday through Thursday - 10:00 a.m. - 7:00 p.m.

Friday - 1:00 p.m. - 5:00 p.m.

Saturday - 10:00 a.m. - 2:00 p.m.

1.1.1 Holidays

The Library closes for the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Staff Day
Easter Sunday	Veteran's Day
Mother's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	

The Library closes at 5:00 p.m. on the Wednesday before Thanksgiving and New Year's Eve.

1.1.2 Staff Development Day

Annually on the last Thursday of September, SJCPD will close all locations in order to provide dedicated time for training, learning, and professional enrichment for staff.

1.1.3 Emergency Closing

The Library reserves the right to close during severe weather or other emergency circumstances.

1.2 Library Code of Conduct

To provide the highest quality service to our visitors and ensure a safe, welcoming environment, SJCPD has established the following standards of behavior for all individuals on Library property. The following behaviors are prohibited:

- **Engaging in behavior or activity that can cause harm to oneself, others, the Library, and/or is prohibited by law. This includes but is not limited to the following:**
 - Being violent to or threatening others
 - Harassing, stalking or intimidating others
 - Using or possessing alcohol or illegal drugs
 - Public intoxication
 - Viewing or possessing pornography
 - Damaging property
 - Engaging in sexual misconduct
 - Smoking & vaping in undesignated areas
 - Stealing property
 - Trespassing
 - Brandishing weapons

- **Unreasonably interfering with others' use and enjoyment of the library or with the functioning of library staff. This includes but is not limited to the following:**
 - Disrupting others with your behavior, odor, volume of voice or devices.
 - Wearing clothing that does not cover underwear and private body parts, except while breastfeeding
 - Having bare feet or chest in Library
 - Bringing unauthorized animals in Library
 - Being unhygienic

- If under the age of 10, entering and/or remaining at Library without supervision of a person the age of 13 years or older
- **Using Library privileges, materials, equipment, fixtures, furniture, buildings, or grounds in a manner other than intended and/or in a way that may cause safety issues or damage. This includes but is not limited to the following:**
 - Having or consuming food in prohibited areas
 - Misusing restrooms, such as laundering, shaving/haircutting, bathing, etc.
 - Soliciting, selling or providing goods, proselytizing, canvassing, gambling or panhandling
 - Unnecessarily obstructing use of Library facilities, property or resources
 - Camping on Library property
 - Lying down on the floor or furniture
 - Accessing prohibited staff areas
 - Leaving personal items unattended
 - Having excessive baggage or carts
- **Ignoring Library staff instructions or directives. This includes but is not limited to:**
 - Refusing to adhere to or follow Library staffs' reasonable directives
 - Failing to exit Library at closing
 - Failing to evacuate during an emergency or drill
 - Returning to or refusing to leave Library property while Library privileges are suspended

Failure to comply with this policy may result in the suspension of Library privileges, intervention of legal authorities, and/or removal from the building. The length of the suspension of Library privileges and/or eviction from Library premises shall depend on the nature and seriousness of the offense, any history or prior infractions of this policy or other Library policies, and any other circumstances the appropriate Library staff member deems relevant.

1.2.1 Caregiver Expectations

The Library does not provide childcare services. Children under the age of ten (10) must be under the direct supervision of someone who is at least thirteen (13) years old while in the Library. Caregivers are solely responsible for the safety and behavior of their children at all times. Children are considered unattended if they are in the Library without a parent, guardian,

or responsible caregiver. If a child is left alone when the Library closes or appears to be at risk at any time, Library staff may contact the police or another appropriate agency.

Studio 304 is available to individuals age 13 and older. Youth under age 13 must be accompanied and supervised by an adult age 18 or older.

1.2.2 Social Media

The St. Joseph County Public Library (SJCPL) uses social media to inform, entertain, and engage with our patrons, other libraries, and the broader community. Our content may include:

- Library announcements, programs, and services.
- Answers to patron questions.
- Content that aligns with our mission.

We encourage participation through likes, shares, and comments. By commenting and posting on SJCPL hosted social media, users agree to SJCPL's social media policy. Comments that violate the policy will be removed, and users who repeatedly violate our policy may be blocked or banned.

The following types of content are not permitted on SJCPL social media:

- Comments or links that promote, foster, or perpetuate discrimination such as content targeting individuals or groups based on gender, sexual orientation, disability status, race, age, national origin, or religion.
- Threatening, harassing, or defamatory language, including but not limited to, libelous or misleading statements about individuals or groups.
- Obscene content or links, including, but not limited to, graphic or explicit imagery.
- Spam and unsolicited promotions such as advertisements, petitions, or repetitive off-topic posts, comments, or messages.

SJCPL social media is a space for respectful and constructive engagement. We encourage discussions, feedback, and debate that are expressed in a civil manner.

Third-Party Content Disclaimer

Posts and comments made by individuals or groups do not reflect the views of SJCPL. The Library does not endorse external links, images, or opinions shared by users.

Comment Removal & User Blocking

Patrons who violate this policy may:

- Have their posts removed or hidden.
- Be blocked or banned from engaging with the Library's social media accounts.

1.3 Food and Beverages

SJCPL is committed to providing a welcoming, clean and comfortable environment for the public. The Library has adopted the following policy for the consumption of food and beverages in public areas of Library facilities.

Library patrons may consume beverages at all library locations, provided the beverages are in a spill proof container such as a cup with a lid, closeable bottle or sports bottle. Patrons are requested to immediately report any spills to library staff.

Food is permitted except in the following areas: the Reading Room, Local and Family History, and Studio 304 at Main. Library patrons are not allowed to consume food while using the public computers at any Library location.

Food and beverages should be consumed in a manner that does not distract other Library patrons nor damage library materials or property. Patrons must clean their eating area and dispose of any trash or waste from their food and/or drink.

For groups serving food while using Library meeting rooms, please refer to the Meeting Room Guidelines found on the meeting room booking page on our website.

1.4 Community Bulletin Boards

The St. Joe County Public Library provides public bulletin board space as a service to the community. This space is open to all individuals and organizations to share information about local events, services, and opportunities.

Who Can Post

Flyers may be submitted by:

- Community groups
- Nonprofit organizations
- Government agencies

What Can Be Posted

Materials may promote:

- Educational, cultural, civic, or recreational events
- Services or resources available to the community

Materials may not:

- Contain content that could be considered discriminatory or harassing based on a group or individual's protected status (i.e., race, color, religion/religious creed, sex/gender, pregnancy, marital status, age, national origin/ancestry, physical and/or mental disability, medical condition, sexual orientation, gender identity, military or veteran status, or status in any other group protected by federal, state or local law) or which advocates in any way for such discrimination.
- Promote or oppose political candidates or ballot measures.
- Include religious proselytizing (e.g., calls to convert or join a faith).
- Be designed for individual or commercial profit or gain.

Requirements

- Must be professional in appearance (no handwritten materials)
- Must be dated
- Must not exceed 8.5" x 11"
- Must include the name and contact information of the sponsoring organization
- May not be displayed for more than 30 consecutive days
- One flyer per event, per organization

Space and Approval

All materials must be approved by Library staff before posting. Approval is not guaranteed and may be denied based on space limitations or content guidelines. Flyers may be rotated or removed early at staff discretion to make room for newer announcements.

Disclaimer

Posting a flyer does not constitute endorsement by the Library. The Library does not review or verify the accuracy of posted materials.

1.5 Personal Property

Patrons are responsible for the security and safekeeping of their personal property while using Library facilities or services. The Library is not responsible for the loss, theft, damage, or security of personal belongings brought into or used within the Library, including when personal property is connected to, charged by, or otherwise used with Library resources or equipment.

Lost and found personal property is held at each Library location for a limited time as a courtesy. The Library is not responsible for the safekeeping of lost and found items. The Library reserves the right to inspect, discard, donate, or otherwise dispose of any unclaimed property.

1.6 Telephones

Library service desk phones are not available for public use, and the Library does not page or locate patrons for incoming calls.

Select locations may offer public courtesy phones, available on a first-come, first-served basis.

Courtesy phones are intended for brief, essential calls. To ensure equitable access, the Library may limit the length of phone calls.

1.7 Video Surveillance

The Library maintains a video surveillance system at all of its locations. The surveillance system captures video only. Audio access has been disabled. The purpose of video surveillance is to enhance the physical security of the Library, its property, staff, and patrons.

1.7.1 Placement & Installation

Security cameras are installed at all ten (10) SJCPD locations, both indoors and outdoors. The following placement rules apply:

- Cameras are installed in public areas only.
- Cameras are not installed in any areas designated for personnel only.
- Cameras are not installed in areas where individuals have a reasonable expectation of privacy, such as in restrooms or lactation rooms.
- Cameras are not positioned for the purpose of identifying a person's reading, viewing, or listening activities in the Library.
- Camera placement cannot be changed without the permission of a Senior Leadership staff member.

