



Wright Memorial
Public Library

Public Policy Manual



Wright Memorial
Public Library



Wright Memorial
Public Library

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Administrative Policies

Hours of Operation

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

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

Saturday from 10:00 am to 5:00 pm

Sunday from 1:00 to 5:00 pm

Holidays

Updated by the Library Board of Trustees October 18, 2021

Wright Memorial Public Library is closed on the following holidays:

New Year's Day

Easter Sunday

Juneteenth

Labor Day

Thanksgiving Day

Martin Luther King, Jr. Day

Memorial Day

Independence Day

Columbus Day

Christmas Eve

Christmas Day

New Year's Eve

Closing Procedures

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

Person in Charge Procedures

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

Director

Fiscal

Officer

Supervisor with the most experience

Librarian with the most experience

Associate with the most experience



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Display and Distribution of Non-Library Materials

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

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

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

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

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

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

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

Disposal of Materials and Equipment

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

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

Donations of Monies or Funds

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

Money donated to the library for gift books or memorials will be deposited in the General Fund. Items



purchased with donated funds become the property of Wright Memorial Public Library and may be disposed of accordingly. Gifts of this type will be acknowledged by letter, to donor and honoree, and book plates added to each item.

Lost and Found

Approved by the Library Board of Trustees on May 20, 2024

The Wright Memorial Public Library is not responsible for items left unattended, damaged, or stolen on Library grounds or facilities. The Library makes every effort to reunite lost items with the owner.

Administrative Procedure

Lost and found items are managed according to the following guidelines:

- Unclaimed items are labeled and stored by the Circulation Department, and reasonable attempts are made to contact the owner when the found item contains sufficient information to do so.
- Hazardous and perishable items, such as food, and items left in books that have no monetary or intrinsic value, may be disposed of promptly.
- Books and media materials will be considered Library donations after 30 days.
- Items of substantial value will be stored in the Library's safe or a locked location. These items will be donated, destroyed, or sold as surplus after (3) three months if unclaimed. The Fiscal Officer or their designee has sole discretion as to the disposal of these unclaimed items.
- Unclaimed cards such as credit, insurance, and social security cards, will be locked in the Library's safe. These items will be shredded after (3) three months if unclaimed.
- Accessories, coats/jackets, and clothing will be donated to a local charitable organization of the Library's choosing after 30 days.
- Documents found in the printer or scanner will be securely stored and shredded after 30 days.

Found money of \$1.00 or less is considered a library donation on the day it is discovered. Amounts over \$1.00 will be held in the safe for 30 days and then considered a Library donation if unclaimed.

Meeting Room Policy

Updated by the Library Board of Trustees on May 20, 2024

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

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

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



Groups using the meeting rooms must agree to follow this policy and the Rules of Conduct policy, and may not disrupt the normal functions of the Library.

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

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

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

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

User Responsibility and Liability

In general, users must be 18 years of age or older to reserve a meeting room. However, high school students may be permitted to reserve meeting rooms for school-related activities.

The user or group which reserves a meeting room shall assume responsibility for all loss, damage, or injury arising from the use of the meeting room. A fee may be charged if the meeting room use by an individual or group results in the need for repair to Library furnishings or equipment or if excessive clean-up is required by Library staff. Determination of additional fees will be at the discretion of the Library Director.

The Library assumes no liability for theft or damage to personal property brought into the Library by a user or a group nor for injuries which occur as a result of actions of sponsors or participants in activities in Library meeting spaces.

Equipment/Storage

Limited equipment is available, including video screens and methods to connect to those screens (wireless or wired). Additional audiovisual equipment is available in the Community Room. Equipment must be requested in advance by a user. The library does not provide setup or storage space for users of the meeting rooms.

Hours

Meetings may not be scheduled before or after Library hours and must end 15 minutes prior to the Library closing. Group representatives may not enter the Library before regular opening hours or remain after the Library is closed. Any exceptions must be approved by the Library Director.

Food and Beverages

Food and non-alcoholic beverages are permitted in the meeting rooms. Alcoholic beverages are prohibited, except for events sponsored by the Library or affiliated groups, after the Library administration has



obtained any needed legal permits or licenses and/or additional insurance coverage.

Other Responsibilities

Room capacities may not be exceeded.

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

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

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

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

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

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

WMPL MEETING ROOM DESCRIPTIONS

| | |
|--|--|
| COMMUNITY ROOM Size: 1200 SF Minimum for reservation: 8 Maximum capacity: 80 | <u>Equipment Availability:</u> Tables (24) & chairs (80) Writable projection screen & video screen Wireless (AirMedia) & wired (HDMI) connections |
| SHANK CONFERENCE ROOM Size: 167 SF Minimum for reservation: 3 Maximum capacity: 10 | <u>Equipment Availability:</u> Powered tables (2) & chairs (10) Video screen Wireless (AirMedia) & wired (HDMI) connections |
| ABERDEEN CONFERENCE ROOM Size: 140 SF Minimum for reservation: 3 Maximum capacity: 8 | <u>Equipment Availability:</u> Powered table & chairs (8) Video screen & connection (HDMI) |
| PASSPORT OFFICE Size: 90 SF Walk-in only Maximum capacity: 4 | <u>Equipment Availability:</u> Desk & chairs (4) |



Petitions

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

Political Activity and Display of Campaign Literature

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

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

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

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

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

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

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

Public Records

Updated by the Library Board of Trustees on May 20, 2024

It is the policy of the Library to adhere to the Public Records Act of the State of Ohio. All records of the Library that meet the definition of “public records” are public unless they are exempt from disclosure under Ohio and Federal law, such as the exemption in ORC 149.43 that prohibits the Library from releasing any Library records or from disclosing any patron information except in situations specified in that statute.

All Library employees, officers, and authorized representatives are “Public Officials” under ORC 149.011 and are responsible for maintaining the public records according to this policy and the approved Schedules of Records Retention and Disposition (RC-2) that identify these records. In accordance with the Ohio Public



Records Act, records will be organized and maintained so that they are readily available for inspection and copying. The Fiscal Officer and Director of the Library are the Records Officers for the Library, and they shall act as the coordinator of records maintenance and respond to public records requests made of the Library.

Administrative Procedure

I. Public Records

- a. A public record is defined as any item
 - a. That is stored on a fixed medium (i.e. paper, computer, e-mail).
 - b. Is created, received, or sent by a public office.
 - c. That documents the organization, functions, policies, decisions, procedures, operations or other activities of the Library.
- b. Public records shall be organized and maintained in a manner that serves both the administrative needs of the office, as well as the public's interest in the availability of those records for inspection and copying.

II. Records Requests

- a. Although the Public Records Act does not require that specific language is required to make a public records request, the requester must identify the records requested with sufficient clarity to allow the Library to identify, retrieve and review those records.
- b. If a request is received by the Library and it is not clear what records are being sought, the Records Officer will contact the requester for clarification and assist the requester in revising the request by informing the requester of the manner in which the Library maintains its records.
- c. Requesters are encouraged to make any and all public records requests in written form. While the requester does not have to put a records request in writing, a written request enables the Library to identify responsive records with greater speed and accuracy.
- d. A requester does not have to provide their identity or the intended use of the requested public records. It is the Library's general policy that this information is not to be requested from the requester. In some cases, such information could enhance the ability of the Library to identify, locate, and/or deliver responsive public records in response to the request.
- e. While the Library respects the right of requesters to withhold their identity, the Library does require that requesters provide a means for the Library to communicate with them about their requests and to ultimately identify the location where responsive public records are to be forwarded.
- f. Any "Public Official" of the Library is able to receive a public records request, but requests must be promptly forwarded to the Records Officer within one (1) working day of receipt of the request.
- g. The Records Officer will acknowledge the request and provide requester with an estimated date of response and estimate of costs. If at any time prior to completing the response, the Records Officer believes the response will take longer than initially estimated (because of the volume of records requested, the proximity of location where the records are stored, or the complexity of the legal review), the Records Officer will inform the requester of this change.



- h. Responses to public records requests will be completed in a reasonable time taking into account the scope of the request; the ease or difficulty of identifying, compiling and reviewing potentially responsive records; and the operational needs of the Library.
- i. If any portion of the public records must be denied because the records are exempt from disclosure under the law, the Records Officer will inform the requester by clearly marking that portion of the record as “redacted” or will explain which portions of the records have been redacted. In addition, the legal authority upon which the Records Officer relied will be provided.

III. Availability of Records

- a. Public Records are to be promptly available for inspection during regular business hours, which are Monday through Friday 10 am to 5 pm, except Holidays.
- b. Copies of records will be provided within a reasonable period of time.
- c. “Prompt” and “reasonable” take into account the volume of records requested; proximity of the location where the records are stored; and the necessity of any legal review of the records requested.