1.7.2 Authorized Access

Authorized access to the video surveillance system is limited to the following personnel:

- The Executive Director
- Senior Leadership staff
- Crisis Intervention staff
- Branch Managers
- Branch Assistant Managers
- Information Technology Managers and their designees
- Contractors authorized by a member of Senior Leadership, for the limited purpose of performing repair, installation, and maintenance on the system

1.7.3 Live Video Monitoring

Video monitoring of live footage is allowed only for safety and security purposes. It will not violate anyone's reasonable expectation of privacy. Safety and security purposes include the following:

- Protection of individuals, including patrons, employees, and visitors
- Protection of property, both Library-owned and privately owned
- Patrol of common areas and areas accessible to the public
- Investigation of criminal activity and/or disciplinary issues

Continuous monitoring of live footage will not occur on a regularly scheduled basis. It will only occur at times when safety or security issues arise or are suspected.

1.7.4 Use and Disclosure

Recorded data is considered confidential and secure. Authorized individuals may review recorded data, either live or stored, in relation to suspected criminal activity, suspected violation of the Library's policies, or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.

The following also applies to how data is used and disclosed:

- In the event of a suspected crime or incident, still shots and/or video clips will be maintained until resolution of the specific incident.

- Still shots and/or video clips may be shared with public service staff to identify persons suspended from Library property. Still shots and/or video clips may remain accessible to staff until the person's suspension period expires.
- Still shot and/or video clips may be used to request law enforcement assistance in reviewing criminal activity on Library property.

1.7.4 Requests by Outside Agencies or Individuals

Requests made by a government agency to access the video surveillance system must be approved by the Executive Director or the Executive Director's designee(s). The Executive Director or the Executive Director's designee(s) will provide approval only when the government agency request is in accordance with state and federal law.

Access to the video surveillance system will not be provided to individuals from the general public.

1.7.5 Retention

Recorded video from the video surveillance system will be retained for thirty (30) days. Authorized library personnel may retain video footage or images for longer than thirty (30) days, when it is needed for identifying suspended persons, ongoing investigations, court proceedings, or for other uses as approved by the Executive Director or the Executive Director's designee(s).

1.7.6 Signage

Signs are posted at Library entrances informing the public of video surveillance on the premises.

1.8 Use of Patron Photographs in Publicity Materials

SJCPL may take photographs and audio/video recordings to document use of the library, including those in attendance at library programs, community events and meetings. These media may be used in publicity material, including on SJCPL's website and social media. When required by law, the Library will obtain patrons' consent to use these images and recordings. Individuals who do not wish the Library to use a photograph or video of them or their child should inform a Library staff member prior to, or while such photographs or videos are being taken.

1.9 Individual/Commercial Photography and Video and Audio Recording

Individuals may take photographs, and audio/video recordings on SJCPL premises. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy or publicity, (ii) harass, intimidate, or threaten a patron or staff member, or (iii) block Library aisles, walkways, stairwells, doors, or exits.

Persons holding scheduled events or meetings in the Library study or meeting rooms may arrange for photographers and news media during their event. Filming and photography are restricted to the area reserved for the event and may not take place in other areas of the Library building. Filming and photography during an event shall not interfere with the use of library facilities by other Library users and shall not interfere with Library staff.

Commercial or media photography or filming may occur in Library facilities only with the permission of the Library Executive Director or designee.

2.0 Programming Policies

Board approved February 23, 2026

2.1 Library Displays and Exhibits

The St. Joseph County Public Library hosts exhibits and displays of interest, information and culture to the community. This usage does not constitute a public forum. The installation of a display or exhibit in the Library does not indicate the Library's endorsement of the issue or events promoted by those materials. Approval for all exhibits and displays rests with the Executive Director or appointed designee.

The Library reserves the right to reject or remove any display or item on display. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk.

The Library reserves the right to curate exhibits and displays, limit the size and number of items, the schedule of any display and the frequency with which the group or organization may have a display.

Displays and exhibits may not contain items for sale except for Library auxiliary groups such as the Library Foundation, or with special permission from Executive Director or appointed designee.

2.2 Library Sponsored Programs

The Library supports its mission of connecting members of our diverse community to information, resources, culture and each other by developing and presenting programs. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-patrons to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Provides opportunities for social connection
- Expands the visibility of the library

The Executive Director or the appointed designee is responsible for all programming at the Library. The Library utilizes staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

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

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background or views. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

Requests from individuals to present library programs are considered using the above criteria.

All Library programs are open to the public. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library's policy against discrimination also applies to its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy. While it is the Library's preference not to charge for programs, occasionally, a fee may be charged for certain types of Library programs.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at any Library agency, or off site. Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the success of a program requires it, attendance may be limited. When limits must be established, attendance will be determined on a first come, first served basis, either with advanced registration or at the door.

Any sales of products at Library programs must be approved in advance by the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Communication Department.

Library programs may be held before or after hours that the Library is open to the public with the approval of the Library Director. Library staff have the discretion to cancel programs, which may be rescheduled or not.

2.3 Tours and Library Visits

Tours of library facilities help introduce the public to library services and programs.

Library tour requests should be made 3 weeks in advance and are scheduled as time and staffing permit.

No tour group shall exceed 30 in number. Supervision is required in a ratio of one adult from the requesting organization for every ten children.

2.4 Outreach Visits

Library staff provide access to library materials, programming and services throughout the Library's service area. Visits and programs for schools, organizations and at public events are scheduled as time and staff schedules permit. All policies that govern programs and services at SJCPPL govern outreach.

3.0 Reservable Space Policies

Board Approved September 29, 2025

The Library welcomes the use of its reservable spaces for community activities where users can gather, meet and discuss in a safe and inviting environment.

3.1 Definition of Reservable Spaces

Reservable spaces are rooms or enclosed areas available for public reservation, including:

- Branch meeting rooms
- Classrooms and event spaces at the Community Learning Center (CLC)
- Study rooms at Main Library and select branches
- Recording rooms in Studio 304 at Main Library

3.2 Eligibility

Age Requirements

Individuals aged 18 and over may reserve branch meeting rooms and CLC spaces. The person named in the reservation must be present.

Individuals 13 and older may reserve study rooms and Studio 304 recording rooms. Individuals aged 18 and older who reserve a study room in Youth Services must be accompanied by a youth.

Library Card Requirements

An SJ CPL library card is not required to reserve a branch meeting rooms, study rooms, and CLC spaces.

To reserve a Studio 304 recording room, the user must have an SJ CPL library card that is not expired, has no blocks or suspensions, and carries no borrowing restrictions.

Eligible Groups and Users

Branch meeting rooms and CLC spaces may be reserved by:

- Nonprofit organizations
- Community clubs or groups
- Government agencies

- Businesses
- Individuals for private events (e.g., parties, receptions)

The Library may require proof of non-profit status. The Library Board has the final authority to decide which groups may meet on Library property and for what purpose Library property may be used.

3.3 Permitted & Prohibited Uses

Permitted Uses

The Library does not discriminate in any form. Requests to use reservable spaces will not be denied due to content, except for those under “Prohibited Uses.” Approval to use a reservable space does not imply SJCPD endorsement of the user, their policies or beliefs.

Prohibited Uses

Reservable spaces may not be used for political fundraising/campaigning or regular religious services (e.g. weekly services). Topical political discussions as well as ceremonies (e.g. weddings), celebrations and text studies are permitted.

Gambling, gaming, casinos or wagering of any kind is not permitted, except when conducted by a qualified nonprofit organization registered with and licensed by the Indiana Department of Revenue and the Indiana Gaming Commission.

3.4 User Responsibilities

The organization, business, or individual named on the reservation is responsible for the reserved space and for any damages, expenses, or losses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services in connection with the use of the facility. All users of a reserved space must comply with this policy and applicable guidelines, room occupancy limits (Appendix K), the Library’s Code of Conduct, and all local, state, and federal laws.

3.5 Fees & Charges

Rental Fees

Study rooms and Studio 304 recording rooms have no rental fee. All other spaces have rental fees as outlined in Appendix J.

Nonprofit organizations, community clubs/groups, and government agencies may use branch meeting rooms and CLC classrooms free of charge for up to 10 hours per month, system-wide. Use beyond this limit, or any event involving fundraising of any kind, will incur a rental fee.

Additional Fees

Reservable spaces must be returned to their original condition at the end of the reservation. A minimum \$50 fee may be charged for any required cleaning or furniture rearrangement. If these services exceed one hour, additional time will be billed at \$50 per hour. Damages to the room or its contents will be charged at the cost of repair or replacement.

3.6 Booking & Scheduling

Availability

Reservable spaces may be used by the public during Library open hours for a maximum of 8 hours per day, subject to location-specific availability. Use of CLC spaces and branch meeting rooms outside of open hours may be permitted upon request at the Library's discretion. Usage outside of open hours is limited to up to one hour before opening and up to one hour after closing for CLC spaces, and up to one hour before opening and until 10:00 p.m. after closing for branch meeting rooms. Study rooms and Studio 304 recording rooms may not be used before or after Library open hours.

Advanced Reservations

Branch meeting rooms and CLC spaces require reservations in advance of the usage date. Reservations may be made a minimum of 2 days and a maximum of 180 days in advance of the date the room will be used. Study rooms and Studio 304 recording rooms may be reserved a maximum of 7 days in advance or used on a first come, first serve basis.

Same-Day Requests

An authorized staff member may approve in-person, same-day requests for use of branch meeting rooms or CLC spaces, subject to availability and the needs of the location. The authorized staff member will set the hourly limit, up to a maximum of 4 hours per day. No rental fee will apply.

3.7 Cancellations and No-Shows

User cancellations or failure to appear for a scheduled reservation will be recorded. Three (3) recorded occurrences within a 12-month period may result in loss of reservation privileges.

The user forfeits all paid rental fees if the reservation is canceled less than 24 hours in advance of scheduled usage. The user is refunded 50% of all paid rental fees if the cancellation is more than 24 hours in advance.

The Library reserves the right to cancel or reschedule reservations when operationally necessary, including but not limited to accommodating Library-sponsored programs and events. Cancellations made by the Library for operational purposes will receive a full refund of rental fees. The Library will cancel a reservation if rental fees have not been paid at least 24 hours in advance of scheduled use. If a user does not show up for a study room or recording room reservation within 10 minutes of the reservation start time, the room may be given to another patron.

3.8 Setup and Teardown

For branch meeting rooms and CLC spaces, setup and teardown must occur within the reserved time. For the CLC Ballroom, Beutter-Kernan Hall, and Leighton Auditorium, setup may begin up to 1 hour before the reservation start time.

Branch meeting rooms have a default Boardroom-style table and chair arrangement. Users are responsible for rearranging furniture if a different setup is desired and must return it to the default configuration before departing.

3.9 Food and Beverages

Food and refreshments are allowed in all reservable spaces except Studio 304 recording rooms. The Library does not provide catering/kitchen services, equipment, or supplies.

At the CLC, catered food should be arranged from the [list of preferred caterers](#). Users may provide their own light refreshments, pizza, potluck or packed lunches.

Alcoholic beverages are prohibited in reservable spaces, except during Special Events for which arrangements have been specifically made and approved by SJCPL staff.

3.10 Displays, Decorations, and Signage

No nails, screws, staples or penetrating items should be used on any surfaces. Only painter's tape is allowed on floors and walls. Glitter, confetti, birdseed, silly string, balloons with glitter/confetti filling, et cetera, are not permitted. Exposed flames are not permitted in the Library, except sternos (or the like) used by caterers.

Signs may be posted only at the entrance of branch meeting rooms and CLC spaces. Posting signs in any other area of the Library is prohibited. Signs may be free-standing or affixed to walls with painter's tape.

3.11 Publicity

External individuals or organizations using Library spaces for their events or meetings, may not present the Library as a sponsor unless the Library is explicitly co-hosting or sponsoring the event. The Library logo may only be used if the Library is an official sponsor and with prior written approval from the Library Communications Department.

Event publicity may identify the Library as the location (e.g., "at the St. Joe County Public Library"), but may not use the Library's name or logo in a way that implies sponsorship, endorsement, or partnership without permission.

3.12 Indemnification

Organizations and/or individuals using reservable spaces shall indemnify and hold harmless the St. Joseph County Public Library and its officers, directors, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.

3.13 Special Events

Special Events are permitted only at the Community Learning Center (CLC). A Special Event is defined as any event that:

- Occurs before or after regular business hours;
- Includes the service of alcohol; or
- Utilizes external vendors (e.g., florists, rental companies).

For purposes of this definition, caterers are not considered external vendors.

All policies governing reservable space at the CLC apply to Special Events, subject to the modifications outlined in this section.

Special Event Fees

A rental fee is required to reserve a space for Special Events. The rental fees for businesses and for individuals holding private events are found in Table A of Appendix L. Rental fees for non-profit organizations, community clubs/groups, and government entities are found in Table B of Appendix L.

In addition to the base rental fee, the following charges apply to Special Events:

- A 7% sales tax toward total event price
- A 4% fee for credit card payments
- An hourly fee for use of the facility beyond the standard access period
- An hourly fee for required security services
- An hourly fee for additional cleaning services

The amounts for these additional charges are set forth in Table C of Appendix L.

Special Event Reservations

The standard access period for special events is 9:00 a.m. to 11:00 p.m. on the reserved date. Requests to extend this period must be submitted no later than 14 days prior to the event.

Reservations may be made no fewer than 14 days and no more than 365 days in advance of the event date. To secure a reservation, a signed Rental Agreement Form and a nonrefundable deposit of 50% of the total event price are required. The terms of the rental agreement are non-negotiable. The remaining balance of the rental fee must be paid no later than 14 days prior to the event. Failure to pay the balance by this deadline will result in cancellation of the reservation. If the user cancels fewer than 14 days before the event, all fees are forfeited.

Special Event Setup and Teardown

The Library provides a limited inventory of tables, chairs, audio-visual equipment, and accessories (e.g., coat racks, pipe and drape). Requests for these items must be submitted at the time of reservation. Set-up instructions for tables, chairs, and other requested items must be finalized no later than 14 days prior to the event.

The user is responsible for the setup and removal of all non-Library equipment and items. Unless otherwise pre-arranged with the Library, all property belonging to the user, guests, and vendors must be delivered, installed, and removed within the event's designated access period.

Special Event Vendors

External vendors may be used for equipment, furniture, décor, and entertainment. All additional tables, chairs, and dance floors must be rented through the Library's contracted vendor.

Audio-visual equipment beyond what the Library provides must be supplied by a licensed vendor. The Library reserves the right to determine whether the user is qualified to operate such equipment.

Special Event Food and Beverages

All food and alcohol service must be provided by a caterer from the Library's [approved caterer list](#). Cakes and other bakery items may be obtained from a licensed bakery not on the approved list.

If none of the approved caterers are available on the requested date, the user may request pre-approval from the Library to use an outside caterer. Any outside caterer must provide proof of liability insurance, and the user is responsible for ensuring the caterer holds all licenses required by the City of South Bend, St. Joseph County, and the State of Indiana (including catering, liquor, food safety, and liquor handling licenses).

Users and guests are prohibited from bringing personal food or alcoholic beverages into the facility.

The Library does not provide water service, catering equipment, utensils, dishware, or related items. Use of special equipment requires Library approval. The use of propane, butane, gas canisters, or cooking stoves is strictly prohibited in all areas of the Library.

Special Event Filming, Photography, & Entertainment

Professional filming and photography are restricted to the reserved event space and are prohibited in all other areas of the Library without prior approval. The Library reserves the right to photograph events for its own records and promotional use. Attendance at such events constitutes permission for this usage.

Entertainment and music are permitted. During regular Library hours, entertainment and music must not disrupt Library operations or services.

Special Event Security

The Library contracts with a private security firm for special events. For any event at which alcohol is served, the user is required to hire this firm. The Library also reserves the right to require security services for any event, regardless of alcohol service, at its sole discretion. All security expenses are the responsibility of the user. The Library will coordinate security services and invoice the user accordingly.

Special Event Insurance

The user is required to provide a Certificate of Liability Event Insurance and, if applicable, a

Certificate of Liquor Liability no later than 14 days prior to the event. Coverage must include a minimum single-limit liability of \$1,000,000 and a general aggregate liability of no less than \$2,000,000. The certificate must name *The St. Joseph County Public Library* as an additional insured in the amount of \$1,000,000.

Any outside vendors or companies engaged by the user must also provide a Certificate of Insurance to the Library no later than 14 days prior to the event.

4.0 Information Policies

Board approved April 27, 2026

4.1 Service Philosophy

The library recognizes and appreciates that each question is important to the patron who asks it. Library staff will use authoritative and appropriate sources to respond to all inquiries. In some cases, staff may refer a patron to other agencies that can more completely answer a question. The number of patrons waiting for help may restrict the time available to help an individual patron. Information services staff subscribe to the American Library Association's Code of Ethics, 2021. (Appendix B)

4.2 Reference Services

4.2.1 Legal and Tax Information

Staff provides legal definitions and specific citations from legal codes, but does not interpret passages. Staff does not recommend specific attorneys, but may suggest the patron contact an attorney or the local bar association for further assistance. Staff assists patrons in locating specific tax forms and publications, but does not interpret tax regulations or provide tax advice.

4.2.2 Medical Information

Staff assists patrons in finding information about diseases, medical conditions, tests, and treatments in print and electronic resources. Staff does not interpret the information found in these resources. Staff does not make diagnoses, give advice, or recommend specific health care professionals.