IV. Costs for Public Records

- a. Those seeking public records will be charged only the actual cost for the Library’s response to the request, as described below.
- b. Copies are made by the Library and provided to the requester at a duplication charge equal to what is normally charged to the public for copies in the Library.
- c. The charge for downloaded computer files to a library-provided USB storage device is based on the actual replacement cost of the USB storage device. In order to protect Library equipment, the Library will not download to a requester’s storage device.
- d. There is no charge for documents e-mailed, except where third-party software and/or services are required to e-mail large electronic files.
- e. Requesters may ask that documents be mailed to them. They may be charged the actual cost of postage and mailing supplies.
- f. Advance payment may be required for all actual costs which are anticipated to exceed ten dollars (\$10.00).
- g. The Library may choose to waive any and all costs associated with compliance with a public records request. Any waiver of costs should not be construed to waive, and does not in fact waive any right of the Library to request and collect actual costs of compliance with a later public records request.

Public Participation at Library Board Meetings

Approved by the Library Board of Trustees on May 20, 2024

The Library Board of Trustees recognizes the value of public comment and the importance of allowing community members to express themselves on library matters of interest.

The Board offers public participation at Board meetings in accordance with the procedures outlined below.

The Board applies these procedures to all speakers and does not discriminate based on the identity of the speaker, content of the speech, or viewpoint of the speaker.

In order to allow the Board to conduct its meetings in a productive and efficient manner that assures that the



regular agenda of the Board is completed in a reasonable period of time, public participation will be guided by the following rules.

- Members of the public wishing to address the board may do so at any regularly scheduled meeting during the agenda time reserved for Public Comment. The Board meeting schedule is posted on the Library's website and Community Bulletin Board.
- A maximum of 30 minutes of public participation is permitted at each meeting.
- Any resident of the Montgomery County having a legitimate interest in actions of the Library Board is eligible to participate during the designated Public Comment portion of the meeting.
- Any person wishing to participate shall register at least twenty-four (24) hours in advance by submitting a Public Participation Form. Forms may be submitted online or delivered to the Library Director's attention at the Library.
- Individuals may not register others to speak during public participation. No individual may cede their allotted speaking time to another individual.
- All visitors are required to sign in before the Call to Order. Visitors who have indicated a desire to speak will be recognized in the order in which they have signed in, unless the presiding officer determines it necessary to alter that order.
- Participants must first be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, county of residence, and group affiliation (if any).
- Each statement made by a participant shall be limited to three (3) minutes in duration. The Secretary will keep track of time.
- No participant may speak more than once.
- All statements shall be presented from the lectern and directed to the presiding officer; no person may address or question Board members individually.
- Audio or video recordings are permitted. The person operating the recorder should contact the Library Director prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
 - No obstructions are created between the Board and the audience.
 - No interviews are conducted in the meeting room while the Board is in session.
 - No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session or disrupt the meeting.
- The presiding officer may:
 - Ask questions, interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, too lengthy, comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker), and/or as otherwise permitted under the law;
 - Request any individual to stop speaking and/or leave the meeting when that person does not observe reasonable decorum or is disruptive to the conduct and/or orderly progress of the meeting;
 - Limit the number of speakers to three (3) in favor of and three (3) in opposition to a given topic.
 - Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the conduct and/or orderly progress of the meeting;
 - Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - Waive these rules.



Trustees will listen and take all comments under advisement. It should not be expected that the Board will take immediate or official action on any subject brought before it.

Security Cameras

Approved by the Library Board of Trustees on May 20, 2024

The Library uses digital video security cameras to enhance the safety and security of Library patrons, staff, and property, while respecting individuals' right to privacy. The purpose of this policy is to establish guidelines for the placement and use of security cameras, as well as the access and retrieval of video recordings, including still images and photographs from such recordings (collectively, "recordings").

Use of Security Cameras

Security cameras provide video-only surveillance intended to discourage inappropriate and illegal behavior and to assist in identifying and apprehending offenders who break the law or violate the Library's Rules of Conduct. The live video feed and the recordings from the cameras may also be used in assisting law enforcement in the prosecution of criminal activity.

Security cameras are not continuously monitored. Therefore, patrons should continue to take appropriate precautions for their safety and for the security of their personal property. Certain circumstances, including reports of policy violations, suspected criminal activity, or the destruction or theft of Library assets or property, may require live monitoring to occur at the discretion of the Director.

All video monitoring, recording, and the storage of such recordings will be conducted in a manner that is consistent with all applicable laws and ordinances. Signs are posted at all Library entrances informing the public that security cameras are in use.

Security Camera Locations

Security cameras are positioned to view and record only those areas specified by the Director or their designee and will complement other measures to maintain a safe and secure environment. Security camera locations will not be changed or added without the permission of the Director.

Security cameras are installed in locations where staff and patrons should not have an expectation of privacy, such as the common areas of the library or the surrounding property (e.g., entrances, near book and media collections, public seating, public computers, public meeting spaces, hallways, and sidewalks). Security cameras shall not be installed in areas where staff and patrons have a reasonable expectation of privacy, such as restrooms or private offices, nor will they be positioned to identify a patron's reading, viewing, or listening choices.

Access to Recordings

- Only the Director and designated staff are authorized to access the live video feed and/or recordings. Designated staff include, but are not limited to, the Operations Coordinator, Fiscal Officer, Administrative Services Coordinator, and Technical Services Coordinator.
- Designated staff may, with notice to the Director, ask other staff to review recordings to ascertain security concerns related to a specific incident. Such persons shall not violate any laws relevant to this policy in performing their duties and functions related to the security camera system.



- Law enforcement officers are authorized to have immediate access to live video feed or the recordings from the security camera system when there is an active emergency (i.e. active shooter, hostage situation, robbery) or a matter involving public safety in exigent circumstances, per the Ohio Revised Code.

Use and Disclosure of Recordings

- Circumstances under which the Director or designated staff may access the live video feed and/or recordings include, but are not limited to, observation of areas beyond staff view for assurance of safety and security, and observation or review of incidents pursuant to apparent or alleged criminal activity, litigation, or violations of the Library's Rules of Conduct.
- Unredacted recordings may be used to assist law enforcement in accordance with applicable state and federal laws upon receipt of a valid court order. The requirement of a court order, however, shall be waived in the following circumstances:
 - When the Director or designated staff suspect criminal activity on Library property and wish to request law enforcement assistance.
 - In the event of an active emergency (i.e. active shooter, hostage situation) or for an investigation of a matter of public safety in exigent circumstances, per the Ohio Revised Code
- If the Library receives a request from the general public to inspect recordings from the security cameras, the request will be handled in accordance with the Library's Public Records Policy.

Retention of Recordings

Recordings from the Library's security camera system are stored digitally until capacity of the system is reached. The oldest recordings are automatically deleted by system software to make room for new recordings. The Library is not responsible for any recording that is lost, deleted, or irretrievable due to a system malfunction.

Unauthorized Access and/or Disclosure of Recordings

A breach of this policy by a Library staff member may result in disciplinary action up to and including dismissal. Any Library staff member who becomes aware of unauthorized access or disclosure of recordings or a potential privacy breach must immediately inform the Director.

Solicitations

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

Solicitation inside Library Facilities by Non-Employees:

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

Solicitation by Employees:



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

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

Solicitation on Library Website:

Solicitation of Library website visitors is prohibited.

Exceptions to the no solicitation policy include:

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

Volunteers

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



Special Services

Exam Proctoring

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

Fax Services

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

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

Golden Buckeye Registration

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

Notary Service

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

Passport Service

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

Scan Services

Wright Memorial Public Library offers a free scanning service. Scanned items may be saved to a patron's



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personal storage device. Operation of the scanner is restricted to staff members only, with this service provided as work schedules permit.

Tax Forms

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

Teacher Collections

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

Voter Registration

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



Library Cards and Patron Records

Library Cards

Updated by the Library Board of Trustees on August 15, 2022, effective date of January 01, 2023

Library Card Eligibility

Ohio Residents

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

Temporary Ohio residents, such as college students, are also eligible for Wright Library cards with proof of local address. Temporary Ohio resident cards will expire annually.

Non-Ohio Residents

Non-Ohio residents who regularly work in Ohio are eligible for a Wright Library card with proof of current Ohio employment, such as a recent pay stub. Cards will expire annually.

Non-Ohio residents who do not own Ohio property and are not employed in Ohio may apply for an eCard for an annual fee. Cards will expire annually.

Types of Library Cards

Standard Library Cards

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

New card registrants with verified addresses will have provisional borrowing privileges for 60 days and may borrow 20 items at a time, five of which may be movies and console games; some special collections may not be borrowed during the first 60 days of having a library card. New card registrants without proof of address may borrow a maximum of two items at a time until the address verification process is complete.

After the 60 day provisional period, borrowing privileges will increase to a maximum of 150 items, 25 of which may be movies while console games remain at a limit of five per card.

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



e Cards

An eCard is an alternative card type that permits access to only the library's online resources. This card type does not permit borrowing physical materials in the library. eCard applicants apply using the library's online registration form. A photo I.D. is required.

An eCard is free for anyone that meets the eligibility requirements for a standard card. An eCard number will be sent to the patron once the Ohio address or Ohio employment documentation has been verified.

Non-Ohio residents are eligible for an eCard for an annual fee; an eCard number will be sent to the patron upon payment to the library. Payment may be made by credit card by calling the library.