4.2.3 Research Requests

If the information needed is very lengthy or must be compiled from several sources, staff helps patrons locate appropriate materials, shows how to use them, and checks periodically to make sure the patron is progressing well. When a research question is asked remotely (phone, email, chat, etc.), staff will use authoritative and appropriate sources, directing calls to the appropriate library area as needed. Staff may ask patron to come to the library to continue research. Due to time constraints, staff will generally answer a maximum of 5 remote questions. Staff may recommend electronic resources and may make referrals to other libraries and organizations when those collections would better meet the patron's needs.

4.2.4 Local and Family History Reference

Local and Family History specializes in information about St. Joseph County, Indiana. Staff will offer assistance as time permits with genealogy and local history research. For people outside of

the SJCPPL service area who request complex research assistance, there will be a charge per query. We request your payment in advance of sending the information. Research findings will be sent via email or may be given verbally over the phone. A self-addressed, stamped envelope is required for materials to be sent through postal mail. Library volunteers will assist with responding to requests for local history research.

4.2.5 South Bend Tribune Archive Scans

Local and Family History will make high-resolution scans of South Bend Tribune negatives that are not in Michiana Memory for \$10 each.

4.3 Other Information Services

4.3.1 Library Computers

Staff will introduce patrons to programs, and offer basic instruction and assistance, but they may not do an individual's project for them. Patrons needing further assistance may set up an appointment with a Library staff member. There is a per page fee for printing and faxing documents.

5.0 Circulation Policies

Board approved February 23, 2026

St. Joseph County Public Library (SJCP) issues library cards and loans materials to eligible patrons to provide equitable access to information, resources, and technology. These policies ensure orderly and responsible borrowing while complying with legal and financial requirements.

5.1 Library Cards

A valid library card is required to borrow materials and access certain Library services. The Library offers three types of cards:

- **Resident Card:** A free card with full access to all Library services and materials.
- **Limited Card:** A free card with partial access to Library resources for one year. This card is issued to individuals who qualify under specific eligibility circumstances.
- **Guest Card:** A paid card with limited access to Library services and materials for one year. Guest cards are available at the rates found in Table C of Appendix D.

Each individual may hold only one active library card at a time. Individuals with an existing card are not eligible for an additional card.

5.1.1 Access Restrictions by Card Type

Limited Cards do not provide access to Launchpads, Hoopla, Kanopy, Laptops, Library of Things, Discovery Passes, Studio 304 Equipment, or InterLibrary Loans. Limited cards allow a maximum of 5 physical items to be borrowed at one time.

Guest Cards do not provide access to Hoopla, Kanopy, or InterLibrary Loans, and do not include free printing/faxing services, or free notary services.

5.1.2 Eligibility Criteria

Resident Card: Individuals who live in, own real property in, or attend or teach at a school within the St. Joseph County Public Library's taxing districts are eligible for a Resident Card. The Library's taxing district includes the townships of Centre, Clay, German, Greene, Liberty, Portage, Union, and Warren in St. Joseph County, Indiana.

Individuals who attend or teach at a school in the Union-North United School Corporation or John Glenn School Corporation are eligible.

Limited Card: Individuals who are temporarily residing within the St. Joseph County Public Library's taxing district are eligible for a Limited Card. Individuals who do not have a fixed

residence but receive mail through a shelter or homeless services center located within the taxing district are eligible for a Limited Card.

Youth under the age of eighteen (18) who reside in or attend a school within the Library's taxing district or qualifying school corporation, and who do not have a parent or legal guardian present at the time of registration, are eligible for a Limited Card.

Guest Card: Individuals who do not meet the eligibility criteria for Resident or Limited Cards may receive a Guest Card for an annual fee. Individuals who have active library cards at reciprocal libraries or other Indiana libraries qualify for reduced Guest Card rates. Guest Card fee rates can be found in Table C of Appendix D.

Library cards remain valid as long as the patron continues to meet eligibility criteria. If eligibility changes, the Library will update the card type or deactivate the card as appropriate.

5.1.3 Standard Registration Requirements

All applicants must register in person with a Library staff member and verify both their identity and current residential address.

Adult applicants must provide documentation to verify identity and address. Acceptable forms include:

- **Proof of identity:** A current photo ID issued by a government agency, school, or the South Bend ID program.
- **Proof of current residential address:** A current legal, business, institutional or government-issued document that displays the applicant's name and residential address. The photo ID used to verify identity may also serve as proof of address if it includes the applicant's current residential address.

Youth under age 18 must be registered by a parent or legal guardian who meets identity and address requirements. If the youth is present, identity may be verified verbally; otherwise, documentation is required. The parent or guardian's proof of address verifies residency for the youth.

5.1.4 Additional Registration Requirements

Additional registration requirements apply to certain eligibility categories, as outlined below. Standard registration requirements apply unless otherwise noted.

A. Resident Cards

- **Property owners:** Individuals who own real property within the Library's taxing district but live outside the district must provide official ownership documentation.
- **Non-Resident Teachers & Students:** Non-Resident Teachers & Students: Teachers and students who attend or teach at a school as outlined in Resident Card eligibility but who reside outside the taxing district must provide official documentation verifying enrollment or employment for the current school year. Cards expire annually on August 1.
- **Home Delivery Users:** Patrons who live within the Library's taxing district and are temporarily or permanently unable to visit the Library due to a medical condition, disability, or similar barrier may register online or by phone with Home Delivery staff. Organizations in our taxing district and serving eligible individuals may apply for a Resident Card to borrow materials for those they support.

B. Limited Cards

- **Youth under age 18:** Youth under the age of 18 who live or attend school in the Library's taxing district or qualifying school corporation can register independently for a Limited Card without a parent or legal guardian. Identity and address may be verified verbally. Annual re-registration is required.
- **Residents without a permanent address:** Individuals temporarily residing within the Library's taxing district must provide documentation verifying local residential presence, such as a letter from a sponsoring company, organization, or host that includes the applicant's name and local address.

If the individual is staying with a host, the host may accompany the applicant to confirm residency and provide proof of their address.

The card expires at the end of the documented residency period and will not be issued for longer than one (1) year.

C. Guest Cards

All Guest Card applicants must pay an annual fee. Certain eligibility groups qualify for a reduced rate with additional documentation, as outlined below.

- **Reciprocal Library Cardholders:** To qualify at the reciprocal rate, the individual must provide proof of a valid public library card issued in one of the following public libraries: Mishawaka-Penn-Harris Public Library, New Carlisle Public Library, Walkerton Public Library, Bremen Public Library, or Plymouth Public Library. Payment of the applicable annual fee is required.

- **PLAC-eligible Cardholders:** To qualify at the PLAC rate, the individual must provide proof of a valid library card issued by any public library in Indiana. Annual re-registration is required.

5.1.5 Cardholder Responsibilities

Cardholders are responsible for all items checked out on their account, including items borrowed by others using their card. This responsibility applies until the card is reported lost or stolen. The account holder is responsible for lost and damaged materials. Parents or legal guardians are responsible for all charges associated with their child's account.

5.1.6 Lost or Stolen Library Card

Library cards reported as lost or stolen will be blocked to prevent unauthorized use. The card can be reactivated once the patron verifies their identity and receives a replacement. One replacement card is issued free-of-charge each year. Additional replacement cards within the same year incur a fee as outlined in Table C of Appendix D.

5.2 Loan Rules

The Library's loan rules establish the borrowing conditions for Library materials, including loan duration, renewal eligibility, hold availability, age restrictions, checkout quantity limits, and designated return locations. Most loan rules can be found in Table A in Appendix D.

5.2.1 Checkout

Patrons may check out materials, including laptops and equipment, using a valid library card. Patrons who do not have their card present may verify their identity by presenting photo identification at a service desk, by manually entering their library barcode and PIN at a self-check machine, or by verifying personally identifiable information with staff at a service desk. Studio 304 equipment checkout requires a signed agreement form and a debit or credit card deposit for any equipment valued at more than \$100.

5.2.2 Renewals

Most materials may be renewed at any agency in the Library system as well as online or by phone. Some items may be eligible for automatic renewals. Materials on hold for another patron may not be renewed. See Table A in Appendix D for renewal limits.

5.2.3 Reserves / Holds

Most materials may be placed on hold for pickup at any Library location. Holds may be placed in person at the Library, by telephone, or via the Library's website or app. Patrons are limited to 20 outstanding holds for physical materials.

5.2.4 Notices

Automated notices of holds, due dates, and overdue materials are sent by phone, text, or email. Patrons must provide a current email address or phone number at registration or by contacting the Library to update their account in order to receive these notices.

5.2.5 Claims Return

When an item checked out is reported as returned, Library staff will search for the item and may adjust due dates during the review. If the item is not found, it may be removed from the patron's record as a Claims Returned item without charges. A maximum of three Claims Returned items is allowed on a patron record within a three-year period. Additional requests may be denied by the supervisor on duty. Patrons may appeal such decisions to the Customer Service Manager for further review.