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

Teacher Cards

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

To receive a Teacher Card, educators must:

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

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

The initial loan period for items borrowed with a Teacher Card is six weeks for all materials with a standard three-week loan period.

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

Responsibility of library card holders

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

Patrons are responsible for providing current contact information when updates occur, either by logging into their account online to submit changes or by coming to the library.



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Lost or stolen cards

Patrons are responsible for keeping their library card number and PIN private. Lost or stolen cards should be reported to the library as soon as possible. The owner of a lost or stolen library card is responsible for all materials checked out on that card up to the time the card is reported lost or stolen. Lost cards can be replaced by showing a valid photo I.D.

Using a library card

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

Self-service opportunities in the library, the library's app, and many of the library's digital services require the use of one's library card number and a PIN.

Account Designees

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

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

Loan Periods and Renewals

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

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

Most materials will automatically renew up to 6 times as long as the materials have not been requested by another patron and the patron card is in good standing. Some collections, such as Fast Reads and 7-day hot spots, are not renewable.

Overdue Notices

Patrons are responsible for all materials checked out on their library cards and for keeping track of when materials are due. As a courtesy, the library sends patrons reminder notifications by phone, e-mail, or text when an item is 3 days overdue. A second overdue notice is sent when an item is 14 days overdue. A patron is billed for the cost of the item when it is 21 days overdue.

Fines and Fees

The following special collections accrue overdue fines when items are not returned on time:



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- Fast Reads and console games accrue fines at a rate of \$0.50 per day.
- Special collections, such as the Library of Things, which includes mobile devices, Makerboxes, and “Doorway to Dayton” museum passes, accrue fines at a rate of \$1.00 per day.
- Public devices for in-library use accrue fines at \$1.00 per minute.
- Reference and local history materials loaned overnight accrue at \$1.00/hour.

To ensure library materials are returned promptly and remain available to others, materials that are not returned on time will be billed 21 days after the due date. Lost and damaged items will be billed at the library’s recorded price. The replacement charge will be waived if a new, exact match replacement is provided. However a \$5.00 processing fee will be assessed. Refunds (less overdue fees) are available if a lost item is found within three months of the payment date. Refunds are paid by check from the Wright Memorial Public Library and mailed to the address of record.

Patrons with account balances of \$25.00 or more that are not settled within 60 days may be turned over to a collection agency. A collection agency fee is added to these accounts. Patrons whose accounts have been sent to a collection agency must pay their balance in full before their library borrowing privileges are restored.

Suspension of Borrowing Privileges

Patron accounts must be maintained in good standing in order to continue using the library’s circulating collections. Good standing is defined as:

- Owing less than \$10 in fines/fees
- Not in the Collections process
- Under no disciplinary action from the library

Patrons whose accounts are not in good standing will be restricted from:

- Borrowing and renewing materials
- Renewing or replacing card
- Getting additional cards, such as a teacher cards or cards for their minor children.

Library Patron E-mail Addresses

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

Collection Agency

Updated by the Library Board of Trustees on May 20, 2024

In order to ensure that public funds are properly protected, it is important to retrieve or replace those items that have been lost or damaged by patrons. The Library attempts to notify patrons several times about overdue items. Patrons are notified by phone, e-mail, text, or mail according to preferences set in their account. At least three (3) notices are attempted before a patron is billed for overdue items. When an item becomes 21 days overdue, patrons are charged the replacement cost of the item and sent a billing notice.

Patrons with accounts of \$25.00 or more owed in materials’ replacement charges and/or fines not settled



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within 45 days may be turned over to a designated collection agency to recover the materials. Once reported, a non-negotiable collection agency fee is added to the account.

Any patron unable to pay the full amount owed in a single payment has the option of setting up a payment plan with the Library at any time, which will stop the collection process, as long as the terms of the payment plan are met.

Parent Restriction on Child's Audiovisual Borrowing Privileges

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

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



Records Retention

Confidentiality of Patron Records

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

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

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

1. Parents, guardians and custodians will have access to their minor children's records.

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

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

2. In accordance with a subpoena, search warrant, or other court order, OR to a law enforcement officer investigating a matter involving public safety in urgent circumstances involving an emergency situation affecting the public's welfare and safety.

Upon receipt of such process, court order or subpoena, the library will consult with legal counsel to determine if such process, court order or subpoena is in proper form and if there is a showing of good cause for its issuance in a court of competent jurisdiction. If the process, court order or subpoena is not in proper form or if good cause has not been shown, the library will insist that any such defects be cured before the request is complied with. Proper identification of any law enforcement officer will be made before any information is released. All such requests for information must be referred to the Library Director.



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

Records Retention

Reviewed by the Library Board of Trustees, June 2022

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

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

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

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

See appendix for the latest version of the approved WMPL Records Retention Schedule.



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Patron Behavior, Safety, and Security

Rules of Conduct

Policy updated by the Library Board of Trustees December 18, 2023

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

The following conduct is NOT permitted at the Library:

DISRUPTIVE BEHAVIOR

- Interfering with any person’s comfort, safety, or the normal operations of the Library
- Harassing or threatening behavior
- Using obscene or profane language or gestures
- Possession of a deadly weapon in the Library
- Using cellular phones or other electronic devices in a loud or disturbing manner
- Panhandling and/or soliciting
- Use of bicycles, rollerblades, skateboards, or similar items on the premises
- Taking photographs and/or recording videos of Library staff or patrons without their permission
- Sleeping
- Climbing on furniture and/or shelving
- Violating the Library’s Internet Use Policies
- Petitioning or distributing non-Library approved materials
- Engaging in sexual activity or lewd behavior
- Congregating in a manner which obstructs access or interferes with the use of Library facilities or services
- Using emergency exits in any situation other than an emergency evacuation of the building
- Bringing pets or animals into the Library other than certified service animals

VIOLATIONS OF LOCAL, STATE AND FEDERAL LAWS

- Engaging in conduct that violates or attempts to violate any local, state, or federal statute
- Stealing or any attempts therein to steal, deface, or destroy Library property or facilities
- Smoking or use of tobacco products and electronic cigarettes
- Being under the influence of, or possessing, alcohol or illegal substances. For purposes of this policy and for the sake of clarity, marijuana is considered to be an illegal drug, as it is considered such under federal law.

OFFENSIVE HEALTH AND HYGIENE

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



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

For the safety of the public and the protection of Library property, the Library reserves the right to:

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

Unattended Child

Policy updated by the Library Board of Trustees December 18, 2023

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

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

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

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

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

Library staff members are not available to deliver messages to children (or other patrons) in the Library, except in emergency situations. For safety reasons, Library staff members are unable to confirm or deny a minor's presence in the Library. Staff members are not permitted to remain after hours with an unattended child, or to leave Library premises with an unattended child at any time.

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

Internet and Computer

Internet Use Policy

Updated by the Library Board of Trustees on August 15, 2022

Introduction

Wright Memorial Public Library provides access to the Internet as an integral part of its mission to provide diverse opportunities for lifelong learning, personal growth, education, and enjoyment. In providing Internet access, the library expands access to valuable sources of information far beyond the library's existing collection in size and depth. However, some information found on the Internet may be inaccurate, incomplete, dated, offensive, or inappropriate for children. The library does not control and is not responsible for the content on the Internet and does not endorse the viewpoints nor vouch for the accuracy of information found on the Internet.

The library's public computers are to be used for educational, informational, and recreational purposes only. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding user activity. Users are advised not to enter sensitive personal or financial information such as bank account passwords, social security numbers, and credit card numbers, into the library's public computers or over the library's public WiFi network without use of a Virtual Private Network (VPN). The library is in no way responsible for the results of such actions.

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

The library can provide training for members of the public to assist them in using the Internet in a safe, effective, and efficient manner.

Right to Privacy

The library seeks to protect the First Amendment rights of its patrons and their individual rights to privacy. Except temporarily to allow printing, no record is kept connecting library card numbers to a patron's computer activity, including Internet use. However, the library's computers and network are public, and therefore the following should be kept in mind:

- Library computers are in public areas and therefore images on the screen may be subject to view by a wide audience.
- The library uses software to delete patron activity between sessions, but the library does not guarantee the efficacy of that software.
- Library staff can provide computer support by logging into a patron session remotely; library staff will verbally request permission before logging into a patron computer session, unless directed by law enforcement in accordance with Ohio law.

Outside the prohibited purposes and content described below, the same standards of intellectual freedom, privacy, and confidentiality endorsed by Wright Library for traditional resources and services also apply to electronic media, including the Internet.

Filtering

As required by the Children's Internet Protection Act (CIPA) in order to remain eligible for certain federal



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funding, the library uses internet filters that limit access to websites or content believed to be obscene or harmful to juveniles, as defined in Ohio Revised Code Sections 2907.01 and 2907.38. No filtering software is perfect: no filter will block all offensive materials, and any filter will sometimes block useful and educational materials as well. Patrons who believe a website has been blocked in error may request that a site be enabled by a librarian.

Use of the Internet by Children

Parents, guardians, and caregivers are responsible for their children's use of the Internet. Library staff does not control the sites that children may select on the Internet. Parents/guardians/caregivers are strongly encouraged to work with their children to develop acceptable rules of Internet use.

Guidelines and Conditions for Use

The library's Internet Use Policy applies to users of public computers, wireless connections, and personal electronics accessed within the library.

Users May Not:

- Access, display, view, or disseminate materials, images, and/or performances that are obscene or harmful to juveniles, as these terms are defined in sections 2907.01 and 2907.31 of the Ohio Revised Code or as defined in any local, state or federal statute.
- Use library computers or Internet services for any activity that is reasonably construed as harassing, defamatory, sexually explicit, or as creating an intimidating or hostile environment.
- Use for any unauthorized, illegal, or unethical purposes, including violation of copyright laws.
- Alter or cause damage to software, service, or equipment.
- Distribute unsolicited advertising
- Seek unauthorized access to any computer system, files, data, network, database, or security system.

Users Must:

- Honor the privacy of others and refrain from attempting to view or read material being used by others.
- Use the computers and Internet in a way that is not disruptive to other patrons, such as use of headphones to listen to audio content, with volume adjusted so it is not heard by others.
- Respect other patrons and follow the library's Rules of Conduct
- Provide their own storage device or cloud storage location for any data they wish to save and access after their session ends.

Patrons are required to sign in to a library computer using their library card or a guest pass, and use of the Internet computers is on a "first come, first served" basis. Use of the library's computers may be limited when other patrons are waiting.

Patrons may save their data to their personal storage devices or to their personal web space. Data and programs saved to library devices will be deleted at the end of each session.

A public printer is available for patron use. There is a cost associated with this service. Print jobs are temporarily accessible to library staff to allow them to assist patrons. Print jobs are automatically deleted after a period of time. Patrons can request jobs be deleted prior to this automatic deletion.

If library staff suspect a crime is being committed (child pornography, damage to equipment, etc.), law enforcement will be contacted. The library reserves the right to suspend Internet and /or library privileges.



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

Public Devices for In-Library Use

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

Eligible Borrowers

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

Borrowing Guidelines

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

Return Procedures

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

Fines and Liability

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



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costs are listed in the item record in the catalog.
Charges for lost or damaged accessories are:
Power Cord: \$50 Headphones: \$20

Printing and Saving

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

Additional Guidelines

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

Troubleshooting

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

Conditions and Terms for Device Use

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

Library of Things

Updated by the Library Board of Trustees on June 26, 2023

The Wright Memorial Public Library loans a variety of nontraditional materials to allow hands-on learning experiences for use by patrons. These materials include equipment, kits, tools, devices, and passes with a focus on STEAM (Science, Technology, Engineering, Art, and Mathematics) themes and are designed for use under careful adult supervision with age-appropriate audiences.

Eligible Borrowers

- Items from the Library of Things collection are available for current WMPL patrons 8 years of age or older who have a library card with a verified address for at least 60 days.
- A signed waiver form (see appendix) is required. A parent or guardian must sign the waiver and take responsibility for a minor patron's use of items from the Library of Things collection.
- Patrons who owe \$10.00 or more in fines or fees are not eligible to borrow items from the Library of Things collection until their library account is again in good standing.

Borrowing Guidelines



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- Items from the Library of Things collection are available at the public service desks. Most items may be borrowed for 14 days, with some items having shorter or longer loan periods.
- Borrowing items from the Library of Things collection requires the presence of a valid library card or photo ID and shall be checked out to the individual card holder only. Items from the Library of Things collection may not be loaned to other individuals, including Designated Borrowers.
- The number of items from the Library of Things collection that can be checked out simultaneously is limited due to size of collection.
- Borrowing patrons are responsible for the items and all associated contents for the duration of the loan period. Some items from the Library of Things collection include supplies or consumables that are designed to be used and kept by the borrowing patron.
- Borrowing patrons shall only use items from the Library of Things collection as they were designed to be used, including (but not limited to) following any instructions for use provided in the item manufacturer's recommendations, directions, or manual.

Return Procedures

- Items in the Library of Things collection must be returned to library employees at a public service desk inside the library. Items in the Library of Things collection may not be returned in the library book drops.
- Staff will inspect returned items from the Library of Things collection for any damage or missing contents. If damage or loss has occurred, charges will be assessed to the borrowing patron accordingly.

Fines and Liability

- As with all library materials, if any items from the Library of Things collection (including accessories, such as equipment, parts, or tools) are lost, damaged, or returned late, borrowing patrons shall be responsible for paying the applicable fines or replacement fees. The parent or guardian of a minor patron is responsible for all materials checked out on the minor patron's card.
- The overdue fine for items from the Library of Things collection is \$1.00 per day (\$10 max).
- Replacement costs for items from the Library of Things collection vary, with some valued in excess of \$600.

WMPL assumes no liability for an individual's use of items from the Library of Things collection. The borrowing patron (or if a minor patron, the borrowing patron's parent or guardian) assumes the full risk of use or misuse of an item from the Library of Things collection, including but not limited to injuries such as bodily harm, property, damage, or death that are caused by the borrowing patron's use of the item.



Collection Development

Collection Development Policy

Updated by the Library Board of Trustees on August 15, 2022

Introduction

This Collection Development Policy establishes the objectives, priorities, and criteria used to develop and maintain a high-quality library collection that meets the needs of library users. The policy serves as a guide for staff in effectively using the resources entrusted to the library. It also articulates the principles of intellectual freedom and the role of public libraries in the democratization of knowledge.

Authority and responsibility

Collection development is and shall be vested in the library director by the Board of Trustees. Under the library director's direction, collection development may be delegated to members of the professional staff who are qualified for these duties by reason of education, training, and experience.

Purpose of the Collection

Wright Library's mission is to provide diverse opportunities for lifelong learning, personal growth, education, and enjoyment to every person in the community. The library collection fulfills this mission.

Philosophy of Collection Development

In accordance with the First Amendment of the United States of America, the library and its Board of Trustees upholds the democratic right of all individuals to freely read, listen, and view the full range of published thoughts and ideas.

To support that right, Wright Library offers collections and resources which are diverse, inclusive, and fulfill the various library needs of citizens. Efforts are made to represent the widest possible diversity of views that still meet other essential selection criteria, such as accuracy and currency [see Section VI]

Citizens' access to materials or ideas will not be abridged because of their ability, age, color, race, national origin, sex including sexual orientation or gender identity, or religious, social, or political views.

The Library Board endorses the American Library Association's Library Bill of Rights (see Appendix) and vigorously supports intellectual freedom as articulated through the American Library Association Council position paper, *Libraries: An American Value* (See Appendix)

Controversial Material

The library recognizes that some materials are controversial and that any given item may offend some users. Selection decisions are not made on the basis of any anticipated approval or disapproval, but on the merits of the work, its relation to the overall collection, and the necessity of meeting the needs of many individuals with a broad range of interests and viewpoints. When selecting materials of a controversial nature, effort will be made to be inclusive of a diverse range of viewpoints and to present balance in views and opinions. Disapproval of an item by an individual or group shall not be the means by which that item is denied to all individuals or groups. No material shall be excluded because of the color, race, national origin, sex, including sexual orientation or gender identity, or religious, social, or political views of the originator.



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Minors' Library Use

Responsibility for minors' use of the library and library materials rests solely with their parent or legal guardian. Selection is not influenced by the possibility that materials may be accessible to minors. Library staff are available to assist in finding materials best suited for a child's needs using the framework or guidelines provided by their parent or guardian.

Labeling

Library materials are not labeled to show approval or disapproval of their contents, nor are they sequestered except for the purpose of protecting them from damage or theft. Any labeling or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned. Wright Library will not remove or shield materials in the collection due to controversial content or images.

Scope

The collection is intended to meet most needs of a suburban population, from infancy through senior adults. It is not intended to provide complete coverage in any given subject area, but rather a balanced selection of materials currently available. The collection is not archival. It is ever evolving and changing in an ongoing process that allows the library to be responsive to changes in the community and availability of additional appropriate resources.

Wright Library strives to offer choices of format, treatment, and level of complexity so that most individuals' needs can be met locally. Emphasis is on works of general interest for the non-specialized user, which introduce and define a subject and indicate the availability of additional information.

To meet the demand for specialized information that is outside the "general interest" scope, the library participates in resource sharing collaborations through interlibrary loan. It should be noted, however, that the use of resource sharing is not intended to substitute for sound collection development.

An exception to the general interest emphasis is Oakwood local history materials, which are acquired as comprehensively as possible.

Selection Criteria

When selecting materials for the library collection, Collection Development staff may discover titles to consider through a variety of avenues such as:

- Library professional journals, collection development databases, and other publications
- Patron recommendations and requests for purchase
- Examination/Advance publication copies
- Information from publishers' catalogs and promotions

To determine the best use of the library's financial resources, collection development staff will use professional judgement based on education, training, and experience to apply the following selection criteria to choose among considered materials. This list is not in priority order, nor is it meant to be exhaustive. A title need not meet all these criteria to be included.