5.2.6 Interlibrary Loan

Print material is loaned to and borrowed from other libraries via Interlibrary Loan. The Library does not loan non-print materials or new books within six months of publication. If the loaning library charges a fee or postage, the charge may be passed on to the patron. The service is available to patrons who reside within the Library's taxing district. Patrons may have 10 pending interlibrary loans at one time on their account.

5.2.7 Home Delivery

Material loaned through Home Delivery has a 4-week loan period. Home Delivery staff may extend due dates and provide additional renewals based on service needs or patron circumstances.

5.3 Lost & Damaged Items

When borrowed materials are lost or damaged, patrons are responsible for the replacement costs, defined as the amount the Library paid for the item. Account privileges are suspended until the charges are resolved.

5.3.1 Lost Items

Materials not returned within the timeframes listed in Table C of Appendix D are considered lost and billed to the patron's account. Replacement charges are cleared if the item is returned, the full cost is paid, or an identical new edition is provided. Patrons who return a lost item after paying the replacement cost may request a refund.

5.3.2 Damaged Items

Materials returned in a condition unsuitable for circulation are considered damaged and billed to the patron's account. Normal wear and tear is not considered damage. Patrons may keep the damaged item when the full replacement cost is paid.

Patrons unable to pay the full cost may make a single “pay what you can” payment, after which the remaining balance is cleared. This option may be used up to three times, and the damaged item is not returned to the patron to own when this option is selected.

5.3.3 Missing Parts

Some items include detachable components, (e.g. audiobook discs). Items returned with missing parts remain on the patron record until the part is returned. The Library will charge the patron for the missing part, if it is not returned according to the schedule in Table B of Appendix D. If the part is unavailable for separate purchase, the full replacement cost may be charged.

5.3.4 Partial Payments

Patrons may make partial payments toward replacement costs. After a partial payment of at least \$5 is made, patrons with account balances under \$100 may check out up to two items total (books, audiobooks, magazines, CD’s, and DVD’s only). Full borrowing privileges are restored once the balance is paid in full.

5.4 Confidentiality of Library Records

Library information in any form about library patrons and their use of the Library is private in nature, and is protected to preserve the patron’s intellectual freedom.

Confidentiality also extends to information sought or received as well as materials consulted, borrowed or acquired. Confidential material includes search records, reference interviews, circulation records, computer use records, interlibrary loan records and other personally identifiable uses of library materials, facilities and services.

SJCPL maintains the following information in the patron record: full name, mailing address, phone number, county of residence, date of birth, and e-mail address.

Patron records shall only be accessed or altered when the user requests access to, or update of, the information or when access to the record is necessary for library business. Patrons may access their records in person with a library card or photo ID, or by confirming identifying information over the phone.

5.4.1 Parent/Guardian Access to Information

Indiana law requires a library to provide information about a minor child under 18 to his or her parent, guardian or custodian. Only overdue charges may be relayed over the phone or electronically to a parent, guardian, or custodian. All other information on the record cannot be disclosed via telephone or electronically. The parent, guardian or

custodian must come to the library with proper identification in order for the library to disclose the child's library records.

The Library will not allow a parent access to a child's library record if a court has terminated the parent's legal rights and the Library has received a copy of the court order.

5.4.2 Subpoena, Search Warrant, Court Order

The Library will comply with a process, court order, subpoena or other legal document issued by an agency or individual of any local, state or federal government relating to a civil, criminal, administrative, legislative, or investigative power requesting library records. Upon receipt of any such process, court order, subpoena or other legal document, the Library Director will consult with the Library's Attorney to determine if the process, order or subpoena is in proper form and if there is a valid basis for its issuance before complying with the request for library records.

5.4.3 USA Patriot Act

The 2001 USA Patriot Act expands federal law enforcement's surveillance, seizure and investigative powers. A federal agency may request library records including materials borrowed and computer use. The act prohibits library staff from informing the patron if federal agents have obtained library records.

6.0 Collection Development Policies

Board approved June 23, 2026

6.1 Introduction

The St. Joseph County Public Library Materials Selection policy exists to serve as a guide in the selection of materials and to inform the public about the principles upon which selections are made. Library staff create collections for the community of contemporary interest and enduring value, featuring print, non-print and digital material. The Library acquires, organizes and maintains these materials in order to provide access and improve the lives of our residents.

6.2 Objectives and Criteria of the Materials Selection Policy

It is the responsibility of the St. Joseph County Public Library to provide, within its financial ability, a diverse, equitable, and inclusive collection of materials which embraces broad areas of knowledge and interest - including materials of contemporary significance and of permanent value.

The Library recognizes an obligation to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value. Major guidelines governing selection of Library materials are:

- Library Bill of Rights (Appendix A), Freedom to Read (Appendix C) and Diversity in Collection Development (Appendix E) of the American Library Association;
- The needs and demands of people and community organizations, both expressed and anticipated;
- The merit of the work (material is judged on the basis of the work as a whole, not by selected or random passages);
- The obligation to reflect within the collection differing points of view on controversial subjects; Items that may be controversial or offensive to some users may be selected if they contribute to the range of viewpoints in the collection, the existing collection, budget and services.

Materials selected come from:

- National best seller lists
- Reviews published in industry journals and publications
- Requests from cardholders.

SJCPL is committed to maintaining a collection that reflects human creativity, knowledge and expertise. Therefore the library makes every effort not to purchase, acquire or accept donations

of books that are primarily generated, authored or written by artificial intelligence. AI-generated content that may inadvertently be added will be subject to our maintenance guidelines.

SJCPL recognizes the purpose and resources of colleges, universities, special libraries and information centers in the St. Joseph County area and does not needlessly duplicate functions and materials. The Library does not purchase multiple copies for school use, nor does it supply locally adopted textbooks. Interlibrary loan service provides access to materials available from other libraries in the state when they are not available in our library.

6.2.1 Local Author Collection Policy

The St. Joseph County Public Library welcomes current residents of St. Joseph County to donate a copy of their new work to add to our Local Author Collection at the Main Library. Please fill out the Local Author Donation form located on the library's website.

Items related to local and family history will be shelved in the Local and Family History Department.

6.2.2 Local and Family History

Local & Family History (LFH) strives to acquire, preserve, promote, and provide access to print, microfilm, archival, and digital collections that document the history, communities, and people of St. Joseph County in support of the educational and research activities of our local and remote constituents. LFH considers donations of archival materials and professionally printed and bound books that have a local connection but is unable to accept three-dimensional objects, computer files, binders or loose notes.

6.3 Responsibilities for Materials Selection

The Executive Director has the authority to interpret and guide the application of the selection policy. The Director assigns librarians qualified by training or experience to the Collection Development Department to apply this policy in building and maintaining collections.

Professional librarians in this department use their experience and knowledge of books, resources, publishers, patron requests, and professional reviews in the process of selecting materials. The Library subscribes to digital services in which third-party vendors, not Library staff, determine the specific titles or materials made available through the service. In these circumstances, the Library is unable to reconsider digital materials that an individual objects to, but may inform the third-party vendor of user concerns.

6.3.1 Patron Requests

Cardholders may request the Library add materials using the Suggest Material form on the SJCPL website or in person at any customer service desk. Requests will be considered based on

age of work, relevance to the collection, cost and availability. Requested items may be acquired through interlibrary loan.

6.4 Labeling of Library Materials

Controversial library materials will not be marked or identified by Library personnel to show approval or disapproval of the contents, and no item is controlled except for the express purpose of protecting it from damage or theft following the Labeling and Rating Systems (Appendix F) of the American Library Association.

6.5 Use of Library Materials by Minors

The Library Bill of Rights and Access to Library Resources and Services for Minors (Appendix G) of the American Library Association states that the rights of an individual to the use of a library should not be denied or abridged because of age, race, religious beliefs, sexual orientation, national origin, socioeconomic or education level, or social or political views.

The responsibility for reading, listening to, viewing and using library materials and equipment by minors rests with parents or legal guardians.

6.6 Youth Selection Policy

In selecting library materials for children and teens, the Library's policy is to provide a diverse, equitable, and inclusive collection that meets the informational, recreational, and cultural needs of children from birth through high school.

6.7 Maintaining the Collections

The library will remove from its collections any materials which no longer serve a need based on currency, physical condition and demand. Items will be replaced or removed as appropriate. The library uses Evaluating Library Collections (Appendix H) from the American Library Association.

Replacement of a missing, lost and damaged item is based on availability, permanent value, and importance of the item, user demand and timeliness

Donated items will be managed in the same manner as purchased library materials (see section 6.2).

6.8 Reconsideration of Library Materials

The St. Joseph County Public Library recognizes that there may be concerns about specific titles and types of material selected for the St. Joseph County Public Library's print, non-print and

digital collections. The Library will conduct a review following guidelines in Challenged Resources (Appendix I) from the American Library Association.

An Individual who desires to request an item for reconsideration must reside within the St. Joseph County Public Library district and complete the Request for Reconsideration of Library Materials form located on the Library website. A form must be completed for each title or series and may be submitted by mail, email or in person at any Library location.

The Request for Reconsideration form will be sent to the Collection Development Manager, who will notify the Executive Director and Administrative Team that a formal request has been made. A review committee consisting of three librarians will be appointed by the Executive Director and will meet within 10 business days to review the material and consider critical reviews. The committee will determine whether the material conforms to the Collection Development Policy based on the work as a whole. After review, the committee will submit its recommendation to the Executive Director for approval. All requests for reconsideration will be reported to the ALA Office for Intellectual Freedom.

The Collection Development Manager will notify the individual of the decision in writing. The individual may request an appeal of the decision by the Board of Trustees. Requests for appeal must be submitted in writing to the Executive Director within 30 days of the date on the reconsideration notification. Such appeals will be heard at a regular meeting of the Board. The patron submitting the appeal will be given notice of the date and time and of that meeting. They must be present at that meeting and will have three minutes to speak to the Board. The reconsideration review committee will then briefly present its reasons for retaining the book. The Board will determine what action to take. The patron will be informed of the Board's decision by letter.

The decision on each title reviewed for reconsideration will remain in effect for 5 years.

7.0 Technology & Network Use Policies

Board approved April 26, 2026

The St. Joseph County Public Library provides access to technology resources for informational, educational, and recreational purposes. This policy applies to all individuals using:

- Library-owned technology resources, including but not limited to computers, software, printers, scanners, audiovisual equipment, and equipment and tools used for creative or production purposes;
- Devices loaned by the Library, including any software, applications, or digital content installed on those devices; or
- The Library's internet network (wired or wireless) and digital resources or services accessed through the Library network.

7.1 Privacy and Security

The Library treats information related to a user's use of Library-owned technology resources and networks as confidential. Such information may be disclosed only when authorized by the user, approved by an authorized Library administrator, or required by local, state or federal law.

Accessing information during routine system maintenance or troubleshooting does not constitute disclosure. Information stored by users on the Library's public computers is regularly deleted . The Library does not guarantee privacy or security of users' online activity using the Library's technology resources or the Library's network. Privacy protections described in this policy apply to information within the Library's systems and do not extend to third-party websites, services, or internet transmissions.

7.2 Acceptable Use

Library technology resources must be used in accordance with the Library's Code of Conduct, other applicable Library policies, and all federal, state, and local laws. Prohibited activities include, but are not limited to:

- Harassing, threatening, or defaming others
- Damaging Library equipment, software, or data
- Disrupting or interfering with others' approved use of technology resources or electronic communications
- Unauthorized access to computer systems, accounts, or network credentials

- Violating copyright laws, software license agreements, or network policies
- Violating another user's privacy
- Purchasing illegal substances or illegally obtained data
- Accessing, displaying, or printing illegal or obscene content

3D printing services may be used for lawful purposes only. The Library will not print realistic replicas of weapons or weapon components, objects that pose a safety risk, or items that violate the Code of Conduct. Toy or prop weapons must be clearly distinguishable from real weapons by color, size and/or design.

7.3 Enforcement

Violations of this policy may result in suspension of Library privileges and may be subject to local, state, or federal authorities when applicable.

7.4 Service Limitations

Use of Library technology resources may be subject to time limits when demand is high. The Library may manage session length, reservations, and availability to ensure fair access for all patrons.

The Library reserves the right to decline, modify, or cancel technology services or production requests due to technical limitations, equipment capacity, safety concerns, excessive production time, incorrect file size or format, or other operational considerations.

Items produced through Library equipment must be picked up within the timeframe established by the Library. The Library is not responsible for items that are not retrieved and may dispose of unclaimed items at its discretion.

7.5 Internet Use & Filtering

In accordance with the Children's Internet Protection Act, the Library uses internet filtering technology to block materials that are obscene, illegal, or are harmful to minors. The Library may also filter websites that attempt to download malicious software, damage Library equipment, or violate the Library's Code of Conduct.

No internet filter is completely effective, and some objectionable content may remain accessible. Patrons may request that sites be reviewed for possible blocking or unblocking.

Parents and guardians are responsible for monitoring their minor children's use of the Internet, including websites accessed and any content that may bypass the Library's internet filtering systems.

7.6 Limitations of Liability

The Library assumes no liability for loss or damage to personal data, equipment, or files, or for any damages arising from the use of Library technology and network resources. Users are responsible for activity conducted under their accounts or login credentials, including when they choose to share access with another person. Users agree to hold harmless and indemnify the St. Joseph County Public Library, its directors, officers, employees, and agents from any claims or damages related to such use.

8.0 Gift Acceptance Policies

Board approved February 18, 2019

8.1 Purpose

The St. Joseph County Public Library accepts donations to help fulfill the organization's mission. The purpose of the Gift Acceptance Policy is to govern the acceptance of gifts by St. Joseph County Public Library and provide guidance to prospective donors and their advisors.

8.2 Forms of Giving

Cash / Check - Cash and checks may be accepted regardless of the amount. Checks are to be made payable to St. Joseph County Public Library and shall be delivered to the attention of the Development Office. The day the gift is received by the Library will be the gift date of the contribution.

Credit Card - St. Joseph County Public Library accepts gifts made by all major credit cards. Credit card donations may be processed by mail, phone, or online. Such gifts are recorded as cash donations.

In-Kind: St. Joseph County Public Library accepts gift-in-kind donations that provide added benefit to the organization's work and mission. The Library will provide an official acknowledgement to donors for their accepted gifts, but the donor is responsible for determining the value of the gift. If an in-kind donation does not further the organization's goals, the Library reserves the right to decline the gift.

Collection Materials: St. Joseph County Public Library accepts gifts of books and other materials. Once donated, items become the property of the St. Joseph County Public Library. If the materials do not meet the standards of our collection development policy, they may be given to the Friends of the St. Joseph County Public Library, sold, or discarded. The Library will acknowledge receipt of donated items but is unable to set fair market or appraisal values.

Miscellaneous: Other forms of giving must be reviewed prior to acceptance due to the special obligations raised or liabilities they may pose for the Library. These methods may include but are not limited to real property, personal property, securities, and life income agreements.

8.3 Ways of Giving

Outright Gift - These gifts may take the form of currency, check, or credit card contribution. They are given voluntarily without the expectation, or receipt of, direct economic benefit. Outright gifts also include securities, real estate, or tangible personal property.

Matching Gifts - Employers may match an employee's gift to St. Joseph County Public Library. The ratio of the match and the designation of the matching gift are entirely at the discretion of the employer.

Bequest: St Joseph County Public Library accepts gifts left in the donor's last will and testament. Donors are encouraged to use professional legal counsel to make deferred gifts to the Library through a will or other legal instrument. The Library reserves the right to disclaim certain assets proposed for distribution from an estate when inconsistent with these policies.

Endowment Fund: The St. Joseph County Public Library has an endowment fund through the St. Joseph County Community Foundation. Contributions to the endowment are made directly to the Foundation.

Payroll Deduction: St. Joseph County Public Library offers payroll deduction for recurring contributions in any amount. Staff can set up payroll deduction with the Library's Business Office.

8.4 Use of Gifts

Unrestricted: All gifts received are considered unrestricted unless otherwise specified in writing by the donor. Unrestricted gifts include general donations, donations to the annual fund, and memorial or honorary donations. Unrestricted gifts support enhancements to SJCPL programming, collections, and services.

Restricted: Gifts may be restricted by a donor for a specific library location, department, or program. The Library generally will accept restricted gifts that advance the mission of the Library without adding significant cost, administrative procedures, or risk to the organization. Donor-initiated restrictions on gifts must be documented and will be accepted according to this policy or otherwise with approval by the Board.

8.5 Donor Acknowledgement and Recognition

General gift acknowledgement: St. Joseph County Public Library's Development Office will send an acknowledgement to donors for all gifts. The acknowledgement serves as a tax receipt for cash donations.

Donor recognition: The Annual Report is the Library's main recognition tool. All donors will be recognized in the SJCPL Annual Report published annually. The report includes donors who have made contributions in the year prior.

Anonymity: Request for donor anonymity will be honored, and donors who wish to remain anonymous may do so with every confidence.

Confidentiality: Files, records, and mailing lists regarding all donors and donor prospects are maintained and controlled by the Library. Written reports of interviews and solicitations will be maintained in the donor or prospect records. This information is confidential and is strictly for the use of the Library board and staff. The donor has the right to review his or her donor file. Names of donors will not be provided by the Library to other organizations, nor will any lists be sold or given to other organizations.