These criteria guide choosing titles, identifying quantities for purchase, and selecting locations for materials. The selection of any material does not constitute an endorsement of its content.



Selection Criteria:

- Interest and appeal to Wright Library patrons
- Physical properties that are appropriate for multiple users
- Popular demand and patron requests
- Value commensurate with cost and/or need
- Availability
- Reviews in library professional journals and other publications (though lack of a review or lack of a favorable review shall not be the sole criteria for rejection of a title for which there is popular demand)
- Qualification or reputation of the author in the subject field
- Reputation of the publisher, producer, etc.
- Scope of subject matter
- Quality of writing, performance, or presentation
- Accuracy and currency of information
- Educational significance
- Clarity and organization of content (such as inclusion of indices and bibliographies)
- Relationship to the existing collection, such as weakness or imbalance of the collection in a particular area
- Local significance
- Suitability of subject and style for audience
- Contribution to the breadth of representative viewpoints

Suggestions for Purchase

The library encourages community suggestions to purchase particular items. These suggestions are used to help the library develop collections which serve the interest and needs of the community. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. Budget and space constraints may also be taken into consideration.

Gifts and donations

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

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

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

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



Collection Maintenance and Evaluation

Withdrawing materials

The library's objective is to maintain a collection of materials that are in demand by our patrons. The library collection is maintained through an assessment and evaluation process to ensure that collection priorities continue to be met; that collections remain up to date, balanced, and attractive; and that space limitations are managed. This process identifies items for replacement, retention or de-selection. Library staff utilize professional judgment and expertise in deciding which materials to retain, replace, repair, or deselect.

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

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

Materials identified for de-selection will be weeded and discarded. Weeding will be done continuously. Discarded materials may be made available in the library's book sale.

Replacement of materials

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

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

Patron Objections to Materials in the Collection

Library patrons may address questions and concerns about materials selected, or about the collection policy, to the Director. A "Request for Reconsideration of Library Material" form may be requested at any service desk (see Appendix). The Director will make a determination, respond to the requestor (if requested), and inform the Library Board at a regular meeting of the Library Board of Trustees. A patron who is not satisfied with the Director's response may choose to make arrangements to address the Board of Trustees at one of its regular meetings.



Programs and Displays

Programs Policy

Approved by the Library Board of Trustees on August 15, 2022

Purpose of Library Programming

Wright Library provides high quality programs for all ages in keeping with its mission to provide opportunities for lifelong learning, personal growth, education, and enjoyment. Programming is an integral component of library service that:

- Supports the library's role as a community resource
- Introduces patrons and visitors to library resources
- Expands the visibility of the library

Authority and Responsibility of Library Programming

Responsibility for programming is and shall be vested in the library director by the Board of Trustees. Under the library director's direction, program management may be delegated to members of the professional staff who are qualified for these duties by reason of education, training, and experience.

Program Selection Criteria

Library staff uses the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Relevance to current events/issues (local, national, international)
- Availability of presenters and community partners
- Availability of suitable program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Safety
- Historical or educational significance
- Connection to other local, national, and international programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

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.



Access to Library Programs

Library programs are generally free and open to the public. However, a fee may on occasion be charged for certain types of library programs.

Effort is made to make library programs accessible to those with special needs, including ADA-accessible bathrooms and assisted listening technology in the Community Room. Anyone needing special accommodations is asked to contact the library prior to the program.

Some library programs are created for an intended age group or audience, based on educational suitability and audience interest. However, restrictions on participation based solely on gender, age, or educational level of users will be enforced only when not doing so would adversely impact or interfere with the intended purpose of the program.

Other Guidelines

The library's philosophy of open access to information and ideas extends to library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants. Program topics, speakers and resources are selected based on the Selection Criteria listed above and are not excluded because of their origin, background, views, or because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site, off site, or virtually. Any sales of products at library programs must be approved by the library and benefit the library, except as noted under the Meeting Room Policy. Programs are not used for commercial purposes, for religious or partisan advocacy, or for the solicitation of business.

External organizations or individuals partnering with the library on programs must coordinate marketing efforts with the library's Community Engagement staff and consultants.

Objections to Library Programs

The library welcomes expressions of opinion from patrons concerning programming. If a patron has questions or concerns about a library program, they should first address the concern with a library staff member. Patrons who wish to continue their request for review of a library program may submit a Request for Review of a Library Program form (see Appendix) from any service desk. The Director will make a determination, respond to the requestor (if requested), and inform the Library Board at a regular meeting of the Library Board of Trustees. A patron who is not satisfied with the Director's response may choose to make arrangements to address the Board of Trustees at one of its regular meetings.



Displays and Exhibits Policy

Approved by the Library Board of Trustees on August 15, 2022

Purpose of Displays and Exhibits

Display and exhibit spaces are primarily for the promotion of library materials, programs, and services; to engage, inform, and educate library visitors; to highlight current issues, events, or other subjects of public interest; and to display arts, crafts, photographs, writings, or collections that complement the mission of the library to provide opportunities for lifelong learning, personal growth, education, and enjoyment.

Criteria for Displays and Exhibits

The library uses a variety of options for displays and exhibits, including display cases, tables, shelves, walls, and free-standing fixtures. Space is limited, and priority is given to library needs. When display spaces are not in use by the library, the library may partner with or provide space for outside individuals or organizations to display or exhibit collections or materials which are of general interest to the public.

In making decisions about displays and exhibits, staff utilize the following criteria:

- Relevance to community, regional, or national interests and issues
- Availability of relevant materials
- Intended audience
- Treatment of content for display in a public space
- Historical or educational significance
- Connection to other community exhibitions, programs, organizations, or events
- Relation to library collections, resources, exhibits and programs
- Facility capabilities
- Availability of exhibit space
- Quality of exhibit in content and presentation
- Budget

Priority is given to exhibits that attract a wide audience and exhibits/displays that provide a diversity of viewpoints and perspectives in a wide variety of civic, educational, cultural or intellectual endeavors.

Authority and Responsibility of Displays and Exhibits

The library retains final authority over the review, selection, content, and arrangement of all displays and exhibits. The library, under the authority of the library director, retains the right to deny exhibit space to any user whose planned use of the space does not comply with the terms of the library's policies. The library reserves the right to reject any part of an exhibit from an outside individual or organization.

Other Display and Exhibit Guidelines

Exhibit spaces may not be used for commercial or partisan purposes, solicitation of business, or for profit-making purposes. The library does not engage in the sale of any material displayed in an exhibit nor provide pricing information within the exhibition. The library assumes no responsibility for the preservation, protection, or possible damage or theft, of any item exhibited or displayed. Items are placed on display in the library at the owner's risk.

Library exhibit space is open to and accessible by all members of the public. The library encourages open



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access to ideas and does not knowingly discriminate through its displays and exhibits. The provision of exhibit space in the library does not constitute library endorsement of the beliefs or viewpoints of exhibit content or the individuals or groups responsible for an exhibit.

When exhibits or displays are on topics of public debate or current national interest, effort will be made to include materials representing diverse viewpoints. Exhibits will not be excluded from consideration because of the origin, background, or views of exhibit creators or because of possible controversy.

Objections to Library Displays and Exhibits

The library welcomes expressions of opinion from patrons concerning displays and exhibits in the library. Library patrons with questions about the tone or placement of an exhibit or display may bring their concerns to the library director or other senior staff member. If they wish to continue their request for review, they may complete a “Request for Review of Display/Exhibit” form (see Appendix), which is available at any service desk. The Director will make a determination, respond to the requestor (if requested), and inform the Library Board at a regular meeting of the Library Board of Trustees. A patron who is not satisfied with the Director’s response may choose to make arrangements to address the Board of Trustees at one of its regular meetings.



Appendix





Wright Memorial
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American Library Association - 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.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

American Library Association - Libraries: An American Value

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

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

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

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

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

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

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



Wright Memorial
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Wright Memorial Public Library
Parent Restriction on Child's Audiovisual Borrowing Privileges

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

Please be aware that:

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

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

Parent or guardian's signature: _____

Today's date: ____/____/____

Child's name: _____

Address: _____

Child's Library card number: _____

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

Staff Use:

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



Wright Memorial Public Library Teacher Card Application

PLEASE READ CAREFULLY:

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

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

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

Signature

Date



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Request for Reconsideration of Library Material

Thank you for your interest in Wright Library's collection.

Wright Memorial Public Library supports the rights granted to U.S. citizens under the First Amendment to the United States Constitution, which guarantees freedom of speech and freedom of information

As such, Wright Library subscribes to the Library Bill of Rights as adopted by the American Library Association, which reads in part: *"Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation."*

Selection decisions are not made on the basis of any anticipated approval or disapproval, but on the merits of the work, its relation to the overall collection, and the necessity of meeting the needs of many individuals with a broad range of subjects, interests and viewpoints.

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

All sections of this form must be completed in full.