8.6 Sponsorships

A sponsorship is a mutually beneficial exchange between the St. Joseph County Public Library and an outside organization, in which an external party makes a contribution of cash or in-kind goods or services to the Library in return for recognition, acknowledgements or other considerations. Sponsors receive a benefit of reciprocal value in return for their support and contribution.

8.7 Naming Policy

Naming opportunities are available for donors who make a substantial contribution to the construction, renovation, and/or expansion of library facilities. The following criteria should guide the naming process:

Eligibility: Facilities eligible for naming include library buildings and interior spaces. The Library's Executive Director will identify and recommend to the Library Board for approval the facilities available for naming opportunities. A contribution can be made on behalf of individual, family, charitable organization, foundation, and/or corporation.

Gift Level: The gift amount required for naming a library facility will be determined by the Library Board on the recommendation of the Library's Executive Director. The amount of the contribution in relation to total project costs will be a consideration in determining whether the amount qualifies as a substantial contribution eligible for naming a library facility after the donor. Total project costs include but are not limited to costs of construction, equipment, furnishings and collections for the library facility.

Approval: Approval of naming a library facility after a donor will be determined by the Library Board on the recommendation of the Library's Executive Director. In determining whether to name a library facility after a donor, the Library Board will consider whether an approval of the donor's name on a library facility will appear to be an endorsement by the Library of a political

or religious view or a product associated with the donor. Naming approval will require approval by the Library Board of a legal agreement between donor and the Library containing the amount of the contribution, any payment terms and the donor's agreement to the terms and conditions of this policy.

Duration: The naming for a library facility approved by the Library Board shall continue until or unless a facility is demolished, substantially renovated and/or expanded. If a facility ceases to be used by the Library, then the donor for which the building was named does not have a right to have another library facility continue to be so named based on the same contribution.

The Library Board, on the recommendation of the Library Director or on the Library Board's own motion, may terminate the use of a donor's name on a library facility, without refund of the donor's donation, should the donor's name become, in the Library Board's sole discretion, a matter of ill repute or embarrassment to the community or to the Library.

Appendix A

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.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Appendix B

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

- IX. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008, and June 29, 2021

Appendix C

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth.

It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them.

To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster

education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the

aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Appendix D

Table A

Loan Rules								
						Resident Card	Limited Card	Guest Card
Material Type	Period	Renewals	Holds	Age	Return	Max Checkout Limits		
Books, Magazines, Audiobooks, CDs	21 days	2	Yes	No Limits	Any Location	Unlimited	5	Unlimited
DVDs	7 days	2	Yes	No Limits	Any Location	Unlimited	5	Unlimited
Launchpads	7 days	1	No	18+	Original Checkout	2	Unavailable	2
Libby	7-21 days	1	Yes	No Limits	Automated	15	15	15
Hoopla	3-21 days	1	No	No Limits	Automated	15	Unavailable	Unavailable
Kanopy	2-30 days	0	No	No Limits	Automated	45 Tickets	Unavailable	Unavailable
Laptops (in-house use)	3 hours	0	No	13+	Original Checkout	1	Unavailable	1
Library of Things	7 days	1	Yes	13+	Any Location	1	Unavailable	1
Art Kits (in-house use)	4 hours	0	No	13+	Original Checkout	1	1	1
Discovery Pass	1 day	0	No	18+	Automated	1	Unavailable	1
Seed Library	N/A	0	No	No Limits	N/A	Unlimited	Unlimited	Unlimited
Studio 304 Equipment	7 days	0	No	18+	Original Checkout	1	Unavailable	1

Note: Limited Cards are limited to 5 total physical items checked out at one time.

Table B: Billed Item Schedule

Material Type	Billed: Days After Due Date
Books, Magazines, Audiobooks, CDs, DVDs, Launchpads, Library of Things	14 Days
Studio 304 Equipment	9 Days
Laptops, Art Kits	2 Days

Table C: Service Charges

Document Services	
Service	Fee
Faxing*	\$0.25/page
Notary (Limited & Resident Cardholders)	Free
Notary (Non-Resident Cardholders)	\$5.00
Photocopies*	\$0.15/page
Printing (Black & White)*	\$0.15/page
Printing (Color)*	\$0.50/page
Library Card & Replacement Fees	
Item	Fee
Audiobook Disc Replacement	\$10.00/disc
Library Card Replacement	\$2.00 (one free per year)
Guest Card Reciprocal	\$50.00/year
Guest Card Non-Resident	\$90.00/year
Guest Card PLAC	\$70.00/year

Local & Family History	
Service	Fee
Scanned Negative	\$10.00/scan
Research Query (Non-Resident)	\$10.00/query
Studio 304	
Service/Item	Fee
3D Printing	\$0.10/gram
Basswood Sheet	\$1.00/sheet
Equipment Checkout Deposit	\$50.00
Laminating	\$0.50/sheet
Laser Cutter/Engraver	\$1.00/hour (minimum \$1.00)
Polyester tote bag (sublimation)	\$1.00/each
Printer Paper (Specialty Inkjet)	\$.50/sheet
Printing (Inkjet & Sublimation)	\$.50/page
Printing (Large Format)	\$1.25/3" Length
Silhouette Cutter	\$1.00/sheet
Specialty paper (inkjet, sublimation, photo printer)	\$.50/sheet
Technology Purchases	
Item	Fee
CD-RW	\$2.00
Charging Cable (Lightning)	\$3.50
Charging Cable (USB-C)	\$2.00
DVD-R	\$2.00
Flash Drive	\$5.00

*Resident and Limited Cardholders are provided a daily credit of \$5/day toward copying, printing, and faxing services.

Appendix E

Diversity in Collection Development

Collection development should reflect the philosophy inherent in Article I of the Library Bill of Rights: “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.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library’s selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- evaluating how diverse collection resources are cataloged, labeled, and displayed;
- including content in all of the languages used in the community that the library serves, when possible; and
- providing resources in formats that meet the needs of users with disabilities. (1)

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or

controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection's diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.⁽²⁾

¹ *"Services to People with Disabilities: An Interpretation of the Library Bill of Rights,"* adopted January 28, 2009, by the ALA Council under the title "Services to Persons with Disabilities"; amended June 26, 2018.

² *ALA Code of Ethics, Article VII,* adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name "Diversity in Collection Development"; and June 24, 2019.

Appendix F

Labeling and Rating Systems

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, providing access to digital information does not indicate endorsement or approval of that information by the library. Labeling and rating systems present distinct challenges to these intellectual freedom principles.

Many organizations use or devise rating systems as a means of advising either their members or the general public regarding the organization's opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, websites, games, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by a library violates the American Library Association's Library Bill of Rights and may be unconstitutional. If enforcement of labeling or rating systems is mandated by law, the library should seek legal advice regarding the law's applicability to library operations.

Viewpoint-neutral directional labels are a convenience designed to save time. These are different in intent from attempts to prejudice or discourage users or restrict their access to resources. Labeling as an attempt to prejudice attitudes is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library resources.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language, or themes of the resource, or the background or views of the creator(s) of the resource, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage, or prohibit users or certain groups of users from accessing the resource. Such labels sometimes are used to place materials in restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate resources. Users may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Libraries sometimes acquire resources that include ratings as part of their packaging. Librarians should not endorse the inclusion of such rating systems; however, removing or destroying the ratings—if placed there by, or with permission of, the copyright holder—could constitute expurgation (see “Expurgation of Library Materials: An Interpretation of the Library Bill of Rights”). In addition, the inclusion of ratings on bibliographic records in library catalogs is a violation of the Library Bill of Rights.

Prejudicial labeling and ratings presuppose the existence of individuals or groups with wisdom to determine by authority what is appropriate or inappropriate for others. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The fact that libraries do not advocate or use proscriptive labels and rating systems does not preclude them from answering questions about them. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view.

Adopted July 13, 1951, by the ALA Council; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005; July 15, 2009; July 1, 2014.

Appendix G

Access to Library Resources and Services for Minors

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's 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, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs 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 providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials 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, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ 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.² Libraries and their 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 or not content is constitutionally protected.

Article VII of the Library Bill of Rights states, “All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use.” This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their 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.”⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure 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 own children. Libraries and library governing bodies should not use rating systems to inhibit a minor’s access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

1 *Brown v. Entertainment Merchant’s Association, et al.* 564 U.S. 08-1448 (2011).

2 *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).

3 “Privacy: An Interpretation of the Library Bill of Rights,” adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

4 “Libraries: An American Value,” adopted on February 3, 1999, by ALA Council.

5 “Rating Systems: An Interpretation of the Library Bill of Rights,” adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

Appendix H

Evaluating Library Collections

Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Reasons for inclusion or removal of materials may include but are not limited to accuracy, currency, budgetary constraints, relevancy, content, usage, and community interest. The collection-development process is not to be used as a means to remove materials or deny access to resources on the grounds of personal bias or prejudice or because the materials may be viewed as controversial or objectionable. Doing so violates the principles of intellectual freedom and is in opposition to the Library Bill of Rights.

Some resources may contain views, opinions, and concepts that were popular or widely held at one time but are now considered outdated, offensive, or harmful. Content creators may also come to be considered offensive or controversial. These resources should be subject to evaluation in accordance with collection-development and collection-maintenance policies. The evaluation criteria and process may vary depending on the type of library. While weeding is essential to the collection-development process, the controversial nature of an item or its creator should not be the sole reason to remove any item from a library's collection. Rather than removing these resources, libraries should consider ways to educate users and create context for how those views, opinions, and concepts have changed over time.

Failure to select resources merely because they may be potentially controversial is censorship, as is withdrawing resources for the same reason. Library workers should consider the cataloging, classification, and display of resources to ensure that they are discoverable and readily available to the populations they are meant to serve.

The American Library Association opposes censorship from any source, including library workers, faculty, administration, trustees, and elected officials. Libraries have a profound responsibility to encourage and support intellectual freedom by making it possible for the user to choose freely from a variety of offerings.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; June 2, 2008; and June 25, 2019.

Appendix I

Challenged Resources

“Libraries: An American Value” states, “We protect the rights of individuals to express their opinions about library resources and services.”(1) The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Collection development applies to library materials and resources in all formats, programs, and services.

Article I of the American Library Association’s Library Bill of Rights states, “Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” Article II further declares, “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.”

Freedom of expression, although it can be offensive to some, is protected by the Constitution of the United States. The “Diverse Collections: An Interpretation of the Library Bill of Rights” states:

Library workers have a professional and ethical responsibility to be fair and just in defending the library user’s right to read, view, or listen to content protected by the First Amendment, regardless of the creator’s viewpoint or personal history. Library workers should not permit their personal biases, opinions, or preferences to unduly influence collection-development decisions.(2)

This applies with equal force to library resources and services provided to students and minors.(3)

The Supreme Court has held that the Constitution requires a procedure designed to critically examine all challenged expression before it can be suppressed.(4) Therefore, libraries should develop a procedure by which the governing body examines concerns and challenges about library resources. This procedure should be open, transparent, and conform to all applicable open meeting and public records laws. Challenged resources should remain in the collection, and access to the resources remain unrestricted during the review process. Resources that meet the criteria for selection and inclusion within the collection as outlined in the institution's collections policy should not be removed. Procedures to review challenges to library resources should not be used to suppress constitutionally protected expression.

Any attempt, be it legal or extralegal, to regulate or suppress resources in libraries must be closely scrutinized to the end that protected expression is not abridged. Attempts to remove or suppress materials by library staff or members of the library’s governing body that are not regulated or sanctioned by law are considered “extralegal.” Examples include actions that circumvent library policy, or actions taken by elected officials or governing board members outside the established legal process for making legislative or board decisions. Actions taken by library governing bodies during official sessions or meetings pursuant to the library’s collection development policy, or litigation undertaken in courts of law with jurisdiction over the library and the library’s governing body, and actions taken by legislative bodies are considered a “legal process.”

Content filtering is not equivalent to collection development. Content filtering is exclusive, not inclusive, and cannot effectively curate content or mediate access to resources available on the internet. Filtering should be addressed in an institution’s policy on acceptable use of the internet. Acceptable use policies should reflect the Library Bill of Rights and “Internet Filtering: An Interpretation of the Library Bill of Rights,” and be approved by the appropriate governing authority.

1 “Libraries: An American Value,” adopted February 3, 1999, by the ALA Council.

2 “Diverse Collections: An Interpretation of the Library Bill of Rights,” adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name “Diversity in Collection Development”; and June 25, 2019.

3 “Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights,” adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name “Free Access to Libraries for Minors”; July 1, 2014; and June 25, 2019.

4 *Bantam Books, Inc. v. Sullivan*, 372 U.S. 58 (1963).

Adopted June 25, 1971, by the ALA Council; amended July 1, 1981; January 10, 1990; January 28, 2009; July 1, 2014; and January 29, 2019.

The quoted language in this interpretation from “Diverse Collections: An Interpretation of the Library Bill of Rights” (adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name “Diversity in Collection Development”; and June 25, 2019) was updated to reflect the June 2019 revision. This change was voted on by the Intellectual Freedom Committee.

Appendix J

Table A: Community Learning Center Rental Fees

Main Library	Nonprofits, Community Groups, Government		Businesses, Private Events, & Fundraisers
Ballroom (entire space)	\$200		\$350
Ballroom A	\$150		\$200
Ballroom B	\$100		\$200
Leighton Auditorium*	\$200		\$350
Beutter-Kernan Hall	\$150		\$200
Richard Pfeil Family Courtyard	\$200		\$350
Auditorium Lobby	\$75		\$125
Classroom A	Free	\$25 after 10 hrs/month	\$25
Classroom B	Free	\$60 after 10 hrs/month	\$60
Classroom C	Free	\$30 after 10 hrs/month	\$30
Classroom D	Free	\$60 after 10 hrs/month	\$60
Classroom E	Free	\$30 after 10 hrs/month	\$30
Classroom F	Free	\$30 after 10 hrs/month	\$30

*The auditorium lobby is included when the auditorium is booked.

Table B: Branch Meeting Room Rental Fees

Branches	Nonprofits, Community Groups, & Government		Businesses, Private Events, & Fundraisers
Centre - Large	Free	\$75 after 10 hrs/month	\$75
Centre - Small	Free	\$25 after 10 hrs/month	\$25
Francis - Pasture	Free	\$75 after 10 hrs/month	\$75
Francis - Silo	Free	\$25 after 10 hrs/month	\$25
German Twp - Black Forest	Free	\$50 after 10 hrs/month	\$50
German Twp - Shire	Free	\$25 after 10 hrs/month	\$25
LaSalle	Free	\$150 after 10 hrs/month	\$150
River Park	Free	\$25 after 10 hrs/month	\$25
Tutt	Free	\$25 after 10 hrs/month	\$25
Western	Free	\$25 after 10 hrs/month	\$25
Lakeville	Free	\$25 after 10 hrs/month	\$25
North Liberty	Free	\$25 after 10 hrs/month	\$25

Table C: Additional Fees

Cleaning	\$50/hour (\$50 minimum)
Owl Video Conferencing Deposit*	\$50

*Required for CLC reservations only.

Appendix K

Occupancy Limits

By order of the Fire Marshal, occupancy is limited as follows. Requests for tables and chairs in certain arrangements may reduce the number of occupants permitted.

Branches	Occupancy Limits
Francis	Large Room - 65 Small Room - 14
Centre Twp.	Large Room - 85 Small Room - 25 Study Room 1 - 4 Study Room 2 - 7 Study Room 3 - 2
German Twp.	Large Room - 50 Small Room - 12
River Park, LaSalle, Tutt	Meeting Room - 45
LaSalle	Meeting Room - 80 Study Room 1 - 3 Study Room 2 - 7
North Liberty, Lakeville	Meeting Room - 30
Western	Meeting Room - 45 Study Rooms - 4

Main Space	Occupancy Limit
Ballroom A	278
Ballroom B	137

Auditorium	250
Auditorium Lobby	111
Beutter-Kernan Hall	145
Courtyard	506
Classroom A	46
Classroom B & D	116
Classroom C, E, F	49
Study Room L201	8
Study Room L202	12
Study Room L205	4
Study Room L206-208	6
Study Room L221-L224	4
Study Room L226-L227	2

Appendix L

Table A: Special Event Rental Fees for Businesses and Individuals

SPACE	MON - THURS	FRI - SUN	HOLIDAY*
Ballroom	\$750	\$1,500	\$2,000
Ballroom A	\$500	\$850	\$1,500
Ballroom B	\$150	\$350	\$500
Leighton Auditorium	\$350	\$750	\$1,000
Classrooms A-F	\$150	\$250	\$500
Beutter-Kernan Hall	\$350	\$750	\$1,000
Richard Pfeil Family Courtyard	\$500	\$1,000	\$2,000
Auditorium Lobby	\$150	\$250	\$500

*Holidays when the library is closed.

Table B: Special Event Rental Fees for NonProfits, Community Groups, and Government Agencies

SPACE	MON - SUN	HOLIDAY*
Ballroom	\$500	\$2,000
Ballroom A	\$400	\$1,500
Ballroom B	\$100	\$500
Leighton Auditorium	\$350	\$1,000
Classrooms A-F	\$150	\$500
Beutter-Kernan Hall	\$350	\$750

Richard Pfeil Family Courtyard	\$500	\$1,000
Auditorium Lobby	\$150	\$500

*Holidays when the library is closed.

Table C: Additional Fees

Security	\$30/hour
Cleaning	\$50/hour (\$50 minimum)
Additional Setup/Teardown	\$30/hour