Contact Information:

Name: _____

Date: _____

Address: _____

E-mail: _____

Phone: _____

Representing: Self ☐ Organization ☐ : _____

Description of Material

Title: _____

Call Number: _____

Material Type (Book, Audio, Film, etc.) _____

Author/illustrator/creator: _____



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Request for Reconsideration of Library Material

What brought this work to your attention?

Did you read or view the complete material? Yes/No

If No, how much did you read/view? _____

Please summarize the material.

Describe your objection to the material, including specific pages/locations/timestamps.

What material on the same topic would you like to recommend the library purchase? Please provide as much detail as you can (title, author, year of publication, ISBN, and price of a new copy).

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

- ☐ Re-evaluate it
- ☐ Withdraw it from the collection
- ☐ Other _____

Signature: _____ Date: _____

Staff Initials: _____ Date of Submission to Director: _____



Wright Memorial
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Wright Memorial
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Request for Review of a Library Program

Thank you for your interest in programs at Wright Memorial Public Library. Library programs are intended to provide opportunities for lifelong learning, personal growth, education, and enjoyment. The library does not knowingly discriminate through its programs. Programs are not excluded from consideration because of the origin, background, or views of program presenters.

The library welcomes expressions of opinion from patrons concerning library programs. If you think a program or program topic is not appropriate for the library, we invite you to fill out this form and return it to the front desk. The staff will see that it is given to the library director, who will be in touch with you regarding your request.

Contact Information:

Name: _____

Date: _____

Address: _____

City: State: Zip: _____

E-mail: _____

Phone: _____

Representing: Self ☐ Organization ☐ : _____

Title of Program: _____ **Date of Program:** _____

Describe the topic of the program on which you wish to comment:

What brought this program to your attention?

What is it that you find objectionable? Please be specific (presenter, information presented, language, etc.). Use back or additional pages if you wish.)

If the program has already occurred, did you stay for the entire program? If no, how much of it did you attend?

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

What would you like the library to do about this program?

☐ Re-evaluate it

☐ Cancel it

☐ Other: _____

Signature: _____ I wish to receive a reply: Yes No



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Request for Review of a Library Display/Exhibit

Thank you for your interest in Wright Library's Displays and/or Exhibits. Exhibit and display spaces are primarily for the promotion of library materials, programs, and services; to engage, inform, and educate library visitors; to highlight current issues, events, or other subjects of public interest; and to display arts, crafts, photographs, writings, or collections that complement the mission of the library. The library provides displays and exhibits on a broad range of subjects and viewpoints. The library does not knowingly discriminate through its exhibits and displays. Exhibits will not be excluded from consideration because of the origin, background, or views of exhibit creators or because of possible controversy.

The library welcomes expressions of opinion from patrons concerning exhibits and displays in the library. If you think a display or exhibit does not belong in the library, we invite you to fill out this form and return it to the front desk. The staff will see that it is given to the library director, who will be in touch with you regarding your request.

Contact Information:

Name: _____ Date: _____
Address: _____ City: State: Zip: _____
E-mail: _____ Phone: _____

Representing: Self ☐ Organization (List): _____

Date of display/exhibit: _____ Location of display/exhibit in the library: _____

Title/topic of the display/exhibit: What brought this display/exhibit to your attention?

What is it that you find objectionable? Please be specific (titles, language, images). Use back or additional pages if you wish.

Is there an exhibit/display representing your viewpoint that you would like to recommend for the library?

What would you like the library to do with this exhibit/display?

- ☐ Re-evaluate it
- ☐ Remove it
- ☐ Other: _____

Signature: _____ I wish to receive a reply: Yes No



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Wright Memorial Public Library
Laptop Loan Agreement

Borrower Information: (please print)

Last Name: _____ First: _____ MI _____

DOB _____

Library Card #: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____

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

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

Borrower's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(if under the age of 18)

Library Staff Name: _____

Laptop Fines and Fees:

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

Power Cord: \$50

Laptop: \$600



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Wright Memorial Public Library
Library of Things Liability Waiver

Conditions of Use

I agree to use items from the Library of Things collection, including all tools and materials, as they were designed to be used, including (but not limited to) following any instructions for use provided in the item manufacturer's recommendations, directions, or manual. I agree to be responsible for the continued good condition of the tools or materials while the items are being used by or are checked out to me.

Assumption of Financial Responsibility

By checking out items from the Library of Things, I agree I will be responsible to pay the cost of replacing any damaged or lost items, whether in part or in full. **The replacement cost of Library of Things items can exceed \$600.**

Assumption of Risk

I agree that I am voluntarily interacting with items in the Library of Things collection, with full knowledge of the risks that may arise from my use or misuse of such items, including but not limited to bodily injury, property damage, or death. I understand I am responsible for the safety of any age-appropriate audiences, and will ensure any use by minors of items from the Library of Things collection is carefully supervised by an adult.

Release of Liability

I release the Wright Memorial Public Library and its employees and volunteers from all liability, claims, damage, or demands arising from or related to my interaction with items from the Library of Things collection.

Patron Information

NAME: _____ LIBRARY CARD #: _____

BIRTH DATE: _____

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ THIS WAIVER AND UNDERSTAND THAT IT INCLUDES CONDITIONS OF USE, AN ASSUMPTION OF RISK AND FINANCIAL RESPONSIBILITY, AND A RELEASE OF LIABILITY. UNDERSTANDING AND SIGNING THIS WAIVER IS REQUIRED TO USE ITEMS FROM THE WMPL LIBRARY OF THINGS COLLECTION.

If Borrower is under 18 years old, a Parent/Guardian must sign this waiver on behalf of both the Parent/Guardian and the Borrower.

Signature _____

Print Name _____

Phone Number _____

_____ SIGNATURE OF BORROWER (must be 8 or older)



Wright Memorial
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Public Fax

Staff Use Only:

Total Cost: _____

Wright Memorial
Public Library

Date: _____

To: _____

Fax #: _____

Total # of pages (with cover sheet): _____

From: _____

Phone #: _____

Comments:

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



Wright Memorial
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Records Retention Schedule





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

614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

Section A: Local Government Unit

Wright Memorial Public Library

(Local Government Entity)

(Unit)

Brenda

Oliver

Fiscal Officer

3/18/24

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Wright Memorial Public Library

(Local Government Entity)

Records Commission

937-294-7171

(Telephone Number)

1776 Far Hills Avenue

(Address)

Oakwood

(City)

OH

(Zip Code)

Montgomery

(County)

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

fiscalofficer@wrightlibrary.org

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

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Arc

Government Records Archivist

3/25/2024

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

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

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

Wright Memorial Public Library

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Series and Description | (3) Retention Period | (4) Media Type | (5) For use by State Auditor or LGRP | (6) RC-2 Required by LGRP |
|---------------------------|--|--|-------------------|--|---------------------------------------|
| BRD-001 | Board Agenda packets | 3 years | Paper/electronic | | <input type="checkbox"/> |
| BRD-002 | Board Member Appointment Files | Permanent | Paper/electronic | | <input checked="" type="checkbox"/> |
| BRD-003 | Board Audio recordings | Until minutes approved | Electronic | | <input type="checkbox"/> |
| BRD-004 | Board of Trustee Minutes | Permanent | Paper/electronic | | <input checked="" type="checkbox"/> |
| BRD-005 | Bylaws of the Board of Trustees | Permanent | Paper/electronic | | <input checked="" type="checkbox"/> |
| BRD-006 | Meeting Minutes and Records | Permanent | Paper/electronic | | <input checked="" type="checkbox"/> |
| BRD-007 | Monthly Statistical Reports | When incorporated into year-end report | Paper/electronic | | <input type="checkbox"/> |
| BRD-008 | Policy Manuals (Employee Handbook, Public Policies, Financial, etc.) | 2 years provided audit | Paper/electronic | | <input type="checkbox"/> |
| BRD-009 | Records Commission/Records Disposal documents | Permanent | Paper/electronic | | <input type="checkbox"/> |

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

Wright Memorial Public Library

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Series and Description | (3) Retention Period | (4) Media Type | (5) For use by State Auditor or LGRP | (6) RC-3 Require d by LGRP |
|---------------------------|---|---|----------------------|--|--|
| BRD-010 | Strategic Planning Documentation | longer of administrative value | Paper/electr onic | | <input type="checkbox"/> |
| BRD-011 | Strategic Planning - Final Approved Plan | Permanent | Paper/electr onic | | <input checked="" type="checkbox"/> |
| CAT-001 | Collection Development | 2 years, provided | Paper/electr onic | | <input type="checkbox"/> |
| CAT-002 | Collection - Holdings | as long as viable item exists in the library | Electronic | | <input type="checkbox"/> |
| CAT-003 | Collection Management - Ordering (Select) | longer administrative necessary | Paper/electr onic | | <input type="checkbox"/> |
| CAT-004 | Collection Management - Acquisitions | 2 years | Paper/electr onic | | <input type="checkbox"/> |
| CAT-005 | Magazine Order Records | Retain until subscription ends | Paper/electr onic | | <input type="checkbox"/> |
| FIN-001 | Accounting records, not specified | 5 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-002 | Accounting system (UAN) backup | 4 years | Electronic | | <input type="checkbox"/> |

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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Section E: Table of Records to be Disposed

Wright Memorial Public Library

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Series and Description | (3) Retention Period | (4) Media Type | (5) For use by State Auditor or LGRP | (6) KCR-3 Require d by LGRP |
|---------------------------|---|----------------------------|-------------------|--|---|
| FIN-003 | Accounts payable ledger/check registers | 5 years, provided audited | Paper/electronic | | <input type="checkbox"/> |
| FIN-004 | Amended Official Certificates | 5 years, provided audited | Paper/electronic | | <input type="checkbox"/> |
| FIN-005 | Annual Budget Resolutions | 5 years, provided audited | Paper/electronic | | <input type="checkbox"/> |
| FIN-006 | Annual Certificate of Estimated Resources | 5 years, provided audited | Paper/electronic | | <input type="checkbox"/> |
| FIN-007 | Annual financial report to Auditor of State | Permanent | Paper/electronic | | <input checked="" type="checkbox"/> |
| FIN-008 | Appropriation ledgers | 3 years, provided audited | Paper/electronic | | <input type="checkbox"/> |
| FIN-009 | Audit reports from State Auditor | Permanent | Paper/electronic | | <input checked="" type="checkbox"/> |
| FIN-010 | Bank deposit receipts/documents | 3 years, provided audited | Paper/electronic | | <input type="checkbox"/> |
| FIN-011 | Bank statements/documents | 4 years, provided audited | Paper/electronic | | <input type="checkbox"/> |
| FIN-012 | Budgets - annual | 10 years | Paper/electronic | | <input type="checkbox"/> |

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Section E: Table of Records to be Disposed

Wright Memorial Public Library

(Local Government Entity)

(Unit)

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|---------------------------|--|---|----------------------|--|--|
| FIN-013 | Budget - Departmental documentation | 2 years | Paper/electr onic | | <input type="checkbox"/> |
| FIN-014 | Cancelled checks | 4 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-015 | Cash journals | 4 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-016 | Cash register tapes | Until audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-017 | Certificate of Total Amount from Sources Available for Expenditures | 4 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-018 | Depository Agreements | 5 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-019 | Encumbrance and Expenditure journals | 5 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-020 | E-rate Paperwork | 10 years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request | Paper/electr onic | | <input type="checkbox"/> |

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|---------------------------|---|---|----------------------|--|--|
| FIN-021 | Employer Federal and State Returns | 5 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-022 | Inventories, Equipment & Furniture | 5 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-023 | Investment reports | 5 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-024 | Leases - Equipment | 2 years after expiration, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-025 | Leases - Real Estate | 5 years after expiration, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-026 | Ohio Public Employment Retirement System Reports | 75 years | Paper/electr onic | | <input type="checkbox"/> |
| FIN-027 | Payroll journal/ledgers | 5 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-028 | Payroll reports | 6 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-029 | Purchase orders | 5 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-030 | Receipt books | Until audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-031 | Receipt journals | 5 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |

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Section E: Table of Records to be Disposed

Wright Memorial Public Library

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(Unit)

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|---------------------------|--|---|----------------------|--|---------------------------------------|
| FIN-032 | Tax Withholding reports | 6 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-033 | Vouchers with invoices | 5 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-034 | W-2 forms | 6 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-035 | W-4 forms | 6 years, provided audited | Paper/electr onic | | <input type="checkbox"/> |
| FIN-036 | W-9 Forms | Permanent | Paper/electr onic | | <input type="checkbox"/> |
| GEN-001 | Administrative Procedures | 1 year after superseded | Paper/electr onic | | <input type="checkbox"/> |
| GEN-002 | Agendas - Staff Meetings | 2 years | Paper/electr onic | | <input type="checkbox"/> |
| GEN-003 | Annual report of Library Statistics | Permanent | Paper/electr onic | | <input checked="" type="checkbox"/> |
| GEN-004 | Annual report to State Library | Permanent | Paper/electr onic | | <input checked="" type="checkbox"/> |
| GEN-005 | Annual Reports to the Community | 4 years | Paper/electronic | | <input type="checkbox"/> |
| GEN-006 | Automated Library System/Network/Server back-up | Until superseded | Electronic | | <input type="checkbox"/> |
| GEN-007 | Bids (Successful) - Contracts prior to 2012 | 15 years | Paper/electr onic | | <input type="checkbox"/> |
| GEN-008 | Bids (Successful) - Contracts from 2012-2021 | 8 years | Paper/electr onic | | <input type="checkbox"/> |
| GEN-009 | Bids (Successful) - Contracts after 6/14/2021 | 6 years | Paper/electr onic | | <input type="checkbox"/> |
| GEN-010 | Bids (Unsuccessful) - Bids not awarded | 2 years after letting of the contract | Paper/electr onic | | <input type="checkbox"/> |

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Section E: Table of Records to be Disposed

Wright Memorial Public Library

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Series and Description | (3) Retention Period | (4) Media Type | (5) For use by State Auditor or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|---|----------------------|--|---------------------------------------|
| GEN-011 | Blank Forms | Until obsolete or superseded | Paper/electr onic | | <input type="checkbox"/> |
| GEN-012 | Building Inspections | 7 years | Paper/electr onic | | <input type="checkbox"/> |
| GEN-013 | Building Specifications/plans | Permanent | Paper/electr onic | | <input checked="" type="checkbox"/> |
| GEN-014 | Bulletins, Posters, and Notices to Employees | Until no longer of administrative value | Paper/electr onic | | <input type="checkbox"/> |
| GEN-015 | Calendars/Planners | 2 years | Paper/electr onic | | <input type="checkbox"/> |
| GEN-016 | Compliments, Complaints, Suggestions | 1 year, unless assigned to an employee's personnel file | Paper/electr onic | | <input type="checkbox"/> |
| GEN-017 | Contracts prior to 2012 | 15 years | Paper/electr onic | | <input type="checkbox"/> |
| GEN-018 | Contracts from 2012-2021 | 8 years | Paper/electr onic | | <input type="checkbox"/> |
| GEN-019 | Contracts after 6/14/21 | 6 years | Paper/electr onic | | <input type="checkbox"/> |

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Section E: Table of Records to be Disposed

Wright Memorial Public Library

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Series and Description | (3) Retention Period | (4) Media Type | (5) For use by State Auditor or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--------------------------------------|---|-------------------|--|---------------------------------------|
| GEN-020 | Correspondence - Transient | Until no longer of administrative value: file with related records if content requires longer retention | Paper/electronic | | <input type="checkbox"/> |
| GEN-021 | Correspondence - General | 2 years; file with related records if content requires longer retention | Paper/electronic | | <input type="checkbox"/> |
| GEN-022 | Correspondence - Substantive | 5 years; file with related records if content requires longer retention | Paper/electronic | | <input type="checkbox"/> |
| GEN-023 | Delivery Slips/Packing Slips | Until no longer of administrative value | Paper/electronic | | <input type="checkbox"/> |
| GEN-024 | Departmental Reports/Statistics | 2 years | Paper/electronic | | <input type="checkbox"/> |
| GEN-025 | Directories/Lists/Rosters | Until superseded, obsolete, or replaced | Paper/electronic | | <input type="checkbox"/> |

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Section E: Table of Records to be Disposed

Wright Memorial Public Library

(Local Government Entity)

(Unit)

| (1) Schedule Number | (2) Record Series and Description | (3) Retention Period | (4) Media Type | (5) For use by State Auditor or LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--------------------------------------|---|----------------------|--|---------------------------------------|
| GEN-026 | Disaster/Emergency Plans | Until updated or superseded | Paper/electr onic | | <input type="checkbox"/> |
| GEN-027 | Donor Correspondence | 2 years (unless gift requires a commitment that extends beyond 2 years) | Paper/electr onic | | <input type="checkbox"/> |
| GEN-028 | Drafts/Transient Records | Until no longer of administrative value | Paper/electr onic | | <input type="checkbox"/> |
| GEN-029 | Equipment Maintenance Records | Life of the equipment | Paper/electr onic | | <input type="checkbox"/> |
| GEN-030 | Facility - Annual Maintenance | 5 years | Paper/electr onic | | <input type="checkbox"/> |
| GEN-031 | Facility - Building Records | 10 years | Paper/electr onic | | <input type="checkbox"/> |
| GEN-032 | Facility - Licenses & Permits | Until superseded | Paper/electr onic | | <input type="checkbox"/> |
| GEN-033 | Fee Schedules | Until updated, superseded, or obsolete | Paper/electr onic | | <input type="checkbox"/> |
| GEN-034 | Gift donor forms - gifts for library | 3 years | Paper/electr onic | | <input type="checkbox"/> |
| GEN-035 | Grant Application (Not funded) | 1 year | Paper/electr onic | | <input type="checkbox"/> |
| GEN-036 | Grant Files | 5 years | Paper/electr onic | | <input type="checkbox"/> |

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|---------------------------|--|--|----------------------|--|---------------------------------------|
| GEN-037 | Injury/Incident Reports | 5 years provided no pending action. | Paper/electr onic | | <input type="checkbox"/> |
| GEN-038 | Insurance Policies/Records | 2 years after expiration, provided all claims settled and appeals exhausted | Paper/electr onic | | <input type="checkbox"/> |
| GEN-039 | Legal Advertisements/Notices | 2 years provided audit | Paper/electr onic | | <input type="checkbox"/> |
| GEN-040 | Legal Opinions | Permanent | Paper/electr onic | | <input checked="" type="checkbox"/> |
| GEN-041 | Levy Official files - Info created by the Library | Life of levy plus 5 years | Paper/electr onic | | <input type="checkbox"/> |
| GEN-042 | Litigation Records | 5 years after case is closed and appeals are exhausted | Paper/electr onic | | <input type="checkbox"/> |
| GEN-043 | Meeting Notices | 1 year | Paper/electr onic | | <input type="checkbox"/> |
| GEN-044 | Meeting Records - Staff | 2 years | Paper/electr onic | | <input type="checkbox"/> |
| GEN-045 | Memberships - Professional or Civic Organizations | Until no longer useful | Paper/electr onic | | <input type="checkbox"/> |
| GEN-046 | Organizational Chart | Until superseded | Paper/electr onic | | <input type="checkbox"/> |

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(Unit)

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|---------------------------|--|---|------------------------|--|--|
| GEN-047 | Photographs | 30 days, unless assigned to Wright Library's history files | Paper/electr onic | | <input type="checkbox"/> |
| GEN-048 | Project files | 30 days, unless assigned to Wright Library's history files | Paper/electr onic | | <input type="checkbox"/> |
| GEN-049 | Public records request | 2 years, provided audit | Paper/electr onic | | <input type="checkbox"/> |
| GEN-050 | Records Inventory | Until superseded | Paper/electr onic | | <input type="checkbox"/> |
| GEN-051 | Records Retention and Disposition Forms | Permanent | Paper/electr onic | | <input type="checkbox"/> |
| GEN-052 | Security Video Footage | DVR automatically overwrites as needed | Electronic | | <input type="checkbox"/> |
| GEN-053 | Signs | Until no longer useful | Paper | | <input type="checkbox"/> |
| GEN-054 | Software | Destroy when obsolete | CD/tape/elec tronic | | <input type="checkbox"/> |
| GEN-055 | Surveys - Patron | Until incorporated into survey results | Paper/electr onic | | <input type="checkbox"/> |
| GEN-056 | Survey Results | Permanent | Paper/electr onic | | <input checked="" type="checkbox"/> |

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|---------------------------|--|---|------------------------|--|-------------------------------------|
| GEN-057 | Telephone Messages | Until no longer of administrative value | Electronic | | <input type="checkbox"/> |
| GEN-058 | Training Files | Until no longer of administrative value | Paper/electronic | | <input type="checkbox"/> |
| GEN-059 | Volunteer/Community Service Files | 4 years after termination of service | Paper/electronic | | <input type="checkbox"/> |
| GEN-060 | Wright Memorial Public Library History Files | Permanent | Paper/electronic | | <input checked="" type="checkbox"/> |
| HUM-001 | Applications for employment - Notes, interview questions, resumes, testing results and background checks | Retain with Personnel Files (if employed); others destroy after 2 years | Paper/electronic | | <input type="checkbox"/> |
| HUM-002 | Badges, Name Tags, and IDs | Return upon end of employment or when obsolete, then destroy | Paper/Metal/electronic | | <input type="checkbox"/> |
| HUM-003 | Claims and Litigation Files | 5 years after case is closed and claims exhausted | Paper/electronic | | <input type="checkbox"/> |
| HUM-004 | Deferred Compensation Deduction Reports | 5 years, provided audited | Paper/electronic | | <input type="checkbox"/> |

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|---------------------------|---|--|-------------------|--|--|
| HUM-005 | EEO Data Sheets & EEO-4 Report | 3 years | Paper/electronic | | <input type="checkbox"/> |
| HUM-006 | Employee Assistance Program | 6 years | Paper/electronic | | <input type="checkbox"/> |
| HUM-007 | Employee Benefit Records | 6 years | Paper/electronic | | <input type="checkbox"/> |
| HUM-008 | Employee Request for leave forms | Until audited | Paper/electronic | | <input type="checkbox"/> |
| HUM-009 | Employee Time Accruals - Tracks time used | 3 years | Paper/electronic | | <input type="checkbox"/> |
| HUM-010 | Employee Withholding Requests | 6 years after termination | Paper/electronic | | <input type="checkbox"/> |
| HUM-011 | Garnishment orders | 5 years after termination of employment or order rescinded | Paper/electronic | | <input type="checkbox"/> |
| HUM-012 | Grievances - Formal Complaints | 3 years after resolution or response | Paper/electronic | | <input type="checkbox"/> |
| HUM-013 | I-9 Immigration Verification forms (retained separately from personnel files) | 3 years after date of hire, or one year after termination, whichever is later. | Paper/electronic | | <input type="checkbox"/> |
| HUM-014 | Job Descriptions | Until superseded | Paper/electronic | | <input type="checkbox"/> |
| HUM-015 | Job postings/advertisements of job openings or promotions | 2 years | Paper/electronic | | <input type="checkbox"/> |

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|---------------------------|---|---------------------------------------|-------------------|--|--|
| HUM-016 | Payroll Records - time input worksheets, base and net salary, leave balances, and all withholdings of all library employees excluding OPERS reports. | 6 years, provided audited | Paper/electronic | | <input type="checkbox"/> |
| HUM-017 | Personnel files - employment application, performance evals, resume, grievances, employment verifications, accident reports, payroll change sheets, interviews, disciplinary action, training | 6 years after employment termination | Paper/electronic | | <input type="checkbox"/> |
| HUM-018 | Personnel files - service time, salary history, leaves balances, resignation or retirement info & letter. | 75 years after employment termination | Paper/electronic | | <input type="checkbox"/> |
| HUM-019 | Personnel Files - Medical | 6 years after termination | Paper/electronic | | <input type="checkbox"/> |
| HUM-020 | Time Sheets | 4 years, provided audited | Paper/electronic | Audited means: the years encompassed by the records have been audited by the | |
| HUM-021 | Tuition Reimbursement Files | 3 years | Paper/electronic | Auditor of State and the audit report has been | <input type="checkbox"/> |
| HUM-022 | Unemployment Compensation claims | 4 years, after closed | Paper/electronic | released pursuant to Sec. 117.26 O.R.C. | |
| HUM-023 | Workers' Compensation Claims | 10 years after final payment | Paper/electronic | | <input type="checkbox"/> |
| HUM-024 | Work Schedules | 2 years, provided audited | Paper/electronic | | <input type="checkbox"/> |
| LIB-001 | Contest Entry Forms | Until no longer useful | Paper | | <input type="checkbox"/> |

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|---------------------------|--|---|-------------------|--|--|
| LIB-002 | Display/Exhibit Files | 1 year | Paper/electronic | | <input type="checkbox"/> |
| LIB-003 | Interlibrary Loan Records | 30 days, unless financial obligations | Paper/electronic | | <input type="checkbox"/> |
| LIB-004 | Internet Use Agreements | Until end of business day | Paper/electronic | | <input type="checkbox"/> |
| LIB-005 | Laptop & Library of Things Agreement Forms | For the duration of the public service | Paper/electronic | | <input type="checkbox"/> |
| LIB-006 | Lost Books/Fine Records | Once paid removed from patron history | Paper/electronic | | <input type="checkbox"/> |
| LIB-007 | Mailing Lists | Retain until superseded or revised | Paper/electronic | | <input type="checkbox"/> |
| LIB-008 | Meeting Room Records | 1 years | Paper/electronic | | <input type="checkbox"/> |
| LIB-009 | Patron Record of Internet log-on | Until end of business day | Paper/electronic | | <input type="checkbox"/> |
| LIB-010 | Patron Record of Materials Borrowed | Until materials are returned | Paper/electronic | | <input type="checkbox"/> |
| LIB-011 | Proctoring Records | 1 year | Paper/electronic | | <input type="checkbox"/> |
| LIB-012 | Program Permission Documents | 2 years | Paper/electronic | | <input type="checkbox"/> |
| LIB-013 | Public Program Records | 2 years | Paper/electronic | | <input type="checkbox"/> |
| LIB-014 | Public Program Registrations | Until no longer useful | Paper/electronic | | <input type="checkbox"/> |

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|---------------------------|--|----------------------------|----------------------|--|--|
| LIB-015 | Publicity Files (newsletters, flyers, press releases) | 1 year | Paper/electr onic | | <input type="checkbox"/> |
| LIB-016 | Request for reconsideration of library materials | 1 year | Paper/electr onic | | <input type="checkbox"/> |
| LIB-017 | Request to Enable a Blocked Website | 1 year | Paper/electr onic | | <input type="checkbox"/> |
| LIB-018 | Request to Purchase Materials | 1 year | Paper/electr onic | | <input type="checkbox"/> |

